

# **Child Protection Policy – Old Alexandra Hockey Club**

**Date: September 2011**

## **Child Protection Statement:**

It is the policy of Old Alexandra Hockey Club to safeguard the welfare and safety of all children and young people by protecting them from physical, sexual, emotional harm and neglect.

We recognise that the welfare of the child is the first and paramount consideration.

All suspicions and allegations of abuse and neglect will be taken seriously and responded to swiftly and appropriately.

The 1991 Child Care Act states that a child is a person under the age of 18 who is not married. Therefore the term 'child' used in this document refers to all under 18 year olds including young people playing on senior teams.

This child protection policy refers to all in Old Alexandra Hockey Club including coaches, managers, students, volunteers, committee members, players etc. The term sports leader will be used in this document to include coaches, managers, students, volunteers, committee members and all others in positions of responsibility within Old Alex Hockey Club.

This policy will be reviewed on an annual basis by the Designated Person and Children's Officer, in conjunction with the Club President. Review Date: December 2011

This policy should be read in conjunction with:

- 'Children First' National Guidelines for the Protection and Welfare of Children, Department of Health and Children, 1999
- Code of Ethics & Good Practice for Children's Sport, Irish Sports Council, 2000
- Code of Ethics for Hockey for Young People, Irish Hockey Association.

## **The Four Categories of Abuse:**

Child abuse can be categories into four main types: neglect, emotional, physical abuse and sexual abuse. A child can be subjected to one or more forms of abuse at any given time.

### **Neglect:**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision and safety, attachment to and affection from adults.

The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

(Children First, 3.2)

Some signs and symptoms include: constant hunger, lack of supervision, inappropriate clothing, poor hygiene, lack of peer relationships.

**Emotional Abuse:**

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events.

The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

(Children First, 3.3)

Some signs and symptoms include: constant/repeated rejection, lack of encouragement and praise, lack of attachment, serious over-protectiveness, exposure to domestic violence, withdrawn/aggressive, no self esteem, attention seeking behaviour, signs of mutilation.

**Physical Abuse:**

Physical Abuse is any form of non accidental injury or injury which results from wilful or neglectful failure to protect a child.

(Children First, 3.4)

Some signs and symptoms include: fractures, bruises, poisoning, burns/scalds, lacerations, failure to thrive, bite marks, untreated injuries.

**Sexual Abuse:**

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

(Children First, 3.5)

Some signs and symptoms include: soreness/itching in genital areas, difficulty in walking/sitting, anorexia/bulimic, chronic depression, inappropriate sexual language/knowledge for age group, inappropriate sexual behaviour.

Abuse and neglect can present in many different forms, all signs and symptoms need to be viewed within the context of the child's circumstances. There could be an innocent explanation for a change in a child's behaviour and/or appearance. If you are concerned about a child don't ignore it, talk to the appropriate person. Sports leaders should always be alert to the possibility of abuse. Abuse and neglect occurs in all socio-economic groups.

There are a number of ways that you may become concerned or have suspicions:

- A child may disclose abuse and/or neglect to you.
- You may observe a change in a child's behaviour.
- You may see specific injuries or patterns of injuries.
- You may witness an incident between a caregiver/coach/manager/other adult.
- Someone may tell you they saw the child being abused.

**Dealing with Disclosures:**

If a child tells or hints to a club member that they are being abused it must be responded to very sensitively. The child has placed a lot of trust in you to tell you something so difficult.

**DO**

- Stay calm
- Reassure the child – that they are not to blame and that they have done the right thing by telling you.
- Listen – to what the child is saying and give them time to say what they want.
- Record in writing the discussion as carefully as possible.
- Report your concerns

**DON'T**

- Don't panic.
- Don't ask leading questions or details or make suggestions as to what may have happened.
- Don't make the child repeat the story unnecessarily
- Don't make promises.
- Don't delay
- Don't start to investigate

**The Role and Responsibility of the Designated Person:**

- To provide information and advice on child protection and welfare matters within the club.
- To ensure that the child protection policy and procedures are followed.
- To support personnel who have child protection concerns.
- To liaise with the duty social worker and Gardai in relation to child protection and welfare concerns.

The Designated Person is Jan Ovington, who can be contacted on Ph. 0871334982 or 01 2022656. The deputy Designated Person is Caroline Godsil 0879677501. The deputy Designated Person will act when the Designated Person is unavailable. The Children's Officer is Susan Whelan. The Children's Officer will act as a resource to children and represent them at Committee level.

**Reporting Procedure:**

All sports leaders are responsible for ensuring the safety and well-being of children is prioritised over all other considerations. The primary responsibility of the person who first suspects or is told of abuse is to report it and ensure that their concern is taken seriously.

The following procedure outlines how a sports leader should respond to a concern, suspicion or allegation of child abuse and/or neglect.

- 1) Record in writing what you have witnessed, observed, what was said, actions, dates, times, names and the location. Keep the information factual.
- 2) Report your concern to the Designated Person.
- 3) If appropriate, the Designated Person will discuss the concern with the parents of the child.
- 4) If there are reasonable grounds for concern, the Designated Person along with the person who had the initial concern, will report the concern to the Duty Social Worker with the Health Service Executive.

The following constitute reasonable grounds for concern:

- i) Specific indication from the child that he/she was abused
- ii) An account by a person who saw the child being abused
- iii) Evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way
- iv) An injury or behaviour, which is consistent with both abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse.
- v) Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

A suspicion which is not supported by any objective indication of abuse or neglect would not constitute a reasonable suspicion or reasonable grounds for concern. (Children First, 4.3.2) If reasonable grounds for concern do not exist and the situation does not warrant a report to the HSE, it is important to keep a record of the situation/suspicion.

- 5) If a report is being made to the duty social worker, the parents/carer of the child should be informed prior to the report being made, unless doing so is likely to endanger the child (Children First, 4.5.2).
- 6) The report to the duty social worker will be made using the standard reporting form (see Appendix 1). A report can also be made by phone or in person and then followed by the completed standard reporting form.
- 7) In the event of an emergency or the non-availability of the duty social worker and the child appears to be at immediate and serious risk a report should be made to the Gardai.
- 8) If the Designated Person is unsure whether reasonable grounds for concern exist, they can consult with the duty social worker and will be advised whether or not the matter requires a formal report. Anyone can make a direct report to the Duty Social Worker if they have a concern about a child, however where possible it is best practice to liaise with the Designated Person beforehand.
- 9) Reports to the Health Service Executive will be made without delay. The role of sports leaders is to pass on concerns, not to decide whether abuse and/or neglect is occurring/has occurred. It is the role of the Duty social worker to assess the level of risk to a child and the role of the Gardai to investigate whether a crime has been committed.

### **Protection for Persons Reporting Child Abuse Act 1998:**

Under this piece of legislation anyone who reports child abuse 'reasonably and in good faith' to designated officers with the Health Service Executive and members of the Gardai will receive protection from civil liability ie. you can't be sued even if you make a mistake.

**Recording & Record Keeping:**

There should be a clear record of all concerns, including who was involved, dates, times, locations and any action taken. Information should be factual rather than judgemental. Avoid stating opinions unless supported by facts. Records should be held securely and treated as confidential. Records in relation to child protection concerns will be held by the Club Designated Person in a locked filing cabinet. All other documentation will be held by the Club solicitor and only the relevant people will have access to it.

**Confidentiality:**

Confidentiality is about managing information in a respectful, professional and purposeful manner.

- All information regarding a concern of child abuse should be discussed with only those who need to know in the best interests of the child.
- No undertakings regarding secrecy can be given.
- Giving information to others on a 'need to know basis' for the protection of a child is not a breach of confidentiality.

(Children First, 5.2)

**Procedure for Allegations of Abuse against a Sports Leader:**

Child abuse can and does occur outside the family setting, in situations where parents place trust in others to care for their child, such as within institutions, sports clubs and other social activities. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action is taken. There may be circumstances where concerns are about poor practice rather than abuse. In such situations the concerns should still be passed to the Designated Person and responded to accordingly.

In the event of an allegation being made against a sports leader, there are two procedures to be followed:

- 1) The reporting procedure in respect of the child.
- 2) The procedure for dealing with the sports leader.

The same person will not have responsibility for dealing with the reporting issues and the employment issues.

(Children First, 12.2)

The Designated Person, Jan Ovington will be responsible for the reporting procedure in respect of the child as outlined on page 3. The Club President, Jennifer McNulty Ph. 087 9532314 will be responsible for the procedure for dealing with the employee. If the allegation is against either the Designated Person or the President, then the deputy Designated Person, Caroline Godsil 087 9677501 will be responsible for the procedures.

Sports leaders may be subjected to erroneous or malicious allegations. Therefore allegations of abuse should be dealt with sensitively and support provided to the worker. However, the primary goal is to protect the child while taking care to treat the employee fairly.

- Action should be guided by agreed procedures and rules of natural justice.
- The first priority should be to ensure that no child is exposed to unnecessary risk.
- In order to protect children, necessary protective measures may need to be put in place. These measures should be proportionate to the level of risk. For example: person asked to stand aside pending the outcome of assessment/investigation by the statutory authorities.
- The President will inform the worker the fact that an allegation has been made against him/her and the nature of the allegation. The sports leader will be afforded an opportunity to respond.
- When an allegation is received it should be assessed promptly and carefully. If reasonable grounds for concern exist (see page2) a formal report should be made to the Duty Social Worker (following the reporting procedure page 3).
- Where a report has been made to the Health Service Executive and/or Gardai, the club should maintain close liaison with these services regarding the follow up to the allegation.
- If the allegation/concern is in relation to poor practice the President will deal with it as a misconduct issue. The person whom the allegation/concern is about may require further support, supervision and/or training.
- The parents and young person involved will be kept informed and will be advised of actions and outcomes within the boundaries of confidentiality.

### **Code of Behaviour:**

Sports leaders should always strive to interact positively with children, enhancing the child's involvement and enjoyment of the sporting activity and promoting the welfare of the participant.

Sports leaders should:

- Listen, value and respect children
- Encourage and praise children
- Respect the rights, dignity and wishes of children and treat all children equally.
- Ensure that the activity is appropriate to the age, maturity and ability of the children participating
- Encourage parental involvement and support. Where possible parents should be responsible for their children in the changing rooms, particularly with regard to younger children that need assistance. If groups are to be supervised in changing rooms, always ensure that adults work in pairs and that it is gender appropriate.

- Ensure appropriate adult to child ratios, depending on the age, ability and activity.
- If physical contact is necessary, it should be done openly and with the permission of the child.
- Be sensitive to the possibility of developing favouritism or spending a great deal of time with only one child.
- Promote fair play and never condone rule violations and verbal abuse of officials and other team members.
- Not condone bullying

Where possible, sports leaders should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone
- Taking children to your home
- Taking children on journeys alone in their car. If this needs to happen it should be done with the fully knowledge and consent of parents.

Sports Leaders should not:

- Use any form of corporal punishment or physical force on a child
- Exert undue influence over a child or excessive pressure to achieve
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child
- Massage or perform any other therapy on a child without the permission of the parents and the presence of another adult.
- Do things of a personal nature that a child can do for themselves
- Overly criticise players or use language or actions which may cause the child to lose self esteem or confidence
- Take a session when under the influence of alcohol or drugs

See Appendix 2 – for the Code of Conduct for Sports Leaders

### **Anti-Bullying Policy**

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

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it 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.*

### **How can it be prevented?**

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or ‘no-blame approach’, i.e., not ‘bullying the bully’ but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a ‘shared concern’ of the group, (see below)
- Reinforce that there is ‘a permission to tell’ culture rather than a ‘might is right’
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the ‘no blame approach’ into operation
- Never tell a young person to ignore bullying, they can’t ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

### **Who should deal with bullying?**

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the statutory authorities, dealing with bullying behaviour is normally the responsibility of all Leaders within the club but you should also liaise with the appropriate senior officer.

For further information on bullying and the ‘no-blame’ approach see website, [www.irishsportcouncil.ie](http://www.irishsportcouncil.ie) / Code of Ethics

## **Guidelines on General Issues**

### **Travelling with children**

There is extra responsibility taken on by Leaders when they travel with children to events. When travelling with young people you should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant, put passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off

### **Supervision**

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:10 for under 12 years of age and 1:12 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips.
- There should be a minimum of 2 adults per group at anyone time.
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Leaders should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise). If they are agreeing to take on this role, they should sign up to the Code of Conduct and agree to the checking services available in the respective jurisdictions.

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

- Separate permission forms should be signed by parents and participants, containing emergency contact number (see Appendix 3)
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report on returning home
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1: 6, and proper access to medical personnel

- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

### **Safety**

All clubs / organisations should have a safety statement, including specific and potential risks attached to hockey. They should also have procedures in place for safeguarding against such risks. In addition clubs should:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used. It is strongly recommended that gumshields and shinguards are worn by young people. Parents should be advised about the necessity of protective gear.
- Ensure First Aid kit is close at hand with access to qualified first-aid person
- Know the contact numbers of emergency services
- Keep first aid kit stocked up
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details
- Officials (youth organisers and umpires, etc.) should ensure the conduct of the game
- Participants should know and keep to the sportsmanship guidelines of hockey, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the IHA
- Ensure there is adequate insurance cover for all activities
- Ensure when required parents / guardians are present at finishing time of sessions or events

### **Physical Contact**

Hockey on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g. it may be necessary to assist a young person with, for instance, the grip but the following should be taken into consideration

- Avoid unnecessary physical contact. When necessary explain why and ask for permission from the young person
- Any necessary contact should be in response to the needs of the child and not the adult
- It should be in an open environment with the permission and understanding of the participant
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching

For guidance on the use of photographic and mobile equipment see Appendix 4.

### **Late Collection**

It is important that the club has some clear and easy guideline if a parent is late to collect a child, such as, contact the parent using the emergency contact number. If there is no answer ask the child if there is another family member to contact. Wait

with the young person at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.

### **Parental Involvement:**

We welcome and encourage parents/carers involvement in club activities. We endeavour to keep them informed of club activities regarding their children. Parents will be made aware that there is a child protection policy in place, which will be on the club website and they are encouraged to read it. All parents will be invited to an information session at the beginning of the season to explain the child protection policy and codes of conduct for sports leaders, parents and also their children. Parents will be requested to sign to say that they agree to abide by the code of conduct for parents. We would like parents to advise the sports leader if their child has an injury/illness prior to the hockey session. At the beginning of each year, a Parental Consent Form will be filled out and signed for each child. An information sheet will be circulated to all parents at the beginning of the season. (see Appendix 5)

See Appendix 6 for Code of Conduct for Parents

See Appendix 7 for Code of Conduct for Children/Young People

An age appropriate information session will be available to all children/young people, which will explain the code of conducts and who they can talk to about anything that concerns them.

(The Under 14, 16 & 18 age groups will be requested to sign the code of conduct)

### **Complaints Procedure:**

If a parent, child, player or sports leader has a complaint, it should initially be addressed with the person in charge and ideally resolved at this point. If this is not possible, then the matter should be put in writing to the President of the Club, who will take the necessary action to resolve the matter as quickly as possible.

### **Accidents/Incidents Procedure:**

- Up to date contact details for parents should be readily available
- A first aid box should be easily accessible
- A written record of any incidents/accidents should be kept (see appendix 8)

### **Safe Recruitment and Selection Procedures:**

Anyone may have the potential to abuse children in some way, so it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. A person who has contact with children for just two hours a week is just as likely to abuse a child as someone who works full time with children.

Old Alexandra Hockey Club will ensure the following when recruiting sports leaders for:

- Be clear of the tasks that sports leaders need to perform and the skills needed for those tasks

- Make all vacancies openly available to all who may be interested and equipped with the necessary skills
- An application form will be completed by all sports leaders (see Appendix 9)
- Sports leaders will be asked for two references which will be checked verbally. A confidential reference form will be used. (see Appendix 10)
- Applicants will be asked to sign a declaration form statement, which is contained in the application form.
- When Garda Vetting becomes available this will be sought for all existing and new sports leaders.
- The decision to appoint someone will be the responsibility of the Executive Committee
- Once recruited all sports leaders will be appropriately managed and supported.
- All sports leaders should read the Old Alex child protection policy and the code of conduct for leaders and will have to sign to say they agree to abide by them.

The Vice President or President, will take responsibility for ensuring all sports leaders complete the application form, declaration form and obtaining references.

**Training:**

A child protection information session will be provided to all sports leaders who have contact with children. This will familiarise people with the child protection policy, code of conduct and inform them of their responsibilities in relation to protecting the welfare and safety of children. Sports leaders will be encouraged to attend coaching courses and by September 2011 all sports leaders will have attended the Code of Ethics, Child Protection Awareness course.

Information sessions will also be available to all children/young people and their parents.

**Useful Contact Details:**

Donnybrook Garda Station – Ph. (01) 6669200

Duty Social Worker, HSE

Dublin South East	Duty Social Work Team Leader HSE, Vergemount Hall Clonskeagh Dublin 6	Tel: 01 2680320 / 01 2680333 Fax: 01 2680406
Dublin South City	Duty Team Leader HSE Dublin Mid Leinster Carnegie Centre 21-25 Lord Edward St Dublin 2	Tel: 01 6486555 Fax: 01 6486702

# Appendix 1 SAMPLE FORM ONLY

**PRIVATE AND CONFIDENTIAL**

**STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS**

To Duty Social Work Service

**In case of Emergency or outside HSE hours, contact should be made with An Garda Siochana**

<b>1. Details of Child</b>			
Name: .....		Male: <input type="checkbox"/> Female: <input type="checkbox"/>	
Address: .....		Age/D.O.B.....	
.....		School:.....	
.....			
<b>1a. Details of Parents</b>			
Name of Mother:.....		Name of Father: .....	
Address of Mother if different to Child: .....		Address of Father if different to Child: .....	
.....		.....	
.....		.....	
Telephone Number: .....		Telephone Number: .....	
<b>1b. Care and Custody arrangements regarding child, if known</b>			
.....			
.....			
<b>1c. Household Composition (Note: A separate form must be completed in respect of each child being reported.)</b>			
Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation
<b>2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known. (Use additional sheet if necessary.)</b>			
.....			
.....			
.....			
.....			
.....			
.....			
.....			
.....			
<b>3. Details of person(s) allegedly causing concern in relation to the child:</b>			

Name: ..... Age: ..... Male:  Female:

Address: .....

Relationship to Child: .....

Occupation: .....

**4. Name and Address of other personnel or agencies involved with this child:**

Social Workers: .....	School: .....
.....	.....
.....	.....
Public Health Nurse: .....	Gardai: .....
.....	.....
.....	.....
G.P.: .....	Pre-School/Creche/Youth Club: .....
.....	.....
.....	.....
Hospital: .....	Other, specify e.g. Youth Groups, After School Clubs: .....
.....	.....
.....	.....

**5. Are Parents/Legal Guardians aware of this referral to the Social Work Department? Yes  No**

If yes, what is their attitude? .....

.....

**6. Details of Person reporting concerns: (Please see Guidance Notes re. Limitations of confidentiality)**

Name: .....	Occupation: .....
Address: .....	.....
.....	.....
.....	.....
Nature and extent of contact with Child/Family: .....	
.....	

**7. Details of Person completing form:**

Name: .....	Occupation: .....
Address: .....	.....
.....	Telephone Number: .....
.....	.....
Signed: .....	Date: .....

**Guidance Notes:**

Health Service Executive has a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Service Executive therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

- Health Service Executive Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the Health Service Executive
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (Health Service Executive personnel should do this in consultation with their line manager).

This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Health Service Executive aim to work in partnership with parents. If you are making this report in confidence you should note that the HSE cannot Guarantee absolute confidentiality as:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her

**Duty Social Work Service Offices for the Health Service Executive, South Western Area are as follows:**

**Dublin South City, Carnegie Centre**, 21-25 Lord Edward St., Dublin 2 Tel. 01 6486555

**Dublin South West, Health Centre**, Millbrook Lawns, Tallaght, Dublin 24 Tel. 01 4520666

**Dublin West, Bridge House**, Cherry Orchard Hospital, Ballyfermot, Dublin 10 Tel. 01 6206387

**Kildare/West Wicklow, Swan Centre**, Fairgreen, Naas, Co. Kildare Tel. 045 882400

## Appendix 2

### Guidelines for Sports Leaders

Hockey recognises the key role leaders (coaches, youth administrators, captains, selectors and team managers, etc.) play in the lives of young people in sport. Leaders in Hockey should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children's safety and enjoyment of hockey and should adhere to the guidelines and regulations set out in the Hockey's Code of Ethics.

#### Leaders should:

- respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, disability, ethnic origin, religion, etc.

#### Leaders working with young people in Hockey should:

- Be suitable and have the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures, that apply to all persons with substantial access to young people, (known as regulated positions in NI), whether paid or unpaid. References will be needed and will be followed up.
- Comply with a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and Code of the Conduct of Hockey.
- Know and understand the child protection policies and procedures in Hockey.
- Act as a role model and promote the positive aspects of hockey and maintain the highest standards of personal conduct.
- Develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.
- Report any concerns they have to the Designated Person in Hockey.

#### As a role model they:

- Will be required to display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that players in their care respect the rules of the game. Insist on fair play and ensure players are aware that you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow trainers and coaches. Do not criticise other leaders.
- Must actively discourage the use of drugs, alcohol and tobacco as being incompatible with a healthy approach to sporting activity.
- Must avoid the use of alcohol and banned substances, before coaching and training, during events, while supervising trips with young players.

#### Protection for leaders and young people

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leader's / coach's home or overnight stays. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- Avoid working alone and ensure there is adequate supervision for all activities.

- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

#### A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.
- Be careful to avoid the “star system”. Each child deserves equal time and attention.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals and appropriate challenges for the participants and do not push young players. Create a safe and enjoyable environment.
- When approached to take on or taking on a new player, ensure that the relationship with the previous club/coach has been ended in a professional manner.
- When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the club/organisation must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players’ medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information. Any referral to medical and ancillary practitioners requires parental consent.
- The nature of the relationship between leader and a participant can often mean that a leader will hear confidential information about a player or player’s family. This information must be regarded as confidential and must not be divulged to a third party without the express permission of the young person/family, except where abuse or neglect is suspected.

## Sports Leaders Code of Conduct

Leaders should familiarise themselves with the *Code of Ethics and Good Practice for Children's Sport* and in particular with the IHA Code of Ethics and follow the procedures if they suspect or receive complaints of abuse of any sort. Leaders should read below and agree to abide by these terms.

### *Leaders should*

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Anyone working with children should do the child protection awareness course and hold up-to-date qualifications and be committed to the values and guidelines of the IHA
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures
- Encourage young people to respect one another and to expect respect for their worth as individuals for their worth regardless of their level of play
- Be acutely aware of the power that you as a coach develop with your players in the coaching relationships and avoid any sexual intimacy with young people that could develop as a result
- Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and any illegal substance
- Encourage young people and other coaches to develop and maintain integrity in their relationship with others

### *Where possible Leaders should avoid:*

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to their home
- Taking children on journeys alone in their car

### *Sports Leaders should not:*

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission of the parent(s).
- Undertake any form of therapy (hypnosis etc.) in the training of children
- Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players
- Never communicate or form a "friendship" with children online with the intent of arranging to meet in the "real world"

- Never ask anyone to keep secrets of any kind

I agree to abide by the rules and procedures of Hockey and in particular the Guidelines and Code of Conduct for Sports Leaders.

Name (in print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: -- / -- / ----

### Appendix 3

#### *TRIPS AWAY CONSENT FORM*

Information for parents, to be added to consent forms for away trips:

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reasons, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

Any contact with contagious or infectious diseases within the last four weeks?

- Yes      If Yes, please give details:

\_\_\_\_\_

- No

\_\_\_\_\_

Please provide information on any special dietary requirements for your child and the type of pain/ flu medication that may be given.

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## Appendix 4

### Use of Photographic and Mobile Equipment

Hockey 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. Hockey will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

General Guidelines for use of photography:

- Ask for parental permission to use the hockey participant's image and consult with the parents about its usage. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.
- If the young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the young person
- Only use images of young people in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the hockey not on a particular child
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to young hockey participants. Follow the child protection procedures, ensuring either the senior officer, Children's Officer/Designated Person or, if necessary, the social services and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the senior officer and/or event organiser of session. Club / branch/ association should display the following information prior to the start of an event to inform spectators of the policy:

*"In line with the recommendation of the IHA's Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the club secretary or event organisers before carrying out any photography. The club/Branch/IHA (whatever is appropriate) and event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions. Children and young people should only be photographed or filmed with their permission and the permission of their parents/guardian".*

Ensure that these guidelines are communicated to the event organisers and that they have a clear understanding of the reasoning behind it.

When commissioning professional photographers or inviting the press to an activity or event we will ensure they are clear about our expectations of them in relation to child protection.

Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the chairperson or event organiser by producing their professional identification for the details to be recorded. Ensure that you:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform young people and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to young people or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a player's home

*Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the young person and the young person's parent/carer.*

*Anyone concerned about any photography taking place at events or training sessions can contact the senior officer (named event director or club/Branch/IHA Children's Officer) and ask them to deal with the matter.*

### ***Mobile phones***

*Mobile phones provide children with security and enable parents to keep in touch and make sure that they are safe. However, this technology also allows for direct personal contact with young people, in some cases used to cross the boundaries of what is appropriate and cause harm to young people. Responsible and secure use of mobile phones by adults and young people needs to be encouraged in Hockey.*

*As a young person remember:*

- *If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or Children's Officer/Designated Person within the organisation/club*
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. in changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a Leader remember:

- Use group texts for communication among players and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication for individual players
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. in changing rooms

For further information see [www.irishsportsCouncil.ie/code of ethics](http://www.irishsportsCouncil.ie/code_of_ethics)

## Appendix 5

# Parents/Guardian Information Handout

### Old Alexandra Hockey Club Partners in Hockey

As a parent/guardian, you play an important role in promoting your child's enjoyment and success in hockey and sport in general. With your help and support Old Alex will provide an environment in which your child will feel safe, have fun and can fulfill her potential.

#### Supervision and collection times

The training times are between **12pm - 3pm** depending on the age of your child. All children need to be at the pitch 10 minutes before the start of their session.

After the training session is finished a minimum of two adults need to remain with the group until all children have been collected. If you are more than 10 minutes late please contact the Colts coordinator - Caroline Godsil, mob: 087 9677501

We require three contact names & telephone details in the event of emergency/children not collected. Please can you ensure Caroline Godsil has a 3<sup>rd</sup> contact phone number - email Caroline at [coltsoahc@gmail.com](mailto:coltsoahc@gmail.com) .

A roll call will be completed at the beginning of each session please ensure your child is present for this.

#### Safety

Hockey is a competitive team sport and as a consequence injuries may occur. The type of playing surface may also contribute to injuries. Old Alex therefore insists that players

- have the correct footwear and equipment
- don't wear peaked caps or jewellery during training
- wear shin pads and a gumshield unless there are specific reasons that your child should not wear a gumshield
- in order for your child to feel comfortable & enhance their enjoyment it is important that they have the appropriate clothes for the weather - ie gloves & warm clothing
- ensure long hair is tied back

Ensure that equipment is not left lying around

#### Toilet Arrangements

A member of the coaching team for each age group will be assigned to accompany younger children to the toilet.

#### Travelling to and from training

Old Alex would like to make sure that all participants have a safe method of travelling home.

- If your child travels to and/or from training alone, please inform us that she does so with your permission
- If your child is travelling home alone with an adult other than her parents please inform us that she does so with your permission
- Transport to and from matches and tournaments is the responsibility of parents/guardians. A schedule of all matches is available on the website and will be emailed to all parents.

### **Use of photographic and video equipment**

Old Alex wishes to reduce the risk of inappropriate, unsolicited attention from people within and outside hockey.

- If you intend to take images of your children playing hockey, please inform the Colts Co-ordinator of your intention
- There may be occasions where photographs/videos will be taken of the children. **Please advise us if you don't want your child's image to be used/displayed-** on the website, club house, news letters, for training purposes etc. If a photograph is used Old Alex will not name the child and will make sure that the picture is appropriate
- If you become aware of an unidentified person taking pictures at training sessions or matches, please inform a member of staff/ Colts Coordinator

### **Email/Mobile phones**

The first point of communication with players/parents re. Colts matches, training changes etc will be by email generally to the parents. The Colts web page is updated weekly with all the information for both parents and players to view. Group text messages will be used regarding matches only.

With regard to Under 18's on the senior teams generally they will be communicated by group email/text message. On occasion we may need to send an individual text to your child/young person. **Let us know** if you wish to receive text messages send to your child.

### **Bullying**

Old Alex operates a zero tolerance policy to bullying. If you become aware of any bullying going on before, during or after Old Alex training sessions, **please inform the Colts coordinator and or Designated Person.**

Bullying is **repeated** aggression be it verbal, psychological or physical conducted by an individual or group against others. It is behaviour, which is **intentionally** aggravating and intimidating and occurs mainly among children (but sometimes by adults) in social environments.

### **Sanctions**

Sanctions are an important element in the maintenance of discipline. Old Alex undertakes that any sanctions applied should be fair and consistent and in the case of persistent offence progressively applied. The age and the developmental stage of the child will be taken into consideration.

### **Procedures**

#### **Recruitment**

Like most sport clubs Old Alex relies heavily on volunteers and without them most of our activities could not exist. All sports leaders involved with young people will complete an application form, declaration form and two references will be sought on each person. When Garda Vetting becomes available we will be requesting this on all sports leaders involved with children. All sports leaders involved with children will be asked to sign the Code of Conduct for Sports Leaders.

#### **Codes of Conduct**

To make sure that young people have a positive experience in Old Alex we require that parent/guardian of children/young people sign the Code of Conduct for Parents/Guardians. There is also a code of conduct for children/young people -which we will make them aware of and under 14's, 16's & 18's will be asked to sign to say will abide by it. We encourage you to discuss the codes of conduct with your child.

### **Child Protection Policy**

Old Alex has a child protection policy, which in the coming weeks will be displayed on the Club website. We encourage you to read it.

If a sports leader has a concern about a child they will record it and report this concern to the Designated Person. The Designated Person will discuss this concern with the parent on the basis that it doesn't put the child at risk. If there are grounds for concern about abuse or neglect we have an obligation to pass this information on to the Duty Social Worker in the Health Service Executive.

### **Complaints**

- Any complaints that can be resolved locally should be reported to the Colts coordinator. Who will deal with the issue. If you are not satisfied you can report the issue to the Club President.
- Any serious complaints in relation bad practice or a concern about abuse should be reported to the Designated Person.
- Attempts will be made to resolve complaints as soon as possible.

**Designated Person:** Jan Ovington, email: [janovington@gmail.com](mailto:janovington@gmail.com), mob: 087 1334982

**Children's officer:** Susan Whelan, email: [coltsoahc@gmail.com](mailto:coltsoahc@gmail.com) mob: 087 2846232

**Colts Coordinator:** Caroline Godsil, email: [coltsoahc@gmail.com](mailto:coltsoahc@gmail.com) mob: 087 9677501

**Club President:** Jennifer McNulty email: [jenmcnulty@eircom.net](mailto:jenmcnulty@eircom.net) mob: 087 9532314

September 2011

## **Appendix 6**

### **Guidelines for Parents**

#### **Hockey believes that parents should:**

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers
- Always behave responsibly and do not seek to unfairly affect the outcome of a game, a player or the opponent
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question their judgment or honesty. Respect Children's Officers, Designated Persons, coaches, umpires, youth organisers, managers and other players.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.
- Take an interest in your child's sport and support the child's participation in their chosen activity.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. (see bullying policy within these guidelines).

#### **Parents Code of Conduct**

##### **Parent(s) will:**

- respect the rules and procedures set down in Hockey
- respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. Parents will encourage their child to treat other participants, coaches, children's officers, officials, selectors and managers with respect.
- give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- respect my child's leader(s) and support his/her efforts
- respect the officials and their authority during sessions and events within the club and under the auspices of IHA.
- never demonstrate threatening or abusive behaviour or use foul language.

I agree to abide by the rules and procedures of Hockey and in particular the Guidelines and Code of Conduct for Parents.

Name (in print): \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: -- / -- / ----

## Appendix 7

### Code of Conduct for Young People

Hockey wants to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, **and responsibilities** that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

#### Young players are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy hockey
- Have a voice in relation to their activities within Hockey
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- Protect their own bodies
- Confidentiality (see section on confidentiality)

#### Young players should always:

- Treat Sports Leaders with respect, (including administrators, coaches, umpires, managers, children's officers, club officials, etc.,)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when 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

## Appendix 8

### ACCIDENT FORM

<b>COACH/ LEADER IN ATTENDANCE</b>	
<b>INJURED PARTY</b>	
<b>Name</b>	
<b>Age/ DOB</b>	
<b>School</b>	
<b>Address</b>	
<b>Accident Details</b>	
<ul style="list-style-type: none"><li>• <b>Date:</b></li><li>• <b>Time:</b></li><li>• <b>Exact Location</b></li><li>• <b>Injury</b></li><li>• <b>How happened</b></li></ul>	
<b>Severity</b>	
<ul style="list-style-type: none"><li><input type="radio"/> <b>Minor</b></li><li><input type="radio"/> <b>Considerate</b></li><li><input type="radio"/> <b>Severe</b></li></ul>	
<b>FIRST AID INVOLVED</b>	<b>YES / NO</b>
<b>MEDICAL ATTENTION REQUIRED</b>	<b>YES / NO</b>
<b>PARENTS INFORMED</b>	<b>YES / NO</b>
<b>BY WHOM</b>	
<b>FORM COMPLETED BY:</b>	
<b>REFERRED TO CLUB DESIGNATED PERSON</b>	<b>YES / NO</b>
<b>CLUB DESIGNATED PERSON SIGNATURE</b>	

## Appendix 9

### **VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN AND THOSE WHO SUPERVISE/MANAGE THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN**

All information received in this form will be treated confidentially

Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_  
(If applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_

Previous Address over the last 5 years: \_\_\_\_\_  
\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Place of birth (Town/City) \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ DOB: \_\_\_\_\_

PPS Number (R.O.I only): \_\_\_\_\_

Previous work/voluntary experience & relevant qualifications:

Do you agree to abide by the Old Alexandra Hockey Club Child Protection Policy?  
 Yes  No

Have you ever been asked to leave any organisation working with children or young people in the past?  
 Yes  No

Is there any reason why you may be considered unsuitable to work with children?  
 Yes  No  
(if you have answered yes to either of the above 2 Q's we will contact you in confidence)

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous

involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Position:  
Position:

---

**FOR OFFICIAL USE ONLY:**

Date application received: \_\_\_\_\_ Date of interview: \_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_

2:-

References received and are satisfactory:

Yes

No

Comments: \_\_\_\_\_

Statutory check completed & returned (if appropriate):

Yes

No

N/A

Proof of applicants identification received:

Yes

No

Identification type:

Recommendation:

Approved Reasons

Not approved Reasons

Signed:

Dated:

## Appendix 10 CONFIDENTIAL REFERENCE FORM

This form can be used as a telephone reference or used as a written reference

The following person: Name  expressed an interest in working with Old Alexandra Hockey Club as  (list position).

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's extremely candid, open and honest in your evaluation.

1. How long have you know this person?
2. In what capacity?
3. What attributes does this person have that would make them suited to this work?
4. Please rate this person on the following – please tick one box for each statement.

	Poor	Average	Good	V Good	Excellent
Responsibility	<input type="checkbox"/>				
Maturity	<input type="checkbox"/>				
Self-Motivation	<input type="checkbox"/>				
Can Motivate others	<input type="checkbox"/>				
Energy	<input type="checkbox"/>				
Trustworthiness	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				

This post involves substantial access to children/young people . As a Club committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES  NO

If you have answered YES we will contact you in Confidence.

Signed:  Date:

Position in organisation:

Name of Club/Organisation: