



## **Safeguarding and Child Protection**

### **Guidelines, Policies and Procedures for Parents, carers, volunteers, managers, coaches and off-ice officials**

**Edition 2012**

## **Policy**

Lee Valley Lions Junior Ice Hockey Club believes 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 Club, and that this is both a moral and 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*”.

The Lee Valley Lions Junior Ice Hockey Club policy stems from two principles:

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

Lee Valley Lions Junior Ice Hockey Club has adopted the EIHA Policy and Procedures for Safeguarding and Protection of Young People, which were developed in partnership with the NSPCC. We at the Club and 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 the Club's activities on a temporary basis. That suspension or ban should not, however, be equated with guilt.



# Lee Valley Lions Junior Ice Hockey Club

## 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
- ⤴ LVLJIHC – Lee Valley Lions Junior Ice Hockey Club
- ⤴ EIHA – English Ice Hockey Association, the sport governing body to which LVLJIHC is affiliated
- ⤴ NECPO – National Equity and Child Protection Officer
- ⤴ CPO – Child Protection Officer

## Guidelines

### Forms of Abuse

It is generally acknowledged that there are four different 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. It can occur if a young person is forced to train beyond his/her capabilities. Bullying is also likely to come into this category. This list is not exhaustive but merely an indication of some types of such abuse.

**Emotional Abuse** is any treatment that causes severe and persistent adverse effects on 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 or 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's happening. The activities may involve physical contact, including both penetrative and non-penetrative acts. They may include non-contact activities, such as involving 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 failing to provide a young person with adequate food, shelter or clothing, failing to protect them from physical harm or danger, or failing to ensure that they have access to appropriate medical care or treatment. It may also include failure to meet their basic emotional needs.



## Lee Valley Lions Junior Ice Hockey Club

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

Remember, disabled 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 to help prevent child abuse**

LVLJIHC Coaches, Managers and volunteers should be aware of how they operate and take every possible precaution to avoid situations that might give rise to suspicion as part of the training for their positions. Nevertheless, the nature of our sport is such that one to one contact is inevitable and Club officials may find themselves alone with players.

The Club endeavours to foster an environment in which young persons have confidence to say that they do not want to spend time with a particular individual and we also we encourage all officials to use areas that are in general view in their dealings with young persons. Club officials should avoid situations where they are alone with a young person without the consent of parents. If it is unavoidable, however, for example when a parent is late picking up a player from training, make sure that it only happens with the knowledge and consent of other club officials, and do try to contact the parents first.

If it is necessary to do things of a personal nature for a very young person, or a disabled or injured young person, make sure that you have another adult with you, preferably another club official. Let the young person concerned know what you are going to do and why. Get their consent if that's possible. Unless it's an emergency, always get prior consent from the parent.



## Lee Valley Lions Junior Ice Hockey Club

LVLJIHC changing room policy states that parents are not allowed in the changing rooms before or after training or matches unless a club official is present. While we recognise that this is difficult, particularly for younger age groups who may need help changing into/out of their kit, Managers should ensure that at least one club official accompanies parents in the changing rooms. Coaches and Managers likewise should not be in the changing rooms on their own with young people.

LVLJIHC tries to ensure that mixed teams are always accompanied by male and female club officials and that separate changing facilities are available wherever possible. As females are a minority in this sport, it may be necessary for them to change in areas other than designated changing rooms.

LVLJIHC do not allow physically rough or sexually provocative games, or inappropriate talking or touching by anyone in any group for which we are responsible. All Club officials - Managers, Coaches, and off-ice officials - are familiar with this and the EIHA Code of Conduct for Coaches, which they sign as part of their registration, and the Child Protection in Sport Unit (CPSU) Coaches Charter and seek to adhere to their principles.

### **If you think that a young person is being abused**

LVLJIHC has a Child Protection Officer (CPO) whose details can be found on the club website ([www.leevalleylions.org.uk](http://www.leevalleylions.org.uk)). The Club CPO works with the EIHA to report and resolve all allegations of abuse within the club. Although appointed by the Club, the CPO is responsible to the EIHA, rather than the Club Committee. He/she is the first point of contact if you have concerns about abuse of a young person.

Please remember, it's not your responsibility to decide whether a young person is being abused, but the Club is asking you to act on your concerns. Make detailed notes of what you've seen or heard and keep it safe. A copy of the form 'Reporting Concerns about suspicious behaviour' should be completed and returned together with the original notes. The CPO will take these to the EIHA Regional CPO.

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' 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.



## Lee Valley Lions Junior Ice Hockey Club

### **if a young person tells you he or she has been 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 CPO or EIHA Regional CPO (contact details can be found at [www.eiha.co.uk](http://www.eiha.co.uk))

The Club CPO or EIHA Regional CPO will complete a form 'Reporting concerns about suspicious behaviour'. 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 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”*** (page 8).

### **Allegations or concerns relating to previous behaviour by Officials, Coaches, Managers or volunteers**

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

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 Club and the EIHA. Most of all though, it can help to stop children and young people being abused.



## Lee Valley Lions Junior Ice Hockey Club

### Child Protection Policy

**Lee Valley Lions Junior 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

**Our Club Child Protection Officer is appointed at the AGM for a two year period.**

**The current CPO is:** Peter Lye

Email: [cpo@leevalleylions.org.uk](mailto:cpo@leevalleylions.org.uk)

Tel: 07989 155980





## Lee Valley Lions Junior Ice Hockey Club

### Role of the 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 young people completes a ***Disclosure Application Form***.

All Club officials – Coaches, managers, other committee members and some game-day officials complete this form and undergo a CRB check through the EIHA. If any issues arise out of these checks, the CPO is responsible for raising them with the EIHA. The purpose is to monitor adults who are involved with Ice Hockey so that clubs can be advised of people who should not work with children, to safeguard young people participating in our sport.

The CPO is responsible for briefing coaches, referees and volunteers involved in all club activities or events of the EIHA Child Protection Policies and Procedures. He/she will also provide parents and guardians with access to the EIHA Child Protection Policies and Procedures.

The CPO is also the first point of call in case of allegations of child abuse. It should be stressed that the Club CPO will not make any decisions regarding the matter, but will contact the Regional CPO of the EIHA immediately and work with the relevant agencies are required.

The Club CPO keeps records of all documentation produced in case it should be required for reference at a later date. These will be stored in a secure place, not accessible to anyone other than the CPO and the EIHA National CPO.

The CPO is also responsible for ensuring that medical information is kept up to date and that coaches and managers, with the consent of parents, are aware of any conditions that might impact a young person's ability to participate in Club activities.

The CPO is the point of contact for all forms of abuse and child welfare related issues within the Club, including bullying.

The CPO acts as the young person's representative in any disciplinary or complaints issue that comes to the Club Committee's attention.



## Procedure

### **Suspension Procedure**

Where a serious allegation is made against a volunteer, the Club and EIHA will work on the principle that individuals are innocent until proven guilty. However, in order to protect both the individual and the Club a period of suspension will normally follow, 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:

Any allegation(s) will be dealt with and investigated by the CPO and referred to the Regional CPO, EIHA, 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 copy will be kept on file. When an allegation is made against a volunteer, 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. This will last for six months unless an investigation takes longer. Whilst suspended, the individual is not allowed to be in contact with any other Club member, apart from those carrying out the investigation or any person who is carrying out work on behalf of the EIHA. 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 volunteer up to date on the progress of the investigation.

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





# Lee Valley Lions

## Junior Ice Hockey Club

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:*



# Lee Valley Lions

## Junior Ice Hockey Club

**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:** .....

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**Date received by Club CP Officer:** ..... **Date sent to Regional CP Officer:** .....

**Action taken by National CP Officer:**



# Lee Valley Lions

## Junior Ice Hockey Club



### Useful contacts

<p><b>English Ice Hockey Association</b> 12 Arnside Avenue, Blackpool FY1 6NB Tel: 07803 241271</p>	<p><b>EIHA National Equity &amp; Child Protection Officer</b> Charles Dacres, 61 Wellington Road, Wilsden, Bradford BD15 0LX Tel: 07850 471284 Email: <a href="mailto:charles.dacres@btinternet.com">charles.dacres@btinternet.com</a></p>
<p><b>EIHA Regional Child Protection Officer</b> <i>South:</i> Pauline Rost, 37 Monks Avenue, West Molesey, Surrey KT8 2HD Tel: 0208 224 0323 Email: <a href="mailto:pauline.rost@ntlworld.com">pauline.rost@ntlworld.com</a></p>	<p><b>NSPCC Child Protection Helpline</b> Tel: 0808 800 5000 – a free phone service, 24 hours a day, 7 days a week Fax: 0207 825 2790 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> Website: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p>
<p><b>Childline UK</b> Freepost 1111 London N1 0BR Tel: 0800 1111 – a free phone service Fax: 0207 239 1001 Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a></p>	<p><b>Lee Valley Lions Junior Ice Hockey Club CPO</b> Email: <a href="mailto:cpo@leevalleylions.org.uk">cpo@leevalleylions.org.uk</a> Tel: : 07989 155980</p>