

## **Tunbridge Wells Hockey Club Child Protection Policy** (As approved by the General Committee on 14<sup>th</sup> September 2006)

### **Statement of Intent**

All organizations involving children (persons under 18 years of age) need to ensure so far as possible their well being and safety. Tunbridge Wells Hockey Club fully accepts this responsibility and the following principles: -

- (i) The child's welfare is paramount.
- (ii) All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- (iii) All suspicions and allegations of abuse must be taken seriously and responded to swiftly and appropriately.

Whilst potential child abuse is of major importance we also need to work closely with parents to ensure so far as possible that children whilst in our care are properly supervised and thereby the risk of children coming to injury or harm is minimized and we also need to set out the action we would take if in spite of these precautions a child suffers harm whilst in our care.

### **Implementation**

The Club has adopted the Child Protection Guidelines for Good Practice issued by the English Hockey Association and has appointed a Child Welfare Person (CWP) with the responsibility of ensuring that the Club's Child Protection Policy is carried out correctly. The CWP must make regular reports to the General Committee. All coaches/leaders should be made aware of the Club's Child Protection Policy.

All instances of bullying, abuse or neglect or suspicion of these should be reported as soon as practically possible to the CWP or in his absence (or if the CWP is the object of any allegation) to the Chairman. The CWP will decide on the appropriate action, which may be to inform the police or Social Services and the parents (unless the suspicion involves them).

### **Responsibilities**

#### **1. Parents**

- (a) Bringing their child to and from the pitch or meeting place.
- (b) Notifying the coach or leader of injuries.
- (c) Providing food and drink.
- (d) Ensuring that their child has adequate protection from sun, rain and cold.
- (e) The provision of their child with shin guards and (preferably) mouth guards (for outfield players)
- (f) The completion of an information and consent form to give details of the child, the parents, the address of the parents, the usual contact number(s) of the parents, details of any on-going or recurring illnesses, regular medication, known allergies, phobias or disabilities, special dietary requirements, whether the child has been immunized against tetanus within the last 10 years and the parent's written permission for the child's involvement in attending duly organized away matches or tournaments within the U.K.
- (g) The duty to notify the coach/ leader in writing before any session if there are any changes in the form referred to in (f) above and if the child has had any contagious illness or direct contact with any contagious illness.
- (h) The Club does not insure its members against accidental bodily injury while engaging in any hockey match or similar activity organized by the Club. The parents must therefore make their own personal accident insurance arrangements for their own children and the Club strongly recommends that they should do this.
- (i) If a child (under 12) wishes to make his or her own way home, this must be confirmed in writing by a parent.

## **2. Coaches/Leaders**

- (a) Keep a register of players who attend each training session and/or match and submit a copy to the Secretary at the end of each season.
- (b) Ensure that at the end of each coaching session/match no child under 12 is left at the venue unattended.
- (c) Place well-being and safety of the players above the development of performance.
- (d) Not allow outfield players to take part in sessions unless they wear shin-guards and (preferably) mouth guards and that goalkeepers wear full protective equipment.
- (e) Ensure that there is a means of contacting an ambulance.
- (f) In the event of an emergency: -
  - (i) Telephone the parents as soon as practically possible.
  - (ii) In normal circumstances the coach/leader should only administer First Aid if the coach/leader is a suitably qualified person.
  - (iii) Telephone for an ambulance if any doubt as to the extent of the injury.
  - (iv) Complete an Accident Report Form and if any advice is given it must be noted on the report and if possible signed by the person collecting the child at the end of the session and the completed Accident Report Form must be handed to the Secretary for filing.
- (g) Always aim to be the first at the meeting point and the last to leave.
- (h) Ensure that the children whilst being transported in their vehicles are properly restrained.
- (i) In the event of a child (under 12) not being picked up after a match or training session then unless parental consent has been given in writing for the child to make his or her own way home to endeavor to make contact with the parents. If the parents are out of contact the coach/leader should advise the CWP of the situation and in extreme cases the police should be informed by the CWP.

## **3. C.W.P.**

- (a) Ensure that each coach/leader completes a confidential declaration form, which will include a statement that the Club may make a police check on the coach/leader.
- (b) Vet the implementation of the Club's Child Protection Policy.
- (c) Make regular reports to the General Committee.

## **Conclusion**

The implementation of this Policy is intended to contribute to a safe, enjoyable, fair, structured, challenging, rewarding and positive experience for coaches/leaders and more importantly the young people in their care and to ease any natural concerns of parents as to the well-being of their children. Any suggestions for improvements to the Club's Child Protection Policy should be submitted to the CWP