



## ADVICE ON PLANNING, EVENTS, ACTIVITIES, COMPETITIONS AND TOURS

### ENGLAND HOCKEY ADVICE ON PLANNING, EVENTS, ACTIVITIES, COMPETITIONS AND TOURS

If you are organising an event at club/county or regional level you are advised to download the NSPCC Child Protection in Sport (CPSU) e-guidance Safe sports events, activities and competitions from:

<https://thecpsu.org.uk/resource-library/tools/safe-sport-events-activities-and-competitions/>

There are situations such as training camps, residential tournaments and tours where adults are placed in positions of trust. The expectations of adults in positions of trust may vary dependent on the activity i.e. Coach or Team Manager at an inter-club match compared to the responsibilities of the Coach and Team Manager at a competition being played outside England which requires extensive travel arrangements and residential planning.

The following points to consider include information from the CPSU e-guidance:

#### BEFORE

1. A safe recruitment process is stated and used to recruit all staff/volunteers involved in the event, activity, competition or tour. This includes the appointing of a named person to lead the event, activity, competition or tour and someone with lead responsibility for safeguarding. Details of how these people will be deployed including ratios of adults to young people and male/female ratios.
2. A detailed Welfare Plan is written and outlines the expectations of everyone involved and how the Welfare Plan will be implemented. The Welfare Plan will have

some key information (how participants register to take part, how a safe environment for children is ensured, detail regarding the codes of conduct).

3. Written parental consent for young people joining the event, activity, competition or tour. This should include medical, photography and dietary and emergency contact details.
4. A detailed programme providing details for young people and parents/carers of the event, activity, competition or tour, this includes information regarding appropriate clothing/kit.
5. Complete a risk assessment of the facilities, surroundings and accommodation that are being used, highlighting any areas of concern.
6. Codes of Conduct are clear guidelines regarding the behaviour expectations of everyone involved, these are published and agreed (this includes adults and young people). The code should say how social media will be used for the duration of the event, activity, competition or tour. It should also clearly state the sanctions that will be imposed if the Code of Conduct is breached. This can be part of the overarching Welfare Plan.

*A safe recruitment process is used to recruit all staff/volunteers involved in an event.*

## DURING

1. Regular reference to the Welfare Plan as the key document to the running of the event, activity, competition or tour and modelling of good safeguarding practice.
2. Promotion of the reporting procedures for responding to and reporting concerns that are identified.
3. Implementation of the event, activity, competition or tour schedule ensuring young people have access to regular breaks, intake of liquid and food in relation to the length of the day and intensity of the practices/games.
4. Young people are supervised at all times, preferably by two or more adults.
5. Young people should be aware of where to access first aid and/or medical personnel and withdrawn from play if injured.
6. Establish the fire and emergency procedures for all aspects of the event, activity, competition or tour.
7. Increased awareness of young people with additional vulnerabilities and their engagement in the event, activity, competition or tour. See the 'Additional Vulnerabilities' section of England Hockey's training guidance document.

## TRAVEL AND OVERNIGHT STAYS

(in addition to the points to consider already stated, Section F of the CPSU e-guidance Safe sports events, activities and competitions relates specifically to Away fixtures, day trips and overnight stays.)

1. The Welfare Plan provides practical guidance for travel and overnight stays based around the information gathered through the risk assessment.
2. Residential facilities are adequate for the age and number of young people and there is a separate sleeping facility for supervising adults.
3. Facilities for showering (if shared) must be carefully managed with separate time slots for young people and adults, this should form part of the best practice behaviour detailed in the Codes of Conduct.
4. Check access to other facilities including bars (room mini-bars), fitness suites, internet, television and the package of channels that can be accessed.
5. Establish clear arrangements for meals, arrivals and departures.

