



BRISTOL AND WEST HOCKEY CLUB

LOCAL SAFEGUARDING POLICY

Safe • Respectful • Inclusive • Enjoyable

Policy owner	Club Welfare Officers	Approved by	Club Committee
Effective	September 2026	Review	At least annually / when guidance changes

1. Purpose

Bristol and West Hockey Club is committed to providing a safe, welcoming and inclusive environment for everyone involved in hockey. This policy sets out the club's local arrangements for recognising, reporting, recording and escalating safeguarding concerns, with particular regard to children and young people under 18 and adults who may be at risk. It operates alongside England Hockey safeguarding policies, reporting procedures and regulations.

2. Scope

This policy applies to players, parents/carers, coaches, volunteers, officials, team managers, junior organisers, committee members and visitors involved in club activity.

3. Safeguarding principles

- Safeguarding is everyone's responsibility.
- Report concerns promptly; you do not need to decide whether abuse, bullying or poor practice has occurred.
- The safety and welfare of the person at risk comes first.
- Do not investigate a safeguarding concern yourself.
- Do not promise confidentiality; information may need to be shared with appropriate people.
- Keep safeguarding information factual, secure and on a need-to-know basis.
- You may report directly to England Hockey where reporting through the club would be inappropriate, unsafe or uncomfortable.

Who to report to

Club Welfare Officers	England Hockey Ethics & Welfare Team
Stuart Bryant stuart.bryant@sjpp.co.uk Evie Turner evie.turner8@nhs.net	safeguarding@englandhockey.co.uk 01628 897500 England Hockey provides safeguarding advice, reporting procedures and case-management support.

5. Reporting procedure

1. RECOGNISE	If you see, hear or suspect something that causes a safeguarding concern, take it seriously.
2. IMMEDIATE DANGER?	If someone is in immediate danger, call 999. Seek urgent medical assistance where required and tell the relevant professional there is a safeguarding concern.
3. REPORT	If there is no immediate danger, report the concern to a Club Welfare Officer as soon as possible. Give the facts you know and record what was said or observed.
4. WELFARE OFFICER ACTION	The Welfare Officer follows England Hockey reporting procedures, records the concern appropriately and seeks advice or escalates where necessary.
5. DIRECT / ALTERNATIVE ROUTE	If the concern involves a Welfare Officer, cannot appropriately be reported to the Welfare Officer, requires further advice/escalation, or you are not comfortable reporting within the club, contact England Hockey directly.
6. APPROPRIATE ACTION	The Club Welfare Officer, England Hockey and/or the relevant statutory agency determines what action is required and ensures the concern is managed and recorded appropriately.

6. If the concern is about a Welfare Officer

Do not report the concern to that Welfare Officer. Report it to the other Club Welfare Officer or directly to England Hockey's Ethics & Welfare Team. If there is immediate danger, contact the police/emergency services on 999.

7. Handling disclosures and information

- Listen calmly and take the concern seriously.
- Reassure the person that they have done the right thing by speaking up.
- Do not ask leading or investigative questions.

- Make a factual note as soon as practicable, including what was said or observed, dates, times and people involved.
- Do not promise confidentiality.
- Store safeguarding records securely and share information only with those who need to know.

8. England Hockey and statutory escalation

England Hockey states that safeguarding is everyone's responsibility and provides clubs with safeguarding policies, reporting procedures, guidance on poor practice, reporting forms and welfare-officer resources. The club will follow the current England Hockey requirements applicable to it.

Where a concern requires statutory intervention, the appropriate police, children's social care, adult safeguarding or other relevant service should be contacted. In an emergency or where there is immediate danger, call 999.

9. Roles and responsibilities

Role	Responsibility
All club participants	Recognise concerns, report promptly, maintain appropriate confidentiality and avoid investigating.
Club Welfare Officers	Act as safeguarding points of contact; respond to concerns; keep appropriate records; seek advice; and make or support referrals/escalation.
Club Committee / Chair	Support safeguarding arrangements, policy implementation and governance. The committee must not act as a gatekeeper where direct safeguarding referral is required.
Coaches / volunteers / officials	Follow good-practice guidance, maintain appropriate boundaries and report concerns promptly.

10. Quick reference

Immediate danger	CALL 999
Safeguarding concern	Contact Stuart Bryant or Evie Turner
Alternative / direct route	England Hockey: safeguarding@englandhockey.co.uk • 01628 897500
Remember	RECOGNISE → REPORT → RECORD → REFER

11. Policy review

This policy should be reviewed at least annually and whenever England Hockey safeguarding requirements, relevant legislation or the club's safeguarding arrangements materially change.