

# **Code of Ethics**

## **For**

# **Hockey for Young People**

## **Ulster Hockey Union**

This document is an adaptation of Hockey Ireland's Code of Ethics For Hockey for Young People and fully encompasses that Code of Ethics

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.

Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999

Our Duty to Care, Dept of Health & Children 2002

Children (NI )Order 1995 and Co-operating to Safeguard Children 2003

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## **Glossary**

### **Hockey**

Hockey, when referred to as a collective authority, shall mean the Ulster Hockey Union (UHU) and all its affiliated clubs, schools, colleges and universities

### **ISC & SNI**

The Irish Sports Council and the Sport Northern Ireland

### **Child**

A 'child' or young person is any person under the age of 18 as defined under the Child Care Act, 1991 (ROI) and Children's (NI) Order 1995

### **Children's Officer (Republic of Ireland)**

The individuals in the affiliated club, school, college and university who act as a resource for children and who represent them at Committee level. They have a supervisory role in relation to young hockey participants and have the added responsibility for co-ordinating the implementation of the Code of Conduct at the appropriate level, that is, local school, club or UHU level

### **Designated Person (Republic of Ireland)**

Senior office holder, normally the club captain, Hockey Ireland or Branch President, the person appointed as national Designated Person responsible for reporting abuse to the Statutory Authorities in the Republic of Ireland

### **Designated Safeguarding Children Officers (Ulster)**

Senior office holder, normally the club captain, UHU President or the person appointed as national Designated Safeguarding Children Officer responsible for reporting abuse to the Statutory Authorities in Northern Ireland and responsible for ensuring the best interests of children and young people within hockey

### **Sports Leaders**

All adults involved in children's sport. Typical leadership roles are: club/organisation officers, youth administrators, Development Officers, coaches/trainers, managers, umpires, selectors, Children's Officers, Designated Safeguarding Children Officers and other volunteers with substantial access to children

### **Parent**

Parent shall mean parent, guardian or carer.

### **The Code**

The Code of Ethics for Hockey for Young People – this document, which is based on Irish Hockey Association's Code of Ethics For Hockey for Young People, the guidelines of the ISC and Sport NI and those listed at front of document.

### **Statutory Authorities**

Refers to those who have statutory responsibility for the welfare and protection of young people in Northern Ireland and the Republic of Ireland, namely PSNI / An Garda Síochána and the Health and Social Care Trusts Gateway Teams (Northern Ireland) and the Health Service Executive (HSE) (Republic of Ireland).

## **Core Principles and Values in Sport for Young People**

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 the ISC and SNI's Code of Ethics and Good Practice for Children's Sport.

All children's sport should be conducted in an atmosphere of fair play. The UK and Ireland have contributed and are 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.

## **Policy Statement of Ulster Hockey Union**

The Ulster Hockey Union (UHU) 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 Sport*.

In working with young people 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.

**It is recommended that the above statement is written into the Constitution of each club affiliated to the UHU and as such clubs can follow the guidelines contained within this document.**

**Every club affiliated to the UHU should adapt this Code specifically to suit the individual organisation and name the specific people, their role and their contact details.**

It is mandatory that each club appoints a Designated Safeguarding Children Officer who will be responsible for reporting any concern about the protection of children to the Statutory Authorities.

Appendix 1 – Designated Safeguarding Childrens' Officer – Roles and Responsibilities

## **Code of Conduct for Young People**

Hockey 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

## **Guidelines for Parents**

Hockey 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 Children's Officers, Designated Safeguarding Children Officers, 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. (see bullying policy within these guidelines).

## **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 UHU / Hockey Ireland.
- never demonstrate threatening or abusive behaviour or use foul language.

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: -- / -- / ----

## Guidelines for Sports Leaders

Hockey 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 UHU'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, (see page 13), 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 Conduct of Hockey.
- Know and understand the child protection policies and procedures in Hockey.
- 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 Safeguarding Children Officer within the club / UHU.

### 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
- 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.

### Physical Contact

Physical contact during hockey should always be intended to meet the child’s needs, not the leader’s. Appropriate physical contact can be undertaken to assist in the development of the skill or activity or for safety reasons, e.g to prevent or treat an injury. All physical contact should be in an open environment with the permission and understanding of the player, unless this is impractical in an emergency. Physical punishment or physical force must never be used.

Leaders should only use physical contact in the following circumstances:

- To develop sports skills or techniques.
- To treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of hockey.
- To prevent harm to the player themselves or others.
- To prevent damage to property.

### Appendix 2 - Existing Leaders Information and Declaration Form

### **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.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious matter.

## Complaints and Appeals Procedure for the UHU

Complaints and appeals in relation to young people, their sports leaders and their parents involved in any of the events under the direct control of the UHU should be dealt with under the 'Code of Ethics complaints and appeals procedures'.

In respect of allegations or suspicions of abuse, the standard reporting procedures as outlined in Appendices 3 and 4 should be followed in Northern Ireland and all information recorded as per Appendix 5 – Sample Incident Report Form.

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.

1. Complaints should be dealt with as much as possible verbally at source locally.
2. Complaints may be lodged by all participants and the parents of young participants involved in the event under the control of the UHU
3. They should be received in writing by the Executive Manager of Ulster Hockey and should be responded to within 5 working days.
4. The complaint should outline all relevant details about other parties involved.
5. The complaint should be brought to the attention of the Chairperson of the Management Board who will convene the complaints committee.
6. The composition of the complaints committee should consist of a representative of the Management Board, the Designated Safeguarding Children Officer and members of the Club to which the complainants belong.
7. If the complaint involves a possible criminal offence the Chairperson should disband the complaints committee and talk to the Designated Safeguarding Children Officer. The statutory authorities will then be informed.
8. The complaints committee should hear the case of all parties involved and decide if a rule or regulation or the Code of Ethics has been infringed.
9. They should, in writing, inform those involved of the sanctions to be imposed and the reason for the sanctions. Written notification should be given to parents if the complaint is against a young person.
10. Written confidential records on all complaints should be kept safely and confidentially on file.
11. If any party does not agree with the complaints committee, they can appeal the decision in writing to the Hockey Ireland Appeals committee within a 10-day period.
12. The appeals committee is convened, whose chairperson should be taken from the executive committee and those who have not been on the original complaints committee.
13. The appeals committee should confirm or set aside or change any sanction imposed by the complaints committee.
14. For 'Discipline in Children's Sport' including appropriate sanctions for children see Appendix 6 – Discipline in Children's Hockey

Each club must have a similar complaints procedure with the possibility of an appeal to the UHU appeals committee.

## Recruitment & Selection Policy

Hockey 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 UHU or club and not of any one individual within it. The relevant committees should ratify all recommendations for appointment.

Hockey will use the following as a suitable procedure:-

- Have an open application process; letters home to parents; promote on web site.
- 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 includes newly recruited volunteers, paid personnel and all volunteers assigned by the club / Branch for that season.
- New leaders working with children should fill in an AccessNI Disclosure Certificate Application Form and a club specific recruitment form which must include a self declaration section, giving the names of two referees who will be contacted verbally and a permission for an Access NI check.  
See sample forms:  
[Appendix 7 – Application form for New Leaders](#)  
[Appendix 8 – Self Declaration/Vetting Permission Form](#)  
[Appendix 9 – Confidential Reference Form](#)
- The club lead officer (club designated safeguarding children officer, chairperson or president) should outline the application procedure regarding accuracy and confidentiality to the individual. Proof of relevant ID must be provided by the applicant. The club lead officer should sign a confirmation letter stating what forms of identification they have seen in relation to the applicant.
- The application forms should then be sent to UHU for the attention of the Lead Signatory or Counter signatory.
- All new volunteers should undergo an induction; this can be done in an informal manner. Following this, a probationary period is advisable.
- All new volunteers should undertake safeguarding training within 6 months of taking up post
- New and existing leaders should sign the appropriate Code of Conduct, including the self-declaration form  
[Appendix 2 – Existing Leaders Information and Declaration Form.](#)
- 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 should be provided, Codes of Conduct will be made available and vetting will be implemented. 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, currently Access NI.

The vetting process will be highly confidential, all forms will be kept confidential and only the Disclosure Certificate Application form will be forwarded to Access NI. A maximum of four UHU officers sitting on a Case Management Review Panel will be privy to results. Applicants can be assured that adverse reports received through the vetting process will be taken into account only when it is considered relevant to the role. Any disclosure will be seen in the context of the role and the nature of the information.

Once a decision has been taken by UHU, the information cannot be retained by them. The UHU copy of the Access NI certificate will be destroyed. The individual applicant will also receive an Access NI certificate which they should retain.

The UHU cannot advise clubs on who they should employ but will inform clubs if it believes, following a risk assessment and communication with the individual, that the person is not suitable to hold a position working with young people. It is an offence to recruit a "barred" individual into a regulated activity.

## 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 affects 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 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 appropriate senior officer.

For further information on bullying and the 'no-blame' approach see websites, [www.irishsportcouncil.ie](http://www.irishsportcouncil.ie) / Code of Ethics and [www.thecpsu.org.uk](http://www.thecpsu.org.uk).

## **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 you should:

- 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 provide permission for an Access NI check.

### **Away trips / Overnight stays**

- Separate permission forms should be signed by parents and participants, containing emergency contact numbers
- 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

## **Hosting**

Hockey 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

### **Hockey 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 Hockey'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.
- 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 10 – Hosting & Travel Agreement Young Person and Parent

See Appendix 11 – Hosting & Travel agreement Coaches/managers and appointed volunteer

### **Safety**

All clubs / organisations should have a safety statement, including specific and potential risks attached to hockey. They should also have procedures in place for safeguarding against such risks. In addition clubs 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 gumshields and shinguards 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 UHU
- Ensure there is adequate insurance cover for all activities
- Ensure when required parents / guardians are present at finishing time of sessions or events

See Appendix 13 – Accident Report Template

### **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

Hockey has adopted a policy in relation to the use of images of young people on their website and in other publications as part of its commitment to providing a safe environment to young people. Hockey 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 Safeguarding Children Officer or, if necessary, the local statutory authorities 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 the session. The UHU / Club 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 UHU'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/UHU (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.

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 the senior officer (named event director or club/UHU's Designated Safeguarding Children Officer) and ask them to deal with the matter.

### **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 Safeguarding Children Officer 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

For further information see [www.irishsportsCouncil.ie/code\\_of\\_ethics](http://www.irishsportsCouncil.ie/code_of_ethics)

## **Child Welfare and Protection Procedures**

Hockey 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.

### **Definitions of the 4 categories of abuse**

**Neglect** – an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.

**Emotional abuse** – occurs when a child's need for affection, approval, consistency and security are not met and is normally found in the *relationship* between care-giver and a child rather than a specific event or pattern of events.

**Physical abuse** – any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

**Sexual abuse** – occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

(examples pages 42-43 Code of Ethics and Good Practice for Children's Sport, [www.irishsportsCouncil.ie](http://www.irishsportsCouncil.ie) /code of ethics page 42-43)

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 Safeguarding Children Officer, unless the concern is about that individual. In that case they should contact the UHU Designated Safeguarding Children Officer. If they are not happy with the response, they can contact the statutory authorities 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 Safeguarding Children Officer, 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.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

### **Response to a Child Disclosing Abuse/Neglect**

#### **When a young person discloses information of suspected abuse/neglect you should:**

- (a) Respond in a sensitive way to abuse through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- (b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously.
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation/assessment
- (d) Be honest with the child and tell them that it is not possible to keep information a secret.

- (e) Make no judgmental statements against the person against whom the allegation is made
- (f) Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that".
- (g) Give the child some age appropriate indication of what would happen next, such as informing parents/guardians or Social Services. If you don't know what would happen next, don't say anything. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (h) Carefully record the details.
- (i) Pass on this information to the Designated Safeguarding Children Officer within your club/organisation
- (j) Reassure the child that they have done the right thing in telling you.

### **Reporting Suspected or Disclosed Child Abuse/Neglect**

The following steps should be taken in reporting child abuse/neglect to the statutory authorities:

- (a) Observe and note dates, times, locations and contexts and any action taken in which the incident occurred or suspicion was aroused, together with any other relevant information.
- (b) Report the matter as soon as possible to the Designated Safeguarding Children Officer within the club / organisation who has responsibility for reporting abuse.
- (c) The most appropriate person should check out the concerns with the parents/guardians before making a report unless doing so would endanger the child.
- (d) If the Designated Safeguarding Children Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to Social Services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- (e) Report can be made verbally initially and then followed up in writing
- (f) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Safeguarding Children Officer is unable to contact the Social Services Gateway Team or the HSE, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
- (g) If the Designated Safeguarding Children Officer is unsure whether reasonable grounds for concern exist s/he can informally consult with the Social Services Gateway Team / HSE. S/he will be advised whether or not the matter requires a formal report. If a decision is made not to report the concern this should be recorded with reasons for not reporting.
- (h) A Designated Safeguarding Children Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

The Designated Safeguarding Children Officer does not commit an offence under the Data Protection Act 1998 in relation to the disclosure of this information if the disclosure is made for the following purposes:

*Section 29(3) - For the prevention or detection of crime  
(Miscellaneous) – The information is required urgently in the vital interests of an individual and disclosure is urgently required for preventing injury or other damage to the health of any person(s)*

An individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. The Criminal Law Act (NI) 1967 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**

Hockey 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 reporting procedure in respect of the young person (reported by the Designated Safeguarding Children Officer), see previous page
- The procedure for dealing with the sports leader (carried out by the club chair or Children's Officer, or a person not already involved with the child protection concern)

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. Hockey 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.

### **The reporting procedure**

If the Designated Safeguarding Children Officer has reasonable grounds for concern, the matter should be reported to the local Social Services, following the standard reporting procedure and the parents should be informed.

### **The Sports Leader**

The Designated Safeguarding Children Officer may consult with the local Social Services informally to seek confirmation that there is reason for concern. Before the Designated Safeguarding Children Officer refers the report to the local Social Services, the chair of the Management Board of the UHU / Management Committee should deal with the leader in question unless there is an immediate risk to the child and/or other young people in which case the leader in question will be informed at the earliest opportunity which may be after the concern has been reported to the Statutory Authorities.

- When the concern is connected to the actions of a sports leader in the club/Branch or representing UHU/Hockey Ireland, the person should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities.
- When the sports leader is being privately informed by the chairman of the Management Board / Management Committee of
  - a. The fact that an allegation has been made against him/her and
  - b. The nature of the allegation(S)he should be afforded an opportunity to respond. His/her response should be noted and passed on to the Statutory Authorities.
- When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- The leader is entitled to natural justice.

Disciplinary action on the Leader should be considered but this should not interfere with the investigation of the Statutory Authorities. The follow up on an allegation of abuse against a sports leader should be in consultation with the Statutory Authorities. If it is deemed not to be a concern reportable to the Statutory Authorities but instead an incident of poor practice, the complaints procedure as outlined in Complaints and Appeals Procedure on page 11 should be followed. It is important to consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with young people in the future.

For the procedures see

Appendix 3 – Procedure for complaint about possible abuse outside the organisation

## Appendix 4 – Procedure for dealing with a concern about behaviour of a member/volunteer

UHU are aware of our duty under the Safeguarding Vulnerable Groups (NI) 2007 Order to refer information to the Disclosure and Barring Service (DBS) in certain circumstances. In all cases there are two conditions, both must be met to trigger a referral to the DBS by a regulated activity provider like UHU or our clubs as follows:

- a. permission is withdrawn for an individual to engage in regulated activity, or it would have been had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- b. the UHU or club thinks that the individual has:
  - engaged in relevant conduct;
  - satisfied the Harm Test; or
  - received a caution or conviction for a relevant offence.

If both conditions have been met the information must be referred to the DBS. The referral should be made to the DBS when the UHU or club has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and, in following good practice, consulted with their local statutory authorities if appropriate.

### **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 Safeguarding Children Officer. 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 or the Designated Safeguarding Children Officer and checked out without delay.



## **Useful contacts**

### **Health and Social Care Trusts in NI Gateway Teams**

**Belfast Health and Social Care Trust** 028 90507000

Out of Hours no: 028 90565444

**Northern Health and Social Care Trust** 0300 1234 333

Out of Hours no: 028 94468833

**South Eastern Health and Social Care Trust** 0300 1000 300

Out of Hours no: 028 90565444

**Southern Health and Social Care Trust** 0800 7837 745

Out of Hours no: 028 38334444

**Western Health and Social Care Trust** 028 71314090

Out of Hours no: 028 71345171

### **Child Protection in Sport Unit**

NSPCC, Jennymount Business Park

North Derby Street

Belfast BT 15 3HN

02890 351135

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

NSPCC Helpline 0808-8005000 (Freephone)

**Child Line (Northern Ireland)** 0800 1111

### **Health Services Executive - North-Eastern**

#### **Community Care Area**

Cavan - 049 4377305 / 06

Monaghan, 047 30426 /30427

Louth - Drogheda, 041 9833163

Louth - Dundalk, 042 9392220

Meath - Navan, 046 9078830

*Ask for Duty Social Worker*

### **Health Services Executive - North-Western**

#### **Community Care Area**

Sligo/Leitrim - 071 9155133

Donegal - 074 9123739

*Ask for Duty Social Worker*

### **Irish Sports Council**

Top Floor, Block A

West End Office Park

Blanchardstown, Dublin 15

Tel No. 01-8608800

### **Northern Ireland Commissioner**

for Children & Young People,

Millennium House,

17-25 Great Victoria Street, Belfast, BT2 7BA.

Telephone (028) 9031 1616

[www.niccy.org](http://www.niccy.org)

### **Protection of Children Service**

#### **Child Care Policy Directorate**

Department of Health, Social Services

& Public Safety

Room D1.4, Castle Buildings,

Stormont Estate

Belfast BT4 3SQ, Tel No. 028 90-522559

### **Safeguarding Board for Northern Ireland**

18 Ormeau Avenue

Belfast BT2 8HS

028 90311611

[www.safeguardingni.org](http://www.safeguardingni.org)

**ISPCC**

20 Molesworth Street  
Dublin 2  
01 6794944 / [ispcc@ispcc.ie](mailto:ispcc@ispcc.ie)  
ISPCC Childline 1800 666666 (Freephone)

**Ombudsman for Children**

millennium house  
52-56 Great Strand Street  
Dublin 1  
1890 654 654 / 01 865 6800  
[oco@oco.ie](mailto:oco@oco.ie)

**Sport Northern Ireland**

House of Sport  
Upper Malone Road  
Belfast BT9 5LA  
Tel No. 02890 381222  
[www.sportni.net](http://www.sportni.net)

**Volunteer Now**

34 Shaftesbury Square  
Belfast BT2 7DB  
Tel No. 02890-232020  
[www.volunteernow.co.uk](http://www.volunteernow.co.uk)

## **Appendix 1 – Designated Safeguarding Children Officer / Designated Person – Roles and Responsibilities**

**Designated Safeguarding Childrens’ Officer Ulster: Hilary Reid mobile: 07802381444; [hilaryreid@talktalk.net](mailto:hilaryreid@talktalk.net)**

**Designated Person ROI: Jan Ovington mobile no 087-1334982**

### **National / Club Designated Safeguarding Children Officer / Designated Person**

Designated Safeguarding Children Officers (DSCO) / Designated Persons (DP) are responsible for dealing with any concerns about the protection of children. The DSCO / DP is responsible for reporting allegations or suspicions of child abuse to the statutory authorities. Every club should appoint a DSCO / DP even if the club does not have a youth section. The DSCO / DP 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.

The appointment of a DSCO / DP is an essential element in the creation of a quality atmosphere for young people in any club. They act as a resource to members with regard to children’s issues and also ensure that children have a voice in the running of the club and can talk freely about their experiences.

The DSCO / DP should be on the Management Committee or have access to the Management Committee.

### **The DSCO / DP should have the following functions:**

- Have knowledge of the Code of Ethics and Statutory guidelines.
- Have a 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 – contact list included in Hockey’s Code of Conduct for Hockey for Young People.
- Inform local statutory authorities of relevant concerns about individual children
- 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 DSCO / DP of affiliated clubs and groups should report suspected abuse in relation to sports leaders or persistent poor practice to the National Designated Safeguarding Children Officer / Designated Person 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.

### **The National Designated Safeguarding Childrens Officer should:**

- Be familiar with Children First, Our Duty to Care, and the Code of Ethics and Good Practice in Children’s Sport so as to act as an information source to members of Ulster Hockey Union.
- Have knowledge of the Code of Ethics and Statutory Guidelines
- Have a knowledge of categories and indicators of abuse.
- Be prepared to undertake training in relation to child protection.
- Assist with the ongoing development and implementation of the organisation’s<sup>27</sup> child protection training needs.
- Provide information and advice on child protection within Hockey.

- Advise the organisation on child protection training needs
- 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 Hockey's Code of Conduct for Children's Sport.
- Communicate with parents and/or agencies as appropriate.
- Be aware of national and local services responsible for child protection i.e. principal and duty social workers etc.
- Inform local statutory authorities of relevant concerns about individual children. A record of this communication should be retained.
- Ensure that an acknowledgement of the communication is received.
- Ensure appropriate information is available at the time of referral and that the referral is confirmed in writing, and kept under confidential cover.
- Liaise with Statutory Authorities and other agencies as appropriate.
- Organise the implementation of procedures designed to deal with concerns regarding poor practice within the sport.
- Ensure sports leaders(s) are aware of allegations against them.
- Ensure that an individual case record is maintained of the action taken by UHU, the liaison with other agencies and the outcome.
- Ensure records are kept in confidence in a secure location and access is on a 'need to know' basis.
- Affiliated clubs and groups should report suspected abuse in relation to sports leaders or persistent poor practice to the National Designated Safeguarding Children Officer 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.
- The Designated Safeguarding Childrens' Officer will assist the organisation on issues of confidentiality, record keeping and data protection.

**Designated Safeguarding Childrens' Officers / Designated Persons 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 statutory authorities.**

## **Appendix 2 - Existing Leaders Information and Declaration Form**

### **Sports Leaders Code of Conduct**

Leaders should familiarise themselves with the *Code of Ethics and Good Practice for Children's Sport* and in particular with the UHU Code of Ethics 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 young people should do the Safeguarding Children and Young People in Sport course and hold up-to-date qualifications and be committed to the values and guidelines of UHU
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- 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 the UHU's Code of Ethic's reporting procedures
- Encourage young people to respect one another and to expect respect for their worth as individuals 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 players 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 students and other coaches to develop and maintain integrity in their relationships with others.
- Challenge any problematic power relationships where there is a potential or actual abuse of trust.

#### ***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 or sexually provocative games including horseplay, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Have sexual relationships with young athletes
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission of the parent(s).
- Over-train your athletes
- Undertake any form of therapy (hypnosis etc.) in the training of children
- Exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your students.

- Reduce a child / young person to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never communicate or form a “friendship” with children online with the intent of arranging to meet them in the ‘real world’.
- Ask anyone to keep secrets of any kind.
- Invite or allow children to stay with you at your home

**Sports Leaders should only use physical contact in the following circumstances:**

- To develop sports skills or techniques.
- To treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of hockey.
- To prevent harm to the player themselves or others.
- To prevent damage to property.

**Self-Declaration**

Do you agree to abide by the guidelines contained in the Code of Ethics for Hockey for Young People’s Code of Conduct? Yes  No

Do you agree to abide by the rules of the UHU / Hockey Ireland / club? Yes  No

Have you ever been asked to leave a sporting organisation? Yes  No   
*(If you have answered yes, we will contact you in confidence)*

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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 you have answered yes, we will contact you in confidence)*

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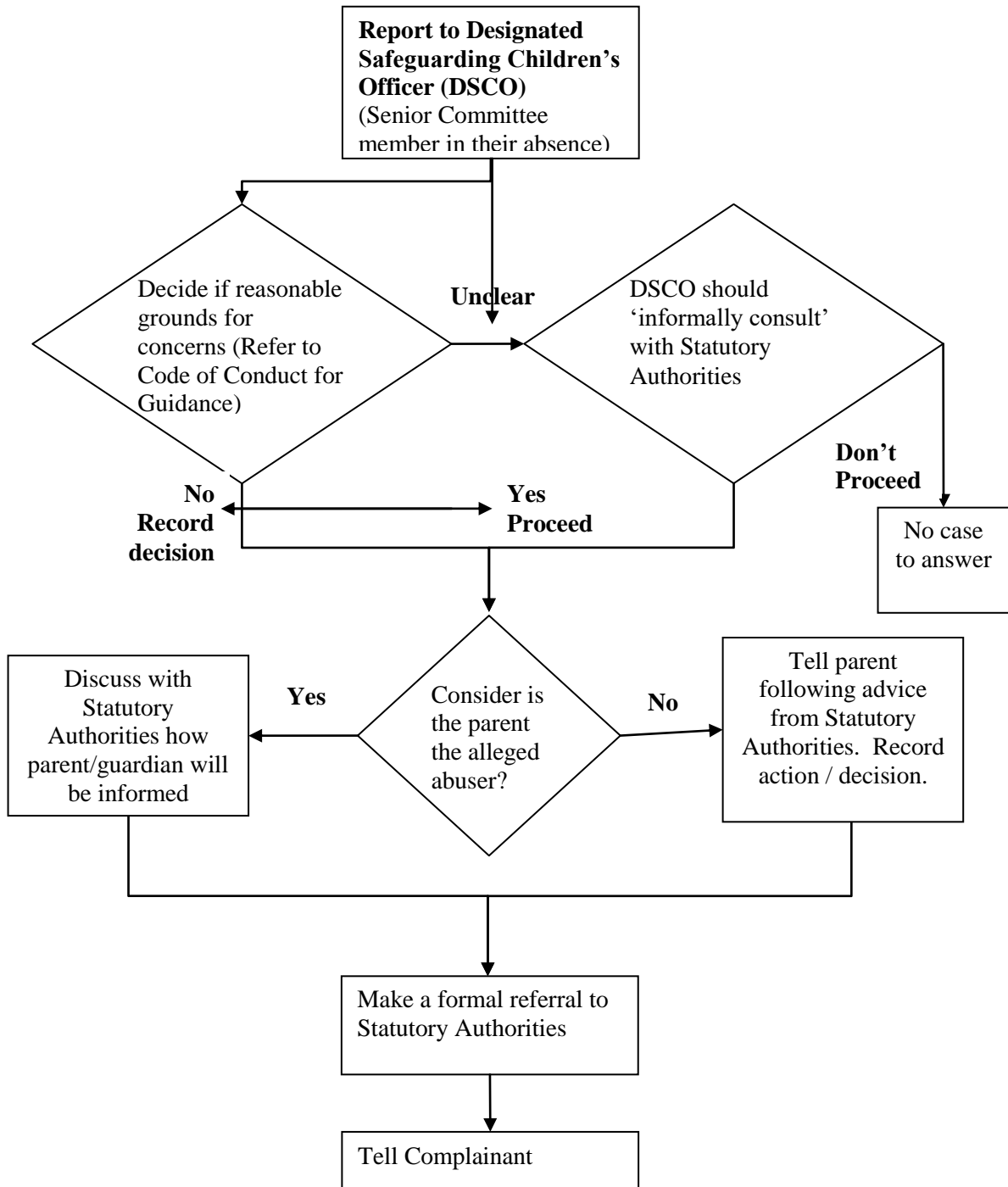
I agree to inform the UHU Designated Safeguarding Children Officer should I be subjected to any criminal proceedings or statutory investigation that may bring the UHU / Hockey Ireland into disrepute.

Sign \_\_\_\_\_

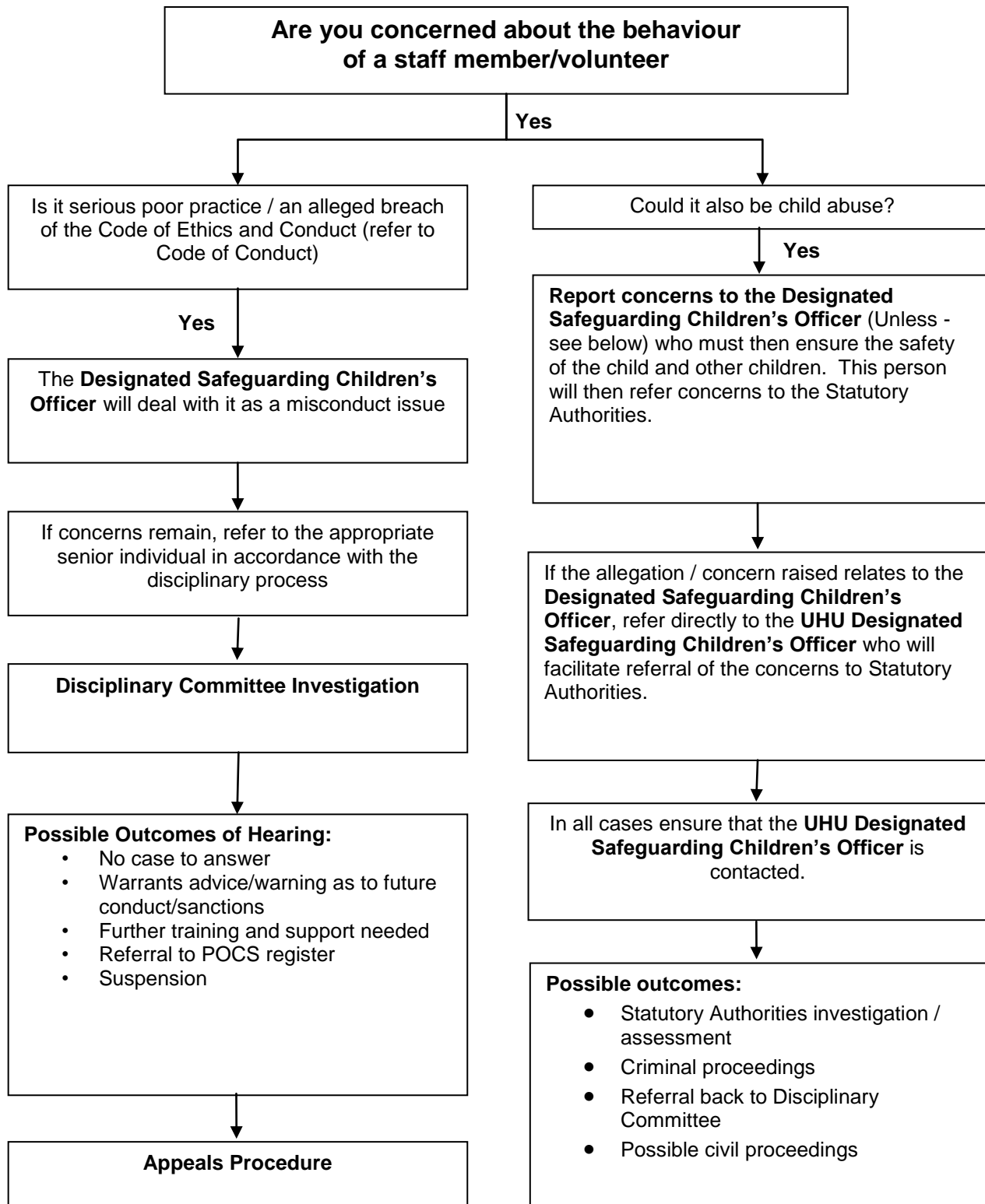
Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 3 – Procedure for complaints about possible abuse outside the organisation**



**Appendix 4 – Procedure for dealing with a concern about behaviour of a member/volunteer in Hockey**





APPENDIX 5 – Sample Incident Report Form

# ALLEGATION/INCIDENT RECORD FORM CHILD PROTECTION

<b>Club or Agency:</b>	
<b>Your name:</b>	
<b>Your position:</b>	
<b>Child's name:</b>	
<b>Child's date of birth:</b>	
<b>Child's address:</b>	
<b>Parents/carers Names and Address:</b>	
<b>Date and time of incident:</b>	
<b>Your Observations:</b>	
<b>Exactly what the child said and what you said:</b>  <b>(Remember do not lead the child- record actual details. Continue on separate sheet if necessary)</b>	

<p><b>Where a report is made by a Parent/Guardian, what did they say:</b></p>	
<p><b>Action taken so far:</b></p>	
<p><b>Designated Officer Informed:</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p><b>External agencies contacted (date and time)</b></p>	
<p><b>Police</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>If yes-Which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice given:</b></p>
<p><b>Social Services</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>If yes-Which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice given:</b></p>
<p><b>Sport Governing body</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Name and contact number:</b></p> <p><b>Details of advice given:</b></p>
<p><b>Local Council or Education Department</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>If yes-Which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice given:</b></p>
<p><b>Other (e.g. NSPCC)</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice given:</b></p>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Remember to maintain confidentiality on a need to know basis- only if it will protect the child. Do not discuss the 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 Child Protection Officer for monitoring purposes.**

## APPENDIX 6 – 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 behaviour 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 (for example, use of time out) should be applied if a rule is broken for a second time. The use of green, yellow and red cards are 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

## Section 1

### VOLUNTEER/STAFF RECRUITMENT/APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

All information received in this form will be treated confidentially

<b>Name:</b>			
<b>Address</b>			
<b>Date of Birth</b>		<b>National Insurance No</b>	
<b>Telephone No.</b>		<b>Mobile No</b>	
<b>Previous work experience &amp; relevant qualifications</b>			
<b>Have you previously been involved in voluntary work?</b> <b>If yes, please give details:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?</b>			
<b>Do you agree to abide by UHU Code of Conduct?</b> <i>(copy included with this form)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you completed Child Protection Awareness Training?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If yes, who was it organised by and when approximately</b>			
<b>Do you agree to undergo specific training on the role of the</b> <i>(position being appointed)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you ever been asked to leave a sporting organisation in the past?</b> <i>(if you have answered yes we will contact you in confidence)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> 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:**  
**Address:**  
  
**Telephone:**  
**Designation:**

**Name:**  
**Address:**  
  
**Telephone:**  
**Designation:**

## Section 2

# DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

### Statement of non-discrimination

Ulster Hockey Union 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 members, volunteers and employees.

For the purposes of your application for the post of:

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It is our policy to ask for an Enhanced check to be carried out by AccessNI. The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults. Follow the below link to the AccessNI Code of Practice:

<https://ulsterhockey.com/wp-content/uploads/2019/03/Access-NI-Code-of-Practice-2018.pdf>

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

### Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. 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' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless UHU considers that the conviction renders you unsuitable. In making this decision the UHU 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.

[UHU Ex-offenders Policy](#)

**Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?**

Yes

No

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

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**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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*Please continue on a separate page if necessary.*

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

Recruitment of ex-offenders policy - <https://ulsterhockey.com/wp-content/uploads/2019/03/Policy-on-the-Recruitment-of-Ex-Offenders.pdf>

**Declaration**

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that UHU as the registered/umbrella organisation carrying out the check may share the information returned with the designated signatory in my club.

[UHU Privacy Policy](#)

***I declare that any answers are complete and correct to the best of my knowledge and I will inform the UHU Designated Safeguarding Officer of any future convictions or charges.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

<b>FOR OFFICIAL USE ONLY:</b>	
<b>Applicant Name:</b>	
<b>Date application received:</b>	
<b>Date of interview:</b>	
<b>Interviewed by:</b>	1. 2.
<b>References received and are satisfactory:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Access NI check completed &amp; returned (if appropriate):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Comments:</b>	
<b>Proof of applicants identification received:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Identification type:</b>	Group 1 _____ Group 2 _____ _____
<b>Recommendation (with reasons)</b>	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position in Organisation**

\_\_\_\_\_  
**Date**



**Appendix 9 - Confidential Reference Form**

**CONFIDENTIAL REFERENCE FORM**

The following person:

\_\_\_\_\_

has expressed an interest in working for **NAME OF CLUB**.

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 in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

**1. How long have you know this person?**

\_\_\_\_\_

**2. In what capacity?**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Please rate this person on the following – please tick one box for each statement:**

	Poor	Average	Good	V Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, 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. If you have answered **YES** we will contact you in confidence.

YES

NO

Please Sign and Print name below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ Position: \_\_\_\_\_ (if applicable)

**Appendix 10 - Hosting & Travel Agreement - Young Player and Parent/Guardian**

Event: \_\_\_\_\_ Venue: \_\_\_\_\_

Date: \_\_\_\_\_

**Young Player**

I have read the conditions and rules set down by the UHU 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 11 - 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 travelling 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: \_\_\_\_\_

## Appendix 12 - Sample Application Form For New Youth Members

### CONTACT INFORMATION

Name \_\_\_\_\_

Male / Female \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone – Home \_\_\_\_\_

Telephone - Mobile (in case of emergency) \_\_\_\_\_

E-MAIL \_\_\_\_\_

Date of Birth \_\_\_\_\_

MEDICAL HISTORY INFORMATION (details of any known allergies, conditions, medications, special needs etc.)

\_\_\_\_\_

\_\_\_\_\_

In the event of illness, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

### PARENTAL/GUARDIAN CONSENT

I am the Parent/Guardian of \_\_\_\_\_

#### Photographs/video

I understand that photographs will be taken during or at hockey related events and may be used in the promotion of hockey or training/coaching purposes.

I hereby consent to the above child(ren) receiving group emails relating to hockey activities.

I hereby consent to the above child(ren) participating in hockey activities in line with the Code of Ethics for Hockey for Young People.

I will inform the secretary of my children's activity of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME IN PRINT \_\_\_\_\_

# ACCIDENT REPORT FORM

<b>Coach in Attendance:</b>	
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<b>INJURED PARTY</b>	
<b>Name:</b>	
<b>School/club:</b>	
<b>Home address:</b>	

<i>ACCIDENT DETAILS</i>	
<b>Form Completed By:</b>	
<b>Date:</b>	<b>Exact Location:</b>
<b>Time:</b>	<b>Time Reported:</b>
<b>Reported by who:</b>	
<b>How accident happened:</b> Describe what activity was taking place, for example training/game/getting changed  <div style="border: 1px solid black; height: 100px;"></div>	
<b>Name and contact details of witnesses:</b>	
<b>First Aid Involved?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Were the following contacted:</b>	<b>Police</b> <input type="checkbox"/> <b>Ambulance</b> <input type="checkbox"/>
<b>Parents Informed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>By whom:</b>
	<b>When:</b>
<b>Referred to Designated Person?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Designated Person's Signature</b>	<b>Date:</b>
<b>Any further action to be taken?</b>	

<b>Has Young Person returned to Ulster Hockey</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Signature of Management Representative</b>
	<b>Print name</b> <b>Position</b>

All of the above facts are a true record of the accident/incident.

Signed:

Date:

Name: