



Surrey Hockey Umpires' Association

Safeguarding and Protecting Young Umpires in Hockey Policy

This policy document has been written by Surrey Hockey Umpires' Association (hereafter referred to as SHUA) for the protection of all Junior Umpires under the age of 18 (hereafter referred to as Junior Umpires) and for the knowledge and understanding of the Junior Umpires' custodial parents, carers and guardians (hereafter referred to as Parents/Carers).

This policy document has been written in conjunction with the following:

- South Hockey Association CHILD PROTECTION GUIDELINES February 2007 which may be found at: <http://www.southhockey.org.uk/files/Policies-PDF/SCHA-ChildProtection-Guidelines.pdf>
- England Hockey's Safeguarding and Protecting Young People in Hockey Policy which may be accessed through: <http://www.englishockey.co.uk/page.asp?section=1782§ionTitle=Policy>

SHUA believes that as part of our DUTY OF CARE we need to promote GOOD PRACTICE by providing the Junior Umpires with appropriate levels of protection and safety, and take any suspicions or allegations seriously.

SHUA fully supports the statement that "England Hockey believes that all young people have the right to be safe and enjoy their involvement in hockey. We accept a responsibility to promote the welfare of young people and protect them from harm, in partnership with The Hockey Family."

SHUA fully agrees with and fully supports the following statements from England Hockey:

GENERAL PRINCIPLES The following general principles regarding safeguarding and protecting young people will be applied by England Hockey and should also be applied by everyone within The Hockey Family.

- The safety and welfare of young people is paramount.
- The views and opinions of young people are sought, considered and integrated into all aspects of hockey.

- All young people, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to be protected from harm.
- It is recognised that some young people have additional vulnerability, which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment. It is therefore important to raise awareness of additional risks and address particular needs, as required.
- The rights, dignity and worth of all young people should always be respected.
- Safeguarding is everyone's responsibility, but it is the responsibility of child protection experts to determine whether or not abuse has taken place. It is everyone's responsibility in hockey to report concerns.
- Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.
- The Safeguarding Policy is only effective when The Hockey Family works in partnership to support the implementation, monitor and evaluate its progress.
- For clarity, the Safeguarding Policy and any related procedures and good practice relating to the safeguarding of young people in hockey need to be applied both in relation to activities for young people specifically and where young people may be involved within the adult game, for example, where players or umpires under 18 years of age are incorporated into adult team hockey.

This policy document actively safeguards and protects all Junior Umpires as they join SHUA and when being appointed to a game or a training session by SHUA within junior hockey as well as within games and training situations with adults.

SHUA believes that the following three groups have a responsibility to actively safeguard and protect all Junior Umpires and the following would be expected.

What Parents/Carers & Junior Umpires can expect from SHUA.

SHUA (in partnership with the Parent/Carer and the Junior Umpire):

- will keep medical and emergency details of all the Junior Umpires. Updated details will be collated and kept by the Welfare Manager.
- will secure written parental consent to administer First Aid if the need arises, or any other emergency treatment. NB It must be noted that no one should undertake first aid treatment for which they are not qualified. It is also important that everyone is aware of the South Hockey Association's Instructions regarding head Injuries which are set out in South Hockey document's Appendix 1 (see link above).
- will keep a written record and will inform the Parent/Carer & the Welfare Manager of any illness or injury sustained by a Junior Umpire whilst in the care of SHUA, plus the details of any medication or treatment given. Updated details will be collated and kept in confidence by the Welfare Manager.
- will, to the best of our abilities, ensure that adults will take care when playing, spectating and training alongside Junior Umpires. Adults must always treat them with respect and dignity.

- will, to the best of our abilities, ensure that Junior Umpires are not left alone on the side line without guidance or supervision.
- will, to the best of our abilities, ensure that adults will not change or shower at the same time as the Junior Umpires using the same changing room.
- will ensure that adult umpires will not change or shower at the same time as the Junior Umpires using the same changing room. (NB; If Junior Umpires are uncomfortable changing or showering in public, no pressure will ever be placed on them to do so.)
- will, to the best of our abilities, ensure that if mixed gender Junior Umpires are involved in a match or training session, they are always accompanied by both male and female adults.
- will put the Junior Umpires' welfare before the game.
- will use appropriate language at all time.
- will, to the best of our abilities, enforce a non-smoking policy and a non-alcohol drinking policy for the Junior Umpire.
- will, to the best of our abilities, enforce a drug free policy apart from the use of appropriate medication that has been provided by the Parent/Carer.
- will, to the best of our abilities, be vigilant regarding the use of cameras used to take photographs or video footage of Junior Umpires. Although using video equipment is a legitimate coaching aid, any concerns should be reported. All film and video recordings should be stored safely.
- will report any/all of the following to the Parent/Carer and the Welfare Manager:
 - If a Junior Umpire is injured or ill.
 - If a Junior Umpire appears distressed in any way.
 - If a Junior Umpire misunderstands or misinterprets something said or done
- will not include in any public area of the SHUA website the telephone number(s) or email addresses of any Junior Umpires. If the Junior Umpire takes official appointments from SHUA, then the Parents/Carers contact details will be made available in the public area of the website.
- will ensure contact with the Junior Umpire is made via the parent/carer.
- will ensure that no Junior Umpires' bank details will be held by SHUA --- only those of the Parent/Carer and only if the Junior Umpire takes official SHUA appointments and travel expenses need to be paid.
- will require a consent form which must be signed by the Parent/Carer and returned to SHUA before
 - a Junior Umpire may become a member of SHUA
 - a Junior Umpire may be appointed to a game or a training session by SHUA.
- will maintain a high level of communication with both the Parent/Carer and the Junior Umpire. SHUA has a Welfare Manager (details may be found on the website) and it is the responsibility of the Parent/Carer to inform the Welfare Manager of any changes to the Junior Umpire's details and of any concerns; and the Welfare Manager's responsibility to inform the parent/carer/guardian of any issues or concerns.

What SHUA & Junior Umpires can expect from Parents/Carers.

Parents/Carers (in partnership with SHUA and the Junior Umpire):

- will need to sign and return the consent form at the end of this document before a Junior Umpire may become a member of SHUA and before a Junior Umpire can be appointed to a game or training session by SHUA.
- will need to give medical and emergency details of the Junior Umpire to SHUA and will need to update these details to the Welfare Manager whenever there is a change or an issue occurring during a match or training session.

- will transport or arrange the transport of the Junior Umpire to the game or training session and will either remain with the Junior Umpire or arrange for an appropriate adult to remain with the Junior Umpire.
- understand that SHUA will be unable to provide an appropriate adult to remain with the Junior Umpire in most game or training sessions.
- will provide the Junior Umpire with food, drink, appropriate medication (including, where necessary, an inhaler or an epipen), the correct equipment and suitable clothing in accordance with the weather conditions.
- will support a non-smoking and a non-alcohol drinking policy for the Junior Umpire.
- will use appropriate language at all time.
- will communicate any relevant details and issues to the Welfare Manager.
- understand that their contact details may need to be published on the public areas of the SHUA website if their son/daughter is taking official appointments from SHUA.

What Parents/Carers & SHUA can expect from Junior Umpires.

The Junior Umpire (in partnership with the Parent/Carer and SHUA):

- will abide by the various protocols agreed between the Parent/Carer and SHUA and mentioned in the two sections above.
- will keep both the Parent/Carer and SHUA updated with any worries, concerns or changes in circumstance that may affect himself/herself.
- will come to a game or a training session prepared in terms of food, drink, medication, equipment and clothing.
- will do one's best especially to enjoy hockey umpiring.
- will inform someone (either the Parent/Carer or SHUA's Welfare manager) if he/she is worried about anything --- especially if you believe that:
 - you believe that you are being bullied
 - you believe that you are being threatened
 - an adult is making you do things that you know are wrong
 - someone is touching you and making you feel uncomfortable
 - someone is constantly teasing you, shouting at you or kicking and punching you
 - someone is making suggestive remarks or asking you to do things of a sexual nature
 - someone is acting in a way which makes you feel lonely, upset, unsafe or embarrassed

It can sometimes be difficult to speak to an adult about how you are feeling. You might think that an adult will not understand.

