

English Ice Hockey Association

Protecting Children and Young People From Abuse

**Child Protection Policy and Procedures
Handbook**

**The English Ice Hockey Association,
12 Arnside Avenue,
Blackpool FY1 6NB**

Revised January 2006

English Ice Hockey Association

**Protecting Children and Young People
From Abuse**

Policy, Procedures and Guidelines

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English Ice Hockey Association

PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

Policy, Procedures and Guidelines

ENGLISH ICE HOCKEY ASSOCIATION PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

INTRODUCTION

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

POLICY

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

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

This EIHA Policy stems from the following principles:

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

As an organisation, we in the EIHA at national level are doing everything we can to make sure that there is no room in our sport for those who seek to abuse children and young people. This Guide is part of our efforts but, as we have just said, everyone involved in our sport has a part to play.

Everyone in the sport needs to see and discuss this Policy if it is to help children and young people, and we are asking you to make sure that this happens.

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

Equally we adhere to the principle that an accused individual has the right to be presumed innocent until guilt is proven. It may be necessary in the interests of potential victims, and indeed our sport itself, to suspend an official or ban someone from any participation in EIHA activities, on a temporary basis. That suspension or ban should not, however, be equated with guilt.

TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in this document:

- Anyone under the age of 18 is considered to be a child/young person.
- All policies and procedures described refer to vulnerable adults as children.
- The term parent is used as a generic term to represent parents, carers and guardians.

EIHA: English Ice Hockey Association

NECPO: National Equity & Child Protection Officer

CPO: Child Protection Officer

WHAT IS CHILD ABUSE?

It's generally acknowledged that there are four types of abuse - Physical, Emotional, Sexual and Neglect.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to someone. 'Munchausen's Syndrome by Proxy', in which a parent or carer feigns the symptoms of, or deliberately causes ill health in a child, may also constitute physical abuse. It can occur if a child or young person is forced to train beyond his/her capabilities. Bullying is also likely to come into this category.

Emotional Abuse is treatment that causes severe and persistent adverse effects to someone's emotional development. It occurs when they are repeatedly made to feel that they are inadequate, worthless or unloved, or valued only insofar as they meet someone else's needs. It occurs when someone causes them to feel frightened or in danger. It may involve their exploitation or corruption. It is present in the unrealistic expectations of parents/carers and coaches about what can be achieved. Some degree of emotional abuse is present in all forms of abusive behaviour.

Sexual Abuse involves forcing or enticing someone to take part in sexual activities, whether or not he or she is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or young people in looking at pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet someone's basic physical and psychological needs, and is likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to provide a child or young person with adequate food, shelter and clothing, failing to protect them from physical harm or danger, or failing to ensure they have access to appropriate medical care or treatment. It may also include failure to meet their basic emotional needs.

SOME INDICATIONS OF CHILD ABUSE

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

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

Remember that disabled children and young people, and those with learning difficulties, are particularly at risk from abuse and may also have problems in communicating what is happening to them.

GOOD PRACTICE WHICH CAN HELP TO PREVENT CHILD ABUSE

We are advising clubs and coaches to take a close look at the way they operate and to take every possible precaution to avoid situations that might give rise to suspicion. Nevertheless, the nature of our sport is such that one to one contact is inevitable – coach and player may find themselves alone together.

We would strongly encourage coaches to try to use areas that are in general view - not ‘hidden away’ in a rarely used part of the building. Equally we would advise clubs to assist coaches on this issue as much as they possibly can.

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

Avoid situations where coach/club official/club member/volunteer and child/young person

are alone together without the consent of parents/carers. The EIHA acknowledges that occasionally there may be no alternative - for example, someone may fall ill and have to be taken home. If it is unavoidable, however, make sure that it only happens with the knowledge and consent of other club officials, and do try to contact the parents/carers first.

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

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

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

Ask coaches and/or nominated club officials/volunteers to be responsible for children and young people in changing rooms.

Get coaches/club officials/volunteers to work in pairs if groups have to be supervised in the changing room.

Try to ensure that mixed teams are always accompanied by male and female coaches/club officials/volunteers.

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

For guidance on the videoing or photographing of players, please refer to the EIHA Use of Images Policy.

Ensure that your club coaches are familiar with the EIHA's Code of Conduct for Coaches and the Child Protection in Sport Unit (CPSU) Coaches Charter.

Ensure that this Guide on protecting children and young people from abuse is not just filed away but is available to everyone involved in our sport.

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

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

A copy of the formal form "*Reporting Concerns about Suspicious Behaviour*" (7) should be completed and returned with a copy of the original notes to the EIHA NECPO.

We do understand that it may be very difficult for you to take this step, and if you really are uncertain whether your concerns are well-founded, or what to do for the best, you can get advice from the **NSPCC Child Protection Helpline on 0808 800 5000** - the Helpline provides a 24 hour

service, seven days a week, and your call is free.

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

The form “*Reporting Concerns about Suspicious Behaviour*” (7) will enable the EIHA to take any action that is required within our sport.

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

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

- Stay calm.
- Don’t promise to keep it to yourself.
- Listen to what is being said and, please, take it seriously.
- Only ask questions if you need to clarify what is being said to you - don’t ask about explicit details.
- Make a detailed note of what you have been told and contact the Club Child Protection Officer or Regional Child Protection Officer.

The Club Child Protection Officer or Regional Child Protection Officer will complete a form “*Reporting Concerns about Suspicious Behaviour*” (7). This will enable the EIHA to take any action that is required within our sport.

ALLEGATIONS OF PREVIOUS ABUSE

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

For the record please complete the form “*Reporting Concerns about Suspicious Behaviour*” (7).

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

You may hear of allegations or concerns about the previous behaviour towards children and young people of someone who is now an official, coach or volunteer with the EIHA. Please use the form *“Reporting Concerns about Suspicious Behaviour”* (7) and pass the form to your Club Child Protection Officer. This will allow the EIHA to deal with the matter fairly but quickly. Remember, as we said at the beginning of this Guide, the EIHA will support anyone who in good faith reports his or her concerns.

AND LASTLY

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

Please remember if this Guide is used properly, it can offer safeguards to everyone involved in Ice Hockey, and so help to maintain its credibility and that of the EIHA. Most of all though, it can help to stop children and young people being abused.

English Ice Hockey Association

PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

Club Guidelines

Revised January 2006

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A GUIDE FOR CLUBS

CHILD WELFARE AND GOOD PRACTICE GUIDE

INTRODUCTION

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

The English Ice Hockey Association have set out national Policies and Procedures in partnership with the NSPCC, which in conjunction with these guidelines, provide a protection policy to children participating in Ice Hockey.

A Club will have direct responsibility for child welfare.

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

The main role of the Club Child Protection Officer is to ensure that any persons acting on behalf of the club who will come into contact with Juniors (including Under 19 groups) should complete a *Disclosure Application Form*, or a *Self Declaration Form (3)*. Therefore all members of staff and volunteers involved in activities with Juniors should complete a form.

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

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

Any Self Declaration Form that raises concerns should be copied and sent to the Regional Child Protection Officer for immediate consideration.

The Club Child Protection Officer will be asked to sign a *Countersignatory Form*, along with a *Statement of Confidentiality (5)* agreement that should be forwarded to the Regional Child Protection Officer. This will ensure that the Club Child Protection Officer is able to discuss any concerns in a confidential manner.

PROCEDURES

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

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

1. Appoint a **Club Child Protection Officer** who is familiar with the EIHA Child Protection Policies and Procedures.
2. The Club Child Protection Officer must complete the *Statement of Confidentiality (5)* and a *Countersignatory Form* (supplied by the Regional Child Protection Officer) and return the Statement of Confidentiality to the Regional Child Protection Officer and the Countersignatory Form to the National Equity and Child Protection Officer in envelopes marked 'CP Private and Confidential'.
3. Ensure all parents/guardians of juniors involved in club activities and events have completed a *Parental Consent Form (2)*. All forms are to be held by the Club Child Protection Officer in a confidential place, and should be accessible to the Regional Child Protection Officer should the need arise.
4. Ensure all staff and volunteers working with juniors within the club have completed the appropriate *Disclosure Application Form* which will be sent to the Criminal Records Bureau, or EIHA *Self Declaration Form (3)*. All forms should be held in a safe place, and should be accessible to the Regional Child Protection Officer should the need arise.
5. All Coaches will be required to submit a *Disclosure Application Form* that will be sent to the Criminal Records Bureau, before being allowed to register.
6. Should any issues or concerns arise from the *Disclosure Application Form* or *Self-Declaration Form (3)*, make a copy and forward it to the Regional Child Protection Officer for immediate consideration.
7. Brief coaches, referees and volunteers involved in all club activities or events of the EIHA Child Protection Policies and Procedures.
8. Provide parents and guardians with access to the EIHA Child Protection Policies and Procedures.
9. Any allegations of child abuse that may arise within the club should be reported to the NECPO via Regional Child Protection Officer by completing a *"Reporting Concerns about Suspicious Behaviour" Form (7)*.

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

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

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

Do I have to complete the form?

It is a requirement of the EIHA that any person having responsibility for a child or children whilst representing the association accepts these procedures. If they are unwilling to do so, they cannot be given the responsibility for looking after children.

What information will be kept on me?

Obviously there will be your personal identifier information on the forms that in the majority of cases will be the only information held. If you have a criminal conviction for an offence which could put children at risk, the official details of the conviction will be recorded by the EIHA. However specific allegations of behaviour or details of other convictions that could put children at risk and which are made to the EIHA will also be recorded. All concerns or complaints will be dealt with by a Child Protection representative of the EIHA and could lead to the involvement of the police and the relevant local authority for further investigation, the outcome of which will be recorded.

Who will my information be disclosed to?

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

Examples of the forms referred to in the guidelines and numbered **(1-8)** can be found as **Appendices** at the end of the report. These forms are "templates" and can be copied and used by clubs.

English Ice Hockey Association

PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

Complaints Procedure

Revised January 2006

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

For a procedure flow chart, please refer to *Appendix (6)*.

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

The formal form "*Reporting Concerns about Suspicious Behaviour*" (7) should be completed and returned with a copy of the original notes to the National Equity & Child Protection Officer via either the Club Child Protection Officer or the Regional Child Protection Officer.

We do understand that it may be very difficult for you to take this step, and if you really are uncertain whether your concerns are well-founded, or what to do for the best, you can get advice from the **NSPCC Child Protection Helpline on 0808 800 5000** - the Helpline provides a 24 hour service, seven days a week, and your call is free.

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

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

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

Stay calm. Don't promise to keep it to yourself.

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Only ask questions if you need to clarify what is being said to you - don't ask about explicit details.

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A copy of the formal form "*Reporting Concerns about Suspicious Behaviour*" (7) should be completed and returned with a copy of the original notes to the EIHA NECPO. This will enable the EIHA to take any action that is required within our sport.

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You may hear of allegations or concerns about the previous behaviour towards children and young people of someone who is now an official, coach or volunteer with the EIHA. Please report the matter to the National Equity & Child Protection Officer via either the Regional Child Protection Officer or your Club Child Protection Officer.

A copy of the formal form “*Reporting Concerns about Suspicious Behaviour*” (7) should be completed and returned with a copy of the original notes to the EIHA NECPO. This will allow the EIHA to deal with the matter fairly but quickly. Remember, as we said at the beginning of this Guide, the EIHA will support anyone who, in good faith, reports his or her concerns.

AND LASTLY

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

Please remember if this Guide is used properly, it can offer safeguards to everyone involved in Ice Hockey, and so help to maintain its credibility and that of the EIHA. Most of all though, it can help to stop children and young people being abused.

Should you require additional assistance in understanding the process when becoming suspicious please refer to the flow chart

“What you should do if” – *Appendix (6)*

English Ice Hockey Association

PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

Suspension Policy

Revised January 2006

CHILD PROTECTION SUSPENSION PROCEDURES

General

Where an allegation is made against an employee or a volunteer, the EIHA will work on the principle that individuals are innocent until proven guilty.

However in order to protect both the individual and the Association a period of suspension will normally follow an allegation, whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, normally in the space of two days.

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

An Employee

Any allegation(s) will be dealt with and investigated by the Chairman or a senior manager of the Association, and where appropriate or deemed necessary, be referred to the appropriate external authority.

To ensure the utmost confidentiality, where possible, only three people in addition to the accused people will be a party to the investigation. These will be an EIHA Director, the NECPO, and a senior manager. Where a Director cannot be involved in the investigation, the senior manager will be able to confide in one other person.

All relevant paperwork will be distributed to each member of the investigating panel and one separate copy will be kept on file.

When an allegation is made against an employee, a meeting will take place with the individual, at which time the allegation will be made known to him/her and put in writing. The individual will be asked to comment on the allegation and hopefully provide information that will enable a swift outcome.

If the matter cannot be dealt with in two days the employee will be suspended from duty on full salary. This will last for six months, but should an investigation take longer then half of the normal salary will be paid.

Whilst suspended the individual will not be allowed to be in contact with any other employee, apart from those carrying out the investigation or any person who is carrying out work on behalf of the Association. This applies to people who may be attending courses or who are taking part in tournaments.

The investigating officer will do his/her utmost to keep the employee up to date on the progress of the investigation.

The EIHA reserves the right to inform clubs and other relevant bodies that an employee is suspended from duty, pending the outcome of an investigation into his/her conduct.

A Volunteer

The procedures that apply to Employees will apply to volunteers and sub-contracted staff apart from those procedures that apply to payment of salary.

English Ice Hockey Association

PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

APPENDICES

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

- Appendix 1. Club Child Protection Policy Statement
- Appendix 2. Parental Consent Form
- Appendix 3. Self Declaration Form for Staff and Volunteers working in Ice Hockey
- Appendix 4. Reference Form for Coaches wanting to work in Ice Hockey
- Appendix 5. Statement of Confidentiality for Club Child Protection Officers
- Appendix 6. Child Abuse Concerns Procedures Chart
- Appendix 7. Reporting Concerns about Suspicious Behaviour
- Appendix 8. Useful Contacts

THE ENGLISH ICE HOCKEY ASSOCIATION
12 Arnside Avenue, Blackpool FY1 6NB

CHILD PROTECTION CLUB POLICY STATEMENT

_____ **Ice Hockey Club**

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

We do this by:

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

Our Club Child Protection Officer is: _____

Address: _____

Tel No: _____

Club Secretary: _____

Address: _____

Tel No: _____

PARENTAL CONSENT FORM

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

Activity:

Dates:

Times:

Venue:

TO BE COMPLETED BY PARENT/CARER

child's name:

date of birth:

home address:

emergency contact address, e.g. relative/friend:

tel:

tel:

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

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

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

My child's NHS card no. is:

GP's name:

Tel:

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

Signed:
Please print name:

(parent/carer) date:

Club:.....

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

THE ENGLISH ICE HOCKEY ASSOCIATION
12 Arnside Avenue, Blackpool FY1 6NB

CHILD PROTECTION

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

I (name) agree to abide by the following terms and conditions regarding the English Ice Hockey Association (EIHA) Child Protection Policy.

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

Signed:

Name:

Date:

Capacity (i.e. Club/EIHA staff):

Club:.....

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

PROTECTING CHILDREN AND YOUNG PEOPLE FROM ABUSE

What YOU should do if YOU

Are told by a child or young person that he or she is being abused, or has been abused.

Think another adult or even a child or young person could be a danger to other children and young people – perhaps you’ve heard or seen something suspicious.

Actually suspect a child or young person is being abused.

- Stay calm
- Don’t promise to keep it to yourself
- Take it seriously
- Only question to clarify details

Need further advice?

- Contact your local Social Services Department
- or the NSPCC Child Protection Helpline on 0808 800 5000
- or in an emergency – the Police

- Contact Club Child Protection Officer or Regional Child Protection Officer.
- Report concerns by completing form “Reporting concerns about suspicious behaviour” – *Appendix (7)*.
- Send completed form to National E & CP Officer via Club or Regional CP Officer– retain a copy for yourself.

Formal reporting to the EIHA

ENGLISH ICE HOCKEY ASSOCIATION
12 Arnside Avenue, Blackpool FY1 6NB

REPORTING CONCERNS ABOUT SUSPICIOUS BEHAVIOUR

Name of club:

Name of Club Child Protection Officer:

Brief details of complaint:

Name of complainant:

Age: Gender:

Address:

Tel No:

Type of incident: (Physical, Emotional, Sexual, Neglect, Bullying or other)

Please state:

Details of incident:

Date:

Time:

Place:

Other information:

Who is suggested as being the perpetrator? (Manager, Coach, Player, Official, Spectator, Staff member, Parent etc)

Please state:

Was the incident reported to any of the following? (Police, Rink Management, Club Official, Parents, Social Services or other)

Please state:

Signature:

Print name:

Position in club:

Date:

Date received by Club CP Officer:

Date sent to Regional CP Officer:

USEFUL CONTACTS

English Ice Hockey Association

12 Arnside Avenue,
Blackpool FY1 6NB
Tel: 07803 241271

EIHA National Equity & Child Protection Officer

Charles Dacres,
61 Wellington Road,
Wilsden,
Bradford BD15 0LX
Tel: 07850 471284
Email: charles.dacres@btinternet.com

EIHA Regional Child Protection Officers

North:

Barbara Brown,
43 North Road,
Wibsey,
Bradford,
West Yorkshire BD6 1RJ
Tel: 01274 676414
Email: babsbrown1@hotmail.com

Midlands:

Roger Bates,
90 Cross Road,
Albrighton,
Wolverhampton WV7 3QP
Tel: 01902 374785
Email: Roger.Bates@hsmarston.co.uk

South:

Pauline Rost,
37 Monks Avenue,
West Molesey,
Surrey KT8 2HD
Tel: 0208 224 0323
Email: pauline.rost@ntlworld.com

sports coach UK (National Coaching Foundation)

114 Cardigan Road,
Headingley,
Leeds LS6 3BJ

Tel: 0113 274 4802

Email: coaching@sportscoachuk.org

Website: www.sportscoachuk.org

sports coach UK run basic 3-hour child protection training sessions: contact Mollie Myers, tel 0113 274 4802

NSPCC Child Protection Helpline

Tel: 0808 800 5000 – a free phone service, 24 hours a day, 7 days a week

Fax: 0207 825 2790

Email: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline UK

Freepost 1111

London N1 0BR

Tel: 0800 1111 – a free phone service

Fax: 0207 239 1001

Website: www.childline.org.uk

Sport England

The following are local information points for child protection. They are also able to identify training and contact with the local Area Child Protection Committees.

North East 0191 384 9595

Yorkshire 0113 243 6443

East Midlands 0115 982 1887

East 01234 345222

London 0207 273 1500

South East 0118 948 3311

South West 01460 73491

West Midlands 0121 456 3444

North West 0161 834 0338

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

ADDENDUM ON BULLYING

Action if Bullying is suspected.

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

Action to help the victims and prevent Bullying in Sport.

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

Action towards the Bully(ies).

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

* It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide seek professional help *immediately*.