



CHILD WELFARE AND PROTECTION POLICY

The guidelines in this document are based on the national guidelines as outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, and Sports Council Northern Ireland 2000, updated 2006 (IHA Code of Ethics)
- Children (NI) Order 1995 and Co-operating to Safeguard Children 2003



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POLICY STATEMENT

Lisnagarvey Hockey Club

IHA Code of Ethics states that "Hockey is fully committed to safeguarding the well being of its participants. Every individual in hockey should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sports.

In working with young children in hockey our first priority is the welfare of young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation".

Lisnagarvey will do this by:

- Recognising that all children have the right to freedom from abuse.
- Ensure that all our coaches and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents and children with the opportunity to voice any concerns they may have.
- Appointment of a Children's Protection Officer(s) who will take specific responsibility and act as the main point of contact for parents, children and outside agencies.
- Access to confidential information is restricted to the Children's Protection Officer(s) or the appropriate external authorities.

This policy applies to all those involved in Lisnagarvey Hockey Club; Coaches, Administrators, Officials, Parents and Young People.



CORE VALUES

Youth hockey is based on the following principles that will guide the development of young people within hockey, (as outlined in page 9, *Code of Ethics and Good Practice for Children's Sport*).

Needs of the child

All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people. The stages of development and ability should guide the types of activity provided within Hockey. The first priority is the children's safety and enjoyment of hockey.

Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play is the guiding principle of SCNI's Code of Ethics and Good Practice for Children's Sport.

All children's sport should be conducted in an atmosphere of fair play. Lisnagarvey is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

Too often competitive demands are placed on children too early and results in excessive levels of pressure on them and as a consequence, high levels of drop out from sport. A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.



GUIDELINES AND CODE OF CONDUCT(S)

For Young Players – See Appendix 1

Lisnagarvey Hockey Club wants to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

For Parents – See Appendix 2

Lisnagarvey Hockey club believes that parents play a pivotal part in the support and encouragement of their child/children's enjoyment of hockey, but it is believed that parents also have a responsibility to recognise and value the importance of conduct, respect and impartiality.

For Sports Leaders – See Appendix 3

Lisnagarvey Hockey Club recognises the key role Leaders (Coaches, Youth Administrators, Captains, Selectors and Team Managers, etc.) play in the lives of young people in sport. Leaders in Hockey should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children's safety and enjoyment of hockey and should adhere to the guidelines and regulations set out in the Hockey's Code of Ethics.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.



POLICIES AND PROCEDURES

CHILD WELFARE AND PROTECTION PROCEDURES

Lisnagarvey Hockey Club accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse and neglect. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the Club Designated Person, unless the concern is about that individual. In that case they should contact the Chairman of Lisnagarvey. If they are not happy with the response, they can contact the duty social worker directly. Grounds for concern include a specific indication of physical, emotional, sexual abuse or neglect from a child, a statement from a person who witnessed abuse/neglect or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the Club but should be passed on to the Designated Person, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Hockey, in a paid or voluntary capacity, to decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Further information can be found in the IHA Code of Conduct

Any individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasising the, *'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'*

ALLEGATIONS AGAINST LEADERS

Lisnagarvey Hockey Club has agreed procedures to be followed in cases of alleged child abuse against Leaders. If such an allegation is made against Sports Leaders working within Hockey, two procedures should be followed:

The safety of the child making the allegation should be the first and paramount consideration and the safety of any other children who may be at risk. The Club should take any necessary steps that may be necessary to protect children in its care. The protection should be in proportion to the level of risk.

The issue of confidentiality is important. Information is shared on a need to know basis and the Sports Leader should be treated with respect and fairness. Parents should be informed.

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THE REPORTING PROCEDURE

If the Designated Person has reasonable grounds for concern, the matter should be reported to the PSNI/ Social Services, following the standard reporting procedure and the parents should be informed. *Further information can be found in the IHA Code of Conduct*

ANONYMOUS COMPLAINTS

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Designated Person. The information should be checked out and handled in a confidential manner.

RUMOURS

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Children's Officer/Designated Person and checked out without delay.

USEFUL NUMBERS

• Social Services	02892 665181
• NSPCC Helpline	0808 800 5000
• PSNI CARE Unit	028 90650222 Ask for your local CARE Unit
• Childline	Freephone 0800 1111

DESIGNATED PERSON(S) - See Appendix 5 – Children's Officers /Designated Persons – Roles and Responsibilities

The "Contact Person" or Designated Person within Lisnagarvey Hockey Club is Gillian Cartmill. Gillian can be contacted by leaving a message at the Club on 02892 681144 or by email child.protection@lisnagarveyhockey.com

The name of the designated person(s) responsible shall be made known to young members, coaches and parents alike; as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to Club Chairperson.

Complaints and Appeals Procedure

The complaints and appeals procedure allows all participants and the parents of young participants who are dissatisfied to register their complaint in a formal way and put an open process of investigation into action.

In the first instance, complaints should be dealt with, where possible, verbally at source at a local level – i.e. to the Lisnagarvey Designated Person. Complaints may be lodged by all participants and the parents of young participants involved in the event under the control of Lisnagarvey Hockey Club. An outline of all relevant details about the complaint should be made available.

See Appendix 6 –Procedures for dealing with a concern about behaviour of a Member of Staff / Volunteer.

See Appendix 7 – Procedure for complaints about possible abuse outside the organisation



Discipline In Children's Hockey

Discipline in sport should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage young people to become more responsible for themselves and therefore more independent.

Children should be helped to become responsible about the decisions and choices they make within sport, particularly when they are likely to make a difference between playing fairly and unfairly. There should be no place for fighting, over-aggressive or dangerous behavior in sport.

The Use of Sanctions

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied. They should never be used to retaliate or to make a Sports Leader feel better. The following steps are suggested and should always be used in conjunction with the Code of Conduct for young people:

- Rules should be stated clearly and agreed.
- A warning should be given if a rule is broken.
- A sanction (e.g. use of time out) should be applied if a rule is broken for a second time. The use of green, yellow and red cards is encouraged, irrespective of the sport.
- If a rule is broken for the third time the child should be spoken to, and if necessary, the parents/guardians may be involved.
- Sanctions should not be applied if a Sports Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible.
- A child should not be sanctioned for making errors when s/he is playing.
- Physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life.
- Sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport.
- Once sanctions have been imposed, it is important to make the young person feel s/he is a valued member of the group again.
- Where relevant some sanctions may need to be recorded and parents informed.

Recruitment & Selection Policy

Lisnagarvey Hockey Club will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and selection procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the responsibility of the club / Branch / Association and not of any one individual within it. The relevant committees should ratify all recommendations for appointment.

The Club will use the following as a suitable procedure: -

- The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated.
- Before being voted / nominated / appointed to a position which brings them in contact with young people, the leader should be made aware of the Code of Conduct as it relates to young people and any related guidelines within this document. This involves

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newly recruited volunteers, paid personnel and all volunteers assigned by the club / Branch / Association for that season.

- New leaders should fill in an information and self declaration form, giving names of two referees who will be contacted verbally and using the self-declaration questions. See sample forms:

[Appendix 8 – Application form for New Leaders](#)

[Appendix 9 – Self Declaration/Vetting Permission Form\)](#)

[Appendix 10 – Confidential Reference Form](#)

- All new volunteers should undergo an induction; this can be done in an informal manner. Following this, a probationary period is advisable.
- Adequate supervision should always be provided; a leader should not have to work alone.
- Every effort should be made to manage and support appointed Leaders. Coaching courses and workshops will be provided, Codes of Conduct will be made available and where possible, vetting will be implemented. In Northern Ireland those who will be working with children and young people in regulated positions (training, coaching, organisation of youth hockey, etc) will be asked to agree to the vetting procedures that are available in Northern Ireland through AccessNI.

Anti-Bullying Policy

Bullying can occur between an adult and young person, and by young person to young person. In either case it is not acceptable within Hockey. The competitive nature of hockey can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it effects their health and development, or at the extreme, causes them significant harm. There are a number of signs that may indicate a person is being bullied:

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings).
- Stress-caused illness – headaches, and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a training/match, going different routes, asking to be driven).
- Frequent loss of, or shortage of, money with vague explanations.
- Having few friends or drop out of newer members.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance).
- Anxiety (shown by nail-biting, fearfulness, tics).

This list is not exhaustive and there are other possible reasons for many of the above. The presence of one or more of these indicators is not proof that bullying is actually taking place.

How can it be prevented?

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the

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hurt they are causing, and so make the problem a 'shared concern' of the group, (see below).

- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'.
- Encourage young people to negotiate, co-operate and help others, particularly new or different children.
- Offer the victim immediate support and put the 'no blame approach' into operation.
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much.
- Never encourage a young person to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the statutory authorities, dealing with bullying behaviour is normally the responsibility of all Leaders within the club but you should also liaise with the Child Protection Officer.

Reporting Accidents

In the event of an accident, the following procedure will be carried out: -

- Contact emergency services/ GP if required.
- Fill in Accident Form (**see appendix 11**) for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to accident book/folder.
- Forward 1 copy to Designated Person for record keeping/ action required.
- Record in detail all facts surrounding the accident, witness's etc.

See Appendix 11 – Accident Report Form

Reporting Incidents

- In the event of an incident, the following procedure will be carried out: -
- Fill in an Incident Report Form.
- Forward one copy of form to Designated Person for storing in a safe and secure environment.

See Appendix 12 – Incident Report Form



GUIDELINES ON GENERAL ISSUES

Travelling With Children

There is extra responsibility taken on by Leaders when they travel with children to events. When travelling with young people our Leader/Supervisors will:

- Ensure that there is adequate insurance cover.
- Not carry more than the permitted number of passengers.
- Ensure use of safety belts.
- Avoid being alone with one participant, put passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off.

Supervision

- Make sure there is an adequate adult:child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:10 for under 12 years of age and 1:12 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips.
- There should be a minimum of 2 adults per group at any one time.
- Where there are mixed groups there should be leaders of both genders.
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.
- Leaders should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender.
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected.
- Keep attendance records and record of any incidents / injuries that arise.
- Facilitate parents who wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise). If they are agreeing to take on this role, they should sign up to the Code of Conduct and agree to the checking services available in the respective jurisdictions.

Away Trips / Overnight Stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number.
- Young participants should sign a behaviour agreement.
- Appoint a group leader who will make a report on returning home.
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details.
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms.
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1: 6, and proper access to medical personnel.
- Lights out times should be enforced.
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

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HOSTING

Lisnagarvey Hockey Club recognises that hosting is an integral part of sport and if handled appropriately can add to a child's enjoyment and experience of sport. However, safety of our young players must be the primary concern.

Young people

- Should sign a behaviour agreement.
- Should not be asked to share a bed or room with an adult.
- Should be happy with the arrangements.
- Should show respect to the host families.
- Should not stay on their own with a host family, there will always be at least two young people staying with the same family.

Lisnagarvey Hockey Club should

- Provide a travel pack to hosting families.
- Check out that the hosting families are known to the host association/organisation.
- All travel and accommodation arrangements should be made known to parents and players.
- Gather information on destination and venue.
- Inform parents as far as possible with whom their child is staying.

Host Families should

- Agree to abide by Lisnagarvey's Code of Conduct.
- Consent to appropriate checks and references.
- Attend host family meetings before competitions or events.
- Provide a safe and supportive environment for young people.
- Always be given the contact number of the adult responsible for the travelling group and should know that they are free to contact this person if they encounter any difficulty.
- Be given contact numbers for parents plus an additional contact which may be used in an emergency, details of medical conditions, medication requirements or allergies.
- It should be made absolutely clear to players, to parents of players being hosted and to the host families that the use of substances such as alcohol is not allowed for underage players.

Hosting organisation

- The hosting organisation must comply with the regulations set down by its National Governing Body.

At the start of the Season:

- Parents should be advised of the regulations and guidelines for Hosting.
- Parents who still have a concern should be encouraged to voice their concerns and to make suggestions for greater safety.
- No pressure should be put on young players/parents to travel or undertake return hosting if they have concerns in this area.

Before travelling- young players & their parents (as a group where possible)

- Be advised of the hosting arrangements.
- Be advised of the name of travelling adult to whom concerns can be reported.
- Be made aware of the importance of reporting concerns.
- Parents should be asked to make their children aware of particular behaviours that may be a cause for concern.

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- The name and phone number of the host family should be given to the parent of each travelling player.
- Parents should supply all relevant information, their contact numbers, plus additional emergency contact number, medical condition, medication requirements, or allergies and this information should be passed on to the host family.
- Parents should be advised that if players behave inappropriately, arrangements will be made for the player's early return home. The player's parents must meet any extra expense.

See Appendix 13 – Hosting & Travel Agreement Young Person and Parent

See Appendix 14 – Hosting & Travel agreement Coaches/Managers and Appointed Volunteer

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Safety

Lisnagarvey HC has a safety statement, including specific and potential risks attached to hockey. We also have procedures in place for safeguarding against such risks. In addition we should:

- Ensure activities are suitable for age and stage of development of participants.
- Keep a record of any specific medical conditions of the participants.
- Keep a record of emergency contact numbers for parents / guardians.
- Ensure any necessary protective gear is used. It is strongly recommended that gum shields and shin guards are worn by young people. Parents should be advised about the necessity of protective gear.
- Ensure First Aid kit is close at hand with access to qualified first-aid person.
- Know the contact numbers of emergency services.
- Keep first aid kit stocked up.
- Ensure easy access to medical personnel if needed and have an emergency plan.
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details.
- Officials (Youth Organisers and Umpires, etc.) should ensure the conduct of the game.
- Participants should know and keep to the sportsmanship guidelines of hockey, keeping in mind that many rules are there for safety.
- Leaders should hold appropriate qualifications required by the Ulster Hockey.
- Ensure there is adequate insurance cover for all activities.
- Ensure when required parents / guardians are present at finishing time of sessions or events.

Physical Contact

Hockey on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g. it may be necessary to assist a young person with, for instance, the grip but the following should be taken into consideration. Lisnagarvey coaches will:

- Avoid unnecessary physical contact. When necessary explain why and ask for permission from the young person.
- Any necessary contact should be in response to the needs of the child and not the adult.
- It should be in an open environment with the permission and understanding of the participant.
- It should be determined by the age and developmental stage of the participant - don't do something that a child can do for themselves.
- Never engage in inappropriate touching.

Late Collection

It is important that the club has some clear and easy guideline if a parent is late to collect a child, such as, contact the parent using the emergency contact number. If there is no answer ask the child if there is another family member to contact. Wait with the young person at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.



Use of Photographic and Mobile Equipment

Lisnagarvey Hockey Club has adopted a policy in relation to the use of images of young people on their websites and in other publications as part of its commitment to providing a safe environment to young people. The Club will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

General Guidelines for use of photography:

- Ask for parental permission to use the hockey participant's image and consult with the parents about its usage. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.
- If the young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the young person.
- Only use images of young people in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the hockey not on a particular child.
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to young hockey participants. Follow the child protection procedures, ensuring either the senior officer, Children's Officer/Designated Person or, if necessary, the social services and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the senior officer and/or event organiser of session. Club / branch/ association should display the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation of the IHA's Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the club secretary or event organisers before carrying out any photography. The club/Branch/IHA (whatever is appropriate) and event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions. Children and young people should only be photographed or filmed with their permission and the permission of their parents/guardian".

Ensure that these guidelines are communicated to the event organisers and that they have a clear understanding of the reasoning behind it.

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When commissioning professional photographers or inviting the press to an activity or event we will ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the chairperson or event organiser by producing their professional identification for the details to be recorded. Ensure that you:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Keep a record of accreditations.
- Inform young people and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to young people or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a player's home.

Videoring as a coaching aid:

Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the young person and the young person's parent/carer.

Anyone concerned about any photography taking place at events or training sessions can contact Lisnagarvey's Youth Convenor.

Mobile phones

Mobile phones provide children with security and enable parents to keep in touch and make sure that they are safe. However, this technology also allows for direct personal contact with young people, in some cases used to cross the boundaries of what is appropriate and cause harm to young people. Responsible and secure use of mobile phones by adults and young people needs to be encouraged in Hockey.

As a young person remember:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or Children's Officer/Designated Person within the organisation/club.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers.
- Change your phone number in cases of bullying or harassment.
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. in changing rooms.
- Treat your phone as you would any other valuable item so that you guard against theft.

As a Leader remember:

- Use group texts for communication among players and teams and inform parents of this at the start of the season.
- It is not appropriate to have constant communication for individual players.
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. in changing rooms.



Appendix 1 - Code of Conduct for Young People

Lisnagarvey Hockey Club wants to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, **and responsibilities** that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

Young players are entitled to:

- Be safe and to feel safe.
- Be listened to.
- Be believed.
- Have fun and enjoy hockey.
- Have a voice in relation to their activities within Hockey.
- Be treated with dignity, sensitivity and respect.
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable.
- Make complaints and have them dealt with.
- Get help against bullies.
- Say No.
- Protect their own bodies.
- Confidentiality (see section on confidentiality).

Young players should always:

- Treat Sports Leaders with respect, (including administrators, coaches, umpires, managers, children's officers, club officials, etc.).
- Look out for themselves and the welfare of others.
- Play fairly at all times, do their best.
- Be organised and on time, tell someone if you are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents, be gracious in defeat.
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing Hockey in any way into disrepute.
- Talk to the Children's Officer within the club if they have any problems.

Young players should never:

- Cheat.
- Use violence or physical contact that is not allowed within the rules.
- Shout or argue with officials, team mates or opponents.
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate another player or gain advantage.
- Take banned substances, alcohol, smoke or engage in sexual behaviour.
- Keep secrets, especially if they have caused or could cause harm.
- Tell lies about adults / young people.
- Spread rumours.
- Discriminate against other players on the basis of gender, disability, social class, religion.



Young Person's Code of Conduct

I have read and understood the Code of Conduct and agree to abide by the guidelines set out in the code.

Signature of Player:	
Date:	
Name in Print:	

Signature of Parent / Guardian: _____

Date: _____

(Please note that the person signing the parent/guardian section must ensure that they have parental responsibility for the child).



Appendix 2 - Guidelines for Parents

Lisnagarvey Hockey Club believes that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect the outcome of a game, a player or the opponent.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question their judgment or honesty. Respect Designated Persons, Coaches, Umpires, Youth Organisers, Managers and other players.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.
- Take an interest in your child's sport and support the child's participation in their chosen activity.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

PARENTS CODE OF CONDUCT

Parent(s) will:

- Respect the rules and procedures set down in Hockey.
- Respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. Parents will encourage their child to treat other participants, coaches, children's officers, officials, selectors and managers with respect.
- Give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- Respect my child's leader(s) and support his/her efforts.
- Respect the officials and their authority during sessions and events within the club and under the auspices of IHA.
- Never demonstrate threatening or abusive behaviour or use foul language.

PARENTAL DECLARATION

I agree to abide by the rules and procedures of Hockey and in particular the Guidelines and Code of Conduct for Parents.

Name (in print): _____

Signature: _____

Date: ___/___/___



Appendix 3 - Guidelines for Sports Leaders

Lisnagarvey Hockey Club recognises the key role Leaders (Coaches, Youth Administrators, Captains, Selectors and Team Managers, etc.) play in the lives of young people in sport. Leaders in Hockey should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children's safety and enjoyment of hockey and should adhere to the guidelines and regulations set out in the IHA's Code of Ethics.

Leaders should:

Respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, disability, ethnic origin, religion, etc.

Leaders working with young people in Hockey should:

- Be suitable and have the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, (known as regulated positions in NI), whether paid or unpaid. References will be needed and will be followed up.
- Comply with a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and Code of the Conduct of Lisnagarvey Hockey Club.
- Know and understand the child protection policies and procedures in Lisnagarvey Hockey Club.
- Act as a role model and promote the positive aspects of hockey and maintain the highest standards of personal conduct.
- Develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.
- Report any concerns they have to the Designated Officer.

As a role model they:

- Will be required to display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that players in their care respect the rules of the game. Insist on fair play and ensure players are aware that you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow trainers and coaches. Do not criticise other leaders.
- Must actively discourage the use of drugs, alcohol and tobacco as being incompatible with a healthy approach to sporting activity.
- Must avoid the use of alcohol and banned substances, before coaching and training, during events, while supervising trips with young players.

Protection for leaders and young people

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leader's / coach's home or overnight stays. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

Avoid working alone and ensure there is adequate supervision for all activities.

Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person.

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Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family. Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals and appropriate challenges for the participants and do not push young players. Create a safe and enjoyable environment.
- When approached to take on or taking on a new player, ensure that the relationship with the previous club/coach has been ended in a professional manner.
- When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the club/organisation must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information. Any referral to medical and ancillary practitioners requires parental consent.
- The nature of the relationship between leader and a participant can often mean that a leader will hear confidential information about a player or player's family. This information must be regarded as confidential and must not be divulged to a third party without the express permission of the young person/family, except where abuse or neglect is suspected.

Sports Leaders Code of Conduct

Leaders should familiarise themselves with the ***Code of Ethics and Good Practice for Children's Sport*** and follow the procedures if they suspect or receive complaints of abuse of any sort. Leaders should read below and agree to abide by these terms.

Leaders should

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put welfare of young person first, strike a balance between this and winning / results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities are appropriate for the individual.
- Plan and prepare appropriately.
- Anyone working with children should do the child protection awareness course and hold up-to-date qualifications and be committed to the values and guidelines of Hockey.
- Involve parents where possible and inform parents when problems arise.
- Keep a record of attendance at training and competitions.

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- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcomes, if behavioural problems arise.
- Report any concerns in accordance with this Code's reporting procedures.
- Encourage young people to respect one another and to expect respect for their worth as individuals for their worth regardless of their level of play.
- Be acutely aware of the power that you as a coach develop with your players in the coaching relationships and avoid any sexual intimacy with young people that could develop as a result.
- Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and any illegal substance.
- Encourage young people and other coaches to develop and maintain integrity in their relationship with others.

Where possible Leaders should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to their home.
- Taking children on journeys alone in their car.

Sports Leaders should not:

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission of the parent(s).
- Undertake any form of therapy (hypnosis etc.) in the training of children.
- Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
- Never communicate or form a "friendship" with children online with the intent of arranging to meet in the "real world".
- Never ask anyone to keep secrets of any kind.

SPORT LEADER'S DECLARATION

I agree to abide by the rules and procedures of Hockey and in particular the Guidelines and Code of Conduct for Sport Leaders.

Name (in print): _____

Signature: _____

Date: ___/___/___



Appendix 4 – Member Details / Parental Consents.

Member Details

Surname:			
Forename(s):		Male/Female (Please delete)	
Address:			
	Postcode:		
Date of Birth:		Email Address:	
School Attended:		Year Group:	

Contact Details

Please give details of all persons to be contacted in an emergency. Place them in the order that you wish for them to be contacted.

Parent /Guardian	Relationship to Member e.g. Parent/Step-parent:		
Surname:	Forename:	Mr/Mrs/Ms	
Address:		Postcode:	
Home Tel:	Work Tel:	Mobile:	
Parent /Guardian	Relationship to Pupil e.g. Parent/Step-parent:		
Surname:	Forename:	Mr/Mrs/Ms	
Address:		Postcode:	
Home Tel:	Work Tel:	Mobile:	
Other Contact	Relationship to Pupil e.g. Grandparent/Childminder/:		
Surname:	Forename:	Mr/Mrs/Ms	
Address:		Postcode:	
Home Tel:	Work Tel:	Mobile:	



Appendix 5 – Children’s Officers /Designated Persons – Roles and Responsibilities

Designated Officer / Child Protection Officer: Mrs Gillian Cartmill

Club Designated Person

Designated persons are responsible for dealing with any concerns about the protection of children. The Designated Person is responsible for reporting allegations or suspicions of child abuse to PSNI/Social Services. Children’s Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of young people. While it is recommended that each organisation/club appoints a Children’s Officer and a Designated Person, if a club is unable to recruit suitable individuals for both posts, one person can be appointed to take on the role of Club Children’s Officer and Club Designated Person provided they understand and agree to take on the responsibilities attached to both positions.

The Children’s Officer should have the following functions:

- To promote the Code of Ethics & Good Practice.
- To familiarise with **Children First** and **Our Duty to Care** to ensure they can act as an information source to other members of the organisation.
- To influence policy and practice and prioritise children’s needs.
- To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the guidelines in the Code of Ethics for Hockey for Young People.
- To encourage the participation of parents/guardians in club activities.
- To co-operate with parents to ensure that each child enjoys his/her participation in hockey.
- To act as a resource with regard to best practice in children’s hockey.
- To report regularly to the club management committee.
- To monitor changes in membership and follow up on any unusual drop-out, absenteeism or club transfers by children or coaches/volunteers.

Club Designated Person should:

- Have knowledge of the Code of Ethics and Statutory guidelines.
- Have knowledge of categories and indicators of abuse.
- Be prepared to undertake training in relation to child protection.
- Be familiar with and able to carry out reporting procedures as set out in the Code of Ethics and Good Practice in Children’s Sport and in Hockey’s Code of Conduct for Young People.
- Communicate with parents and/or agencies as appropriate.
- Assist with the ongoing development and implementation of clubs child protection training needs.
- Be aware of local contacts and services in relation to child protection.
- Inform local Gateway Social Services/PSNI.
- Advise Club Administrators on strategies to deal with poor practice and bullying concerns.
- Advise Club Administrators on issues of confidentiality/record keeping/data protection.
- The Designated Person of affiliated clubs and groups should report suspected abuse in relation to Sports Leaders or persistent poor practice to the National Designated Person

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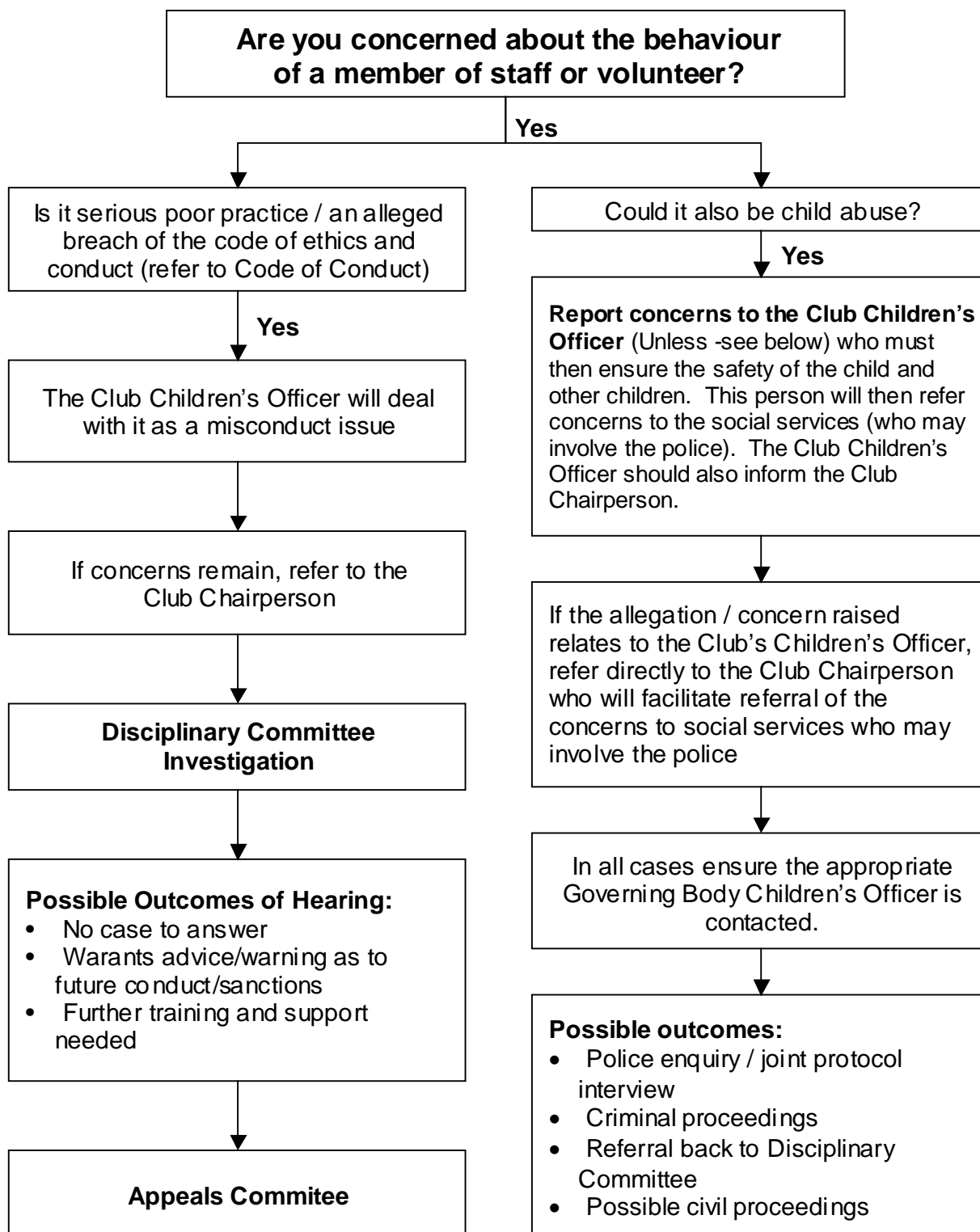


who will then have the responsibility of advising the organisation of ways to ensure that other clubs are protected from re-occurrence of situations of abuse.

Children's Officers/Designated Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. This responsibility lies with the Social Services and the Police.

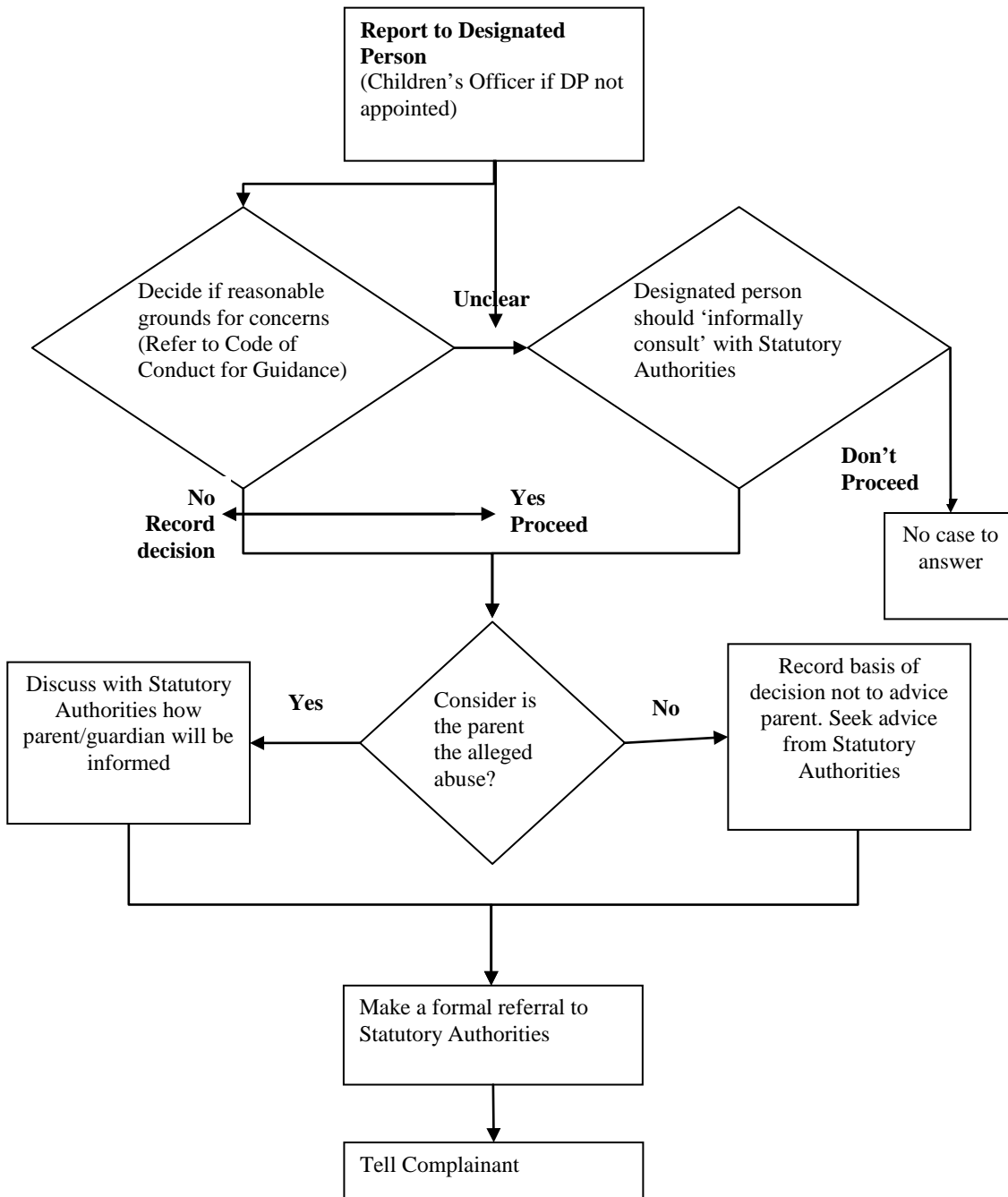


Appendix 6 – Procedure for dealing with a concern about behaviour of a Member of Staff / Volunteer





Appendix 7 - Procedure or Complaints about Possible Abuse Outside The Organisation



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Appendix 8 – Application Form for New Leaders

VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN AND THOSE WHO SUPERVISE/MANAGE THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN

All information received in this form will be treated confidentially

Name: _____ Maiden Name: _____
(If applicable)

Address: _____ Previous Address over the last 5 years: _____

How long have you lived at this address? _____

List any address outside of NI on additional sheet (Northern Ireland only)

Place of birth (Town/City) _____

Tel: _____ Mobile: _____ DOB: _____

NI Number (N.I only): _____

Previous work/voluntary experience & relevant qualifications:

Do you agree to abide by the IHA's Code of Conduct (copy included with this form)? Yes No

Have you ever been asked to leave any organisation working with children or young people in the past?
(if you have answered yes we will contact you in confidence) Yes No

Is there any reason why you may be considered unsuitable to work with children?
 Yes No

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: _____ Name: _____
Address: _____ Address: _____

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Tel: _____
Position: _____

Tel: _____
Position: _____

FOR OFFICIAL USE ONLY:

Date application received: _____ Date of interview: _____

Interviewed by: 1. _____ 2: - _____

References received and are satisfactory: Yes No

Comments: _____

Statutory check completed & returned (if appropriate): Yes No N/A

Proof of applicant's identification received: Yes No

Identification type:

Recommendation: Approved Reasons Not approved Reasons

Signed: _____ Dated: _____



Appendix 9 – Self Declaration/Vetting Permission Form

DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

(Please read this information carefully)

Statement of non-discrimination:

Lisnagarvey Hockey Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

_____ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering.

Advice to Applicants:

Please complete this form as accurately as possible and return it marked "Confidential" in the envelope provided. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

You must tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You must include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may effect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless the IHA considers that the conviction renders you unsuitable. In making this decision the IHA will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

The circumstances of the offence

A comment on the sentence received

Any relevant developments in your situation since then

Whether or not you feel the conviction has relevance to this post.

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I declare that all answers are complete and correct to the best of my knowledge and I will inform the Designated Person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Ulster Hockey also carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

Signature: _____

Print Name: _____

Date: _____



Appendix 10 – Confidential Reference Form

(This form can be used as a telephone reference or used as a written reference)

The following person: _____ (list name) has expressed an interest in working with _____ (name club / organisation) as _____ (list position)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person?

In what capacity?

What attributes does this person have that would make them suited to this work?

Please rate this person on the following (tick one box for each statement)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

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This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people

Yes No

If you answer yes, we will contact you in confidence

Signed: _____

Date: _____

Position in organisation: _____

Name of club / organisation: _____

**LISNAGARVEY HOCKEY CLUB
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Appendix 11 Accident Form

COACH IN ATTENDANCE:	
INJURED PARTY	
Name	
Age/DOB	
School	
Address	
ACCIDENT DETAILS	
<ul style="list-style-type: none"> ▪ Date: ▪ Time: ▪ Exact location: ▪ Injury: ▪ How happened ▪ Coach present 	
SEVERITY:	
• Minor	<input type="checkbox"/>
• Considerable	<input type="checkbox"/>
• Severe	<input type="checkbox"/>
FIRST AID INVOLVED	YES / NO
Administered by whom?	
Nature of First Aid administered	
MEDICAL ATTENTION REQUIRED	YES / NO
If yes, details	
PARENTS INFORMED	YES / NO
BY WHOM :	In person/by telephone?
Had Parents any issues?	
Parental Signature:	
FORM COMPLETED BY:	
REFERRED TO DESIGNATE PERSON	YES/ NO
DESIGNATED PERSON SIGNATURE :	

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Appendix 12 - Incident Form

(An incident could be a child protection issue, theft, bullying, a child running away, abuse from a member of another team etc.)

Club:
Your name:
Your position:
Child's name:
Child's address:
Parents/carers names and address:
School:
Child's date of birth:
Date and time of any incident:
Your observations:
Exactly what the child said and what you said: (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)
Action taken so far:
External agencies contacted (date & time)

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<p>Police yes/no</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p>Social services yes/ no</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p>Parents/Guardian contacted?</p>	
<p>Signature:</p> <p>Print name:</p>	
<p>Date:</p>	

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

NB A copy of this form should be sent to social services after the telephone report and to the Governing Body Children’s Officer for monitoring purposes.



Appendix 13 - Hosting & Travel Agreement - Young Player and Parent/Guardian

Event: _____ Venue: _____
Date: _____

Young Player

I have read the conditions and rules set down by the IHA for underage players travelling to events and the rules of conduct when staying with a host family. I agree to abide by these rules and to behave appropriately at all times. I have been informed about the person appointed to deal with any concerns I may have.

Name (in print): _____ Date: _____

Parent/Guardian of Underage Player

I have read and accept the guidelines and regulations contained in Hockey's Code of Conduct including the guidelines for underage players travelling to events and the guidelines regarding Hosting. I agree to furnish full details of any medical condition, allergies, medication, or special requirements needed by my child. I agree that this information can be passed on to the hosting family.

Details of Medical Condition/Medication/Allergies or other condition:

Parents/Guardians Name (in print): _____ Date: _____

Emergency Contact Numbers:

Parent/Guardian: Home Phone: _____
Mobile Phone: _____
Business Phone: _____



Appendix 14 - Hosting & Travel Agreement – Coaches/Managers and Appointed Volunteer

Event: _____ Venue: _____

Date: _____

Coaches/Managers

I have read and accept the by the guidelines contained in Hockey's Code of Conduct including the guidelines for underage players traveling to events and regarding Hosting.

Name (in print): _____ Role _____ Date _____

Name (in print): _____ Role _____ Date _____

Name (in print): _____ Role _____ Date _____

Authorised Volunteer

I have read and accept the guidelines contained in Hockey's Code of Conduct including the guidelines for underage players traveling to events and regarding Hosting.

Name (in print): _____

Date: _____