

# SAFEGUARDING EDUCATION AND DBS POLICY

September 2023



## INTRODUCTION

All club members and individuals are bound by the particulars of England Ice Hockey (EIH) Safeguarding Education and DBS Policy as detailed below. This encompasses all players (and parents and guardians if U18), coaches, managers, off ice officials, owners, and any other direct person involved in operations of a club.

In addition, Clubs must accredit with EIH any volunteer or paid person(s) regularly providing media coverage at their Club and ensure they follow this policy.

The purpose of this policy is to ensure that volunteers and staff are educated appropriately, and risk mitigation is put in place.

Violation of this policy result in the member or Club being subject the EIH Discipline Policy.

## SUPPORTING DOCUMENTS

This policy should be used in conjunction with the following policies:  
EIH Code of Conduct & Ethics  
EIH Coaching, Manager and Off-Ice Official Protocols

## POLICY

All individuals regularly volunteering at a Club must be registered with the EIH in the appropriate category.

The EIH has the following categories of membership:

- Coach (qualified and licenced through the EIH coaching & education programme)
  - Foundation Coach
  - Assistant Coach
  - Team Coach
  - Advanced Team Coach
- Manager (qualified and licenced through the EIH coaching & education programme)
  - Assistant Manager
  - Team Manager
  - Advanced Team Manager
- Team Bench Off-Ice Official (refers to persons who can go on the bench)
  - Equipment Manager
  - Physiotherapist
  - Sports Therapist
  - First Aider
- Off-Ice Officials (refers to persons who cannot go on the bench)
  - Team Scorer\*
  - Penalty Box Attendant \*
  - Goal Judge\*
  - Timekeeper\*
  - Photographer / Media Team\*
  - Club Designated Safeguarding Lead (DSL)

- Club Volunteer / Admin
  - Registration / Fixtures Secretary
  - Chairperson
  - Treasurer

\*Where an individual is undertaking a role on an ad-hoc basis (e.g. helping out at one or two matches due to insufficient registered volunteers), they are not required to register with the EIHC and this policy does not apply.

The following registration costs apply for each category:

Coach	£73.50*
Manager	£52.50*
Team Bench Off-Ice Official	£52.50*
Off-Ice Official	£10.50
Club Volunteer / Admin	Free of charge

**\*A 50% discount applies on this fee only when registering as a player at the same time.**

## MINIMUM REQUIREMENTS

The following demonstrates the minimum education and DBS requirements for all personnel.

DBS checks and Safeguarding and Protecting Children (NSPCC course) are only required for personnel working with persons under the age of 18. This includes senior clubs where players are U18.

Role	DBS	NSPCC Safeguarding	GDPR	Other
<b>Coach</b>				
Coach (all levels)	•	•	•	
<b>Managers</b>				
Manager (all levels)	•	•	•	
<b>Off-Ice Team Bench Official</b>				
Equipment manager	•	•		
Sports therapist / medic	•	•	•	Medical qual
<b>Off-Ice Official</b>				
Club DSL	•	•	•	DSL conference
Gamesheet official	•	•	•	
Goal judge	•	•		
Penalty box attendee <sup>^</sup>	•	•	•	
Photographer / media	•	•	•	
Timekeeper	•	•	•	
<b>Club Volunteer / Admin</b>				
Chairperson	•	•	•	
Secretary	•	•	•	
Treasurer			•	

<sup>^</sup>Denotes that a DBS check and the Safeguarding and Protecting Children (NSPCC course) e-learning module are only required where the official has access to players U18 on a regular basis (generally defined as weekly) and the penalty box is situated away from the timekeeper.

## FREQUENCY OF EDUCATION & DBS

DBS checks must be completed prior to registration with EIH through the EIH's system Vibrant Nation on an annual basis. The volunteer's first DBS check is provided by EIH free of charge.

Volunteers are encouraged to sign-up to the free annual update service offered by the DBS provider, Vibrant Nation and must share this status with their Club DSL and EIH.

Failure to do so will mean that the Club or Volunteer is liable for the cost of subsequent DBS checks.

NSPCC Safeguarding and Protecting children and the EIH GDPR course are valid for three years. All education must be completed prior to the volunteer's licence being granted.

Club DSL training must be undertaken on an annual basis.

Where a club or individual breaches this policy, their EIH registration will be suspended, and the Club or individual may be subject to the EIH discipline process.

