

Oxton Hockey Club



Safeguarding Reporting process

1. Initial Concern or Disclosure

- 1.1. An individual (player, parent, coach, or member) witnesses an incident, identifies a concern, or receives a disclosure from a young person.

2. Reporting avenues

2.1. Immediate Emergency / High Risk

- The online form is **not** monitored 24/7. If a child or vulnerable adult is in immediate danger, call **999** immediately.
- For urgent safeguarding advice:
 - **NSPCC Helpline:** 0808 800 5000
 - **England Hockey Ethics & Welfare Team:** 01628 897500 or safeguarding@englandhockey.co.uk

2.2. Direct Report (Recommended for direct support & swift follow-up): Contact Jules Armstrong (Club Welfare Officer) directly

- **Phone:** 07870 217042
- **Email:** julesaoxton@gmail.com

2.3. Anonymous / Confidential Online Form (For non-urgent concerns or sensitive disclosures): Submit a report via the Oxton HC Confidential Reporting Form (accessible via the club website).

Note: Submissions are routed securely to a restricted Google Drive folder accessible **only** by the CWO, Club Chair, and Club Sec. While reports can be completely anonymous, providing optional contact details allows the CWO to offer follow-up support.

3. CWO Records & Assesses

- 3.1. The CWO records the information swiftly and appropriately in accordance with the club's protection procedures.

4. CWO Action Path

- 4.1. **Internal Matter:** If it involves poor practice or a minor breach of the Code of Ethics, the CWO may manage it locally via the Club Management Committee.
- 4.2. **Serious Safeguarding Concern:** The CWO must refer the matter to the England Hockey Ethics and Welfare Team.
 - [EH Safeguarding reporting form](#)

- England Hockey Safeguarding Lead - 01628 897500 or safeguarding@englandhockey.co.uk

4.3. **External Referral (If Necessary)**

- England Hockey or the CWO will refer to statutory agencies (Social Services or Police) if a child is at immediate risk of significant harm.

Governance & Compliance Notes

- **Confidentiality:** All reports are treated as confidential and stored securely in accordance with GDPR.
- **Paramountcy:** The safety and welfare of the young person is the primary consideration throughout this process.
- **DBS Checks:** Our process is supported by ensuring all relevant officials are registered on the EH DBS system.

Document Component	Reference
Policy Version	2.0 (Inclusion of new anonymous online reporting form) Based on EH Safeguarding Policy Updated March 2022
Local Officer	Jules Armstrong (Club Welfare Officer)
Lead Body	England Hockey Ethics and Welfare Team
References	England Hockey Safeguarding hub England Hockey Safeguarding Policy