

Welfare Process at East Grinstead Hockey Club

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If at any time you have concerns or are made aware on an incident please support East Grinstead Hockey Club by following the simple steps below.

Remember it is not your responsibility to decide to investigate if abuse has occurred. It is your responsibility to take action, however slight your concern.

Step 1:

If a child shows signs of abuse or an incident is reported to a member of staff about abuse. Remember to be calm, reassure the child. Be honest, do not make promises you can't keep. Keep questions to a minimum. Make notes so you can fill out the [England Hockey Child Protection Investigation Report Form](#)

Step 2:

Determine if immediate treatment is necessary and if yes continue with Step 3: If "No" go to Step 7.

Step 3:

Take child to hospital or call ambulance

Step 4:

Inform Doctor of concerns – Doctor will take further action

Step 5:

Ensure that the Club Welfare Officer is made aware of the Incident and with her support fill out the England Hockey Child Protection Incident Report Form and pass it to the England Hockey Child Welfare Officer

Step 6:

Help authorities investigate

You will have the support of the Club Welfare Officer throughout the process

Step 7: (If immediate treatment is not necessary)

Inform the person in charge and/or the club Child Welfare Officer.

Step 8:

With the support of the Club Welfare Officer fill in the England Hockey Child Protection Incident Report Form.

Step 9:

The Club Welfare Officer will report the incident to the England Hockey Child Welfare Officer

Step 10:

(If available) Area/Region Child Welfare Officer to contact Social Services, Police or NSPCC if not already informed

(If not available) Club Welfare Officer will contact Social Services, Police or NSPCC (0800 800 500)

Does the allegation involve a family member or carer?

If Yes – Do not inform the Parents/Carer without discussing with Social services or Police first

If No – Inform the parents/carers with the agreement of Social Services or Police

Step 11:

At this point no further action is required.

The Club Welfare Officer will act as a focal point with England Hockey and will monitor the progress of the investigation into the incident until complete.

East Grinstead Hockey Club and all participants thank you for your support in this matter.

