



SAFE IN CARE PARTNERSHIP WITH PARENTS

Kinross Hockey Club values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in Hockey

To help us fulfil our joint responsibilities for keeping children safe, Kinross Hockey Club has Safe in Care Guidelines. These Guidelines tell you what you can expect from us when your child participates in Hockey and details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

NAME OF CHILD:

DATE OF BIRTH:

NAME OF PARENT/GUARDIAN:

RELATIONSHIP TO CHILD:

TRANSPORTATION OF CHILDREN

I CONSENT / I DO NOT CONSENT (delete as appropriate) to my child being transported by persons representing Kinross Hockey Club, one of its individual members or affiliated clubs, schools or districts for the purposes of taking part in Hockey.

I understand Kinross Hockey Club will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

SIGNED:

DATE:

PHOTOGRAPHS AND PUBLICATIONS (including website)

Your child may be photographed or filmed when participating in hockey for Kinross Hockey Club. All reasonable steps will be taken to obtain parental consent. In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.

I GIVE / DO NOT GIVE (delete as appropriate) my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes of promotion, Performance Analysis, Reporting, etc.

SIGNED:

DATE:

I am aware of the Safe in Care Guidelines for Hockey and agree to work in partnership with Kinross Hockey Club to promote my child's safe participation.

I understand Kinross Hockey Club will listen to the views of my child in relation to all matters affecting them and they will respect my child's ability to give their own informed consent.

SIGNED:

DATE:

MEDICAL INFORMATION and CONSENT

Emergency Contact:

Relationship to Child:

Telephone:

.

Email:

GP Name: .

GP Address: .

GP Telephone No: .

Please complete the following details. If none, please state "none".

Any pre-existing medical conditions that may affect the child's participation in Hockey:

Any medication or treatment required:

Any existing injuries (include when injury was sustained and treatment received):

Allergies including allergies to medication

TO BE COMPLETED BY PARENT/GUARDIAN

I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

I undertake to inform Kinross Hockey Club or any other relevant parties should any of the information contained in this form change.

SIGNED:

DATE:

CODE of CONDUCT and PROCEDURES

The coaching staff will deal with any minor rules broken appropriately. A breach of the following, however, will be deemed serious:

- Leaving of the sports/residential grounds without the organisers/coaches permission
- Causing deliberate damage or defacing any piece of furniture or equipment
- Enter changing rooms/bedrooms/areas that host the opposite sex. (Any part of the person beyond the point of the threshold will be deemed inside)
- Verbally abusing any participant, coach or any facility-centre-staff member.
- Physically abusing any participant or any other person at or around the facility
- Taking of any form of alcohol or any illegal substances
- Breaking any curfew rulings made by staff
- Breaking the rules set out by any facility being utilised

Should there be a breach of any of the above the following steps will be taken to resolve the situation:

- Coaches/staff meeting to discuss incident
- Parents contacted regarding their child's behaviour and given opportunity to attend the meeting or have an independent representative attend
- Coaches' representatives to meet with player(s) and have independent representation or parent present in a neutral location
- Coaches meet to action procedures
- Participant informed of outcome of meeting
- Parents informed by camp organisers of outcome
- Organising of appropriate collection or drop off by camp organiser agreed by the parent or guardian.

Parent Guardian Agreement

I _____ parent/guardian of _____
agree to the Code of Conduct that are set out by Kinross Hockey Club for their activity. I understand the procedures and the outcomes involved and I agree that these procedures should be carried out.

SIGNED:

DATE:

Child Agreement

I _____ agree to abide by the rules set out by Kinross Hockey Club for their activity and I am aware that any breach of this code will incur action taken by the appropriate agencies.

SIGNED:

DATE:

CHILD PROTECTION GUIDANCE

If any parent has concerns about an incident involving a child or young person that seems untoward or unusual they must report their concerns as soon as possible to the Child Wellbeing and Protection Officer at Kinross Hockey Club using the [Significant Incident Form](#). Alternatively, concerns can be emailed to: cwpokinrosshockey@gmail.com. Concerns need to be recorded.

Be aware that there are different forms of abuse: emotional; physical; sexual; harassment/bullying and neglect.

It is not your responsibility to decide whether a child has been abused. It is, however, everyone's responsibility to report any concerns.

Remember the 4 Rs:

- **Recognise** if you have a concern, notice a problem or receive a direct disclosure (admission)
- **Respond** to reassure the individual, tell them what you will need to do
- **Refer** the matter to the CWPO of Kinross Hockey Club, the police or social services
- **Record** who, what, where, when

When listening to a disclosure the following good practice should be followed:

- React calmly so as not to frighten the young person
- Show you are listening with positive body language and eye contact

- Reassure and emphasise that it was right to tell someone
- Take what the young person says seriously, recognising the difficulties in interpreting what a young person in distress says, especially if they have communication difficulties
- If you need to clarify, keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said
- Record what the young person has said and what you have observed
- Do not make promises of confidentiality
- Be honest and say **you may need to tell someone if the issue is to be resolved**