



CAMPBELLIANS HOCKEY CLUB

Child Protection and Welfare Policy Statement
November 2006.

CHILD WELFARE AND PROTECTION

Policy Statement of The Campbellians Hockey Club

From this point represented by the term CHC

The guidelines in this Policy Statement 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.
Children (NI) Order 1995*

*Copies of this document are freely available upon request.
Copies are distributed to each Sports Leader within CHC, and to the Parent/Guardian of every club member under the age of 18.*

CHC 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*. In working with young people in Hockey our first priority is the welfare of the 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.

Child

A 'child' or young person is any person under the age of 18.

Children's Officer

The individual in the club who acts as a resource for children and who represents them at Committee level.

The Children's officer has a supervisory role in relation to young hockey participants and has the added responsibility for co-ordinating the implementation of the Code of Conduct.

The responsible person appointed by CHC is:-

DAMIAN STYLES, Youth Liason Officer

The responsible person within the Ulster Branch Irish Hockey Association is:-

PETER JACKSON, Child Protection Officer

Further Contact details (including those of statutory authorities) may be found in the Child Protection section at www.ulsterhockey.com

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 SCNI's Code of Ethics and Good Practice for Children's Sport.

All children's sport should be conducted in an atmosphere of fair play. CHC supports 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).

Code of Conduct for Young People

CHC wishes 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

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 they 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 traveling 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

Parent shall mean Parent, Guardian or Carer.

CHC attaches great importance to the role of Parents.

Hockey (in common with most sports) relies upon the support and encouragement of Parents across the land, without which many children would be unable to participate.

However it is vital that the Club has the understanding and full support of Parents in respect of basic standards, which we seek to uphold at all times.

CHC therefore respectfully requests Parents to:

- Respect the rules and procedures set down in Hockey
- Respect your child's teammates and leaders as well as players, parents and coaches from opposing teams.
- 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 your child, his teammates, their opponents or the officials.
- Respect your child's leader(s) and support his/her efforts
- Respect the officials and their authority during sessions and events within the club and under the auspices of IHA/UBIHA.
- Never demonstrate threatening or abusive behaviour or use foul language.
- Always ensure that children are delivered to / collected from any club activities in a timely fashion.

Requirements for CHC Sports Leaders

CHC 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 Code of Ethics.

Leaders will:

- 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 CHC will:

- Agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and code of conduct of the governing body.
- Know and understand the child protection policies and procedures.
- 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.
- Report any concerns they have to the designated person in **CHC**.

As a role model they:

- Are 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 they 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.
- 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.
- In **CHC** those who will be working with children and young people (training, coaching, etc) agree to the vetting procedures that are available through the Protection of Children (NI) Service (POC(NI)).

Confidentiality

CHC agree that 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 will 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 will be treated in a careful and sensitive manner and will be discussed only with those who need to know
- Information will 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 parents/guardians, the alleged offender, his/her family, Leaders) will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information will be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws will be adhered to.

Complaints and Appeals Procedure

The **CHC** 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.

- Any complaint should be made **in writing** to the **CHC Youth Liason officer**, and will be responded to within 7 working days.
- The complaint should outline all relevant details about other parties involved
- The CHC Youth Liason Officer (Children's Officer) will bring the complaint to the attention of the Chairperson of the CHC Complaints Committee.
- The composition of the Complaints Committee will consist of a representative of the Old Campbellian Society Sports Club, the CHC Children's Officer and other Club officials, as deemed appropriate.
- ***If the complaint involves a criminal offence the Chairperson will disband the Complaints Committee and talk to the Children's Officer. The statutory authorities will then be informed.***
- The Complaints Committee will hear the case of all parties involved and decide if a rule or regulation or the Code of Ethics has been infringed
- They will, in writing, inform those involved of the sanctions to be imposed and the reason for the sanctions. Written notification will be given to parents if the complaint is against a young person
- Written confidential records on all complaints will be kept safely and confidentially on file.
- If any party does not agree with the complaints committee, they can appeal the decision in writing within a 10-day period
- The Appeals Committee is then convened, whose Chairperson will be taken from the the Old Campbellian Society Sports Club and those who have not been on the original Complaints Committee
- The Appeals Committee will confirm or set aside or change any sanction imposed by the Complaints Committee

Supervision Policy

CHC will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified.

Supervision procedures will apply to all persons with substantial access to young people, whether paid or unpaid.

A decision to appoint a Leader is the responsibility of the club and not of any one individual within it.

CHC uses the following procedure:-

- New leaders will complete an information form, giving names of two referees who will be contacted verbally.
- All Leaders will receive a copy of this CHC Policy Statement and will be asked to confirm by signature their agreement to uphold the standards contained herein.

Anti-Bullying Policy

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

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

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

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

CHC Policy for Prevention of Bullying is to:-

- 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.
- 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 deals 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; however any concerns should in the first instance always be directed to the **CHC Youth Liason Officer**.

CHC Policy on General Welfare Issues

1. Travelling with children

There is extra responsibility taken on by leaders when they travel with children to events. When traveling with young people **CHC** policy for leaders is to:-

- 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 (see CHC Parental Consent form) and clearly indicate estimated times of pick- up and drop off wherever possible.

Outline timings for all club activities are emailed to all club members each week.

Players are expected to advise Parents of all timings and associated travel arrangements.

2. Supervision Policy is to:-

- Ensure 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.
- Ensure that there is a minimum of 2 adults per group at anyone time.
- Ensure no Leader is alone with one participant. Any need to talk separately must be done in an open environment, in view of others
- Ensure Leaders are only present in the changing rooms in pairs (for pre and post match team talks / distribution of kit / etc).
- Clearly state time for start and end of training sessions or competitions and ensure that Leaders 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).

3. Policy for Away Trips which may involve Overnight stays is to:-

- Have specific permission forms signed by parents and participants, containing emergency contact numbers.
- Appoint a group leader who will make a report on returning home
- Communicate travel times, competition details, other activities, kit requirements, medical requirements, special dietary needs and any other necessary details to Parents and participants.
- Ensure that adults do not share rooms with children, children share rooms with those of same age and gender and that adults always knock before entering rooms (in pairs).
- Ensure that all group socialisation takes place in communal areas
- In respect of all under 18s, ban alcoholic drink , smoking or other illegal substances.
- Ensure a good adult – child ratio, 1: 6, and proper access to medical personnel.
- Ensure Lights out times are enforced
- Ensure that all Young players are under reasonable supervision at all times and should never leave a venue or go unsupervised without prior permission

Safety Statement

CHC will :-

- 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.
- Demand that all young people are in possession of Mouthguards, Finger Guards and Shinguards.
- Ensure First Aid kit is close at hand with access to qualified first-aid person where possible.
- 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
- Make a brief record of any injury, and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details.
- Provide Officials to ensure the conduct of the game
- Ensure participants abide by the sportsmanship guidelines of hockey, keeping in mind that many rules are there for safety.
- Ensure that Leaders hold appropriate qualifications (where applicable) required by the IHA
- Ensure there is adequate insurance cover for all activities
- Request parents / guardians to be present at finishing time of sessions or events

Late Collection

CHC policy is to actively encourage parents to collect young people on time, from any club activity.

However it is only realistic to sometimes expect the unexpected, as delays can and will occur.

If a parent is likely to be delayed, he or she **MUST** contact one of the following without delay:-

Damian Styles (Youth Liason Officer) Mobile: **0788 099 2186**

Richard Sholdis (1stX1 Manager) Mobile: **07710 881 983**

Tristan Barry (2ndX1 Manager) Mobile: **07759 124 659**

Brian Corry (Hon Secretary) Mobile: **07740200077**

or any other specific contact, advised prior to the particular club activity.

If a parent does not arrive on time; has not made contact with the club; and does not respond to his or her listed emergency contact number - at least two CHC leaders will remain with the young person until such time as the parent arrives (or contact is made, and a mutually appropriate arrangement agreed).

At no time will the young person be left alone.

NB.....CHC reserves the right to curtail a young person's participation in club activities should any parent continually arrive late.

Fit To Compete Policy

In presenting himself to partake in any CHC fixture or Training Session, a player is deemed **fully fit and able to compete**.

Should any player feel unable to begin, or continue participation in any club activity, he must IMMEDIATELY inform the relevant coaching staff, or any club Leader present.

If a Parent feels that their son/ward should not compete for any reason, he or she MUST contact any of the principal CHC contacts listed within this document, without delay.

Fitness to compete also requires children to be in possession of proper **Shin Guards** at ALL times.

Any child not in possession of this fundamental protective requirement will not be permitted to participate.

Use of Photographic and Mobile Equipment

The Irish Hockey Association/UBIHA has adopted a policy in relation to the use of images of young people on their websites and in other publications as part of its commitment to providing a safe environment to young people.

It states that it 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 the IHA 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.

CHC subscribes to the basic policy outlined above.

However (*with the strict exception of accredited Press, or photographers specifically engaged by either the Club or the College to record an event - any such persons will be required to wear visible identification at all times*) our policy with regard to the use of **any** photographic equipment at Home matches (on the Campbell College Campus) is one of a **total ban**.

We would ask all parties to respect this, as we feel it is in the best interests of all concerned, and effectively removes any “grey areas” with regard to the subject.

With regard to Away matches, the issue is largely under the remit of the respective club, or authority, which is responsible for the particular facility; and as such is not under our immediate control.

However, should any parent object to photographs being taken at any time, or have any concerns relating to photography, they should contact the CHC Youth Liason Officer.

Campbellians Hockey Club, November 2006. E&OE.