THEY WILL LISTEN.

You may think that they will not believe you.

THEY WILL BELIEVE YOU.

You may be scared that they will tell other people who you do not want to know.

THEY WILL ONLY TELL SOMOENE WHO CAN HELP.

You might think they have not got time to talk to you.

THEY WILL ALWAYS MAKE TIME TO TALK.

It's better to talk to someone. Ignoring your worries or concerns could make them worse.

Talking to someone will begin to tackle your worries and concerns. You only have to share information that you want to share. Telling someone will begin to help you



Consent form for a Junior Umpire joining SHUA or being appointed to a game or a training session by SHUA.

(Please would you complete the information requested on these two pages, sign (electronic signatures are acceptable) and return to the Welfare Manager either by email or by post (details below.)

I am the Parent/Carer (your name)

of (Junior Umpire's name)

For administrative purposes, I agree that the following details are necessary for SHUA to manage my child's membership of SHUA and/or the appointing to appropriate games and training sessions. I understand that these details may be published on the public areas of the SHUA website apart from those **in red** and marked with a *****.

First name of Parent/Carer	
Last name of Parent/Carer	
First name of Junior Umpire	
Last name of Junior Umpire	
Date of Birth of Junior Umpire *	
The name of any club and/or school which the Junior Umpire is associated with	
Email address of Parent/Carer	
Email address of the Junior Umpire *	
Home address of Parent/Carer & of the Junior Umpire *	
Home phone number of Parent/Carer	
Mobile phone number of Parent/Carer	
Mobile number of the Junior Umpire *	
Bank details for the Parent/Carer for the administration of travel expenses * (Only needed if the Junior Umpire is being officially appointed to games by SHUA and travel expenses are to be paid for travel to and from the appointed games.)	

<p>Medical details that SHUA and the Welfare Manager must be aware of (please continue on a separate sheet if necessary) *</p> <p>If your son/daughter has and uses an inhaler or an epipen, please ensure that he/she always takes them to the game or training session.</p> <p>Other items like hayfever tablets, suncream or pain relief may be carried by the Junior Umpire in agreement with the Parent/Carer.</p>	
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Declaration by the Parent/Carer

- I am aware of the documents from England Hockey and South Hockey Association which have been given a website links at the beginning of this policy document.
- I understand that Surrey Hockey Umpires’ Association has a duty of care towards all Junior Umpires and the policies and strategies mentioned aim to achieve this.
- I understand that all three parties (SHUA, Parent/Carer & the Junior Umpire) contribute to this duty of care.
- I consent to my son/daughter (name) being a member of SHUA and being appointed to appropriate games or training sessions.
- I will keep SHUA/Welfare Manager up to date whenever there are changes to my son/daughter’s details or circumstances/issues including illness and injury.
- I will be responsible for transporting or organising transport for my son/daughter to and from games or training sessions.
- Either I will be present or a named appropriate adult will be present during the game or the training session.
- I understand that appropriate photographs and videos may be used for training purposes.
- I consent to appropriate first aid being administered to my son/daughter if there is a need and is administrated by a qualified first aider.
- I consent to appropriate medical/hospital treatment being given to my son/daughter by a medical practitioner if the need arises. I understand that every effort will be made to contact me before treatment is given if I am not present at the game or training session.
- I understand that my contact details may be published on the public areas of the SHUA website but only if my son/daughter is taking official appointments from SHUA.

Signed (Parent/Carer)

Please return to the Welfare Manager who currently is:

Mrs S. Hay, 18 Fairfax Road, Old Woking, Surrey, GU22 9HW

Email: welfare@surreyhua.co.uk

Date: