



North Harbour Hockey Association Inc

Child/Youth Protection Policy & Procedures

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1. Child/Youth Protection Policy Statement

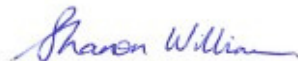
At North Harbour Hockey we are committed to good practice which protects children and youth from harm. Staff and volunteers recognise and accept their responsibility to provide an environment which promotes the safety of the child at all times.

To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed
- Create an open environment
- Adopt child/youth protection guidelines for players and all adults working at North Harbour Hockey. Adult workers include coaches, managers, officials, parents and volunteers
- Ensure careful recruitment, selection and management procedures
- Ensure complaints and disciplinary procedures are embedded in our operational policies and procedures
- Share information about concerns with children, parents and others who need to know
- Keep child/youth protection policies under regular review
- Have induction material available for parents, coaches and volunteers clearly outlining their rights and responsibilities

Date approved 17 May 2011

Signed



Chair and Acting Chief Executive
North Harbour Hockey Association Inc

Review due March 2014

This policy applies to all people involved in North Harbour Hockey and its divisions, including employees, administrators, coaches, managers, officials, volunteers, parents and young people.

2. Equality statement

North Harbour Hockey is committed to treating all members equally and requires all members of whatever level of authority to abide by and respect this general principle.

All participants should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Participants should all be involved in sports activities in an integrated and inclusive way.

North Harbour Hockey recognises the additional vulnerability of children, particularly where they may face difficulties in seeking help in situations such as:

- A feeling of powerlessness due to a disability-based dependency
- A limited ability to communicate their feelings
- Vulnerability to manipulation by others due to a negative self-image

To address such vulnerability coaches will, where appropriate, seek guidance on working with children with special needs from external agencies, parents/guardians and the children themselves.

3. Confidentiality

North Harbour Hockey will never promise to keep secrets if it believes the safety of a child is at risk. However information of a confidential nature will be communicated only on a 'need to know' basis, with the child's welfare paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

4. Bullying

Bullying must be challenged in any form (physical or emotional) by employees, coaches, managers and volunteers. Physical bullying includes hitting, kicking, taking or damaging belongings or any other type of attack.

Emotional bullying may be a verbal attack including name-calling, insults, repeat-teasing, sectarian/racist comments; or it may be more indirect including spreading malicious gossip, rumours or exclusion from a social group, and may be via different channels e.g. texting, social media.

Bullying is not acceptable in any form at North Harbour Hockey, either by or towards a child, coach, manager, official, volunteer, supporter, administrator or employee. Anyone found to be bullying will be dealt with seriously both in regards to the behaviour exhibited and the reasons for that behaviour.

5. Safe recruitment procedures

Employees, coaches, managers and other volunteers are to be carefully selected. All new people recruited to work with children/youth must complete the relevant application form.

Declaration of past convictions, cases pending, and agreement to have a pre-employment suitability check completed is a pre-requisite before final appointment to a position. All employees, coaches, managers and other volunteers must agree to abide by the Child/Youth protection policy and are required to sign a form stating this.

North Harbour Hockey recognises that it relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in the sport of hockey would be severely limited. North Harbour Hockey will ensure good recruitment procedures by:

- Defining the role the person is applying for
- Insisting that the person applying for any position of responsibility within the organisation complete the relevant form (see Appendix 1)
- Obtaining the person's signed permission to enable North Harbour Hockey to undertake a suitability check.

6. Guidelines for good practice

North Harbour Hockey will ensure to the best of its endeavours:

- Proper supervision of children playing hockey and a satisfactory ratio of coaches or managers per child or young person
- A safe environment for children within the North Harbour Hockey Stadium complex
- Facilitation of open discussion with all members is provided if requested
- Support to members who report accusations of abuse or inappropriate behaviour
- Suspected abuse information is treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The establishment and maintenance of a coach / manager / volunteer register
- The setting of standards of good practice

North Harbour Hockey has the right to:

- Expect all members to comply with its Behavioural Requirements
- Expect all child/youth members to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Behavioural Requirements or Child/Youth Protection policy
- Expect all members to undertake appropriate training when advised to
- Expect leaders or people put into positions of responsibility not to abuse members physically, emotionally or sexually
- Take appropriate action in the event of accusations
- Acquire pre-appointment suitability checks on all employees, coaches, managers and volunteers
- Maintain records on individuals that they have a justifiable reason for holding

7. Adult Behavioural Requirements

North Harbour Hockey is committed to creating a positive culture and climate within our organisation. All employees, coaches, managers and volunteers are encouraged to demonstrate exemplary behaviour in order to protect players (including young people and children) in their care; and themselves from false allegations.

Employees, coaches, managers and volunteers at North Harbour Hockey are expected to sign a Behavioural Agreement Form which includes the following statements:

- I will respect the rights, dignity and worth of every person and treat everyone equally within the context of our sport
- I will place the wellbeing and safety of the player or child above the performance, and follow all guidelines laid down by North Harbour Hockey and Hockey New Zealand
- I will develop an appropriate working relationship with players based on trust and mutual respect, and will empower players to develop decision making capabilities. I will not exert undue influence to obtain personal benefit or reward
- I will encourage and guide players to accept responsibility for their own behaviour and performance
- I will always promote the positive aspects of hockey and never condone rule violations or the use of prohibited substances
- I will aim to make hockey enjoyable and will promote fair play. I will give constructive feedback and encourage achievement rather than negative criticism
- I will recognise the developmental needs and capacity of children/young people and manage them appropriately e.g. not train them excessively and not push them beyond their physical and mental capability
- I will abide by North Harbour Hockey's position on bullying
- I will consistently display a high standard of behaviour and appearance, and will be an excellent role model in front of children and young people. This includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- I will always work in an open environment. If I need to meet one-on-one with a young team member, I will do so with another adult within suitable proximity
- I will maintain a safe and appropriate distance from the young people in my care, recognising the sensitivity of environments such as changing facilities, toilets, accommodation etc.
- If any form of manual or physical support is required I will provide it openly, and give appropriate consideration to the wishes of parents/carers, or involve them where appropriate
- My communication with children or young people under my care will be limited specifically to the needs of the team and enabling me to carry out my role with North Harbour Hockey. I will not conduct communications of a personal or intimate nature with any or child/young person in my care, either personally or via phone, texting or social media
- I will immediately report any accusations made against me or my colleagues to North Harbour Hockey

Recognising the inequality of a relationship between adults and children/young people, the following practices are never to be sanctioned by employees, coaches, managers and volunteers:

- Engaging in rough, physical or sexually provocative games, including horseplay
- Sharing a room/tent/changing room/bath/shower with a child/young person
- Allowing or engaging in any form of inappropriate touching
- Personal communication about matters outside the team – including verbal, phone, texting and social media
- Making sexually suggestive comments to a child/young person
- Spending time alone with a child/young person away from others
- Undertaking personal care of a child/young person, including inviting or allowing a child to your home. Ensure that a parent or carer is responsible for personal care
- Allowing children/young people to use foul, sexualised or discriminatory language unchallenged
- Allowing bullying of any type to take place without taking the appropriate action
- Reducing a child/young person to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted on

8. Children/Young People Behavioural Requirements

Children/young people are expected to:

- Keep within the defined boundaries of the playing/coaching or team area
- Behave and listen to instructions of the coach/manager/leader
- Respect and care for North Harbour Hockey's equipment
- Not use bad language or racial/sectarian references
- Not engage in bullying, violence or persistent use of rough and dangerous play
- Show respect to other children/young people and leaders
- Keep themselves and others safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly and not cheat
- Respect officials and accept decisions
- Show appropriate loyalty to their team and be gracious in defeat
- Respect opponents

Any misdemeanours or general misbehaviour must be addressed by the immediate coach or manager and reported verbally to the appropriate person at North Harbour Hockey. Parents will be informed.

Appendix 1: Application for Coach / Manager / Volunteer position

Full Name _____

Maiden Name (If applicable) _____

Current Address _____

How long have you lived at this address _____ Years

Previous address (es): _____

(If you have live at _____

current address _____

less than 5 years) _____

Telephone No _____

Date of Birth _____

Place of Birth _____

Previous experience/involvement in this or any other sports organisation

Do you agree to abide by the North Harbour Hockey Behavioural Agreement (copy included with this form)

Yes

No

Have you ever been asked to leave a sporting organisation in the past

(If you have answered yes we will contact you in confidence)

Yes

No

For the purposes of your application it is our policy to as for a pre-employment suitability check to be carried out. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people and to protect volunteers who freely give their time from false allegations.

You **must** tell us now if you have a case pending or if you have every been convicted of any offence that might be relevant to fulfilling your position.

Please complete below to give us the information and return it with you application.

Have you ever been convicted of a criminal offence or been the subject of a caution; or are you at present the subject of criminal investigations?

Yes

No

If so, please state below the nature and date(s) of the offences(s)

I understand that a Pre-employment suitability check may be carried out. I declare that the information I have given is accurate and I consent to the check being made.

Signed _____

Date _____

Appendix 2: Consent form

Standard Parent/Guardian Consent Form

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend for training and playing sessions

Childs Full Name _____

Address _____

Home Tel _____ Age _____

Date of Birth _____ Male / Female (please circle)

Emergency Tel (1) _____ (2) _____

If unavailable contact _____

Tel _____ Relationship to child _____

Doctors Name _____

Doctors Contact Number _____

National Health Index (NHI) Number _____

Medical Condition		Further information or special instruction for emergency action
Epilepsy	Yes / No	
Fainting/Dizzy Spells (or other sudden loss of consciousness)	Yes / No	
Heart Condition	Yes / No	
Diabetes	Yes / No	
Ear Disorder (particularly drainage tubes or deafness)	Yes / No	
Respiratory Disorder (particularly Asthma)	Yes / No	
Do you use an inhaler	Yes / No	Which Type:
Allergies (particularly insect bites and stings)	Yes / No	
List any Medication you take		
Other relevant medical information	Yes / No	

I will inform the coaches of any important changes to me child's health, mediation or needs and also of any changes of our address or phone number given.

In the event of illness, having parental responsibility for the abovementioned child, I give permission for medical treatment to be administered where considered necessary. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware that North Harbour Hockey Association have developed a child protection policy and they are committed to ensuring the safety of my child by having;

- A coaches/volunteer charter
- Clear recruitment policy which includes vetting all coaches and volunteers
- An anti-bulling policy
- Disciplinary procedures
- Guideline on confidentiality

North Harbour Hockey Association is committed to ensuring that any information gathered will be stored for a maximum of 12 months before re-registering the player if still associated with the association.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in and travel to all activities.

Signature _____ Parent/Guardian

Print name _____

Date _____

Please return this form to the relevant Coach or Manager of your age group

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

I confirm that I have received the details of the above activity and consent my child taking part in the visits and activities indicated.

I have read the Behavioural Requirements and agree that my child should abide by this whilst in the care of North Harbour Hockey Association 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, give details _____

No _____

Please provide any special dietary requirements and the type of pain/flu medication that may be given

Confidentiality, who needs to know what?

Our organisation has a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent.

However, the legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality should not be allowed to override the right of children to be protected from harm.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

- where relevant, a statutory child protection agency;
- the parent of the child;
- the alleged perpetrator.

Informing the parents of a child about whom you are concerned will need to be handled in a sensitive way.

Any individual under suspicion whether or not they are a staff member or volunteer within your group has a right to be notified of the cause of the concern.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency advises you about who should be told, when they should be told, and the kind of information which it is appropriate to share.