

English Ice Hockey Association



Safeguarding and Protecting Children and Young People from harm

Safeguarding Policy and Procedure

Policy, Procedures and Guidelines

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INTRODUCTION

Child abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take. Abuse can occur within many situations including the home, school and sporting environment. Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and may be an important link in identifying cases where a child/young person needs protection. All suspicious cases and/or poor practice should be reported following the guidelines in this document. When a child/young person enters a club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances you must work with the appropriate agencies to ensure that the child receives the appropriate support.

POLICY

The EIHA believe that the welfare of children and young people is everyone's responsibility and business, particularly when it comes to protecting them from harm. Everyone involved in Ice Hockey - officials, coaches, volunteers, parents/carers, other family members, friends and children themselves - can help. All of us have a part to play in looking after and protecting the children and young people who we come into contact with and who come to our clubs, this is a **legal obligation** as the Children Act (1989) indicates that anyone who has the care of a child should:

...do what is reasonable in all the circumstances for the purpose of safeguarding or promoting the child's welfare.

This EIHA Policy is based upon the following principles:

The child is paramount.

- *The welfare of the child or young person is the first consideration and everyone's business.*
- *All children and young people, regardless of age, any disability they may have, gender, racial origin, religious belief and sexual identity have a right to protection from abuse/ harm*

As an organisation, the EIHA have robust systems to manage **any** concerns both at club level, regional and national level.

Everyone in the sport **MUST** be familiar with the policies and procedures.

The EIHA will support anyone who, in good faith, reports his or her concerns that a child or young person is at risk of, or may actually be, being abused/ harmed.

Equally, the EIHA adhere to the principle that where an allegation has been made, the individual has the right to be presumed innocent until guilt is proven.

It may be necessary in the interests of all parties to suspend an individual(s), and in doing so any participation in EIHA activities will be prevented until clearance has been given by the National Child Protection Officer.

WHAT CONSTITUTES HARM?

Harm is :-

- Injury
- Hurt
- Damage
- Detriment
- Loss

Harm is caused by abuse, which may be:

- Neglect
- Emotional and Psychological
- Physical
- Sexual
- Financial or material
- Discriminatory

Or a combination of these.

There are specific types or forms of behaviours that are abusive and can result in harm. These include;

- Bullying
- Domestic violence
- Drug ,alcohol and substance misuse
- Self-harm
- Misuse of information technology
- Unpleasant, abusive, threatening or derogatory texts, emails or other social media platforms.
- preoccupation and lack of supervision

TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in this document:

- Anyone under the age of 18 is considered to be a child/young person. As defined in the Children's Act(1989)
- The term 'parent' is used as a generic term to represent parents, carers and legal guardians.

EIHA: English Ice Hockey Association.

NCPO: National Child Protection Officer.

RCPO: Regional Child Protection Officer.

CCPO: Club Child Protection Officer.

CATEGORIES OF HARM

Neglect is the failure to meet a person's basic physical and/or psychological needs that damages or impairs their health or development or failing to prevent them from harm.

It may involve a parent or carer failing to provide a child or young person with adequate food, shelter and clothing (inappropriately dressed, unkempt, dirty), failing to protect them from physical harm or danger, or failing to ensure they have access to appropriate medical care or treatment, presenting with injuries that have not been treated. It may also include failure to meet their basic emotional needs.

Emotional and Psychological abuse Is the emotional mistreatment of a person that adversely affects their wellbeing or development. Some level of emotional abuse is involved in all types of mistreatment, though it may occur alone.

It occurs when they are repeatedly made to feel that they are inadequate, worthless or unloved, or valued only insofar as they meet someone else's needs. It occurs when someone causes them to feel frightened or in danger. It may involve their exploitation or corruption. It is present in the unrealistic expectations of adults about what can be achieved.

Physical abuse Involves deliberate injury to the person, however slight.

This may include grabbing, holding, hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to someone.

Sexual abuse is the involvement of the person in sexual activities which they do not want or truly understand, or to which they are unable to give valid or effective consent. This may involve, rape, sexual assault, inappropriate sexual contact or exposure to inappropriate material.

Financial or material is the theft or misuse of a person's money or property. Whilst this is less likely within a 'minors' setting it still needs to be remembered especially related to property and mobile technological devices (mobile phones, tablets etc.)

Discriminatory abuse occurs when someone picks on a person or threatens them unfairly because something about them is different. This can include unfair or less favorable treatment due to a person's race, gender, age, disability, religion, sexuality appearance or cultural background.

Domestic Abuse From March 2013 Domestic abuse was widened to include those aged 16-17 and wording changed to reflect coercive control. The Government definition of domestic violence and abuse is:

'Any incident or pattern of incidents of controlling, coercive or threatening behavior, violence or abuse between those aged 16 or over who are or have been intimate partners or family members (Family members are: mother, father, son, daughter, brother, sister & grandparents; directly-related, in-laws or step-family) regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional*

Controlling behavior is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behavior.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

The Government definition, *which is not currently a legal definition*, includes 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear those victims are not confined to one gender or ethnic group.

SOME INDICATIONS OF HARM

Recognising harm is not always easy - even for the experts. The examples given below are not a complete list, and they are only indicators - not confirmation

- the child or young person says that he or she is being abused/ harmed
- someone else says they believe (or actually know) that abuse/harm is occurring
- the child/young person has an injury for which the explanation seems inconsistent
- behavior changes, perhaps over time or perhaps quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive
- the child/young person does not seem to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had, a close relationship
- he or she does not seem to be able to sustain friendships
- he or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason
- he or she shows age-inappropriate sexual awareness and sometimes behaves in a sexually explicit way.

Remember that children and young people with a disability / learning difficulties are particularly at risk from abuse and may also have difficulty in communicating what is happening to them.

PHYSICAL CONTACT AND RESTRAINT

Physical contact and restraint **should** be avoided. Very often such contact may be construed as indicating some form of abuse. Where intervention is required, the following conditions will apply:

- Be sensitive and respect the dignity feelings and privacy of the individual.
- In an emergency which requires physical contact or restraint, parents/carers should be fully informed as soon as possible of what has happened.
- Should there be a need to adjust clothing, this should be done by a peer. On occasions it may be necessary to check and adjust protective or safety clothing and equipment. This should be done with care and in the presence of the entire group.
- Where physical contact is unavoidable, ensure another adult is present.
- When a person is upset, try to provide comfort and support without unnecessary or excessive physical contact.

It is **not** acceptable to restrain, if restraint is required, appropriate qualified support will be required. **Only** in extreme situations where intervention is required to preserve safety, is such an action justified. This should be documented on each occasion. (This will usually be reported within an officials match report. A local record should be kept if not within a game situation, and parents informed where appropriate.)

SUMMARY

What has been described in the above section should be seen as reason to be alert to the possibilities of abuse and are **NOT** conclusive that abuse has taken place. Concern does NOT mean actual abuse has taken place

Remember that you may not be the only individual who has contact with the child/ Young Person at risk of harm. There may be others with similar concerns and only when these are all reported and put together will the whole picture emerge.

Each sign in itself may have a reasonable explanation. But where;

- A cluster of signs appear
- Or repetition of signs
- Or a marked or unexplained change in behaviour or presentation

Then you **MUST** report your concerns.

GOOD PRACTICE

The EIHA expect club officials, coaches and managers as a minimum, to look and monitor the way they operate and to take every possible precaution to avoid situations that might give rise to suspicion. Nevertheless, the nature of our sport is such that one to one contact is inevitable.

The EIHA strongly recommend coaches to try to use areas that are in general view - not 'hidden away' in a rarely used part of the building.

The EIHA expect that everyone connected with children and young people, will help in creating an environment in which they have the confidence to say that they do not want to spend time with a particular individual.

Avoid situations where manager/coach/club official/club member/volunteer and child/ young person are alone together without the consent of parents/carers. The EIHA acknowledges that occasionally there may be no alternative however, those occasions should be rare.

If it's necessary to do things of a personal nature for those:

- **who are very young, or**
- **who have a disability, or**
- **who have been injured,**

Ensure you have another adult with you. Let the child/young person concerned know what you are going to do and why. Get their consent if it's at all possible. Unless it's an emergency, always get prior consent from parents/carers by using the **"Parental Consent Form" (Appendix 2)**.

Managers/Coaches are responsible for children and young people in changing rooms.

Managers/Coaches to work in pairs to supervise young people in the changing room. (see EIHA changing room Policy)

Clubs should endeavour to secure a balance of male and female managers and ensure relevant provision for single sex changing where required, with relevant supervision.

Do not allow any physically rough or sexually provocative games, or inappropriate talking or touching, by anyone in any group for which you have responsibility.

Look out for people who don't appear to be relatives or friends of those who are playing. Report your concerns to the organisers or the rink management immediately.

IF YOU THINK THAT A CHILD OR YOUNG PERSON MAY BE OR BEING HARMED

Please remember it is not your responsibility to decide whether a child or young person is being harmed, but the EIHA **expects** you to act on your concerns.

Make a detailed note of what you've seen, heard, done and said or your concerns and keep it safe (always record what you have been told or heard verbatim, i.e using the language and words used by the individual and do not amend it in any way) and contact the Regional or National Child Protection Officer as soon practicably possible,

If you feel an individual is at immediate risk of harm or it is an emergency, then inform the police or social services and then inform the Regional or National Child Protection Officer.

The EIHA “**Reporting a Concern**” (**Appendix 7**) form should be completed and returned with a copy of the original notes to the EIHA RCPO.

The EIHA understand that it may be very difficult for you to take this step and, if you really are uncertain whether your concerns are well-founded, or what to do for the best, you can get advice from the either the RCPO or the NCPO.

IF A CHILD OR YOUNG PERSON TELLS YOU THAT HE OR SHE IS BEING HARMED

- Remain calm approachable and receptive.
- Don't promise to keep it to yourself.
- Make it clear you are taking it seriously.
- Listen to what is being said without interruption.
- Only ask questions if you need to clarify what is being said to you - don't ask about explicit details.
- Make a detailed note of what you have been told and contact RCPO.
- Complete and forward reporting concerns (8) and forward to RCPO.

ALLEGATIONS OF PREVIOUS ABUSE

Allegations that they have been abused are sometimes made by people, months or even years after the alleged incidents took place. They might come from an adult who was abused when they were younger by someone who is still working/living with/caring for children and/or young people. If such an allegation is made to you, **YOU MUST**, as a matter of urgency, report it to your **local Social Services Department** or, in an emergency, **the Police**. We ask you to do this because there is a very real possibility that other children and young people may be at risk from this person.

For the record please complete the form “**Reporting a Concern**” (**Appendix 7**).

ALLEGATIONS OR CONCERNS RELATING TO PREVIOUS BEHAVIOUR BY OFFICIALS, COACHES MANAGERS OR VOLUNTEERS

You may hear of allegations or concerns about the previous behaviour towards children and young people, of someone who is now an official, coach or volunteer with the EIHA. Please complete and forward the **“Reporting a Concern” (Appendix 7)** and send it to the EIHA RCPO. This will allow the EIHA to deal with the matter fairly but quickly. Remember, the EIHA will support anyone who, in good faith, reports his or her concerns.

If you would like to discuss any of the issues raised in this Policy, or obtain further information about the guidance, please refer to the **“list of useful contacts” (Appendix 8)**.

English Ice Hockey Association

Safeguarding and Protecting Children and Young People from harm

Club Guidelines

English Ice Hockey Association

A GUIDE FOR CLUBS

CHILD WELFARE AND GOOD PRACTICE GUIDE

INTRODUCTION

These guidelines aim to provide a club with the key points they need to consider when working with, and having responsibility for, the welfare of children/young people in their care.

The English Ice Hockey Association has set out national Policies and Procedures in which should be used in conjunction with these guidelines.

A Club will have direct responsibility for child welfare procedures within its organised junior activities.

The first step in ensuring the effective protection of children/young people/young person within a club, is to identify a person who will be directly responsible for Child Protection, it is recommended that this role be known as the '**Club Child Protection Officer**'.

One of the roles of the '**Club Child Protection Officer**' is to ensure that any persons, acting on behalf of the club, who will come into contact with Juniors, should complete a DBS form and where appropriate the '**Self-Declaration and Disclosure**' (**Appendix 3**). Therefore, all members of staff and volunteers, involved in activities with Juniors should complete the form (see page 9)

The "**Club Child Protection Officer**" should keep records of all documentation produced should it be required for reference at a later date.

- In case of allegation of child abuse, it should be stressed that the Club Child Protection Officer is NOT required to make any decision regarding the matter but should contact the Regional Child Protection Officer immediately.

Any DBS Form that raises concerns should be copied and sent to the EIHA National Child Protection Officer for immediate consideration.

The Club Child Protection Officer will be asked to undertake a DBS and where appropriate the '**Self-Declaration and Disclosure**' (**Appendix 3**) along with a "**Statement of Confidentiality**"(**Appendix 5**) agreement, that should be sent to the EIHA National Child Protection Officer. This will ensure that the Club Child Protection Officer is able to discuss any concerns in a confidential manner.

Disclosure and Barring Service (DBS)

For Volunteer applications the DBS definition is defined under the Police Act 1997 (criminal records) regulation 2002 as;

‘any person engaged in an activity which involves spending, unpaid(except for travel and approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative’

It is agreed that for the EIHA, under the guidance of regulated activity (teach, train care or supervise children), the following roles require the satisfactory completion of a Disclosure and Barring Service check;

- Coach
- Child Protection Officer
- Manager
- Supervising Referee
- Providing overnight frequent* accommodation for a registered player (acting on behalf of the Ice Hockey Club without payment)
- Drivers of vehicles for conveying children.
- Medical professional (Doctor, Nurse, physiotherapist)

**frequent is defined as once a week or more often, or on 4 or more days in a 30 day period)*

NO other helpers or volunteers should be left in a position of **unsupervised access** to children at **any** point.

PROCEDURES

The following steps should always be taken when a parent/guardian is leaving their child/young person in the care of an adult representing the Club. *(An adult representing the club is anybody who is formally involved over the age of 18; no matter the capacity of the activity from the moment the child leaves their parents/guardian care until their return).*

A club has a 'duty of care' towards children and young people involved in all activities and events. This is particularly relevant when the parent/guardian of the child /young person is not present. A **"Parental Consent Form" (Appendix 2)** must be completed by parents/guardians of all junior players who are involved in activities or events at the club.

1. Appoint a **"Club Child Protection Officer"** who is familiar with the EIHA Safeguarding and Protecting Children and Young People from harm Policy and Procedures
2. The Club Child Protection Officer must complete the **"Statement of Confidentiality" (Appendix 5)** and a DBS and where appropriate **'Self-Declaration and Disclosure' (Appendix 3)** and return to the EIHA NCPO in an envelope marked 'CP Private and Confidential'.
3. Ensure all parents/guardians of juniors involved in club activities and events have completed a **"Parental Consent Form" (Appendix 2)**. All forms are to be held by the Club Child Protection Officer in a confidential place and should be accessible to the EIHA NCPO should the need arise.
4. Ensure all staff and volunteers working with juniors within the club have completed a DBS. And where appropriate **'Self-Declaration and Disclosure' (Appendix 3)**. (See EIHA Coaching Registration Procedure for coaching roles)
5. Should any issues or concerns arise from a DBS, the EIHA NCPO should be consulted for further consideration and advice.
6. Brief coaches, referees and volunteers involved in all Club activities or events of the EIHA Safeguarding and Protecting Children and Young People from harm Policy and Procedures.
7. Provide parents and guardians with access to the EIHA Safeguarding and Protecting Children and Young People from harm Policy and Procedures.
8. Any allegations of child abuse that may arise within the Club should be reported to the RCPO by completing a **"Reporting a concern" (Appendix 7)**.

The EIHA Safeguarding and Protecting Children and Young People from harm Policy and Procedures are in place to protect children from abuse. The procedures listed above for Clubs have been established to link in with the national process of Child Protection for Ice Hockey in England.

NOTES ON COMPLETING THE FORMS

The purpose of this is to be able to monitor adults who are involved with Ice Hockey so that the EIHA, Regions and clubs can be advised of people who should not work with children/young people because they have a criminal conviction that could put children at risk. This information is **STRICTLY CONFIDENTIAL** except for the legal obligations of reporting.

The DBS is part of a number of measures that the EIHA has implemented to safeguard the welfare of children in Ice Hockey. In addition to this the EIHA, in conjunction with the NSPCC have produced a 'guide to protecting children and young people from abuse'. Each club has been circulated with the guide to protecting children/young people and you are strongly advised to read this. Additional copies can be obtained from the EIHA National Child Protection Officer.

Do I have to complete the form? It is a requirement of EIHA that any person having responsibility for a child or children / young people whilst representing the association accepts these procedures. If they are unwilling to do so, they cannot be given the responsibility for looking after children. You are also required to present your DBS for viewing as requested.

What information will be kept on me? Obviously, there will be your personal identifier information that is on the forms that in the majority of cases will be the only information. If you have a criminal conviction for an offence, which could put children at risk, the official details of the conviction will be recorded by the EIHA. However specific allegations of behavior or details of other convictions that could put children/young people at risk and which are made to the EIHA will also be recorded. All concerns or complaints will managed by the National Child Protection Officer and could lead to the involvement of the police and the relevant local authority for further investigation, the outcome of which will be recorded.

This information is held separately, is password protected and will record the date, source and origination of any text.

Who will my information be disclosed to? All information will be available to the official agencies that have a statutory duty to investigate allegations of child abuse. The EIHA also reserve the right to disclose information relevant to child protection to Clubs and other individuals, and organisations sharing the EIHA's concerns regarding child protection. A Club that is appointing someone who will come into contact with young people under the age of 18 years may make a request for information to the EIHA. You may at any time request to see the information that is held on you. This request must be in writing and the Association must reply within 40 days. A fee may be levied in accordance with the Data Protection Act (1998).

Examples of the forms referred to in the guidelines and numbered **(1 – 11)** can be found as **Appendices** at the end of this document. These forms are "templates" and can be copied and used by clubs.

Safeguarding and Protecting Children and Young People from harm

Complaints Procedure

IF YOU THINK THAT A CHILD OR YOUNG PERSON MAY BE BEING ABUSED

For procedures flow chart refers to **Appendix 6**.

Please remember it is not your responsibility to decide whether a child or young person is being abused, but the EIHA is asking you to act on your concerns. Make a detailed note of what you've seen or heard and keep it safe and contact the National Child Protection Officer

The above EIHA RCPO will be responsible for managing the "**Reporting a Concern**" (**Appendix 7**) once received.

We do understand that it may be very difficult for you to take this step and, if you really are uncertain whether your concerns are well-founded, or what to do for the best, you can get advice from the **NSPCC Child Protection Helpline on 0800 800 500** - the Helpline provides a 24 hour service, seven days a week, and your call is free.

If, however, you feel that your suspicions are probably true, please contact your local **Social Services Department** - the phone number is in your local directory in an emergency, the Police.

Again we would remind you to make a detailed note of what you've seen or heard but please don't delay in passing on the information.

IF A CHILD OR YOUNG PERSON TELLS YOU THAT HE OR SHE IS BEING Abused

- Remain calm approachable and receptive.
- Don't promise to keep it to yourself.
- Make it clear you are taking it seriously.
- Listen to what is being said without interruption.
- Only ask questions if you need to clarify what is being said to you - don't ask about explicit details.
- Make a detailed note of what you have been told and contact RCPO.
- Complete '**Reporting a Concern**' (**Appendix 7**) and forward to RCPO

ALLEGATIONS OF PREVIOUS ABUSE

Allegations that they have been abused, are sometimes made by people months or even years after the alleged incidents took place. They might come from an adult who was abused when they were younger by someone who is still working with children and/or young people. If such an allegation is made to you, please, as a matter of urgency, report it to your local Social Services Department or, in an emergency, the Police. We ask you to do this because there is a very real possibility that other children and young people may be at risk from this person.

ALLEGATIONS OR CONCERNS RELATING TO PREVIOUS BEHAVIOUR BY OFFICIALS, COACHES OR VOLUNTEERS

You may hear of allegations or concerns about the previous behaviour towards children and young people, of someone who is now an official, coach or volunteer with the EIHA. Please report the matter to the RCPO or NCPO

English Ice Hockey Association

Safeguarding and Protecting Children and Young People from harm

Suspension Policy

SAFEGUARDING SUSPENSION PROCEDURES

General

Where an allegation(s) is made against a volunteer, the EIHA will work on the principle that individual(s) are innocent until proven guilty.

However, in order to protect both the individual and the Association, a period of suspension will normally follow an allegation(s), whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, subject to the NCPO approval. Suspension for the purpose of definition for EIHA includes **any** club or EIHA activity regardless of role.

Where a suspension is necessary, the following procedure will apply:

Any allegation(s) will be managed by the NCPO who will with allocates an RCPO or nominated representative and where appropriate or deemed necessary, be referred to the appropriate external authority.

Whilst suspended, the individual will not be allowed to be in contact with any other EIHA member, apart from those carrying out the investigation, or any person who is carrying out work on behalf of the Association.

Support Procedures

Suspension from an activity can be a traumatic experience
And the EIHA recognises this. If suspension occurs, the Association will provide details of a named individual who will provide support and liaise with the relevant EIHA officer.

APPENDICES

The following appendices illustrate the appropriate sample forms to be used in the administration of the English Ice Hockey Association's Child Protection Policy and Guidelines.

- Appendix 1. Club Child Protection Policy Statement.
- Appendix 2. Parental Consent Form
- Appendix 3. Self-Declaration and Disclosure Form
- Appendix 4. Reference Form for Coaches Wanting to Work in Ice Hockey
- Appendix 5. Statement of Confidentiality for Club Child Protection Officers
- Appendix 6. Child Abuse Concerns Procedures Chart
- Appendix 7. Reporting Concerns About Serious Behavior
- Appendix 8. Useful Contacts
- Appendix 9. Code of Conduct for Coaches, Managers and Volunteers
- Appendix 10. Code of Conduct for Children
- Appendix 11. Code of Conduct for parents and Carers

THE ENGLISH ICE HOCKEY ASSOCIATION
CHILD PROTECTION CLUB POLICY STATEMENT

_____ **Ice Hockey Club/ Academy**

**is committed to creating and maintaining the safest possible environment
for children and young people to play Ice Hockey.**

We do this by:

- Recognising that all children have the right to freedom from harm.
- Ensuring that all our club officials and volunteers are carefully selected and accept responsibility for helping to prevent the harm of children in their care.
- Responding swiftly and appropriately to all suspicious or allegations of harm, by providing parents and children with the opportunity to voice any concerns they may have.
- Appointing a Club Child Protection Officer who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Club Child Protection Officer, Regional and National Child Protection Officer or the appropriate external authorities.
- Reviewing the effectiveness of the EIHA Child Protection Policy and activities each year at the Annual General Meeting.

Our Club Child Protection Officer is;

Contact details;

ENGLISH ICE HOCKEY ASSOCIATION

PARENTAL CONSENT FORM

TO BE COMPLETED BY ACTIVITY ORGANISER AND KEPT BY THE CLUB CHILD PROTECTION OFFICER

Activity:

Dates:

Times:

Venue:

TO BE COMPLETED BY PARENT/CARER

child's name:

date of birth:

home address:

emergency contact address

tel:

tel:

NB: Please use the space below to advise the EIHA and the activity organisers whether your child:

- suffers from any illness or medical condition
- is receiving medication – give details and dosage
- has any specific dietary requirements
- will need help with dressing/undressing, going to the toilet etc., – please note that if such help is necessary and you will not be available to provide it, your signature below will indicate consent to the activity organiser making the necessary arrangements.

I consent to my child receiving any medical treatment thought to be necessary by a qualified medical practitioner.

My child's NHS no. is:

GP's name:

tel:

I consent to my child taking part in the activity described above. I also acknowledge that the EIHA Club will only be liable in the event of an accident, if they have failed to take reasonable steps in their duty of care to my child, during the activity and any in travel and/or accommodation arrangements for which they are responsible.

Signed:

(parent/carer) date:

Please print name:

Club.....

Club Child Protection Officer:.....**Date:**.....



English Ice Hockey Association Self Declaration and Disclosure Form

Private and Confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

YOU ARE NOT REQUIRED TO COMPLETE THIS FORM IF YOU HAVE HAD A DBS CHECK WITH THE EIHA THAT WILL BE NO MORE THAN THREE YEARS OLD AT THE END OF THE SEASON.

<i>Name:</i>	
<i>Date of birth:</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children or vulnerable adults?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that disciplinary action may be taken if information is not disclosed by me and subsequently comes to the EIHA's attention.
<input type="checkbox"/>	In accordance with the EIHA's procedures if required I agree to provide a valid DBS certificate and consent to the EIHA clarifying any information provided on the Disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the EIHA within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the EIHA to other persons or organisations in circumstances where this is considered necessary to safeguard children or vulnerable adults.
Signature:	
Print name:	
Date:	

THE ENGLISH ICE HOCKEY ASSOCIATION

**STATEMENT OF CONFIDENTIALITY
FOR CLUB CHILD PROTECTION OFFICERS**

I (name) agree to abide by the following terms and conditions regarding the English Ice Hockey Association (EIHA) Safeguarding and protecting children and young people from Harm Policy

- All persons signing this confidentiality statement will not discuss or divulge any information to any persons, either working for the EIHA, an acquaintance, friend, family member or the media without prior written approval from the named EIHA National Child Protection Officer
- All correspondence either sent or received is done so under the banner of 'CP Private and Confidential'.
- All correspondence related in any way to child protection received by yourself is stored in a secure place which is not accessible to any other person other than yourself and the EIHA Regional and/ or National Child Protection Officer.

Signed

Name

Date

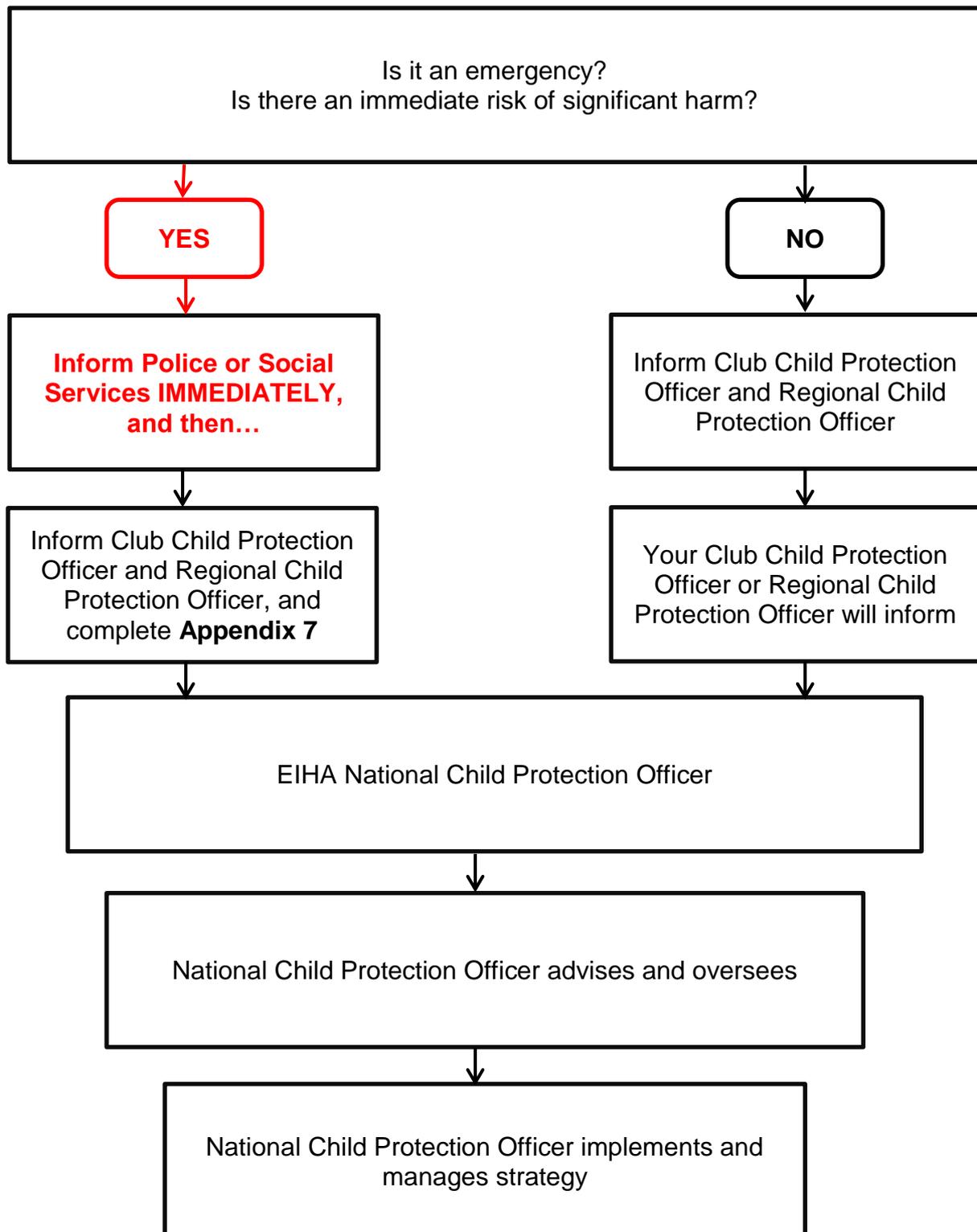
Capacity (i.e. Club/EIHA staff)

Club

All Statements of Confidentiality should be returned to the EIHA National Child Protection Officer

ENGLISH ICE HOCKEY ASSOCIATION

CHILD ABUSE CONCERNS PROCEDURE CHART



ENGLISH ICE HOCKEY ASSOCIATION

REPORTING A CONCERN

Name of club:

Name of Club Child Protection Officer:

Contact number:

Brief details of complaint

Name of complainant:

Age: Gender:

Address:

Tel No:

Details of incident

Include Names, Role, Date, Time, Place, Other information: (attach any additional information to this form)

Was the incident reported to any of the following? (Police, Rink Management, Club Official, or other)
Please state: who and date and time

Signature:

Print name:

Position in club:

Date:

Date received by Club Child Protection Officer:

Date sent to Regional / National Child Protection Officer:

Action taken by Regional / National Child Protection Officer:

**Please email and send hard copy to
Regional Child Protection Officer**

ENGLISH ICE HOCKEY ASSOCIATION USEFUL CONTACTS

English Ice Hockey Association

Equality & Child Protector (Director)

Charles Dacres

Email: Charles.dacres@gmail.com

Telephone Number: 07850471284

EIHA National Child Protection Officer

Gary Stokes

Email: Gary.stokes@derbyshcft.nhs.uk

Telephone Number: 07533171141

Regional CPO

North: Barbara Brown, babsbrown1@hotmail.com, 07702 194481

Midlands: Roger Bates, Rog.B@btinternet.com, 01902 374785

South: Heather Bell, feather72@me.com, 07595 444879

Childline UK

Freepost 1111

London N1 OBR

Tel: 0800 1111 – a free phone service

Fax: 0207 239 1001

Website: www.childline.org.uk

Sports Coach UK

Chelsea Close, off Amberley Road

Aemely, Leeds LS12 4HP

Tel: 0113 274 4802

Website: www.sportcoachuk.org.uk

NSPCC Child Protection Helpline

Tel: 0800 800 500 – a free phone service, 24 hours a day, 7 days a week

Textphone for deaf or hearing impaired 18001 0808 800 5000

Email: help@nspcc.org.uk

Website: www.nspcc.org.uk

Your local Social Services Department.....(the number is in your local telephone directory).

English Ice Hockey Association Code of Conduct for Coaches, Managers and Volunteers

EIHA coaches, managers and volunteers involved in sport for children and young people, have a great opportunity to be a positive role model and help build an individual's confidence

Coaches, managers and volunteers are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching e. sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people equally and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- not spending excessive amounts of time alone with children excluded in exceptional circumstances
- Never taking children to their home

- Not administering First Aid involving the removing of children’s clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity **fun**.

Coaches, managers and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the coach/manager/volunteer with final decisions taken by the club committee or referred to the English Ice Hockey Association depending on the disciplinary procedures within the sport.

Emergency action and first aid

All coaches, managers and officials should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

Signature of coach/manager/volunteer:

Print name of coach/manager/volunteer:

Date:

Signature of Club Chair:

Date:

Print name Club Chair:

Date:

English Ice Hockey Association Code of Conduct for Children

EIHA is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that members, coaches, administrators and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with **Name** and **Position**.

All of our member clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of EIHA you are expected to abide by the following junior code of practice:

Children /young people are expected to:

- Be loyal and give their friends a second chance
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team members, offer comfort when required
- Keep yourself safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly and be trustworthy
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat or be violent and aggressive
- Make your club a **fun** place to be
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions
- Show respect to other youth members/leaders and show team spirit
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Wear suitable kit; *insert a list compulsory items* – for training and match sessions, as agreed with the coach/team manager
- Pay any fees for training or events promptly
- Not smoke on club premises or whilst representing the club at competitions

- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club

Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club and the sport. Parents will be informed at all stages.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Signature of child/young person :

Print name child/young person:

Date:

Signature of parent /carer:

Print name parent/carer:

Date:

English Ice Hockey Association Codes of Conduct for Parents and Carers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with "Name of Club, Team or Event" (see parental consent).
- Deliver and collect your child punctually before and after sessions/games/events.
- Ensure your child has clothing appropriate to the weather conditions
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/manager/event staff prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Behave responsibly at the rink side; do not embarrass your child.
- Show appreciation and support the coach/club/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink.
- Accept the official's judgment and do not attempt to access the ice surface
- Promote their child's participation in playing sport for fun.

As a parents/carers you have the right to:

- Know your child is safe.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns you have about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a “Name of Club/ Team or Event” official. Persistent concerns or breaches will result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian continue to breach the code of behavior may be the “Club, team or Event” officials regrettably asking the child to leave the session, event or club.

ENGLISH ICE HOCKEY ASSOCIATION

ADDENDUM ON BULLYING

Action if Bullying is suspected.

If Bullying is suspected the same procedure should be followed as set out in this Policy & Procedures document. All settings in which children are provided with services or are living away from home should have rigorous enforced anti-bullying strategies in place.

Action to help the victims and prevent Bullying in Sport.

- Take all signs of bullying very seriously.
- Encourage **all** children to speak and share their concerns*. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise not to tell anyone else.
- Keep records of what is said (what happened, by whom, where and when)
- Report any concerns to the Club Child Protection Officer.

Action towards the Bully(ies).

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change their behaviour.
- Hold meetings with the families to report on progress.
- Inform all organization members of action taken.
- Keep a written record of action taken.

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