



4.3 SAFEGUARDING CERTIFICATION

1 Statement

- 1.1 To maintain high standards of coaching, thoroughness in safeguarding and protecting young people, and due diligence in managing club finances, Yeovil and Sherborne Hockey Club needs its volunteers to achieve certain standards depending upon their role within the Club.

2 Introduction

- 2.1 The standards are detailed in this document, and take the form of coaching awards, criminal record vetting, successfully completing courses and familiarity with Club policies and procedures.
- 2.2 The standards to be achieved will depend on the role and these are detailed in the table in Annex A.

3 Hockey Coaching

- 3.1 Individuals leading and delivering hockey coaching will hold suitable England Hockey coaching awards.
- 3.2 Individuals are expected retain their own coaching award certificates.
- 3.3 Individuals are expected to inform the Club Secretary of the date(s) of any awards achieved.

4 Volunteers' Suitability

- 4.1 The suitability of volunteers in working in key roles will be vetted through the Disclosure and Barring Service (DBS). These key roles are:
- 4.1.1 Working with young people.
 - 4.1.2 Access to personal information.
 - 4.1.3 Access to Club funds.
- 4.2 The Club Welfare Officer will manage all aspects of DBS administration.

5 Courses

- 5.1 The following courses are to be completed depending on role:
- 5.1.1 A suitable first aid course.
 - 5.1.2 UK Sport: "Safeguarding and Protecting Children".
 - 5.1.3 England Hockey: "Safeguarding" (online course).

5.1.4 England Hockey: “Diversity and Inclusion” (online course).

5.1.5 “Time to Listen”¹.

5.2 Once they are aware that they need to complete certain courses, individuals are expected to complete any on-line courses at their initiative; funding will be provided by the Club.

5.3 Other courses will be arranged as required by the Club, Somerset HA, or England Hockey.

6 Volunteer Agreement

6.1 Sign volunteer agreement (**YSHC 3.1d**).

7 Records

7.1 On completion of the required training, copies of certificates are to be forwarded to the Club Secretary and/or Club Welfare Officer.

7.2 Records will be kept, in spreadsheet format for easy viewing and access, by the Club Secretary and/or Club Welfare Officer. These records will be reviewed periodically by the Club Chairman and/or Club President.

¹ It is expected that a minimum of two suitable club members – one female and one male - have attended this course at anytime. One is to be the Club Welfare Officer.

ANNEX A

Roles, Awards, Vetting and Courses Required

Post	Working with young people (Coach or team captain)	Access to personal information (FullOnSport)	Access to Club funds (Bank account signatory)	Coaching Insurance	DBS	First Aid	SG & PC	Online SG	Inclusion & Diversity	Time to Listen (Note 2)	Club Volunteer Form
Academy Administrator	Yes	Yes	No	No	Yes	No	No	Yes	No	No	Yes
Academy Team Manager	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	No	Yes
Assistant Coach	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Club Captain	Yes	Yes	No	No	Yes	No	No	Yes	Yes	Yes	Yes
Club Chairman	No	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes
Club Coach	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Club President	No	No	No	No	No	No	No	No	No	No	Yes
Club Secretary	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes
Club Treasurer	No	Yes	Yes	No	Yes	No	No	No	No	No	Yes
Communications Officer	No	No	No	No	Yes	No	No	Yes	Yes	No	Yes
Director of Hockey	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Equipment Officer	No	No	No	No	No	No	No	No	No	No	Yes
Fixture Secretary	No	No	No	No	No	No	No	No	No	No	Yes
Head Coach	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Membership Secretary	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes
Social Officer	No	No	No	No	No	No	No	No	No	No	Yes
Team Captain	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	No	Yes
Umpiring Officer	No	No	No	No	Yes	No	No	Yes	No	No	Yes
Volunteer Coach	Yes	No	No	No	Yes	Yes	No	Yes	Yes	No	Yes
Welfare Officer	Yes	Yes	No	No	Yes	No	Yes	No	Yes	Yes	Yes