

South Antrim Ladies Hockey Club

Children and Young People's Protection Policy

January 2023

CONTENTS

1. Why have a policy to protect children and young people?
2. Protecting, children and young people policy statement
3. Code of behaviour
4. Guidelines for the general safety and management of activities
5. Sharing information
6. Reporting procedures for suspected or disclosed abuse
7. Selection and management of coaches and (other) volunteers
8. Responsibilities

1. Why have a policy to protect children and young people?

The following policy and procedures have been produced by **South Antrim Ladies Hockey Club** *as part of our commitment to provide a duty of care to the children and young people who participate in our activities and are members of the Club.

This policy aims to provide clear direction for **committee members, club members, coaches, leaders, parents and any other volunteers to ensure good standards of welfare towards children and young people.**

The club also requests that all volunteers, in whatever capacity, carrying out their duties behave in a manner that demonstrates **integrity, maturity and sound judgement.**

Where children, young people are mentioned in this policy document all are intended. A child or young person refers to a person under 18 years unless deemed to be a 'vulnerable' adult. In this instance this includes persons up to 30 years of age in line with current legislation.

Adults deemed vulnerable include the following;

- People with physical disabilities
- People with learning disabilities
- People with sensory impairment
- People with mental health needs
- People who misuse substances or alcohol
- People who are physically or mentally frail
- People who are 'vulnerable' due to current circumstances. These may include low self esteem, social exclusion, involvement in the criminal justice system, homelessness, domestic abuse, ethnicity and immigration.

The protection and well-being of children and young people is a national and international requirement. The U.N. Convention on the Rights of the Child upholds the best interests of children and young people by stating that **"children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them."**

This policy also complies with and is underpinned by the following legislation and guidelines;

- ❖ **The Children (NI) Order 1995** - this is the main legislative base for child care services in Northern Ireland and has five underlying principles. These include paramountcy, partnership, prevention, protection and parental responsibility.
- ❖ **The Protection of Children and Vulnerable Adults (NI) Order (2003)** - this aims to prevent unsuitable people from working or volunteering with children and/or vulnerable adults.
- ❖ **Safeguarding Vulnerable Groups (NI) Order 2007** - this recognises the need to protect and safeguard adults with a learning disability.
- ❖ **Section 75 of the NI Act 1998** - this aims to promote equal opportunities with regard to disability, gender, religious belief, political opinion, racial group, age, marital status and sexual orientation. It also promotes children's rights and the principle that those assisting in caring for children should work in partnership with parents.
- ❖ **The Sexual Offences (NI) Order 2008** - this provides a clear framework for protection from sexual crime and sets the legal age of consent to engage in sexual activity in Northern Ireland at 16. It also strengthens provisions which protect children who are in relationships of trust

with adults. A 'relationship of trust' arises when an adult is in a relationship of care, through their work or activity, paid or unpaid, with a young person which puts the adult in a position of power or influence over the child.

- ❖ **Disability Discrimination Act 1995** - this helps to ensure greater access to goods, facilities, services and premises for disabled children and young people.
- ❖ **Race Relations (NI) Order 1997** - this outlaws discrimination on grounds of colour, race, nationality or ethnic or national origin. The Irish Traveller community is specifically identified in this as a racial group against which racial discrimination is unlawful.
- ❖ **Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, and Sports Council Northern Ireland 2000, updated 2006 (IHA Code of Ethics)** - this is a joint code of ethics and good practice between the Irish Sports Council and the Sports Council for Northern Ireland. This major joint publication recognises the commitment of both Councils to ensure that young people are safeguarded in their participation in sport on the Island of Ireland. The code of ethics states that:

"We in Hockey are 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 Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sports."

NOTE: This is a '**working document**' and therefore open to revision at any given time to ensure it remains relevant to current practices and policies and the delivery of good standards of welfare towards children and young people involved with South Antrim Hockey Club.

2. Children and Young People's Child Protection Policy Statement

South Antrim Ladies Hockey Club are committed to providing a duty of care to all children and young people who participate in our activities and are members of our Club. We are committed to protecting them from physical, sexual and emotional harm and neglect throughout all our activities.

South Antrim Ladies Hockey Club accept and recognise both their moral and legal responsibilities under the **Children (NI) Order 1995, the Protection of Children and Vulnerable Adults (NI) Order (2003) and the Safeguarding Vulnerable Groups (NI) Order 2007 and the Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, and Sports Council Northern Ireland 2000, updated 2006 (IHA Code of Ethics)** about providing a duty of care for children and young people and endeavour to carry those out by the following;

- ❖ Implementing a code of behaviour for;
 - all those involved in working with children and young people. We expect all leaders to treat young people with dignity and respect at all times
 - all children and young people. We expect young people who attend the club to take care of each other and behave in a responsible manner

- ❖ providing guidelines for the **general safety and management of activities**;
- ❖ **sharing information** about our policy and procedures to committee members, coaches, other volunteers, parents, children and young people and our membership;
- ❖ **designating a committee member as a Child Protection Officer** to;
 - take a lead role in ensuring the **child protection policy and procedures are adopted and fully implemented**;
- ❖ **reporting concerns of suspected or disclosed abuse** to the relevant authority and involving parents, children and young people appropriately; ▪ Designated Safeguarding Children's Officer
 - Katherine Bruce 07513748508
- ❖ having procedures for **effective recruitment and selection of coaches and (other) volunteers** including vetting procedures through Access N.I.
- ❖ providing effective management of coaches and (other) volunteers

3. Code of Behaviour

This code of behaviour is expected of all committee members, coaches, leaders, club members, parents and any other volunteers working with children and young people in the Club. This code of behaviour also helps to ensure that all those working with children and young people provide a quality sporting and social programme for children and young people.

We also request that all those working with children and young people, in whatever capacity, behave in a manner that demonstrates **integrity, maturity and sound judgement**.

Enforcement of this code of behaviour is the responsibility of **every member and official of South Antrim Ladies Hockey Club**.

All committee members, coaches, club members, parents and any other volunteers should always;

- Be open, honest, consistent and reliable
- Be positive role models for children and young people
- Treat all children and young people equally and with dignity and respect at all times.
- Give praise and recognition as appropriate
- Promote the positive aspects of sport

The following code of behaviour provides guidance and direction with regard to positive behaviours, behaviours to be avoided and unacceptable behaviours:

Positive Behaviours	Things to avoid	Unacceptable behaviours
<p>Recording information regarding a young person on a membership database and storing it in a safe place. Details include;</p> <p>Name and contact details Parent/guardian's number for emergency contact Medical information Photographic consent</p> <p>Ensuring children and young people are collected safely from coaching sessions and matches.</p> <p>Arriving on time for all coaching sessions, matches and competitions and informing the appropriate person if ill or unable to attend.</p> <p>Challenging young people and other players regarding negative attitudes and behaviour towards young people and each other.</p> <p>Encouraging young people to take responsibility for themselves.</p> <p>Implementing a code of conduct with young people and agreeing a no tolerance to bullying policy.</p> <p>Driving in a safe and responsible manner when transporting young people.</p> <p>Maintaining a professional and measured approach when it comes to using social media to share information regarding activities in the club.</p> <p>Record all incidents and accidents and follow up as necessary.</p> <p>Respect the club's equipment.</p> <p>Respect Friends School facilities and equipment and adhering to their code of conduct for using pitches including no consumption of alcohol on their premises.</p> <p>Respect all venues that the Club may hire or use for sporting or other purposes.</p>	<p>Spending excessive amounts of time alone with a young person</p> <p>Travelling with a young person on your own</p>	<p>Being involved in any sporting activity and /or supervising a young person whilst under the influence of alcohol or drugs.</p> <p>Allowing unknown adult's access to young people under your responsibility.</p> <p>Letting allegations made by a young person go unrecorded and followed up.</p> <p>Taking a young person to your home.</p> <p>Having a personal relationship with a young person who is a member of the club.</p> <p>Letting bullying behaviour go unchallenged.</p> <p>Allowing a young person to physically punch, hit or kick another young person in the club.</p> <p>Engaging in inappropriate forms of physical touching.</p> <p>Engaging in any activities of a sexual nature with young people.</p> <p>Engaging in rough physical or sexually provocative games with young people including horseplay.</p> <p>Using social media to manipulate, bully, threaten, devalue, groom, embarrass or ridicule young people.</p> <p>Participate in rules violation, bad sportsmanship, the use of foul, abusive, sexist, racist, sectarian, or sexual language, banter that may cause offence, the use of prohibited substances, the use of gestures, emblems, flags or salutes which could be interpreted as provocative.</p> <p>Overly criticise other players or officials' judgement or use language or gestures which may cause a young person to lose self-esteem or confidence.</p>

Anti-bullying guidelines

Children, young people have the right to an environment free from any form of harassment, bullying or intimidating behaviour. Harassment and bullying is behaviour that is destructive and will not be tolerated within South Antrim Ladies Hockey Club. All committee members, coaches, leaders, club members, parents and any other volunteers should ensure that children and young people are aware of this and should ensure no- tolerance to bullying.

Bullying can be:

- ❖ **Physical:** pushing, kicking, hitting, pinching, threats etc
- ❖ **Verbal:** name-calling, sarcasm, spreading rumours, persistent teasing, put downs
- ❖ **Emotional:** tormenting, threatening ridicule, humiliation, exclusion from groups or activities
- ❖ **Racist, sexist or homophobic:** taunts, graffiti, gestures
- ❖ **Sexual:** unwanted physical contact, abusive comments
- ❖ **Cyber bullying:** sending/posting/sharing or threatening to share hurtful, embarrassing or threatening material.

All those working with children and young people should respond to complaints of harassment or bullying and deal with all complaints in a prompt and supportive manner.

Procedure for dealing with allegations of bullying

- When an allegation is made the coach/volunteer has a duty to investigate.
- The coach/volunteer will also need to make a judgement on informing parents or guardians depending on the nature of the conduct.
- If an allegation is found to be substantiated a number of options are available. These include;
 - Talking to the young person concerned and warning them of future conduct
 - Dismissing the young person from the club.

A full record of the allegation and investigation should be recorded on the incident form – Appendix 1

Sanctions

Failure to adhere to South Antrim's Child Protection Policy and procedures may result in;

- Coaches and volunteers' services being withdrawn
- Membership being terminated

4. General Safety and Management of Activities

- ❖ Place the well-being and safety of the young person above the development of performance and follow all guidelines laid down by the Irish Hockey Union.
- ❖ Ensure that all sports programmes are safe, enjoyable, and progressive and will cater for all young people who wish to take part.
- ❖ Ensure that all children and young people take care of each other and behave in a

responsible manner (**See Appendix 3 - Code of Behaviour for Young People**)

- ❖ Ensure coaches are working at a level commensurate with their qualifications.
- ❖ Ensure **coaches undertake relevant training courses** which are organised by the Ulster Hockey Union.
- ❖ Ensure that **car insurance** is appropriate for transporting young people to and from events if necessary.
- ❖ Ensure that **attendance records** are kept of all training sessions and matches and stored and processed appropriately.
- ❖ Ensure that there is access to **First Aid** equipment at all training activities and matches.
- ❖ Ensure an **accident or incident form** is completed (Appendix 1) to record accidents, injuries or untoward events and forwarded to the Chairperson and Honorary Secretary. Also make telephone contact with the parents or guardians of the player involved and make telephone contact to the emergency services if necessary.
- ❖ Ensure that **any person assisting during coaching sessions**, or competitions, works under the guidance of the designated coach.
- ❖ If a young person is **accidentally hurt or distressed** in any manner, or the young person appears to respond in a sexual manner to a coach's / helper's actions, or misunderstands, or misinterprets something a coach has done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. (Appendix 1) Parents should also be informed of the incident.
- ❖ Ensure there is **adequate supervision** at all times. This will vary depending on the needs of
 - the group, age group of participants, vulnerability of children and young people. The following ratios are recommended;
 - 6-10 years = 1 leader to 8 children.
 - 11-14 years = 1 leader to 10 children and young people
 - 15-18 years = 1 leader to 12 children and young people
- ❖ Ensure when **mixed gender teams** are competing, and if possible, that they are always accompanied / supervised by at least one male and one female adult.

5. Sharing Information

South Antrim Ladies Hockey Club is committed to sharing information about our activities and our **CHILD PROTECTION POLICY** with all committee members, coaches, leaders, club members, parents and any other volunteers working with children and young people in the club.

- ❖ Children and young people are informed of;
 - South Antrim's Child Protection Policy statement including the legal obligation pertaining to confidentiality once they become members of the club
 - the positive behaviours they should expect from coaches, leaders and other volunteers
 - the positive behaviours to be expected from them
- ❖ Parents and guardians are given a copy of South Antrim's Child Protection Policy statement including;
 - the positive behaviours they should expect from coaches, leaders and other volunteers
 - the positive behaviours expected of their children and young people
 - Written consent is sought for any photographs of sporting and social activities

- involving children and young people from those with parental responsibility.
- Complaints or grievances should be directed to the following Chairperson

- ❖ South Antrim Ladies Hockey Club – Ellen Rogers 07821 747919
- ❖ All records are kept and stored in secure premises. In keeping with Data Protection principles these are only shared when necessary and with Social Services and the PSNI with regard to protecting children and young people.

6. Reporting Procedure for concerns regarding suspected or disclosed abuse

1. Allegation/suspicion/concern noted and documented on Cause for Concern Form – see Appendix 2. This needs to be completed as soon as possible after the incident occurs. Please ensure sensitivity to the young person involved especially with regard to reporting their story.
2. Report immediately to the following designated person;
 - Katherine Bruce 07513748508
3. The designated person reports to Social Services.

In an emergency if unable to contact any of the above please call the numbers listed below. In relation to **Vulnerable Adults** please contact the **PSNI number**.

Child protection referrals are now being processed through Gateway Teams established within each of the Health and Social Care Trusts with the exception of Belfast.

There is a single number to contact the Gateway Service - 0300 1234 333 This will give the caller a list of options, so that the appropriate team can be contacted. In addition contact details for each area are as follows;

South-Eastern Health and Social Care Trust

Dunmurry and Greater Lisburn 02890602705
Newcastle and Downpatrick 02844613511
Bangor, Ards and Peninsula Areas 02891818518

One number 03001000300 or Out of Hours Emergency Service – 02894468833

Southern Health and Social Care Trust

Craigavon 02838343011
Dungannon 02887723101
Newry 02830825152

Out of Hours Emergency Service - 0283833444

Belfast Health and Social Care Trust

**One number 02890507000 or Out of Hours Emergency Service – 02890565444
Police, Public Protection Unit (PPU's)
(Covers all abuse relating to under 18's alongside vulnerable adults.)**

Telephone Number: 028 90650222 or

NSPCC Telephone Number: Freephone **0800 800 500 (24 hrs)**. Social Services offices are normally open 9.00 am - 5.00 pm Monday to Friday. There is an **emergency out of hours service** which can be contacted at: Telephone Number **02894468833**

Referrals for Vulnerable adults - 02890565656

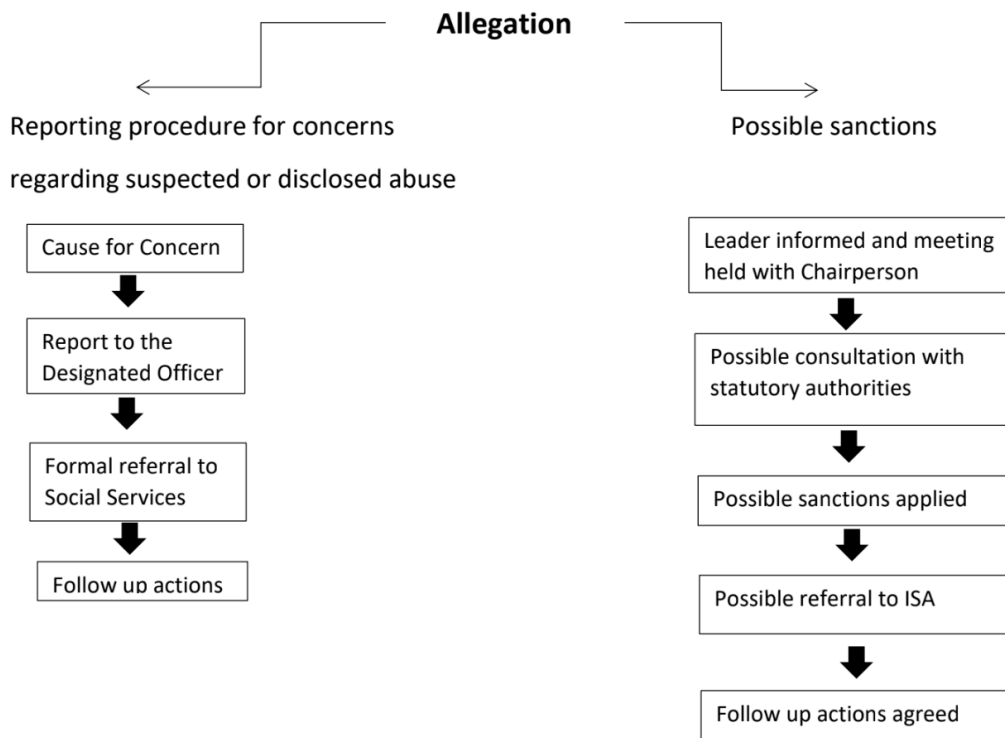
NB It is NOT the responsibility of leaders to identify or investigate possible instances of abuse. This is the role of the Statutory Services or the Police Service for Northern Ireland.

Reporting procedures regarding allegations against a leader.

Allegations against a leader

1. Allegations against a leader should be documented on a Cause for Concern Form – see Appendix 2.
2. Leader informed and meeting held with Chairperson of Club.
3. Possible withdrawn of services or membership withdrawn
4. Possible referral to Social Services and the Independent Safeguarding Authority (ISA)

The dual responsibility in respect of the child/young person concerned is outlined as follows;



7. Selection and management of coaches and leaders

Vetting procedure

- ❖ All potential coaches/leaders with substantial access to children and young people who hold regulated positions as set out in the Protection of Children and Vulnerable Adults Order 2003 and the Safeguarding Vulnerable Groups (NI) Order 2007 complete an enhanced disclosure check through Access NI. This is administered by the Ulster Hockey Union.
- ❖ A central log is kept by the Child Protection Officer of all coaches and leaders on their vetting status.
- ❖ All coaches and leaders who haven't been vetted through Access N.I. are not allowed to be on their own with children and young people.

Management

- ❖ All coaches working with children and young people will be supported to complete child protection training.
- ❖ Any allegations against any coach or leader will be followed up asap following the referral procedure outlined in this policy.

8. Responsibilities

- ❖ A committee member is responsible for the following;
 - taking a lead role in ensuring the **child protection policy and procedures are adopted and fully implemented;**
 - reporting concerns of suspected or disclosed abuse to the relevant authority and involving parents, children and young people appropriately;
- ❖ Child Protection Designated Officer(s)
 - South Antrim Ladies Hockey Club – Katherine Bruce 07513748508

ACCIDENT GUIDELINES

- ❖ Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- ❖ Listen to what the injured person is saying.
- ❖ Alert the first aider who should take appropriate action for minor injuries.
- ❖ In the event of an injury requiring specialist treatment, call the emergency services.
- ❖ Deal with the rest of the group and ensure that they are adequately supervised.
- ❖ Do not move someone with major injuries. Wait for the emergency medics.
- ❖ Contact the injured person's parent/carer.
- ❖ Complete the Accident Report Form and return it to _____ (insert appropriate club person here)

	About the person reporting the accident:		
Full Name:			
Occupation/Role:			
Address:			
Contact Number:			
Signature:		Date:	

	About the person who had the accident:		
Full Name:			
Occupation/Role:			
Address:			
Contact Number:			

	Other personnel involved:		
Full Name:			
Address:			
Contact Number:			
Involvement:			

	About the accident:
Where it happened:	
Date it happened:	
Time it happened:	
Brief description:	
Cause:	
What action was taken at the time?	
Is there any outstanding action that needs to be taken?	

CAUSE FOR CONCERN FORM

Once this form is completed pass it **IMMEDIATELY** (within 24 hours) to the Designated person for child person.

Leader's details

Name

Tel no

Young person's details

Name

Address

Date of Birth

Tel No

Parent/Guardian

Tel No

Any other relevant details:

Give details of your 'Cause for Concern'

i.e Why do you suspect abuse? How did you get this information? What exactly did the young person say and do? Any other relevant information?

Details of your 'Cause for Concern' continued

Any medical attention required? Give details.

What future action do you believe is required?

Signed:

Date:

Code of Behaviour for Young People

South Antrim Hockey Club wants to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. Young people have the right to enjoy their hockey in a safe environment. They also have responsibilities in treating other participants and volunteers and sports leaders with fairness and respect.

Young people are entitled to:

- Have fun and enjoy hockey
- Be safe and to feel safe
- Be listened to
- Be believed
- Have a voice in relation to their activities within Hockey
- Be treated with dignity, sensitivity and respect
- Participate in 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 people should always:

- 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 coaches, team managers when travelling to away events, representing the club
- Behave in a manner that avoids bringing Hockey in any way into disrepute
- Treat Sports Leaders with respect, (including administrators, coaches, umpires, managers, officers, club officials, etc.,)
- Look out for themselves and the welfare of others
- Talk to the Child Protection Officer within the club if they have any concerns or problems

Young people should never:

- Cheat
- Use violence
- Abuse other players physically or verbally
- 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