



SAFEGUARDING POLICIES AND PROCEDURES CONTENTS

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INTRODUCTION

The EIHA's Updated in 2022 Child Safeguarding Handbook replaces all previous policies and documents. It has been produced to support the safeguarding and wellbeing of all children involved in our sport and to support and protect those who work with them. All EIHA affiliated clubs are required to adopt the policies, procedures and documentation contained within the handbook and implement these in full.

The aim of the EIHA is to safeguard all children in line with current legislation and drawing on best practice guidance. A child is defined as anyone under the age of 18, and safeguarding is the responsibility of everyone involved in our sport, not just those with designated safeguarding roles.

The aim of providing a comprehensive Safeguarding handbook for the first time is to collate all information, documents, guidance and good practice in one place for all club officers and volunteers to support them in their safeguarding duties.

Safeguarding refers to all aspects of ensuring a child is safe and free from harm. This goes beyond the remit of purely child protection, encompassing the safety, welfare and wellbeing of the child.

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people, especially children, young people and vulnerable adults, to live free from abuse, harm and neglect.

Any child can be hurt, put at risk or abused, regardless of age, ethnicity, gender or religion. The UK government has enacted legislation and published guidance to protect children from maltreatment, prevent the impairment of children's health or development, ensure children grow up in circumstances consistent with the provision of safe and effective care, and enable children and young people to have the best outcomes. Responsibility for these aims is deemed to lie with everyone who comes into contact with children and families.

Safeguarding children is a concept that reaches beyond child protection to incorporate the additional aims of preventing the harm of children's health and development,

ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

The UK Government has defined the term 'Safeguarding Children' as

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

EIHA Child Safeguarding Policy

The EIHA believes that all children involved in Ice Hockey have the right to be safe and have fun. Amongst other things sport develops physical skills, self-esteem and the ability to be a team player, as well as providing the opportunity to achieve individual success.

Safeguarding children should be an integral part of our activities and is about creating a culture that provides a safe and happy environment in which children can enjoy our sport and develop to a level appropriate for their ability. Sport should be enjoyable and fun including the competitive aspect at every level, giving each individual a sense of achievement and satisfaction from taking part.

The EIHA is committed to ensuring that all children who participate in our sport are able to do so in an enjoyable and safe environment and be safeguarded from harm.

Responsibility to Safeguard Children

The Children Acts 1989 and 2004 as amended by the Children and Social Work Act 2017 and the Government document "Working Together to Safeguard Children 2018" are clear that safeguarding children is the responsibility of all, including those who are employed or volunteer with children in whatever capacity. It is the responsibility of any organisation providing activities for children to utilise safe recruitment practice to ensure that those who are deemed to be unsuitable to work with children are not allowed to do so. The Disclosure and Barring Service (DBS) is an important, but not sole, part of safe recruitment.

The EIHA requires all affiliated clubs to acknowledge that they have a duty of care to safeguard children from harm. They must follow the guidance in this document to safeguard children from harm and act appropriately if a child is identified as being at risk of harm.

The key principles of Working Together to Safeguard Children (2018) are:

- Safeguarding is everyone's responsibility: for services to be effective each practitioner and organisation should play their full part; and
- A child-centered approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Safeguarding children is everyone's responsibility

- Everyone who works with children has a responsibility for keeping them safe; this includes teachers, coaches and all who are employed or volunteer to work with children in sports.
- No single person or practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

A child-centered approach

Effective safeguarding systems are child centered. Failings in safeguarding systems are too often the result of losing sight of the needs and views of the children within them or placing the interests of adults ahead of the needs of children.

Children are clear about what they want from an effective safeguarding system:

- Vigilance: to have adults notice when things are troubling them.
- Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon.
- Stability: to be able to develop an ongoing stable relationship of trust with those helping them.
- Respect: to be treated with the expectation that they are competent rather than not.
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans.
- Explanation: to be informed of the outcome of assessments, decisions and reasons when their views have not met with a positive response.
- Support: to be provided with support in their own right as well as a member of their family.
- Advocacy: to be provided with advocacy to assist them in putting forward their views.
- Protection: to be protected against all forms of abuse and discrimination.

Key Principles

- The EIHA is committed to ensuring that all children who take part in our sport are able to have fun and participate in an environment that keeps them safe from harm.
- The welfare of the child is, and must always be, paramount.
- It is every child's right to be protected from abuse irrespective of their age, gender, faith or religion, culture, ethnicity, sexual orientation, background, economic position, disability or level of ability.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- The EIHA is committed to working with safeguarding partners within the statutory agencies.

- Confidentiality will be maintained appropriately at all times and the child's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them.
- The EIHA will support all adults involved in our sport to understand their roles and responsibilities with regards to safeguarding and protecting children in our sport.
- We will provide training to all adults involved in our sport to enable them to be aware of and understand what best practice is and how to manage any child welfare concerns they identify or are informed of.

Key Terms

Child / Young Person / Junior: Refers to all participants of our activities who are aged under 18.

Parent/Carer: represents anyone who has caring responsibilities for the child.

Volunteers, staff, coaches: covers anyone working with children in EIHA affiliated activities, whether in a paid or unpaid capacity.



TOOLKIT

Duty of care

A duty of care is a legal obligation which is imposed on an organisation or an individual that requires them to adhere to a standard of reasonable care when undertaking any task or act that could potentially cause harm to another.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their function and any services they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

This duty extends to sports organisations and clubs who deliver sports activities to children.

Paid and volunteer staff have a duty to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to the local authority Children's Social Care, Police, Local Authority Designated Officer (LADO) or other agencies if necessary.

In order to ensure that they are fulfilling their Duty of Care, all clubs should ensure that the Policies and Procedures contained within this handbook are followed in full at all times. All adults involved in delivering activities for children should complete EIHA designated safeguarding training and know where to access information and who to contact if they have any concerns.

Contextual Safeguarding

Contextual Safeguarding is understanding and responding to children's experiences of significant harm beyond their families. Historically protecting children from harm have focused on the risk factors mainly from the home environment, and most commonly from a parent, a carer, or other trusted adult and this method does always address the time that children spend outside the home and the influence of peers and

others who the children are regularly in contact with on children's safety and development.

Contextual Safeguarding addresses the impact of the outside situations context on children's lives, and consequently their safety. Contextual Safeguarding identifies and responds to harm and abuse children can encounter outside their home and away from their parents and usual care givers. It's a method that looks at how interventions can change the holistic environment that children encounter, to make them safer for all children, as opposed to focusing on an individual.

Positions of Trust

From 28 June 2022, the law in England and Wales has been updated and now states that those in a position of trust in sports organisations, such as a coach, manager or any other official cannot legally have a sexual relationship with young people they look after (those under the age of 18 year of age).

The new policy defines sport: a) any game in which physical skill is the predominant factor, and b) any form of physical recreation which is also engaged in for purposes of competition or display.

Further to this, the Sexual Offences Act 2003 states: "It is an offence for a person aged 18 years or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people."

The EIHA's policy in this respect is that coaches and volunteers within our clubs are in positions of trust and authority. We also recognise the power and influence they have over junior players, in particular that players may perceive that their success or failure may be dependent on their coach. It is therefore a requirement that there is no sexual relationship should exist between any player under 18 years of age and any adult volunteering or working for an Ice Hockey club. The relationship between junior players and volunteers coach must be appropriate at all times. Where there is any report or suspicion of inappropriate relationships an investigation may be initiated, during which the parties may need to be suspended from involvement with the club, and disciplinary action may result if any misconduct is identified.

Coaches and volunteers should be careful to avoid any actions which could be construed as favouritism towards a particular player or players. The EIHA recognises that it is not unusual for children to develop strong feelings towards a coach or another volunteer, often termed a 'crush' or 'hero worship'. Where this is observed or suspected, it should be discussed with the Club DSL and measures put in place to ensure that no situations arise where any allegation of misconduct can be made.

Further information can be found here: <https://thecpsu.org.uk/resource-library/best-practice/abuse-in-positions-of-trust-within-sport/>

Who might abuse a child?

As outlined in this document, abuse of children can take many forms, and as such, 'abusers' also can be of any gender, age, background, position and relationship to the child. Abusers could be:

- A member of the child's family.
- A stranger.
- An acquaintance.
- A person in a position of influence or power over the child (coach, teacher etc).
- Another child.
- Any gender.

What constitutes harm to a child?

Any harm done to a person by the acts or omissions of another.

Types of Child Abuse

Abuse is generally defined as any action by another person that causes significant harm to a child or when someone fails to prevent harm to a child. It is typically broken down into four categories: physical, sexual, emotional, and neglect. It is important to remember, however, that these types of abuse are not mutually exclusive, and also that the examples given are not exhaustive. In addition, there can be financial or material abuse, discrimination, domestic abuse, bullying, Child Sexual Exploitation, Child Criminal Exploitation, harassment and radicalisation.

Neglect: The persistent failure to meet a young person's physical and psychological needs, likely to result in the impairment of their health or development. It can include:

- Failure to provide adequate food, shelter or clothing.
- Failing to protect from danger or harm.
- Failure to access appropriate medical care or treatment.
- Failure to ensure adequate supervision / leaving a child with unsuitable carers.
- Failure to ensure access to suitable education.
- Failure to respond to basic emotional needs.

Neglect often highlights a failure to discharge a duty of care. An example of neglect in a sports context could be that a coach or manager exposes a child to unnecessary risk or injury.

Sexual harm: Is broadly defined as forcing, enticing or inciting a child to take part in any sexual activity. This may not involve violence and the child may not realise that what is happening is abuse. Sexual abuse can be contact abuse, or non-contact abuse.

Contact abuse is that in which the abuser engages in any physical contact with the child. It could include actions such as:

- Sexual touching of any part of the body whether the child is wearing clothes or not.
- Rape or penetration by putting an object or body part inside a child's mouth, vagina or anus.

- Forcing or encouraging a child to take part in sexual activity.
- Making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities. It can happen online or in person. It could include:

- Encouraging a child to watch or hear sexual acts.
- Not taking proper measures to prevent a child being exposed to sexual activities by others.
- Showing pornography to a child.
- Making, viewing or distributing child abuse images. In a sports context this could include taking images of a child when they are getting changed in the changing rooms.
- Allowing someone else to make, view or distribute child abuse images.
- Meeting a child following face-to-face or online sexual grooming with the intent of abusing them.
- Sexually exploiting a child for money, power or status (child sexual exploitation).
- Persuading or forcing a child to send or post sexually explicit images of themselves. This is sometimes referred to as "sexting".
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone.
- Having sexual conversations with a child by text or online.

Once abusers are in possession of sexually explicit images, video or sexual conversations they may threaten to send these to the child's friends and family or post them online unless the child agrees to take part in other sexual activity or draw other children into the abuse.

Images or videos often continue to be shared or available online, potentially forever, perpetuating the abuse long after the original offence took place.

Physical harm: Deliberately hurting a child. May include acts such as:

- Hitting, slapping, burning, shaking, kicking, suffocating, shaking, throwing, pushing, poisoning, burning, scalding, drowning (this includes pulling any part of the kit and equipment, and includes the face cage).
- It can also involve a parent fabricating or inducing illness in a young person.

In sport, physical abuse might involve forcing a child to train or compete beyond their capabilities or imposing the use of performance enhancing drugs.

Emotional Harm: Is the ongoing psychological abuse or emotional mistreatment of a child, which over time will damage the child's emotional wellbeing and development.

Can include:

- Causing a young person to feel worthless, unloved, afraid, or important only if they meet another person's needs.
- Over-protection, prevention from normal social interaction, and limiting exploration and learning.
- Exposure to the ill-treatment of others.

- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children e.g. interactions that are beyond the child's developmental capability.
- Serious bullying, causing children frequently to feel frightened or in danger.
- The exploitation or corruption of children.

Within sport emotional harm may occur where the expectations of parents or coaches are unrealistic and the young person is consistently unable to meet them. Emotional harm could also be caused by constant negative feedback, or coaches who continuously criticise, use sarcasm, or generally belittle children.

Bullying: the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face to face or through cyberspace.

Bullying can affect a child's health and development and cause them significant harm (including self-harm).

The Equality Act of 2010 brought together various anti-discrimination laws into one single act, so any unlawful treatment (discrimination, harassment or victimisation) relating to one of the Equality Act protected characteristics, since 2010 is covered by this area of employment law.

The Equality Act 2010: protected characteristics and types of discrimination. The Equality Act covers exactly the same groups of individuals that were protected by the previous legislation. However, the headings of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Bullying can be:

- Verbal: Name calling, persistent teasing, mocking, taunting, and threats.
- Physical: Any degree of physical violence, intimidating behaviour, theft, or intentional damage of possessions.
- Emotional: Excluding people, tormenting, ridiculing, humiliation, setting up, spreading rumours.
- Cyber bullying: Misuse of digital technologies to bully a person or group. This might be through the use of messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

Bullying is typically based on a perceived difference, and can include:

- **Racist:** bullying based on ethnicity, skin colour, and language, religious or cultural practices.
- **Homophobic:** bullying based on a child's sexuality.
- **Gender / transphobic:** bullying related to gender identity.
- **Disablist:** bullying based on a child having special educational needs or disabilities.
- **Sexual:** unwelcome sexual advances, comments that intended to cause offence, humiliation or intimidation.
- **Discriminative:** bullying based on any perceived weakness or difference. This could be because of their gender, age, race, nationality, ethnic origin, religion or

belief, sexual orientation, gender reassignment, disability or ability. It could also be factors surrounding the way someone looks or the clothes they wear, their family and social situation, hobbies and interests.

Bullying can occur between: an adult and child, children, a parent/guardian and their own child.

Examples of bullying in sport could be:

- A parent/guardian or coach who places a child under excess pressure.
- An official who places unfair pressure on a child.
- Abuse of a person because of a high or low level of ability.

Cyber Bullying is the misuse of digital technologies or communications to bully a person or group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

Behaviour which is classed as cyber bullying includes:

- Abusive comments, rumours, gossip and threats made over the internet or using other digital communications, this includes internet 'trolling'.
- Sharing pictures, videos or other personal information without the consent of the owner and with the intent to cause harm and/or humiliation.
- Hacking into someone's email, phone or online profiles to extract and share personal information or to send abusive or inappropriate content while posing as that person.
- Creating specific websites that negatively target an individual or group, typically by posting content that intends to humiliate, ostracise and/or threaten.
- Blackmail, or pressurising someone to do something online that they do not want to do, such as sending a sexually explicit image.

Financial or material harm: Relates to the theft or misuse of a person's money or property. This could include devices such as mobile phones, and the associated misuse of online accounts.

Discrimination: Occurs when someone treats a person unfairly because something about them is different. This can include unfair or less favourable treatment due to a person's race, gender, age, disability, religion, sexuality, appearance or cultural background.

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Domestic Abuse: From March 2013 Domestic abuse was widened to include those aged 16-17 and wording changed to reflect coercive control. The Government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members (Family members are: mother, father, son, daughter, brother, sister & grandparents; directly-related, in-laws or step-family) regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

The Government definition, which is not currently a legal definition, includes 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear those victims are not confined to one gender or ethnic group.

Child Sexual Exploitation (CSE): a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship (sometimes referred to as the 'boyfriend model'). They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child Criminal Exploitation: Child Criminal Exploitation refers to a range of activities which involve children and young people being coerced or manipulated to commit crimes. This could include, but is not limited to, being part of gang membership, or involvement in 'county lines' drug dealing. Involvement in these activities might arise due to pressure from, or recruitment by, peers; a desire to 'fit in'; promise of rewards or money; blackmail or threats; sophisticated grooming and the 'boyfriend model' referred to above.

Harassment: Defined as an act that is unwanted by the recipient. It may be through the provision of items or unwanted actions from another person. It is for any given individual to determine for themselves what is acceptable to them and what they regard as offensive, although any other individual affected by such conduct can also report the behaviour as harassment. This could mean that something which may, to the observer, appear as kindness or generosity, is perceived by the recipient as harassment. Staff or volunteers receiving a report of harassment should accept the

child's perception, and should not make any judgement about the situation, as they may not know the underlying facts, or understand how the action is making the recipient feel.

Harassment can be deemed to be a criminal offence in some circumstances and can lead to the use of a restraining order or criminal prosecution.

Harassment can include:

- Suggestive or sexual remarks, racist insults or jokes, verbal abuse or use of foul language.
- Unwelcome attention or contact.
- Sending or giving unwanted gifts.

Harassment can lead to the child feeling unhappy, demoralised or undervalued as a person. Harassment is often a constant ongoing type of abuse where the repeated nature of the action causes extreme distress.

“Faith” or “Belief” abuse: carried out on a child as a result, often, of a belief that it is a necessary act to perform on a child e.g. Witchcraft or Kindoki (predominant in central African countries) where a child might be physically harmed by cutting/beating/water treatments, to “release” the child from spirits. This could also include honour based violence.

Female genital mutilation: the partial or total removal of the external genitalia of female children (often known as ‘cutting’) for non-medical reasons, such as cultural practice. This practice can result in complications such as wound infection, pain, frequent urinary infections, psychological trauma, and in adulthood, sexual difficulties and complications in childbirth. It is typically carried out in non-clinical settings by people who are not medically qualified, and can result in severe bleeding and death. It is widely internationally recognised as a violation of human rights. Girls most at risk will be between infancy and adolescence and come from families who originate from Western, Eastern and North-Eastern regions of Africa (World Health Organisation).

Forced marriage: The UK Government definition of forced marriage is when someone faces physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg being made to feel like they are bringing shame on their family). Forced marriage is illegal in the UK, and this includes taking someone out of the UK to enter into a non-consensual marriage. Forced Marriage Protection Orders can be issued when it is suspected that an individual may be at risk of forced marriage. Forced marriages will frequently lead to victims also being forced into subsequent non-consensual sexual acts.

Radicalisation: The Institute of Strategic Dialogue defines radicalisation as ‘the process through which an individual change from passivity or activism, to become more revolutionary, militant or extremist, especially where there is intent towards, or support for, violence’. There is evidence of children being targeted for radicalisation, both online and in person, and being taken or encouraged to leave or within UK and join extremist organisations overseas. Further information can be found in the EIHA's Extremism Policy.

Grooming: The National Society for the Prevention of Cruelty to Children (NSPCC) defines grooming as “when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking”. Grooming is, however, a technique, a pattern of activity which can be used by others to engage with a child in order to perpetrate any form of abuse or exploitation.

Criminal offences specifically involving grooming include:

Causing or inciting a child under 16 years old to engage in sexual activity. It can apply where a communication with a child can be shown to have caused or incited some kind of sexual activity by the child, e.g. naked or semi-naked posing.

Engaging in sexual communication with a child. This offence is committed when an adult, aged 18 or over, communicates with a child under 16 years old (who the adult does not reasonably believe to be 16 years old or over), if the communication is sexual or if it is intended to obtain from the child a communication which is sexual. The offence applies only when the adult can be shown to have acted for the purposes of sexual gratification.

Children, and their parents/carers can be groomed face to face or online, by a stranger or by someone they know. Groomers can be male or female and could be any age. They will hide their true intentions and may spend months or years gaining a child's trust and in some cases the trust of the child's family to allow them to be left alone with a child. Those who work with children may use similar tactics to gain the trust of the child and their colleagues.

Common methods used by groomers are:

- Pretending to be someone they are not (for example pretending to be a child).
- Offering advice and understanding.
- Buying gifts.
- Giving a child attention.
- Using their professional position or reputation.
- Taking them on trips, outings and holidays.
- Using online social platforms to connect with children. This enables them to easily hide their identity, and learn about children from their online profiles.
- Peer to peer.

Once they have gained a child and/or family's trust, groomers may:

- Exploit that relationship by isolating the child from their family and friends so the child becomes dependent on them.
- Introduce secrets as a way of controlling or sometimes scaring the child not to tell. This can include blackmailing the child or making them feel guilty or ashamed.

Gang Culture

The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

Peer group - "A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context."

Street gang - "Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."

Organised criminal gangs - "A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"

It's not illegal for a young person to be in a gang – there are different types of 'gangs' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime and clubs should safeguard children and young people from gangs and gang activity.

Any relevant information or intelligence should always be reported to local policing teams in order to protect child and young people from harm including grooming and all forms of exploitation. Any information you hold may be critical part of a puzzle. It is not the purpose of role of the police to criminalise young people but to protect them.

Guidance on Indecent Images of Children

Across a range of sports it has been recognised that the ownership and usage of smart phones has increased the potential for indecent images to be taken in changing rooms being used by junior players. For this reason the EIHA's Changing Room Policy makes clear that photo-capable devices (go-pros etc) should not be used in changing rooms and should be left with a parent or carer.

The EIHA does not expect volunteers, including Club DSLs to be experts on the law surrounding indecent images, nor is it our responsibility to make decisions as to how any incidents involving indecent images should be dealt with. Therefore, all suspected indecent images must be reported to the police in the first incidence (failing to stop the distribution of child pornography is a criminal offence). All incidents must be reported to the Regional DSL for information. Volunteers should not have any concerns about the potential for young people to be unnecessarily criminalised as a result of any experimental and entirely consensual activities, as there are clear pathways for professionals to identify where this is the case, and provide appropriate advice and guidance.

There is no specific legal definition of 'indecent', but offences can be committed surrounding any images of children in states of undress.

What actions constitute offences surrounding images of children?

- Taking, making (opening, accessing, downloading and storing), distributing (sharing or sending), uploading or possessing and indecent images of a child. This applies equally whether or not the person committing the act is under or over 18.
- Encouraging or requesting a child to take, make or distribute any such images.
- Voyeurism – observing or filming another person without their consent for sexual gratification.
- 'Upskirting' – a specific offence in which an individual operate equipment or records and image beneath a person's clothing to observe their genitalia or buttocks, whether covered or otherwise by underwear.

What are the risks?

- Images may be uploaded to social media or shared with other individuals for sexual gratification.
- Images may be used to threaten or blackmail a child into participating in unwanted sexual or criminal activity.
- Images may be used as part of a pattern of bullying or harassment.
- Once in the public domain images are virtually impossible to control.

How can risks be minimised?

- EIHA policy on photo-capable equipment in changing rooms should be followed at all times.
- Volunteers should be vigilant for any use of devices which fall outside of the Policy.

- Junior players should be made aware of the Policy, and that any taking of photographs or video of fellow players could constitute a criminal offence.

How to respond to concerns involving indecent images

- Do not confront the person suspected of taking any images unless a child is at immediate risk of harm and doing so would prevent or minimise the harm.
- Report an incident to Police immediately.
- If necessary, and only if advised by Police, two DBS checked club volunteers can request a child to hand over a device which is strongly suspected of containing indecent images. It is vital they do not get the opportunity to delete any images or data themselves.
- Do not view, or show the image to anyone else. Such actions may amount to a criminal offence.
- Contact the Club DSL and Regional DSL as soon as possible and follow all standard advice for responding to and recording safeguarding concerns, including use of the Safeguarding Incident Reporting Form.

Responding to, recording and reporting safeguarding concerns

The EIHA recognises that Safeguarding concerns will, from time to time, be raised, whether within ice hockey activities, or relating to matters outside.

It is not the role of anyone within the EIHA's Safeguarding structure to decide whether a concern or incident constitutes abuse, neglect or any criminal concern, only to report them to the appropriate authorities for professional investigation.

When a concern is raised, a three stage process will be triggered:

Step 1: Respond to the concern, disclosure or allegation in an appropriate manner.

Step 2: Record the information.

Step 3: Report the information to the appropriate person and/or organisations.

What might trigger a concern?

- A direct disclosure from a child.
- Observing signs or indicators of abuse, such as those detailed within this handbook.
- An allegation made against a member of staff or volunteer within the club.
- An allegation made against a member of staff or volunteer within the ice rink.
- An allegation made against a parent / guardian / carer or someone else not involved with the club.
- Any observation of inappropriate behaviour by another adult or a child.
- Any witnessed or alleged bullying (recognising that low level bullying between children can often be dealt with at club level).
- Any witnessed or alleged breaches of any of the Codes of Conduct contained within this handbook which could potentially constitute harm, abuse or neglect.

Respond

DO:

- Remain calm.
- Reassure the person that they have done the right thing in making the disclosure.
- Listen to what is being said, taking care to remember it as precisely as possible.
- Try to avoid showing that you might be feeling upset, disgusted, or disbelieving of what is being said.
- Only ask open questions if you need to clarify what is being said.
- Inform the person making the disclosure of what actions you will do next and who else will be informed.

DON'T:

- Make promises to keep the information secret or in confidence. The young person must be aware that you will have to pass the information on.
- Make any judgements or assumptions.
- Challenge or inform the alleged abuser of the disclosure. This could place the young person in further danger.
- Ask any leading questions or make comments or suggestions.
- Take sole responsibility for dealing with the concern.
- Delay in reporting the concern to Designated Safeguarding Lead / Regional Safeguarding Lead, and to Police / Children's Services where there is any indication of a child being in immediate danger.

Record

- Record what is said, but do not probe for further details. This could jeopardise any future investigation and/or prosecution of the perpetrator. Transfer the information to the Safeguarding Incident Reporting Form as soon as possible.

Report

Staff or volunteers may feel uncomfortable about reporting concerns, fearful of causing dispute with parents/carers, or concerned that the child may be taken into care. These concerns, whilst reasonable, are not reasons to withhold information from the relevant authorities or for delay in reporting concerns.

- Contact Police / Children's Services in the locality that the child lives immediately if the child is currently or imminently at risk of harm.
- Contact the Designated Safeguarding Lead as soon as possible and pass on the Incident Reporting Form. Where it is certain that the child is not at immediate risk this should be within 24 hours.
- The DSL will inform parents or guardians of the child of the actions taken only if they are not implicated/involved in the concern. A parent/guardian cannot make the decision as to whether a safeguarding concern is disclosed to a statutory agency.

In an emergency

If any member of club personnel believes a child to be at immediate or imminent risk of harm they should seek to contact the Police and inform the Designated Safeguarding lead urgently.

Record any reference number given by the Police and details of any Children's Services staff spoken to.

It is the Police who have emergency powers to protect children and remove them from their parent/carer in the first instance and should therefore be the first point of contact in an emergency.

What will happen next?

In cases where a referral has been made to statutory agencies (Police, Children's Services, LADO) the EIHA will work with those agencies to determine the appropriate steps to be taken.

The EIHA's Safeguarding Investigation Protocol will be followed, which may involve suspension of the individual whilst the matter is fully investigated.

In cases where a concern has been reported, but is determined not to be a Safeguarding matter, the Club DSL or Regional DSL will take any necessary steps to address the concern at a local level, for example speaking to parents, implementing anti-bullying interventions, offering awareness raising concerning specific equality issues etc.

Concerns outside the club

The EIHA acknowledges that our clubs will share ice facilities with members of the public and where members of staff are employed by another organisation or business. In this context staff or volunteers may witness incidents or behaviour which raises cause for concern. They may not know the identity of the child/children involved. The concern may involve potential criminal acts, child abuse, inappropriate or concerning behaviour or parenting/guardian.

In such cases there is a responsibility to safeguard that child/children from harm, wherever possible. In the first instance the on duty manager of the ice rink should be informed. As an individual, any adult also has a responsibility to report any emergency where you believe a child has been harmed or is at risk of imminent harm to the Police.

If the child requires emergency medical assistance call 999 for an ambulance. Ensure you make a formal record of all of the actions taken. Take the name and contact details of anyone you have spoken to.

If concerns do not relate to an emergency child protection matter but you witness or have disclosed to you matters such as poor practice, safety, supervision or behaviour by an Ice Skating Coach this should be reported to the Ice Rink Manager, or to the supervising body to which the Coach is registered. Make a formal record of this action and who the concern was reported to.

Confidentiality and information sharing

When an allegation has been made it is essential that the volunteer or staff member who has received the allegation maintains confidentiality, and that this is also maintained by the Club DSL in escalating and managing the allegation.

Information should only be shared with individuals who need to know and can help in managing the concerns. If parents/guardians are not implicated in the concern ensure they are made aware at the earliest opportunity.

The EIHA recognises that understanding what information can or can't or should or should not, be shared can be a worry for volunteers and this toolkit seeks to provide a simple guide to aid information sharing. Club DSLs can, and should, utilise the Safeguarding structure to seek further advice from Regional and National Safeguarding Leads.

Information sharing is essential for effective safeguarding and promoting the welfare of children. It is a key factor identified in many serious case reviews, where poor information sharing has resulted in missed opportunities to take action that keeps children safe.

Conversely, breaches of confidentiality could put the child in danger either by further inappropriate action of an individual(s) involved or other individuals who hear about the concern through rumours or hearsay. Ultimately, any investigation to safeguard that child may be impeded by misinformation or rumours.

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

Matters of information sharing will also be relevant outside of safeguarding 'incidents', in situations such as a child having medical needs; personal circumstances which may be affecting the child at a given time; gender or sexuality issues. In these situations, the following guidance will assist staff and volunteers in assessing what information can legally be shared and who with. Designated Safeguarding Leads will provide advice and guidance wherever needed.

Government guidance on information sharing is contained within [Information sharing advice for safeguarding practitioners](#), which describes key principles for deciding what to share, the ‘seven golden rules for information sharing’:

1. **Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers** to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. **Be open and honest with the individual** (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice from other practitioners** if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. **Share with informed consent where appropriate** and, where possible, respect the wishes of those who do not consent to having their information shared. You may still share information without consent if, in your judgement, there is lawful basis to do so, such as where safety may be at risk.
5. **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, adequate, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. **Keep a record of your decision and the reasons for it** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Who to share information with

Once a Safeguarding concern has been identified, the EIHA’s Safeguarding Leads may need to share information with other agencies or organisations, including:

- Statutory agencies – the Police and/or Children’s Services must be informed about child protection concerns; Designated Officers (LADOs) should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – the principles of the Seven Golden Rules need to inform decisions about sharing information with other organisations to enable them to safeguard children in their care who may be at risk of harm.

- Individuals within the organisation – decisions about sharing information with individuals also needs to be based on the Seven Golden Rules guidance to determine who needs to know what information in order to keep children safe.

Practical considerations

Clubs should have facilities in place to store all information securely, in line with GDPR requirements.

Where information needs to be communicated verbally consideration should be given to suitable locations, to ensure, for example, that confidential information cannot be overheard or audio recorded.

Concerns regarding a child self-harming

What is self-harm?

Self-harm is a term used when someone injures or harms themselves on purpose rather than by accident. This is usually a way to cope with difficult feelings or release tension. The physical pain of hurting oneself can feel like a distraction from emotional pain. Children may sometimes not know the reasons why they self-harm.

Methods of self-harming include:

- Cutting.
- Rubbing/scraping the skin with sharp objects.
- Scratching, picking and pinching of skin.
- Biting yourself.
- Burning.
- Interfering with healing.
- Hair pulling (and then potentially hair eating).
- Hitting objects, including punching and head banging.
- Abusing drugs and alcohol.
- Poisoning or overdosing.
- Eating disorders.
- Exercising excessively.

Why do children self-harm?

The factors which trigger self-harming will differ between individuals, however common reasons for self harming include:

- Feeling depressed, anxious or unhappy.
- Low self-esteem or feeling like they are not good enough.
- Experiencing bullying or discrimination.
- Experiencing abuse or neglect.
- Bereavement or family difficulties.
- Concerns around sexual orientation or gender.
- Problems at school.
- Underlying mental health problems.
- Feeling angry with themselves or others, and that they need to punish themselves or others.
- Feeling that they do not have control over their lives.

What to do if a child discloses self-harm

- Try not to panic or display shock or fear.
- Be non-judgemental.
- Let the child know you will help them get support.
- Do not promise to keep the information secret. Make clear that you will have to share the information.

- Seek immediate medical treatment if there is an active injury.
- Seek advice from the Club Designated Safeguarding Lead (DSL) at the first opportunity. It may not be appropriate to immediately disclose to the parent/carer. Self-harm may be a reaction to abuse or neglect which is taking place at home or another issue which the child is not ready to disclose to their parent/carer.
- Remember that volunteers are not trained professionals in this field and should not become involved in provision of support or counselling. Utilise the EIHA's Safeguarding structure for assistance.

What to do if you suspect a child is self-harming

In the event where coaches or other volunteers notice signs that may indicate self-harm they should seek support from the Club DSL. The Club's DSL has access to advice from the Regional DSL, who has expertise in the field of Safeguarding.

The Regional DSL will look to establish the circumstances of the self-harm and make decisions as to whether the matter should be discussed with parents/carers or whether support is required from Children's Services. They may ask volunteers or the Club DSL to make additional enquiries on their behalf.

The volunteer and Club DSL should use the Safeguarding Incident Reporting Form (section 4) to record all details of what has triggered the concern.

Who can help?

The primary route to access help will be through the child's GP, school or Local Authority Children's Services department. They will be able to make referrals to specialist mental health services for young people.

There are also a number of national organisations which can provide help and support:

Childline: 0800 1111
childline.org.uk/info-advice/yourfeelings/self-harm

YoungMinds: 0808 802 5544
youngminds.org.uk

SelfharmUK: selfharm.co.uk

Harmless: harmless.org.uk

NSPCC: 0808 800 5000
nspcc.org.uk/keeping-children-safe/childrens-mental-health/self-harm

Kooth: kooth.com

Mind: 0300 123 3393
mind.org.uk

Samaritans: 116 123 (24-hour helpline)
samaritans.org.uk

NHS Information on Self-Harm: nhs.uk/conditions/self-harm



CODES OF CONDUCT

1. Code of conduct for Working with children
2. Code of conduct for Junior Players
3. Code of conduct for Parents/Guardians
4. Code of conduct for Club Volunteers
5. Code of conduct for Coaches



CODE OF CONDUCT FOR WORKING WITH CHILDREN

Good Practice

- Remember you are a role model and hold a power difference to the player – be welcoming, positive, encouraging and respectful.
- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process whenever possible.
- Work with children in a public place, wherever possible.
- Put the wellbeing of each child first before winning or achieving performance goals.
- Give enthusiastic and constructive feedback.
- Recognise the developmental needs and capacity of children.
- Challenge instances of poor practice, abuse or bullying.

Unacceptable Practice

- Putting excessive pressure on children, pushing children against their will.
- Giving only negative feedback.
- Unequal treatment that could lead to resentment, jealousy or misinterpretation.
- Spending a lot of time alone with children away from others.
- Assisting with bathing or dressing tasks that children can do for themselves.
- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language whilst working with children.
- Taking photographs without the appropriate consent.
- Unofficial communication with a child through telephone or social media.
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on.
- Failing to pass on a disclosure from a child about potential abuse.
- Rough physical contact or games between adults and children.
- Forming intimate emotional, physical or sexual relationships with children.
- Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun.

- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children.
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control.
- Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child.

Safeguarding Requirements:

- Adhere to all EIHA Policies and Procedures linked to Safeguarding, including GDPR regulations.
- Attend all required training on Safeguarding.
- Be familiar with signs of abuse and report any concerns or disclosures to the Club DSL.
- Ensure that you provide the club with an up to date DBS certificate and comply with renewal of this every 3 years.
- Disclose to the Club DSL anything which might alter your DBS status.

I agree to abide by this Code of Conduct explained to me and also to abide by all other safeguarding policies and procedures of the club and EIHA.	
Volunteer/Staff member Name (Print)	
Volunteer / Staff member Signature	
Club DSL Name (Print)	
Club DSL Signature	
Date	



CODE OF CONDUCT FOR JUNIOR PLAYERS

Introduction

The EIHA and your club expect you to follow all of the behaviours and requests set out in this code. Where this does not happen the club will seek to discuss this with you and your parent/carer to find a resolution. Although we never want to do so, if people repeatedly or seriously breach the code they may be asked to leave permanently for the welfare of others. A Junior player is a player under the age of 18 years of age.

To take part in ice hockey you need to

- Keep yourself and others safe by listening to coaches and following their instructions.
- Tell an adult (coach, parent, or other member of staff) if you are worried about someone or something.
- When you are attending training, events or games, stay in the areas where you are supposed to be. Don't wander off or leave without telling one of the adults who is responsible for your group.
- Take care of all equipment and premises you are using.
- Bring the correct kit to practice.
- Not smoke, drink alcohol, or use drugs at any training sessions, events or games. Ask for help from coaching staff if you need any support with any of these things.
- Respect people's differences and not bully or discriminate against others for reasons such as race, gender, sexuality, background or ability.
- Report any incidents of bullying or discrimination, even if you are just a witness.
- Treat others with respect, appreciating that everyone has different levels of skills, talent and ability.
- Not use any device to take photographs or footage of others in the changing rooms.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or other areas of the rink.
- Support and encourage others. Tell them when they have done well. Help and be kind to them when they are struggling.
- Make your club a welcoming, happy and safe place to be.
- Respect your club's staff, and the players and staff from other clubs.

- Follow all the rules of the game and respect the decisions of officials.
- Accept when your team loses, and congratulate the winning team.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.

I have had the Code of Conduct explained to me and I understand what I need to do.	
Player Name (Print)	
Player Signature	
Parent Name (Print)	
Parent Signature	
Date	
Manager Name	
Manager Signature	
Date	



CODE OF CONDUCT FOR PARENTS/GUARDIANS

Ice hockey is a sport ran by volunteers who spend their time and efforts into developing the sport for the sake of players who want to develop, be part of a team and have fun. As a fast physical and competitive sport, the action should always take place on the ice and in the context of the sport rather than being spoilt by a minority off ice. Adults are asked to 'Stop, Think, Respect' and support the players on the ice in a respectful manor. The conduct and behavior of parents is the responsibility of the parent club and registration of players which may be influenced by adult conduct is a sole decision of a club.

- Always promote the positive aspects of the sport (e.g. fair play).
- Encourage your child to value the performance and not just results.
- Do not ridicule or shout at a child for making mistakes or losing a game.
- Never condone rule violations or use of prohibited substances.
- Always support the decisions of officials during games.
- Do not use inappropriate language whilst involved in or spectating at club activities.
- Always treat athletes, coaches, club volunteers, officials and parents of yours and other clubs with due respect.
- Maintain a positive relationship with coaches and other club officials.
- Do not interrupt training or games other than in an emergency.
- Follow all guidelines laid down by the national governing body and the club (including any social media and photography guidance)
- Encourage and guide your child to accept responsibility for their own performance and behaviour.
- Always remember that the involvement in the sport is for your child, not you.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Ensure that your child has the appropriate kit and equipment and is punctual for training and games.
- Inform the person in charge of the training or event if you are going to be late or another person is collecting your child.
- Sign and return all necessary consent forms and paperwork and update club officials if anything changes.
- Ensure that your child's education and emotional and social development are not negatively affected by their involvement in sport.

We expect all parents to follow the behaviours and requests detailed in this code. Any parent breaching the code may be spoken to by the Club Safeguarding Lead with the aim of resolving the problem.

Persistent breaches may result in a parent being asked to wait away from the rink side if appropriate or designate an alternative adult to attend in their place if their attendance is deemed to be prejudicial to the welfare and enjoyment of other young people, parents, or volunteers.

Persistent breaches of the code or breaches which are considered harmful to the wellbeing or safety of your child may, regrettably, result in us asking your child to leave the activity, event, or club, which we would never wish to do.

The EIHA requires all Child Safeguarding concerns to be reported through their Safeguarding structure, and directly to Police or Children's Services where this is deemed necessary.

I agree to abide by the Code of Conduct and I understand what I need to do.	
Player Name (Print)	
Parent Name (Print)	
Parent Signature	
Date	
Manager Name	
Manager Signature	
Date	



CODE OF CONDUCT FOR JUNIOR CLUB COMMITTEE MEMBERS AND VOLUNTEERS

Introduction

Volunteers who organise and run of our Junior clubs play a vital and highly valued role in providing the opportunity for young people to get involved in our sport. The EIHA wants volunteers to enjoy their roles and be safe and confident in undertaking them.

In order to support volunteers, this document provides a simple and manageable set of expectations to which they should adhere. Volunteers are not expected to be experts in child welfare, development or safeguarding matters. All clubs therefore have access to support from the Regional Designated Safeguarding Lead (RDSL) to advise on any issues where volunteers do not have the knowledge, experience, confidence or expertise to manage any concerns or circumstances.

Guidance

Volunteers should:

- Adhere to and implement all EIHA policies.
- Follow all safeguarding guidance issued by the EIHA.
- Refer all safeguarding concerns to the Club Designated Safeguarding Lead or Regional Designated Safeguarding Lead.
- Maintain confidentiality of any information they are party to as part of their role and follow all guidance about data protection.
- Act in line with the EIHA's Equality & Diversity Policy and associated policies, avoiding and challenging all forms of discrimination
- Adhere to their role responsibilities, and seek support from the Chair of the club if they are unable to do so.
- Comply with arrangements for DBS checks if required.
- Attend any training appropriate to the role being undertaken.
- Notify the Chair and/or DSL of any matters, such as criminal investigations, allegations or convictions, which may arise and compromise their suitability to continue in their role.

- Promote and model positive behaviour and good sportsmanship. This should include consideration of their social media presence and behaviour both at the club and outside.
- Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

I agree to abide by this Code of Conduct explained to me and also to abide by all other safeguarding policies and procedures of the club and EIHA.	
Volunteer/Staff member Name (Print)	
Volunteer / Staff member Signature	
Club DSL Name (Print)	
Club DSL Signature	
Date	



CODE OF CONDUCT FOR COACHES

Introduction

This code of conduct is intended to be utilised alongside the EIHA's Code of Conduct for Working with Children, and builds on that document, highlighting additional expectations which go with the role of a Coach.

Sports Coaches are recognised as people who are highly influential in a child's life, especially where that child has ambitions to achieve at a high level within the sport. This level of influence carries with it both risks and responsibilities. The following guidance is intended to mitigate those risks and to assist coaches in discharging those responsibilities to the highest standards.

Player Wellbeing

Coaches should:

- Be aware of the physical needs of participants, especially the developmental stage and needs of children, and ensure that training loads and intensities are appropriate and well managed.
- Take account of players' emotional maturity as well as physical development.
- Respect each junior player as an individual and be responsive to their needs.
- Avoid overplaying players, ensuring that they have adequate rest and recovery time between games and training sessions.
- Not encourage injured players to return too early or to play while injured. You must follow the advice of a doctor in determining whether an injured player is ready to play again. Take as much interest in those players who are sick or injured as in those who are fit.
- Not utilise bullying, verbal abuse or intimidation as part of their coaching style.
- Actively educate players on issues relating to the use of performance-enhancing drugs in sport, ensuring that they are aware of which substances are banned (where age-appropriate).
- Maintain the same level of interest and support when a player is sick or injured.
- Make reasonable efforts to cooperate with specialists such as physiotherapists and doctors.

Equality and Diversity

Coaches are required to:

- Respect and champion the right of every child to participate in our sport and to facilitate to this as far as possible.
- Adhere to the EIHA's Equality and Diversity Policy at all times, avoiding any discrimination on the grounds of protected characteristics.
- Challenge any discrimination or bullying engaged in by players or other volunteers or staff.
- Do not discriminate under the Equality act 2010/Protected categories.

Professional conduct

Coaches should:

- Refrain from any public criticism or demeaning descriptions of others.
- Maintain confidentiality of players, parents and other volunteers.
- Develop relationships with participants, coaches or any other individuals based on openness, honesty, mutual trust and respect.
- Promote fair play and behave within the rules of the sport at all times.
- Always respect the decisions of match officials and encourage players and parents to do the same.
- Never engage in public criticism of match officials.
- Ensure that any physical contact is appropriate and necessary.
- Not engage in any form of sexually related contact or enter into an intimate/sexual relationship with any participant for whom they have responsibility for or have authority over, or could have authority over or responsibility for.
- Refrain from any form of sexual innuendo, flirting or inappropriate gestures and terms.
- Inform parents or guardians immediately if they have any concerns whatsoever about the welfare of a child, unless this would not be in the interests of the child, or would go against guidance offered in this handbook, in which case advice should be sought from the Designated Safeguarding Lead.
- Know and understand the relevant child protection/ safeguarding policies and procedures and adhere to them at all times.
- Follow the reporting procedures laid down by the EIHA if the Coach has concerns: taking no action, or turning a blind eye is unacceptable and would be a breach of the Code of Conduct.
- Attain a high level of competence through qualifications, and undertake ongoing training that ensures safe and correct practice.
- Ensure the environment for participants is as safe as possible, taking into account and minimising possible risks.
- Promote the execution of safe and correct practice.
- Be professional and accept responsibility for their actions
- Actively contribute to local, regional and national initiatives to improve the standards and quality of coaching;
- Undertake coaching in an open and transparent fashion that encourages other coaches to contribute to, or learn from, their knowledge and experience.

- Not make approaches to players from other clubs to encourage them to change club.

Responsibilities – Personal Standards

Coaches must:

- Operate within the rules and spirit of the sport.
- Promote fair play and behave within the spirit of the sport and the rules of the game.
- Adhere to the EIHA's disciplinary rules and procedures.
- Always respect the decisions of match officials and encourage players and parents to do the same.
- Never engage in public criticism of match officials.
- Not utilise any performance enhancing drugs or other banned substances.
- Display high standards in use of language, general manner, punctuality, preparation and presentation;
- Not smoke, drink alcohol or use recreational drugs before or while coaching or when otherwise in the company of players or likely to be seen by them.
- Display control, respect, dignity and professionalism to all involved in the sport.

Safeguarding Requirements

- Adhere to all EIHA Policies and Procedures linked to Safeguarding, including GDPR regulations.
- Attend all required training on Safeguarding.
- Be familiar with signs of abuse and report any concerns or disclosures to the Club DSL.
- Ensure that you provide the club with an up to date DBS certificate and comply with renewal of this every 3 years.
- Disclose to the Club DSL anything which might alter your DBS status.

I agree to abide by this Code of Conduct explained to me and also to abide by all other safeguarding policies and procedures of the club and EIHA.	
Volunteer/Staff member Name (Print)	
Volunteer / Staff member Signature	
Club DSL Name (Print)	
Club DSL Signature	
Date	



RECRUITMENT AND TRAINING

1. Safe Recruitment Policy
2. Recruitment of Ex-Offenders Policy
3. Guidance on Training Requirements for volunteers



SAFE RECRUITMENT POLICY

Introduction

The safe recruitment of staff and volunteers into our sport is a crucial first step to safeguarding and promoting the welfare of children in Ice Hockey.

The aim of the Safe Recruitment policy is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff and volunteers.

Whilst the EIHA recognises that the majority of people wishing to work or volunteer with children have positive intentions, we must also acknowledge that some unsuitable individuals will apply for these roles and having robust vetting procedures will assist us in screening out those applicants.

Policy

All recruitment processes must be structured to ensure that every applicant is treated in a fair and consistent manner.

The EIHA recommends the following steps should be followed:

Application Stage

Clubs should utilise the application form included within the Safeguarding Handbook to collect relevant information about applicants.

Applicants should be made aware that they will be required to undertake an Enhanced DBS disclosure and be offered the opportunity to complete a self-disclosure in advance should they wish to do so.

Meeting and interviewing the applicant

It is important that all applicants are interviewed and that the information obtained on the application form is explored appropriately. Questions asked of the applicant should be prepared in advance and it is important that each applicant is afforded an opportunity to discuss their experiences and qualifications for the role.

Questions in the interview should explore

- The applicant's relevant qualifications and experience.
- Their previous experience (if any) of working with children, inside or outside of sport.
- Their attitudes and commitment to child safeguarding.
- Whether they have ever been refused work that involved having contact with children.
- Whether there is anything else that the organisation should know that could affect their suitability to work with children.
- The applicant's response to a hypothetical safeguarding scenario, such as a child disclosing inappropriate behaviour by another volunteer.

References (employed by EIHA)

At least two references should be obtained even if the person is known to the club or has previously volunteered with another club. References should not be from a person who is related to the applicant. One of the references should be from the applicant's current employer and, if possible, one reference from a sports organisation or club which they have been involved with.

If the applicant has not previously been involved with a sports organisation or club of any kind, or is not in employment then the applicant should be asked to provide a reference from someone who knows them personally, and ideally a professional who knows them in either a professional or personal capacity. Both references should contain a statement to confirm that the referee is aware of the post the applicant is applying for.

All references should be followed up by contacting the referee prior to any offer of appointment being made.

Enhanced Disclosure and Barring Service (DBS) check

Each club's Designated Safeguarding Lead is responsible for coordinating the DBS checks for their club as part of the safe recruitment procedure.

Any individual who wishes to work with children or adults at risk is required to undertake an enhanced DBS check, which is to be renewed every three years. Add unless subscribed to the annual renewal/update service. The minimum age for a DBS check is 16 years old.

There are three different levels of criminal record checks: basic check, standard check or enhanced check (with or without barred lists).

Under the guidance provided by the DBS, positions eligible for enhanced disclosure are: **Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.**

Individuals applying for committee roles such as Chairman, Club Secretary or Treasurer, will only require an enhanced disclosure check if that individual has an additional role which does meet the eligibility requirements above.

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Before asking a person to complete an application for an enhanced disclosure check, the club is legally responsible for ensuring they are entitled to ask that person to reveal their criminal record. It is against the law to request this kind of check for an individual who is not eligible.

What does an enhanced disclosure include?

This check is a record of all warnings, reprimands, cautions and convictions from local and national police records. The check may also contain non-conviction information supplied by a Chief Officer, if they feel it is relevant to the role.

Enhanced Disclosure with Barred List checks are the highest level of check. The check is a legal requirement for any individual applying for a position which is considered 'regulated activity'.

In Ice Hockey our coaches and volunteers will almost always qualify for an Enhanced Check with Barred List. The basic criteria for this requires them to be teaching, training, or instructing children more than three times in any thirty day period. Clubs will only be entitled to know whether the individual is on the Child Barring List, NOT whether they are prohibited from working with adults.

Recruitment decisions

Clubs should base their decision on whether to appoint a staff member or volunteer on all of the information they have gathered during the recruitment process, which will include:

- The Application Form (if employed by EIHA).
- The interview (if employed by EIHA).
- Evidence of any qualifications. (if employed by EIHA).
- References which have been followed up. (if employed by EIHA).
- Discussion of suitability (volunteer club level).
- DBS Check.

Only when all of these factors have been considered and approved should an applicant be allowed to commence their role within the club.

Post-recruitment

Upon appointment to any club role a staff member or volunteer must:

- Undertake any training within a specified timescale. Prior to this they should be supervised by another trained person.
- Be made aware of all EIHA policies and sign all relevant forms to confirm their understanding and intention to abide by the policies.
- Be subject to a period of supervision and monitoring, of which they will be made aware, and this should be reviewed by the club's Designated Safeguarding Lead at the end of the period.

DBS checks for someone from overseas

The application process for DBS checks or "Certificates of Good Character" for someone from overseas varies from country to country, and usually involves contacting the relevant Embassy in the UK. Clubs should refer to their Regional Designated Safeguarding Lead in the event that such a check is required.

Duty to refer to DBS

Organisations who employ individuals, paid or unpaid, who carry out regulated activities are known as a Regulated Activity Provider (RAP). Under the Safeguarding Vulnerable Groups Act 2006, any RAP has a legal obligation to refer an individual to DBS when there are concerns that someone has either caused harm or has the potential to cause harm to vulnerable groups.

Referrals to DBS **must** be made when both conditions are met:

Condition 1: Permission for a person to engage in regulated activity with children and/or adults at risk. Or the person is moved from or leaves work which is regulated activity to avoid permission being withdrawn (e.g. A teacher resigns when an allegation of harm to a student is first made).

Condition 2: It is believed that the person has:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or adult at risk or put them at risk of harm.
- Satisfied the harm test in relation to children and/or adults at risk. For example, there has been no relevant conduct but a risk of harm still exists to a child or adult.
- Been cautioned or convicted of a relevant offence (automatic barring either with or without the right to make representations).

If a Club Designated Safeguarding Lead becomes aware of any matters which might require referral to the DBS they should contact the Regional Designated Safeguarding Lead for further advice.

Guidance on obtaining DBS Checks through Vibrant Nation

The DBS process must be completed by the Club Designated Safeguarding Lead (DSL). In the event that a club does not have a DSL at the point when DBS checks are required, the Club Chair should contact the Regional Safeguarding Lead for support.

- Before creating a new check on the Vibrant Nation system the DSL should check all required documents in person. This must not be done via any electronic means (WhatsApp, email Facetime etc). Details of the required documents can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>.
- Obtain the applicant's email address, as this is required for Vibrant Nation to send them a link to complete the application after it has been created by the DSL.
- Logging in: You will then be asked for 3 characters from your memorable information. The next screen allows you to select your club, you have three options on this page, Customer Search, My details and Log Out. In Customer Search screen click on the pencil next to your club.
- The following screen has more options, which include 'add a new DBS', click this button and it will take you to the application stage, titled create a new DBS.
- Add job description: Scroll right down until you get the volunteer options, then select the appropriate role. e.g VOL match official, VOL Coach child and VA, VOL Team manager. For DSL roles, choose VOL Match Official for a DSL.
- Fill in the club name.
- Select Child work force.
- Select Enhanced .
- Select entitled to know whether the person is registered on the children barred list (not adult).
- Select no under working at home address statement.
- In the box regarding subscription self the first button 'subscribes'.
- Complete applicant's surname and forename. This must be exactly how they appear on the individual's documents, including any middle names.
- You will need to create a username. You may wish to use a format such as: the individual's initials and the date of the application.
- Then click for an auto generated password. Make a note of the username.
- Add the applicant's email address.
- Press create application.
- The applicant will then be sent an email with a document to complete.
- You can check the status from your customer search screen.
- Once they receive their certificate. Check it in person. This must not be done via emails, photocopies or checking via video.
- There should be clear watermarks when held up to the light, no signs of tampering and all disclosure sections should state NONE.
- Following these checks please contact the Registration Secretary with the name of the volunteer, the certificate number and date of issue. This information will then be cross-referenced against the data on Vibrant Nation.

- Should the certificate have disclosure information on it, i.e. some boxes do not state NONE, the Club DSL should contact the Regional DSL for further advice.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



RECRUITMENT OF EX OFFENDERS POLICY

Introduction

As an organisation carrying out regulated activity, we require Disclosure and Barring Service (DBS) disclosures to assess applicants' suitability for positions of trust. The EIHA complies fully with the DBS Code of Practice and the Rehabilitation of Offenders Act and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS disclosure or self-disclosure on the basis of a conviction or other information revealed.

The EIHA is committed to the fair treatment of its staff, potential staff, volunteers and potential volunteers and players, regardless of any protected characteristic under the Equality Act 2010.

As The EIHA seeks DBS disclosures on pre-existing volunteers and staff, this Policy will apply equally to those individuals checked retrospectively or re-checked, as well as to new applicants. The EIHA actively promotes equality of opportunity for all those with the relevant skills, knowledge, potential, or experience and we welcome applications from a wide range of candidates including those with criminal records.

All decisions are based on the central principle that the safety of young people and vulnerable adults in our sport is of paramount importance.

Policy

The EIHA can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

We can only ask an individual about convictions and cautions that are not protected.

We only seek DBS disclosures for those positions where a risk assessment has indicated that one is both proportionate and relevant to the position concerned. We encourage applicants or pre-existing post holders to disclose details of their criminal record at an early stage. This disclosure should be made to the Designated Safeguarding Lead and will be shared only with those who need to know in order to make decisions about recruitment. Failure to disclose relevant convictions may result in an individual being asked to leave their position.

The EIHA ensures that those involved in making decisions about any concerns arising from DBS disclosures have been suitably trained to identify and assess the relevance and circumstances of offences. The EIHA also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

The EIHA and Clubs utilise the Vibrant Nation DBS Service, through which DBS disclosure results can be accessed online. The EIHA is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in a Disclosure and Barring Service, is used fairly and stored and handled appropriately in accordance with the Data Protection Act 1998. Disclosure information is not kept on an applicant's personnel file; it is stored separately and securely and is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. Data held on file about an individual's criminal conviction will be held only as long as it is required for employment purposes, this is generally for a period of six months and will not be disclosed to any unauthorised person. Once the retention period has elapsed, the EIHA will ensure that any Disclosure information is suitably destroyed by secure means. We may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the recruitment decision taken.

Procedure where a criminal record is present

In the first instance DBS disclosures or self-disclosures will be received by the Club Designated Safeguarding Lead. On receipt of a DBS Disclosure, or self-disclosure which highlights a criminal history which could present a Safeguarding risk, decisions will be referred upwards through the EIHA's Safeguarding structure via the Regional Designated Safeguarding Lead for decisions on clearance. Any matters arising from disclosures will always be discussed with the individual, offering them full opportunity to raise anything they consider relevant.

Until such time as a decision on clearance had been made, the applicant must continue to be fully supervised in their role, or may be suspended should the disclosed offence(s) appear on face value to pose a significant risk.

In deciding on the suitability of an individual for their proposed role, the Regional Safeguarding Lead and National Safeguarding Lead may consider issues such as (but not limited to):

- Age of the applicant at the time of the offence.
- The nature of the offence – eg seriousness, sentence, plea.
- Relevance of the conviction to the position for which clearance is required.

- Length of time since the offence.
- Any pattern of offending.
- Any rehabilitative work completed.
- Details of the circumstances surrounding the offence.
- How their circumstances have changed since the offending.

The individual may also be asked to provide:

- Character references.
- Details of their work/volunteering since the offence.

Where necessary the EIHA will seek the advice of a qualified independent advisor to assist with assessing the suitability of an individual for any role. This may result in a conditional acceptance, subject to additional safeguarding measures.

Possible outcomes where criminal convictions have been disclosed

When the assessment process has been completed, the individual will be formally notified of the EIHA's decision and this will also be made known, in due course, to the Club Designated Safeguarding Officer, who will share it only with those within the club who need to be aware.

The EIHA recognises the considerable value of the contribution of volunteers to our sport. Wherever possible we will enable the individual to contribute their time and skills, but this will always be dependent on a full risk assessment having been carried out. This may mean a conditional acceptance, subject to additional safeguarding measures. Where this is the case the measures will be detailed in writing, and a review period set if appropriate.

Unfortunately, in the event of concerns being too great, and/or it being impractical to implement proportionate safeguarding measures, an individual may be declined a role within the club.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



TRAINING REQUIREMENTS FOR CLUB OFFICIALS

The EIHA requires all club officials to undertake EIHA training requirements as in line with their role. This includes: all relevant but not limited to safeguarding training.



ADDITIONAL POLICIES

1. Junior Anti-Bullying Policy
2. Changing Room Policy
3. Collection of Children Policy
4. Electronic Communication And Social Media Policy For Junior Clubs
5. Equality, Diversity & Inclusion Policy
6. Live Stream Broadcasting Policy
7. Missing Child Policy
8. Photography and Filming Policy
9. 'Playing Up' Policy
10. Social Media Advice for Junior Players
11. Social Media Policy for Parents
12. Social Media Policy for Volunteers
13. Transgender Inclusion Policy
14. Transport and Supervision of Children Policy
15. Whistleblowing Policy
16. Discrimination Policy



JUNIOR ANTI-BULLYING POLICY

Introduction

The EIHA is committed to providing a caring, friendly and safe environment for everyone taking part in our sport. Bullying of any kind is unacceptable within our sport. If bullying does occur, children and parents/guardians should feel confident to report it, and that it will be dealt with promptly and effectively.

It is recognised that bullying is not uncommon amongst children, and would encourage clubs to take an active role in managing and addressing such behaviour at the earliest opportunity and lowest possible level, utilising advice from the Regional Safeguarding Lead to decide when to escalate the response beyond informal intervention.

Where bullying is being committed by an adult towards a child, we would always define this as abuse, and it should be dealt with as such.

Guidance

What is bullying?

Bullying is generally defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face to face or through cyberspace.

Bullying can be:

- **Verbal:** Name calling, persistent teasing, mocking, taunting, and threats.
- **Physical:** Any degree of physical violence, intimidating behaviour, theft, or intentional damage of possessions.
- **Emotional:** Excluding people, tormenting, ridiculing, humiliation, setting up, spreading rumours.

- **Cyber bullying:** Misuse of digital technologies to bully a person or group. This might be through the use of messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

Bullying is typically based on a perceived difference, and causes can include:

- **Racist:** bullying based on ethnicity, skin colour, and language, religious or cultural practices.
- **Homophobic:** bullying based on a child's sexuality.
- **Gender / transphobic:** bullying related to gender identity.
- **Disablist:** bullying based on a child having special educational needs or disabilities.
- **Sexual:** unwelcome sexual advances, comments that intended to cause offence, humiliation or intimidation.
- **Discriminative:** bullying based on any perceived weakness or difference. This could be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability. It could also be factors surrounding the way someone looks or the clothes they wear, their family and social situation, hobbies and interests.

Bullying can occur between: an adult and child, children, a parent/guardian and their own child.

Examples of bullying in sport could be:

- A parent/guardian or coach who places a child under excess pressure.
- An official who places unfair pressure on a child.
- Abuse of a person because of a high or low level of ability.

Cyber Bullying is the misuse of digital technologies or communications to bully a person or group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

Behaviour which is classed as cyber bullying includes:

- Abusive comments, rumours, gossip and threats made over the internet or using other digital communications, this includes internet 'trolling'.
- Sharing pictures, videos or other personal information without the consent of the owner and with the intent to cause harm and/or humiliation.
- Hacking into someone's email, phone or online profiles to extract and share personal information or to send abusive or inappropriate content while posing as that person.
- Creating specific websites that negatively target an individual or group, typically by posting content that intends to humiliate, ostracise and/or threaten.
- Blackmail, or pressurising someone to do something online that they do not want to do, such as sending a sexually explicit image.

Some cyberbullying activities could be criminal offences under a range of different laws, including the Malicious Communications Act 1988 and the Protection from Harassment Act 1997. Whilst our clubs and organisations can commit to ensure that club websites and club social networking sites are being used appropriately and deal

with any bullying behaviour on these platforms it becomes more challenging when behaviour being reported is happening outside the environment of the club. Clubs have no powers to investigate or intervene in bullying taking place outside the club environment.

Parents/carers and players can be directed to take practical steps, such as taking screenshots as evidence, and accessing resources such as the NSPCC, Kidscape, and Childline for further advice.

Signs and indicators of bullying

A child may not always ask for help or express their concerns, however there may be signs or behaviours that indicate they may be being bullied. Staff and volunteers should be aware of these signs and raise concerns with the Club Designated Safeguarding Lead. Many of these indicators are similar to those presented in other types of abuse, making careful observation and investigation essential.

A child might

- Be unwilling to go to club sessions.
- Present as withdrawn, anxious, or lacking in confidence.
- Feel ill before or during training sessions or feign sickness.
- Start to drop in their level of training or competition.
- Be reluctant to travel with the club or attend club events.
- Have possessions that go “missing”.
- Have unexplained cuts and bruises.
- Ask for money or start stealing money (to pay the bully).
- Be frightened to say what is wrong.
- Become aggressive, disruptive or unreasonable.
- Develop a stammer or other speech impediment.
- Begin to bully other children or siblings.
- Stop eating, over eat, or develop issues with their appetite.
- Attempt or threaten suicide or begin to go missing from home or other locations.
- Give improbable excuses for any of the above.

Prevention

Everybody within the club has a responsibility to work together to stop bullying. It is mandatory for all clubs to adhere to the EIHA's Codes of Conduct, which all parents/carers and Junior players must sign and understand.

Why is it important to respond to bullying?

Bullying is known to have effects on children's health and development and cause them significant harm (including self-harm). The EIHA believes that everybody has the right to be treated with respect. Individuals who are bullying others need to learn different ways of behaving.

Most bullying incidents are not crimes. But some types of bullying are illegal and should be reported to the police. This includes bullying that involves violence, assault and theft; harassment or intimidation over a period of time including calling someone names or threatening them, making abusive phone calls and sending abusive emails or text messages (one incident is not normally enough to get a conviction); and anything involving hate crimes.

Procedures

Incidents or concerns of bullying should be reported to the Club Designated Safeguarding Lead (DSL). The DSL will decide whether the matter is one of Safeguarding, or whether it should be dealt with as an alleged breach of Code of Conduct or progressed as an anti-bullying matter. Where appropriate that Regional Safeguarding Lead will be contacted.

Where the matter is determined to be a 'simple' case of bullying, the following measures can be implemented:

- Parents/guardians should be informed and may be asked to come to a meeting to discuss the problem.
- Attempts will be made to help the bully to change their behaviour.
- Subject to satisfactory participation by the bully in anti-bullying interventions, and with consent of all parents/carers, try to reconcile the parties by bringing them together. A genuine recognition of the effects of their behaviour and an apology may solve the situation.
- Record the outcome of the reconciliation attempt and advise the parents/guardians of that outcome. If reconciliation fails, is deemed inappropriate in the situation or parents/guardians don't agree to a reconciliation attempt then more formal action may be required.

Anti-bullying resources, which can be undertaken as an off-ice activity with the whole group can be found here: www.thecpsu.org.uk/media/390869/Anti-bullying-activities-2017-update.pdf

Formal anti-bullying procedures

If bullying is seen to continue despite best efforts to stop the behaviour, or the child or parents/carers refuse to participate in informal resolutions, the club may initiate disciplinary action. In these circumstances the Club DSL should refer to the Regional DSL for support.

Bullying matters will be formally investigated by a panel of three officers from the club officers/committee. This should include the Club DSL. Ideally these will be people to whom the children in question are not personally known. Where there is a conflict of interests, the Regional DSL will form part of the panel.

The panel will meet with the child and their parent/guardian alleging the bullying. Allow the child to explain in their own words what has been happening so that full details of the allegation are known. The panel will need to know when and where this has been happening, by whom and whether they think anyone witnessed the behaviour. If the

child does not feel comfortable talking to the panel even with the support of their parent/guardian the child should be allowed to give a written account in their own words. The child's parent/guardian to then provide this account to the panel. If there were any witnesses the same panel to speak to them to determine what they saw and any other information they have. If the witness is a child the panel to make that contact via the parent/guardian.

The panel will also meet with the alleged bully and their parent/guardian to put the allegation to them and allow them the opportunity to respond to the allegation in their own words. Again, written statements can be accepted if appropriate. If the bullying is admitted then the panel can make decisions immediately on appropriate actions. If the bullying is denied the panel will need to consider and form a view on what is alleged on the balance of probabilities. This view will be formed on all the available information gained by the panel from all sides, previous concerns and knowledge of the parties involved. At all stages minutes should be taken for clarity and agreed by all as a true account.

Potential club actions if bullying is found:

- An apology from the bully and an agreement on future behaviour.
- A formal behaviour contract and ongoing monitoring to prevent repeated bullying.
- Disciplinary action such as a written warning, temporary suspension or permanent exclusion.

The club should ensure all actions are recorded and that all parties are kept informed on what is happening and the outcomes.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



CHANGING ROOM POLICY

Introduction

The aim of this policy is to provide coaches, managers, parents and players with 'safe practice protocols' regarding conduct in changing rooms for the safeguarding of children. Whilst this list is not exhaustive it will serve as a basic guide. Where additional, specific, guidance is needed at club level this should be sought from the club's Safeguarding Officer, and referred up through the EIHA's regional and national Safeguarding structure as required.

Clubs are expected to operate changing room facilities with a common-sense approach and protect the dignity of all players using the newly adopted 'HAD' assessment. Does this situation I am faced with cause 'Harm, Alarm or Distress' to a team or player within the changing room.

Policy

All children and young people (players) using changing rooms will be supervised by two members of Club staff who have current enhanced DBS disclosures. The supervision can be from inside or outside of the changing room, with the door remaining open. From season 22/23 off ice officials will be required to be registered with the EIHA as a Coach, Manager, DSL, RDSL or off-ice official and visibly display their EIHA badge at all time.

Children should be supervised at all times within changing rooms or around public areas of rinks.

In terms of skins being on or off whilst changing, this is a policy decision at club level to be agreed by the EIHA Safeguarding Director. It is good practice that players who identify as female, change in a separate changing rooms (not public toilet), to those who identify as male and those who identify as gender fluid may make their own decisions as where to change. Where separate gender changing rooms are chosen not be used by the players, skins must be worn at all time in the changing rooms – skins are defined as cycling shorts or leggings no shorter than mid-thigh and vests or

t-shirts that cover the chest are down to the waist. Players cannot walk around outside of a changing area in their underwear which includes bras., this also applies to mix gender changing rooms.

Junior players who chose to shower must not do so in a changing room area where their team mates are present of a different gender– officials must not be in a changing room while players are showering, but can stand at the door with the door closed.

Overly loud music in changing rooms is not conducive to providing a safe and friendly environment for children especially those who have sensory needs. Inappropriate music must not be allowed in the presence of players this includes music with words or connotations that are considered: homophobia, racist, sexist or swearing.

Separate facilities much be made available for mixed gender teams if they are requested.

In line with the EIHA's Transgender Inclusion Policy, the following approach will be taken with regards to transgender players and staff: 'Players and staff must be accommodated according to the gender role in which they are living full time. We recognise that this may present difficulties arising from others feeling uncomfortable with an unfamiliar situation. In these circumstances education and awareness raising must be implemented by the club to avoid any discrimination, exclusion or isolation taking place.'

Parents do not have an automatic right to be present in the changing room without the express permission of the team manager.

If a young person is uncomfortable changing, no pressure should be put on them to change. No young person will ever be required to share changing facilities if they do not feel comfortable to do so. However, clubs are expected to explore why a player is not comfortable and make reasonable changes to support them being able join their team in a changing room.

Adult staff (e.g. coaches, physios, match officials, other volunteers) must not change or shower at the same time using the same facility as the players.

It is preferable that players do not change in public places, such as skate hire areas or seating areas within arenas.

Whilst every effort should be made to accommodate safe changing spaces for young people it may be necessary for establishments to offer a mutually agreed changing space. This should be in accordance with the points raised earlier. In changing spaces players must be protected from harm, embarrassment and ridicule from the public and opposition team and under no circumstances remove skins top or bottom.

In the event of a child having to return to the changing room through injury or exclusion from the game they should be accompanied by their parent or guardian and a member of the EIHA registered supervisory team (Coach, Manager, off-ice support).

It is not acceptable for junior players under the age of 16 to share changing facilities with adult teams unless given separate changing times. A common-sense approach should be deployed for under 18 players. All players under 18 fall within child safeguarding protocols.

Where a member of a Junior team will turn 18 during the season all other team members will be required to sign a Changing Room Consent Form.

In the case of mixed aged teams or Junior players 'playing up' in adult teams, the Club must have consent from parents/guardians that their child can share a changing room with adults. A responsible person should be present at all times to monitor the welfare of the young person. Reference should also be made to the Playing Up Policy.

Mobile phones and other devices with recording or photographic capabilities should not be used in the changing rooms where children are under the age of 18. Players should leave devices with their parent or guardian.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



ELECTRONIC COMMUNICATION AND SOCIAL MEDIA POLICY FOR JUNIOR CLUBS

Introduction

The aim of this policy, which applies to club and officials within the context official business, is to provide junior hockey clubs with guidance regarding their use of social platforms, and their communication with junior players aged under 18. The purpose of this is twofold. Firstly to ensure that volunteers and staff do not leave themselves or the club open to any allegation of misconduct, and do not bring the club or the EIHA into disrepute. Secondly, to minimise any circumstances in which junior players could be left exposed to any risk of grooming, exploitation, or abuse.

Clubs are expected to uphold the EIHA's values and standards of conduct in their social media usage.

Social media in this context includes:

- Social media platform e.g. Bebo, Facebook, Piczo, Hi5, WhatsApp and MySpace.
- Micro-blogging services e.g. Twitter.
- Video-sharing services e.g. You Tube.
- Photo-sharing services e.g. Flickr, Snapchat.
- Online games and virtual reality e.g. second life.
- Blogs and fora such as THF.

The EIHA recognises the benefits of being able to communicate quickly and effectively with players and parents through electronic media, but also for this to be done utilising methods and platforms which offer the greatest protections for all involved.

Social media policy

- All social media accounts and messaging platforms must be password-protected if possible and at least 2 members of designated administrators will have access to each account and password.

- The account will be monitored by at least two designated administrators, in order to provide transparency, who will have been appointed by the club's committee.
- The administrators must not 'friend' or 'follow' junior players or parents using the club's account.
- Social media should not be used as a medium to criticise players, other volunteers, clubs, facility providers or organisations involved in ice hockey.
- Uploading of photos or video should be in line with the EIHA's guidance on photography and video and with the full consent of those featured and their parent/carer.
- The account should not be used to post items that could reflect negatively on the Club/EIHA or otherwise embarrass the Club/EIHA, including comments or other posts about drug or alcohol abuse, discriminatory, abusive, obscene or other inappropriate language, content or insults.
- Club social media should not be used to engage in any conduct that would not be acceptable at the Club's events or while in the presence of the Club's members.
- Any use of social media should respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
- Administrators should avoid any form of bullying, including cyber-bullying.
- Administrators should monitor any comments made on the account by visitors on a regular basis, and remove any which are incompatible with EIHA policy and values. In the event that a club member had breached any codes of conduct or policies, evidence should be retained and the relevant disciplinary actions or intervention measures should be taken.
- Confidential information about the Club, players other volunteers or anyone else (such as facility providers) should not be shared.

Communications Policy

- It is inappropriate for coaches or volunteers to communicate on a one to one basis with junior players by: text message/e-mail/instant messaging or through social networking sites.
- Instant messaging systems should not be used to communicate with junior players under any circumstances.
- Coaches and other volunteers should not personally hold the mobile phone number or email of any junior players. This includes use of applications such as WhatsApp where a user's number is displayed and visible to a group.
- Mobile numbers of junior players may be held securely by the club for use in an emergency, such as if the child goes missing from a club event and the parent/carer is not present.
- Coaches can hold the phone numbers and email addresses of parents/ carers, with their consent, in order to get messages to players. It is then the responsibility of the parent/guardian to inform the player.
- When sending bulk email use blind copy (Bcc) facility so addresses are kept private.
- Clubs using Facebook as a forum for members are advised to use a closed group. They should only accept members of the club as members of the group. This must be stated on the group and the group must be set up for that reason. Coaches are reminded that ALL social networking websites are restricted to people aged 13 years and over, this restriction must be adhered to.

- Clubs may wish to consider the use of dedicated apps, designed for this purpose, such as Teamstats, or TeamApp which have built in safeguarding and privacy options and can be set up for full parental involvement.
- All communications via any club channels must relate only to club-related matters.
- All club officials must not have any player under the age of 18 on their personal social media platforms.
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Any breaches of this policy may be considered misconduct and be investigated under safeguarding or misconduct procedures.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
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Adopted on	
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Last reviewed	
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EQUALITY, DIVERSITY AND INCLUSION POLICY

We, at the English Ice Hockey Association (EIHA), are committed to providing an environment which seeks to encourage an open and diverse community. This is reflected in our values and behaviours where we respect the rights and dignity of all people whatever their background.

By consistently living our values we seek to eliminate those things that undermine or are harmful to anyone involved in the activities of the EIHA. We therefore believe that unlawful discrimination, intimidation, or harassment of anyone connected with the EIHA, specifically related to their race, religion or belief, age, gender reassignment, sex, sexual orientation, disability, marital or partnership status or maternity and pregnancy cannot be tolerated. In addition, we strive to advance equality of opportunity and foster good relations between all people within the EIHA. As an organisation we will provide an environment where people can address and debate differences and constantly reflect on practices.

The EIHA recognise that our business practices, decisions, and actions have the potential to impact disproportionately on certain groups or individuals and will therefore review relevant key policies and practices as well as major business changes. The EIHA will constantly reflect on our activities and be open and transparent about changes that have a major effect on our members.

The EIHA aspire to be recognised by our communities and nationally, as an organisation that leads the way in publicly promoting the value of diverse cultures and our belief that these different experiences make our organisation a better place to play the sport, we all love.

The aims and objectives of this policy will be addressed throughout all workings within the EIHA.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with: Barrie Archer	
Adopted on	04/05/2021
Last reviewed	04/05/2021



LIVESTREAM BROADCASTING POLICY

Introduction

With the introduction of the Pixelot system all clubs will have the ability to film, live stream and upload game material. No club is to publish any material of a person under the age of 18 if they have been advised that there is a child with a safeguarding protection need taking part in that game without the express permission of all teams involved. Clubs may upload those games to secure locations for training purposed only which must not be shared outside of the club.

‘Livestreaming’ relates to the live broadcast of video images via the internet. In the context of Ice Hockey, this will typically relate to games being broadcast online. Whilst the EIHA recognises the value of this in allowing wider audiences to engage with our sport, we also have a duty of care to highlight and manage the risks this media presents to children and vulnerable adults who are participating in Ice Hockey.

Some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example, if a child and their family have experienced abuse they may worry about the perpetrator tracing them online. Or those who choose not to have contact with some members of their family for whatever reason may decide to minimise their online presence.

It is also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential dangers and put appropriate measures in place. Live streams, in particular, can be both unpredictable and hard to moderate.

Whereas you may be able to manage photography, when it comes to one individual declining consent, a live stream cannot be edited or filtered to avoid an individual and therefore livestreaming cannot go ahead without the consent of the parent/carer of every child taking part.

The EIHA gratefully acknowledges the resources for best practice made available by the NSPCC’s Child Protection in Sport Unit.

Principles

- The interests and welfare of children taking part in sporting activities is paramount.
- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used.
- Children and their parents/carers must provide written consent for their images to be taken and used.
- Consent is only meaningful when children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

What are the potential risks associated with filming or photographing children?

- The identity / whereabouts of a child or family being traced by someone they wish to avoid contact with for any reason.
- Images which are shared online being altered and/or misused by unknown people who gain access to them.
- Images which are shared online being used to identify and groom children / families for abuse or exploitation.

How can we minimise these risks?

In advance of the live streaming event

- The host club must inform opponents at least 5 days in advance that they wish to live stream or upload for public viewing their match.
- The host club are responsible for ensuring the visiting team are aware of the intention to live stream. Clubs should complete and send the EIHA Live Streaming Consent part 1 to outline the details of the live stream proposal. This will enable their opponents to check that consent will be given by all members of their team and to inform the host club of any objections.
- Written consent must be obtained from the parent/guardian/carer of all children, young people, or vulnerable adults who are to be filmed.
- Written consent must also be obtained from anyone in your recording that is not part of a crowd and is easily recognisable, such as the match officials.

If **any** individual in these groups refuse to consent, the live stream cannot go ahead.

Live streaming means that you are not able to edit/review your video content before it is uploaded. Live streaming can therefore be both unpredictable and hard to moderate. In some instances, it can lead to accidentally sharing more information than you intended. Clubs should be aware that their safeguarding responsibilities require them to ensure adequate privacy protections are in place to keep content safe from exploitation or sharing and to remove inappropriate content or messaging.

At the start of the season the club should choose a live streaming platform that will be used to stream games, in order that the person responsible can familiarise themselves with the platform to understand how it works, how it is set up and what security/privacy

settings can be placed on the stream. You should always ensure that you can prevent your streams from being distributed or embedded.

It would be best practice to put up posters around the venue to make the spectators aware that live streaming will be taking place. This does not need to be detailed but should make spectators aware if the crowd might feature on the livestream, and who to speak to about any concerns. Clubs may also wish to consider setting up a separate seating area for people who do not wish to be filmed.

During the event

- The live stream will need to be monitored throughout its whole duration.
- The live stream should be stopped immediately in the event of the welfare of any child, young person or vulnerable adult is put at risk. This would include audible bad language, abuse or fights.
- Comments and use of the stream should also be monitored and any individual blocked or banned if inappropriate comments/use are made.

Don't stream for longer than needed

- Streaming should only begin a maximum of 5 minutes before the game faces off. This helps to prevent individuals getting hold of the stream and distributing it in unauthorised ways before the event starts.

Be prepared to take the live stream down

- Being prepared to take the stream down at any minute is vital. If the moderator identifies any inappropriate use of the feed or feels that the welfare of the individuals involved is at risk, they must stop the stream immediately.

Focus on the game itself and not the individuals

- The footage should be of the overall game itself and not be singling out individuals throughout the whole game. Keeping the stream as general as possible helps in protecting children, young people, and adults at risk from unwanted attention which can lead to them to be easily identified by individuals who may wish to harm them or identify them outside of the event.

After the event

Ensure the stream has ended

- Those managing the live stream must double check that it has actually ended. This avoids the risk of unintended or inappropriate footage being streamed.

Remove/Send/Download/Post the live stream

Depending on what has been indicated on the live stream consent form, the Club should take the appropriate steps to comply with the agreement.

Remove – The club has stated that it will remove the live stream totally and keep the footage private after it this has been done.

Send – The club has obtained consent of everyone involved to share the recording with the individuals that were involved within the live stream, such as the players and coaches, to use in coaching or team development.

Download – The club has obtained consent of everyone involved to download the video and keep the footage on file for future use.

Post – The club has obtained the consent of everyone involved to post the video on more platforms than it was streamed on (e.g. a club's YouTube channel).

The EIHA does not recommend posting livestream footage to internet platforms due to the more permanent nature of this, and the increased potential for misuse. In particular this may give adults intent on grooming and abuse the opportunity to study the footage and identify potential victims.

It can be difficult to keep ownership or control of a video once it has been posted on the internet. The video may be copied or reposted without your knowledge and it can then become difficult to remove every copy online. Along with other social media platforms, YouTube has a private messaging function where users can send each other messages and videos.

Take statistics from the live stream

Depending on your live streaming platform you may be able to take some statistics from the live stream such as:

- Overall number of viewers.
- How long the viewers watched for.
- Location of the viewers.
- Gender and age of the viewers.
- Any noticeable trends and reactions to the stream.

Taking these statistics can provide you with some great insight into the stream and may assist you in improving your live streaming in the future.

Poor safeguarding practice

With any form of photography, video and use of images there is always an inherent risk when children, young people or adults at risk are involved. Being aware of poor practice when it comes to photography, images, video, and live streaming will aid you in being able to spot it and change it instead of not being aware of being unsure and it is going ahead improperly.

Focusing on individuals

The EIHA Guide for Using Images of People (2015) guidance notes that including a child's personal information – such as the name on their shirt- alongside their general image can make them identifiable. Therefore focusing on specific individuals for long

periods of time can lead to them becoming vulnerable to individuals looking to locate, contact or 'groom' children for abuse.

The focus on the team and the game is paramount to safe live streaming.

Never live stream from private areas

Live streaming should always take place in a public area. It shouldn't take place from any private areas within a facility such as a meeting room or the changing rooms. Keeping the stream set on the game and in the main venue allows for transparency and adhering to best practice when it comes to photography, video and images of children or vulnerable adults.

Too much information on the live stream

Other details identifying the sports organisation, team or club, can be used to groom a child or vulnerable adult. Advertising alongside the live stream the venue name, team names, individuals' names involved in the game can potentially lead to individuals being identified by unwanted individuals e.g. an estranged parent due to previous concerns about domestic violence.

Leaving the stream unattended or not monitored

Leaving the stream unattended or not monitored allows for standards to drop, inappropriate behaviour to creep into the live stream and potential unsuitable use of the live stream. Having it monitored and attended ensures that standards of practice around the live stream are kept high, the use of the stream is used for its intended purpose and if there is any inappropriate behaviour or misuse occurring it can be addressed swiftly.

Penalties for non-compliance

It is essential that all affiliated Junior Ice Hockey Clubs follow the requirements listed in this Policy if they are considering introducing live streaming to EIHA Junior Section league games or other competitive tournaments.

Failure to comply with this EIHA Policy will result in the following penalties being applied:

- For live streaming a EIHA Junior Section game when consent has not been requested or has not been given by all participants – the match will be forfeited and the game points will be awarded to the visiting team. The EIHA will take immediate disciplinary action against the responsible Club Official(s) to reflect the serious nature of the violation.
- For persistent non-compliance – In addition to immediate disciplinary action against the responsible Club Official(s), the offending Club may also be subject to a 10 point deduction for each of their registered Junior League teams.

Unauthorised or concerning photography or filming

If a volunteer or staff member notices an unknown or unauthorised person photographing or filming any session or event they should note the person's description and contact the rink manager to make relevant enquiries and ask the person to leave the premises if appropriate. The Designated Safeguarding Lead should be made aware.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



MISSING CHILD POLICY

Introduction

It is hoped that no child will ever go missing from a sport activity. If they do, remember most children are found within a few minutes of their disappearance. This policy should be followed if any child leaves a training session and the coach, or those responsible for the activity, do not know their location and where it is not confirmed that their parent or guardian is aware of their location.

Policy

If a child for whom your organisation has responsibility goes missing, the following actions should be taken:

- Ensure other young people are looked after appropriately while you organise a search for the missing young person.
- Inform the young person's parents/ guardians if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child, asking for any information they may have.
- Either the parent/guardian or the club should try and contact the child on their mobile phone.
- Divide up available responsible adults to search specific areas. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the facility's grounds.
- Request that all those searching report back to you or to a nominated adult at a specific location and time. Record who searched which areas.
- This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing they were wearing, and where they were last seen, as this will be required by the police.

The police should be contacted **as soon as** it is established that the child is not in the building or immediate vicinity and **no later** than 20 minutes after the child's disappearance is noted, even if the search is not yet complete.

- The police may recommend further action to be taken before they get involved; you should follow any guidance they provide.
- If the police decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents/guardians, searchers and police if by then they are already involved.
- Inform the Club Designated Safeguarding Lead as soon as possible, even if the child is found within a short time and the matter is safely concluded.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



PHOTOGRAPHY AND FILMING POLICY (JUNIOR CLUBS)

Introduction

The EIHA acknowledges that photographic and video evidence can be used to celebrate success and support training and development of players.

It is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. Equally, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example, if a child and their family have experienced abuse they may worry about the perpetrator tracing them online. Or those who choose not to have contact with some members of their family for whatever reason may decide to minimise their online presence.

It is also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential dangers and put appropriate measures in place.

The EIHA has a specific policy governing the use of Live-Streaming, and this should be consulted where relevant.

The EIHA gratefully acknowledges the resources for best practice made available by the NSPCC's Child Protection in Sport Unit.

Principles

- The interests and welfare of children taking part in sporting activities is paramount.
- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used.
- Children and their parents/carers must provide written consent for their images to be taken and used.

- Consent is only meaningful when children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

What are the potential risks associated with filming or photographing children?

- The identity / whereabouts of a child or family being traced by someone they wish to avoid contact with for any reason.
- Images which are shared online being altered and/or misused by unknown people who gain access to them.
- Images which are shared online being used to identify and groom children / families for abuse or exploitation.

How can we minimise these risks?

- Parents/carers/children only give consent for photography/filming when they are fully aware of the risks and how and where the images will be used and/or shared. A consent form should be signed by all parents/carers and by children old enough to be asked for their own consent.
- Names, ages or other identifying information should not accompany any published image.
- Children are not photographed in kit which might make them identifiable, or images are edited to remove such information.
- Images should positively reflect children's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
- Images should only feature children who are fully dressed.
- Parents/carers are asked to avoid, where possible, capturing children other than their own in images, and if they do so, not to share those images without the consent of relevant other parents, or to obscure the faces of any other children.
- Volunteers, children, parents and carers notify the Club DSL if they have any concerns about images which are being captured, or any misuse of images.
- Recordings made for training analysis should be deleted when they are no longer required.
- If at any time a player or parent withdraws consent for images to be used then all images featuring them should be destroyed or securely archived to avoid inadvertent or accidental use at a later date.
- Do not reuse old images where it is unclear whether up to date consent is held for their use.

Photography and/or filming for wider use

If people such as local journalists or professional photographers wish to record an event and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- The name and address of the person using the camera.
- The names of children they wish to take images of (if possible).
- The reason for taking the images and/or what the images will be used for.

- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Club Designated Safeguarding Lead should verify these details and decide whether to grant permission for photographs/films to be taken. Consent must be obtained from the children (and their parents) who are the intended subjects of the images and their parents and the photographer must also be informed of anyone who does not give consent.

Images captured should be checked and approved by the Club DSL before being used.

Any authorised photographer should be issued with identification which should be worn at all times and returned to a designated club official at the end of the event. Measures, such as a specific colour coding for different sessions or events, should be used and regularly changed, to prevent unofficial replication of identification.

Clubs should be aware that Copyright of any images taken by external photographers will belong to the photographer (or their employer if they are taking the photographs in the course of their employment). Commissioning or paying for photography does not alter this position unless this is specified in the contract.

Unauthorised or concerning photography or filming

If a volunteer or staff member notices an unknown or unauthorised person photographing or filming any session or event they should note the person's description and contact the rink manager to make relevant enquiries and ask the person to leave the premises if appropriate. The Designated Safeguarding Lead should be made aware.

Other considerations

Images involving Junior players may also feature adults (coaches, volunteers, referees etc) and consent must be obtained from everyone who features in the image before it is published or used for any purpose.

If you are taking images at an event attended by large crowds, such as the conference finals, this is regarded as a public area so you do not need to get the permission of everyone in a crowd shot. People in the foreground are also considered to be in a public area, however, we suggest that photographers address those within earshot, stating where the photograph may be published and giving them the opportunity to move away.

Remember that photos and video are classed as 'data' for GDPR purposes and must not be processed for any other purpose than they were originally collected for (e.g. a photo taken for a membership card cannot then be used for promotional or other purposes).

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:

Adopted on	
Last reviewed	



JUNIOR 'PLAYING UP' POLICY

Introduction

'Playing up' refers to situations where a junior player joins a team with players who are older than his/her chronological age. Conversely 'playing down' would refer to any situation where an older player were to be placed in a team with chronologically younger players.

The EIHA recognises that 'playing up' can be beneficial for the skills development of junior players, but 'playing down' is not approved or condoned by the EIHA. This is primarily on the basis of maintaining fairness to the younger players by not introducing a player who may have considerably more advanced ability, and also due to the risks of accidental injury, since an older player could be significantly more physically developed than some in the next younger age grouping.

Research supports children between the ages of 5 & 12 participating in a diverse programme of sports and movement, as opposed to an intense specialisation on a particular sport. This means the integration of fundamental movement activities and games focusing on agility, coordination and balance. Coaches should be encouraging children in this foundation phase to also participate in other sports. Early specialisation on one sport can lead to overuse injuries in developing bodies and declining levels of enjoyment.

Traditionally Ice Hockey has taken an approach of 'if they're good enough, they're old enough' in deciding which children should 'play up' and when. The EIHA now wishes to set a clear policy as to the principles that should guide these decisions in order to both safeguard young people in our sport, and create a development structure which creates the best opportunities to nurture talent.

Policy

Determining maturity: Children do not all develop at the same rate, and it can be expected to see children on a maturity spectrum anywhere between 1-3 years either side of the benchmark for their chronological age. Maturity isn't just about physical maturity. Emotional maturity governs children's ability to interact with one another and

handle pressures of the game, mental maturity governs their ability to see the field, understand tactics, and process actions. Hormonal maturity can govern their self-control, and communication styles that influence their behaviour on the ice.

What are some of the reasons why a child should be selected to 'play up'?

- A child is physically more developed than his or her chronological peers, and tends to rely on physicality rather than technique or thought to have success. This player should be challenged by teammates and opponents who are physical equals. Caution: This child may be socially and cognitively behind, and thus exposed to situations that he/she should not be maturity wise. Some children may struggle with tactical development and understanding the movement and interaction of players. Some are not physically ready to perform certain tasks even though they are big.
- A child is technically and tactically so far ahead of his or her peer group that there is no challenge. This child should be given the opportunity to play against players with the same technical ability and guile so that he/she is challenged to perform at a higher speed of thought and action. Caution: If the physical differences are such that a technically gifted child stops playing the game the right way the situation should be re-evaluated. Many players struggle with the physical disadvantage and can develop bad habits.

What are not good reasons for children to be selected for 'playing up'?

- Their sibling or friend is on the older team and it would be more convenient for the parent(s).
- They prefer the coach of the other team (it's good to learn from a variety of coaches).
- They play up in other sports.
- Their older siblings played up at the same age.
- Their parent is a sponsor / volunteer / friend of a club official.
- The older team is short of players.

How do we take good care of children who are 'playing up'?

- When a child starts playing up, they should be eased into the situation. The speed of play at an older age can significantly ramp up the training and playing load on an athlete. Even if they practice and play the same amount of minutes, overuse injuries can happen if you are not careful.
- We must pay particular attention to those moving from junior teams to playing or training with adults. We acknowledge that the dressing room is an environment where conversation will be adult in nature, and where alcohol may be consumed after games. An assessment of the young person's emotional capacity to be present in this environment must be undertaken by the respective team managers and the Club DSL in conjunction with them and their parent/guardian.

The following table shows the age groups a player can play in:

Age on 31 st August of the playing season	
6	Under 10
7	Under 10
8	Under 10
	Under 12
9	Under 10
	Under 12
10	Under 12
	Under 14
11	Under 12
	Under 14
12	Under 14
	Under 16
13	Under 14
	Under 16
14	Under 16
	Under 18
15	Under 16
	Under 18
16	Under 18
	Seniors
17	Under 18
	Seniors

Procedure

If a coach considers one of their players would benefit from 'playing up' with the next age group they should discuss this proposal with the coach of that team (if different) the player, the parent/guardian, and the Club DSL. In the event that the Club DSL is

also the parent, the Regional DSL should be involved. These discussions should cover the following topics:

- What benefit the child will gain from playing up.
- Safeguarding concerns, such as: exposure to older children / adults; increased risk of injuries; potential pressures and how to recognise signs of pressure.
- Reassurance that there will be no judgement or sanction if the child does not want to play up, changes their mind later, or finds it too much.

All parties should sign the consent form included in this document, alongside any additional relevant forms, such as consent to share changing rooms.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



SOCIAL MEDIA ADVICE FOR JUNIOR PLAYERS

Introduction

The aim of this advice is to provide junior hockey players with guidance on how to keep themselves and others safe when using social media.

The purpose of this is to ensure that players do not leave themselves open to any allegation of misconduct, put themselves or others at risk of abuse, and do not bring their club or the EIHA into disrepute.

The EIHA recognises that the use of social media can be an important means of communication and support, and we do not want to prevent its use, but we do expect players to uphold the EIHA's values and standards of conduct in their social media usage.

Social media in this context includes:

- Social networking sites e.g. Bebo, Facebook, Piczo, Hi5 and MySpace.
- Micro-blogging services e.g. Twitter.
- Video-sharing services e.g. You Tube.
- Photo-sharing services e.g. Flickr, Snapchat.
- Online games and virtual reality e.g. second life.
- Blogs and fora such as THF.

Advice

To keep yourself and others safe online:

- Don't post any personal information online – like your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
- Don't post pictures or videos of other people without their permission.

- Keep your privacy settings as high as possible.
- Never give out your passwords.
- Don't befriend people you don't know.
- Don't request, Friend etc your coach, manager or other person over 18.
- Don't meet up with people you've met online. Speak to your parent or another adult you trust about people suggesting you do.
- Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online. Things you post online can stay there forever or other people may share or screenshot them.
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.
- Don't send friend requests to, or follow, and adults involved with your club, such as coaches or volunteers.
- Don't use your social media to criticise or bully any other players or your coaches and managers.
-

Remember, be SMART online!

- ✓ **S**afe - do I feel safe online?
- ✓ **M**eeting - should I meet someone that I don't know in the real world?
- ✓ **A**ccepting - be careful what you click on!
- ✓ **R**eliable - can you be sure what you read on the internet is true?
- ✓ **T**ell - if something online makes you feel uncomfortable then tell an adult.

Any players who are found to have acted outside this guidance may be subject to disciplinary proceedings within their club.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



SOCIAL MEDIA POLICY FOR PARENTS & CARERS

Introduction

The aim of this policy is to provide parents & carers of Junior Ice Hockey players with guidance regarding their use of social media in relation to club activities. The purpose of this is to ensure that parents/carers do not leave themselves open to any allegations of impropriety, and that junior players are not inadvertently placed at risk.

The EIHA recognises that the use of social media is an important means of communication and support for many people, and whilst not wishing to be excessively restrictive, would ask parents/carers to uphold the EIHA's values and standards of conduct in their social media usage.

Social media in this context includes:

- Social networking sites e.g. Bebo, Facebook, Piczo, Hi5 and MySpace.
- Micro-blogging services e.g. Twitter.
- Video-sharing services e.g. You Tube.
- Photo-sharing services e.g. Flickr, Snapchat.
- Online games and virtual reality e.g. second life.
- Blogs and fora such as THF.

Policy

- Parents/carers are advised to utilise privacy controls on their social media to ensure that their content is restricted to their contacts and cannot be viewed by non-contacts.
- Parents/carers must not 'friend' or 'follow' other junior players on personal accounts on social media.
- Social media should not be used as a medium to criticise or bully, players, other parents, volunteers, clubs, facility providers or organisations involved in ice hockey.
- In line with the EIHA's Policy on Photography and Video, parents/carers are asked to avoid, where possible, capturing children other than their own in images, and if

they do so, not to share those images without the consent of relevant other parents, or to obscure the faces of any other children and any other identifying details (such as names on kit).

- Report to the Club Designated Safeguarding Lead any concerns you may have regarding use of social media by any other volunteer or junior player.
- Parents/Carers should make themselves aware of online risks, such as grooming, through guidance published by organisations such as the NSPCC and CEOP.

Any breaches of this policy may be investigated as a safeguarding incident, and regrettably, could result in the junior player having to be excluded from the club.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



SOCIAL MEDIA POLICY FOR JUNIOR CLUB VOLUNTEERS & STAFF

Introduction

The aim of this policy is to provide volunteers, coaches, and managers, involved with junior hockey clubs with guidance regarding their use of social media. The purpose of this is to ensure that volunteers and staff do not leave themselves open to any allegation of misconduct, and do not bring their club or the EIHA into disrepute.

The EIHA recognises that the use of social media is an important means of communication and support for many people, and whilst not wishing to be excessively restrictive, would ask volunteers to uphold the EIHA's values and standards of conduct in their social media usage.

Social media in this context includes:

- Social networking sites e.g. Bebo, Facebook, Piczo, Hi5 and MySpace.
- Micro-blogging services e.g. Twitter.
- Video-sharing services e.g. You Tube.
- Photo-sharing services e.g. Flickr, Snapchat.
- Online games and virtual reality e.g. second life.
- Blogs and fora such as THF.

Policy

- Volunteers are advised to utilise privacy controls on their social media to ensure that their content is restricted to their contacts and cannot be viewed by non-contacts.
- Volunteers must not 'friend' or 'follow' junior players or parents from personal accounts on social media.
- The EIHA recognises that some volunteers may also be personal friends of players' parents. In these circumstances, communications relating to the club should be kept separate from personal social media contact, and through the designated channels.

- Personal social media accounts should not be used to communicate with junior players.
- Social media should not be used as a medium to criticise players, other volunteers, clubs, facility providers or organisations involved in ice hockey.
- Volunteers should not publish photographs or video of junior players on their personal social media. Where a volunteer's own child is involved in the junior club, any use of personal photo or video is governed by the EIHA's policy on this subject for parents and guardians.
- Volunteers should refrain from posting items that could reflect negatively on the Club/EIHA or otherwise embarrass the Club/EIHA, including comments or other posts about drug or alcohol abuse, discriminatory, abusive, obscene or other inappropriate language, content or insults.
- Volunteers should not use social media to engage in any conduct that would not be acceptable at the Club's events or while in the presence of the Club's members.
- Volunteers using social media should respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
- Volunteers should avoid any form of bullying, including cyber-bullying.
- Social media users should respect differences and appreciate diversity of opinions.
- Volunteers should not use Club or EIHA logos, unless specifically authorised to do so.
- Confidential information about the Club, players other volunteers or anyone else (such as facility providers) should not be shared.
- If you publish content to any website outside of your club, and include reference to your position within the club, then you should use a disclaimer such as: "The postings on this site are my own and do not represent the views of [name of club]."
- Report to the Club Designated Safeguarding Lead any concerns you may have regarding use of social media by any other volunteer or junior player.

Any breaches of this policy may be considered misconduct and be investigated under safeguarding or misconduct procedures.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:

Adopted on	
Last reviewed	



TRANSGENDER INCLUSION POLICY

Introduction

The EIHA is an inclusive organisation, and this policy complements the main Inclusion Policy. This policy relates specifically to people who have the protected characteristic of gender reassignment. Those having this characteristic are usually described as trans or transgender people, terms which embrace a wide range of identities, including those whose sense of self may not fall into the social categories of 'men', or 'women', but may be non-binary falling between these extremes, or they may be a mix of both; and a few are outside the gender spectrum altogether, that is they identify as 'agender'. Others who fall under the term 'intersex' may also have some difficulties in being included in sport. Those who have changed their gender role full-time, in order to align their gender role and expression with their gender identity, are said to have 'transitioned'. A person's gender is entirely separate from their sexual orientation. Trans people may identify as lesbian, gay, bisexual, straight or asexual.

Clubs need to be conscious of this wide variety within the trans community, and be alert to the flexible approach needed so that trans people may be welcomed and included without discrimination, not only as players, but also as managers, coaches, staff members, and in the social life of the Club.

Current estimates suggest that around 1% of the UK population might identify as trans people, including those who are non-binary. This amounts to roughly 600,000 people, and as such it would be reasonable to expect that some will wish to be involved with our sport. This creates a duty for the EIHA and clubs to take steps to accommodate their needs.

Policy

Clubs are required to operate within the standards set within the EIHA's Inclusion Policy, and should utilise the EIHA's codes of conduct to welcome, accommodate and protect trans people who want to take part in Ice Hockey.

Putting into effect the principles of inclusion, dignity, and privacy, requires specialist knowledge, and a willingness to work with the individuals concerned. It is therefore

required that the individual's views must be taken into account at every stage of decision-making with regard to their participation in Club activities.

Use of appropriate names, titles and pronouns is key to the emotional wellbeing of trans people, as it makes them feel welcome and respected. Mistakes should be immediately followed by an apology and correction. Non-binary individuals may use neutral or neopronouns, e.g. they, per, ze, instead of he/she, his/hers. Deliberate use of inappropriate names and pronouns amounts to harassment.

The training of managers and staff will include transgender specific information so that no embarrassment arises, for instance, in respect of use of facilities.

Name Change

In the UK, people can change their name without any legal process. In practice, people may provide a written, signed statement to indicate that they intend to live according to a new name from then on. Sometimes evidence may be provided by way of a Deed Poll or a Statutory Declaration (the latter before a solicitor or magistrate in court). A doctor's letter may also be used, but all these documents have to be paid for, and Clubs should not be putting trans people to unnecessary expense. Sometimes, where identification is sought, a Passport or Driving Licence may be presented. The issue of name change for a player will be discussed with the manager or Designated Safeguarding Lead and relevant privacy provisions will apply.

Privacy

Where people have changed their gender role before joining the club, they may have already obtained a Gender Recognition Certificate (GRC). This gives them, for all purposes, the legal gender status which matches their gender identity. A GRC does indicate that the person has already lived in the affirmed gender role, for at least two years, and intends to continue doing so.

It is inappropriate to ask if a person has a Gender Recognition Certificate (GRC) as this breaches the person's privacy and may be considered to be harassment. The majority of trans people do not have one, but those who do, may choose to offer this as proof of their name and gender status. Trans people whose birth was registered in this country automatically qualify for a new birth certificate when they obtain a GRC. However, birth certificates should not be requested or required. Any copies of legal documents that are provided must be treated as highly confidential. If an individual has a GRC, any person learning of a that individual's trans history, while working in an 'official capacity' – such as a manager or office staff – would commit a criminal offence if they passed this information on, without the explicit permission of the person concerned. It is, in any case, good practice to treat trans people as though they have a GRC, and maintain absolute confidentiality; do not disclose a person's trans history to others without permission from the person concerned, even if they believe it is in the person's best interests.

All written communications, including letters and envelopes must be handled in accordance with the wishes of the individual.

Where a person changes gender role, whilst still being an active, playing member (or a member of staff), all documents relating to the person's previous history, name, gender status or other personal details should be kept separately from other club paperwork, in a locked safe or drawer, in double envelopes which must be sealed, marked confidential, and only accessed by a named person, agreed by the trans person, for instance, the Club manager, whose name should appear on the outer envelope. Any documentation that still bears a person's previous name and gender status, such as award-certificates, should be reissued if possible, using the new name. The number of individuals involved in sharing the sensitive information should be kept to the minimum. Such paperwork, which may include medical and legal records must not be kept in an open file which could be accessible to office staff.

IT systems must, as far as possible remove any previous names and titles or, where this cannot be achieved, these references must be password-protected or hidden from unauthorised viewing in some other way.

When a person who has transitioned while playing for a team or Club, then transfers to another team or Club, either for geographical reasons, or because the player falls into a different age category, the utmost care must be taken not to transfer confidential information. The player should be able to start with a 'clean slate'. If, for any reason, this is not possible, agreement with the person concerned about the extent of disclosure, must precede any action taken.

Some roles within a club will require DBS checks, and the DBS checking process would usually require the applicant to show identity documents to a designated person within the club. The Disclosure and Barring Service have a dedicated process for any trans person who does not wish their employer to have access to details of their previous identity. To access this service the trans person should contact the Sensitive Applications Team at the Disclosure and Barring Service when asked to complete a DBS application.

Toilet and changing facilities

The EIHA recognises that provision of toilet facilities which meet the needs of all individuals is a matter for the ice rinks where clubs operate, and that clubs may not have any control over these matters. If asked, however, the club should lend support to any reasonable request made by a trans person to an ice rink for facilities to be provided.

Players and staff must be accommodated according to the gender role in which they are living full time. We recognise that this may present difficulties arising from others feeling uncomfortable with an unfamiliar situation. In these circumstances education and awareness raising must be implemented by the club to avoid any discrimination, exclusion or isolation taking place.

Where possible, in changing facilities and showers used by players, privacy should be enhanced by introducing cubicles and/or curtaining, so that the privacy of all those participating is improved. This level of privacy is not necessary for areas where only padding and outer clothing is involved.

Overnight Accommodation

When teams are staying away from home overnight, the usual practice is for two people to share a room. It is also usually acceptable in situations where one of the pair is trans, as long as both parties are in agreement. This means, for example, that a trans boy/man will share with one other boy/man, and vice versa. For those under 18, the views of parents should be taken into account, and consent should be documented. It is important that the trans person is not made to feel like an outsider, but to be treated in the same way as the rest of the team, as far as possible.

Inclusion in sport

There are two main considerations when including trans people in competitive sport: fairness, and risk of injury.

For sporting competitions where physical strength, stamina or physique are significant factors in determining success or failure, the Equality Act 2010 Act permits separate competitions to be organised for men and for women.

If the physical strength, stamina or physique of the average person of one sex would put them at a disadvantage compared to the average person of the other sex as competitors in a sport, game or other competitive activity, it is not unlawful for those arranging the activity to restrict participation to persons of one sex.

The Act permits the organisers of such a sport, game or other competitive activity to restrict participation of a trans person in that activity but only if this is necessary in a particular case to secure fair competition or the safety of other competitors.

Legislation therefore makes it clear that trans people taking part in competitive sport must be treated according to their current gender role and expression (rather than the sex they were assigned at birth), unless there is evidence that they have an unfair advantage, or there is a risk to their safety, or the safety of others which might occur in close-contact sports. As ice hockey is a game in which physical body contact may arise, particularly in the men's game, care must be taken that mismatches in weight and size do not put anyone at risk, for instance, a trans man (assigned female at birth) may have a small frame and be at greater risk of injury; a trans woman (assigned male at birth) may be greater in weight and stature than other women and could potentially put them at risk in fast-moving accidental contact situations. It should be noted however, that trans women may experience reduced overall body strength when undergoing hormone therapy.

In 'friendly' games, managers, coaches and organisers should include trans players as they would all other players. The same principle should be applied to non-binary and intersex people. As far as is possible, having regard to fairness and safety, people should be included according to their gender identity, regardless of the sex assigned at birth. Inclusion should be based on ability and standard of play. In many instances, the individual concerned will not have any particular advantage, or disadvantage, real or perceived, and no action needs to be taken. The best result is when the least fuss is

made, and people are accepted in line with their gender role and presentation.

A common sense approach should be taken, which is flexible and takes into account the trans person's view when competitive matches are to take place. Decisions should be made on a case by case basis, and discussed with as few other people as possible. Possession or otherwise of a Gender Recognition Certificate is not relevant to this decision and one should not be requested. Best practice would see the individual take part in a trial in the same way as any other player seeking to join a team. This will enable an assessment of their ability level to be made and the individual to be accepted presuming that do not have any particular advantage or disadvantage and meet all the normal thresholds for joining the team.

When playing against outside teams, the manager should take responsibility for ensuring that no embarrassment arises from inappropriate reactions from the opposing team. In many cases, no such issue is likely to arise, but where it could, discussions with the trans individual about how to approach this must precede the event.

Under 18s

Under 18s will often be playing in mixed gender teams whilst there is little difference in the strength, stamina and body weight between boys and girls. It is good practice to create mixed teams, and this is especially helpful for non-binary children.

Where there are separate boys and girls teams, a child who identifies as a girl (assigned male at birth), may play in the girls' team, and vice versa.

As puberty starts, some young trans people are given medication (commonly referred to as 'puberty blockers') to suspend their puberty and prevent the development of secondary sex characteristics. During that time, which can extend to a few years, these young people will remain more childlike in their physical development compared with others of the same age. They may also experience more fatigue. Those whose treatment later includes the hormones usually associated with the opposite sex (sometimes referred to as 'cross-sex' hormones) will then develop some of the characteristics associated with their gender identity rather than their assigned sex, e.g. trans girls will develop breasts.

Cross-sex hormones are not typically prescribed in the UK before the age of 16, but those treated in other countries (USA and Germany, for instance) may be on cross-sex hormones from about 14 years old. Young people who have had this continuous medical intervention throughout puberty, will ALWAYS have the right to participate in competitive sport, even elite sport, according to their affirmed (post-transition) gender status. It is therefore never appropriate to disclose the trans history of young people when they transfer to a different age category.

Non-binary young people may also have these treatments and, where boys and girls teams exist, non-binary youngsters should be able to compete in the team which is not that of their birth sex, unless they choose that option.

Young people who are not on medication will continue to develop secondary sex

characteristics in line with their birth sex. Inclusion in sport requires the same considerations apply as for adults, in that significant differences in weight and speed must be taken into account. Untreated trans boys develop breasts and are likely to wear breast binders which are very restrictive and likely to impact on their ability to engage in sport. Surgeries are not undertaken in the UK before the age of 18. Similarly those treated with medication to suspend puberty will also need case by case assessment in terms of their size, strength and stamina where this could put them at risk of injury. Whilst 'playing down' is not usually accepted by the EIHA, the Board will give consideration to any special requests made in these circumstances where such might be in the best interests of the young person.

Young people who have not yet had treatment, may benefit from ongoing support from their current manager or coach or other professional at the point of transfer to an older age category. However, this must be discreet, and only undertaken if the young person agrees.

Elite sport

Those wishing to progress to Elite / International levels of Ice Hockey will fall under the remit of Ice Hockey UK for those purposes, and all relevant matters will be addressed through their Policies and Procedures.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



TRANSPORT AND SUPERVISION OF CHILDREN POLICY

Introduction

In the course of Junior Hockey teams will ordinarily travel to games, competitions and other events away from their home rink. The EIHA considers that wherever possible junior players should be transported and/or accompanied by their parent or guardian. It is accepted, however, that this will not always be possible, and this Policy aims to provide clubs with advice and guidance to support them in keeping junior players and staff safe whilst away from their usual location.

Policy

Transport

Parents/guardians are responsible for junior players' transport arrangements to and from any training session or competitive event, except when the club is providing transport.

Arrangements made between parents/ guardians to transport one another's children are at the sole discretion of the parents/guardians concerned. Clubs should not facilitate or encourage these arrangements, to avoid any transfer of responsibility for the safety of these arrangements.

Clubs arranging transport to events should do so through reputable transport providers. Only vehicles with seatbelts should be used.

If stops are taken during a journey, such as for toilet breaks, children should be accompanied at all times by their designated adult, and head-counts / register should be taken before leaving the transport and again on return.

Coaches and volunteers should not transport junior players in their private vehicles in non-emergency situations. In an emergency situation the child's welfare is paramount and where a failure to act may place them at risk of harm, transporting a child may be necessary. In such an emergency situation it is recommended that two Disclosure and

Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat.

If possible consent from parents/guardians should be obtained in advance.

Supervision

It will always be the preferred option that a junior player's parent or guardian is present during all events and will retain responsibility for the player other than inside the changing room. It is accepted, however, that on some occasions a parent or guardian may not be able to stay or travel with their child.

In the event that a child is being left under the supervision of the club or another adult (such as another child's parent), the parent or guardian should complete a Junior Player Supervision Form to confirm this arrangement, and up to date contact details, as well as consent for emergency medical treatment if required. This form should remain with the designated person at all times during the trip and be securely destroyed thereafter.

Parents not accompanying their child should be given advice to limit valuable items and money being carried by the child.

Clubs must ensure that individual volunteers are aware of which children they are responsible for at any given time, and the specific needs of any of those children.

Clubs should nominate a responsible person to act as Event Welfare Officer, who will lead the response to any emergency, such as a missing child, and take overall responsibility for the wellbeing of all children being taken to an event. A secondary contact (Home emergency contact), who is not attending the event should also be on call to assist in the event of an emergency. That person should have access to each child's Junior Player Information Form and be available throughout the time the group is away from the home location.

The responsibilities of the designated Event Welfare Officer will include:

- Ensure that all on the trip are aware of who they are, their role and to refer any child safeguarding concerns to them.
- Obtain and hold securely the contact details of parents and guardians whose children are attending the trip and each child's mobile phone number, for emergency use only (such as if the child goes missing).
- Obtain and hold securely any emergency medical information, allergies, dietary requirements, religious requirements and special needs information of any child travelling.
- Assess risks within the venue before (in consultation with the home team where applicable), and on arrival and formulate a plan to manage any issues arising.
- Contact the Home emergency contact for relevant information or to notify them of an emergency situation as required.
- Refer to the Club's Designated Safeguarding Lead or Regional Safeguarding Lead if any child safeguarding issues arise.
- Keep a record of actions taken in the event of an emergency or other issue having arisen.

- Lead liaison with emergency services if required.

Children requiring personal or regular medication or medical care should always be accompanied by a parent or guardian able to administer their treatment.

Clubs should ensure a supervision ratio of at least one DBS checked adult to a maximum of 8 children under 11 years of age and at least 1:10 for children over 11 years old.

Sufficient adults should accompany any group on a trip to allow for safe supervision to be maintained if a child should need to be taken to hospital or otherwise separated from the group.

Information to be given to children on arrival at venues

- Areas where they should wait / stay.
- Any areas they should not access.
- Which adult is responsible for them.
- That they should inform the responsible adult if they need to leave the group or designated area for any reasons (such as to access toilets).
- Who to inform if they have any concerns about the behaviour of another child or any adult during the trip.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:

Adopted on	
Last reviewed	



WHISTLEBLOWING POLICY

Introduction

Whistleblowing is the term used for a process which allows individuals to raise genuine concerns about any potential incident of poor practice, wrongdoing, illegal or unethical conduct by individuals without fear of reprisals, even if they turn out to be mistaken.

Policy

The EIHA encourages all adults involved in our sport to have regard for matters of safeguarding, and therefore wishes to foster a culture in which concerned individuals can raise their concerns.

Concerns could include but not be limited to:

- Criminal acts e.g. making indecent images of children.
- Incidents of child abuse.
- Bullying.
- Breaches of Codes of Conduct or discrimination.
- Concerns regarding health and safety e.g. encouraging a child to train against medical advice or without proper equipment.
- Disclosure of confidential information.
- Breaches of the Equality and Diversity Policy.
- Witnessing or being told about poor practice or a failure to safeguard children.

Reasons for Whistleblowing

- Prevent the problem increasing.
- Protect others / reduce risk to others.
- Avoid becoming part of the concern through failure to act.

Making a disclosure

Individuals may feel worried about highlighting or reporting concerns for a number of reasons. They may feel it is none of their business, or that they do not have sufficient evidence. They may also feel a sense of loyalty towards the person at the centre of the concern. They may also have made attempts to highlight the issue within their club but feel that it has not been appropriately pursued or investigated.

The EIHA takes any form of misconduct seriously and wants any genuine concern to be raised at the earliest opportunity, rather than necessarily waiting for supporting evidence or proof.

In most cases the best route will be to report a concern to the club's Designated Safeguarding Lead (DSL), however we appreciate that this may sometimes be difficult due to the friendships and relationships between people involved in clubs. In this event, individuals wishing to report a concern can approach their Regional Safeguarding Lead directly if required. Contact details for all Regional Safeguarding Leads is published on the EIHA's website.

Worries people might have about Whistleblowing

- It will start a chain of events which will be out of your control.
- It will create disruption for everyone involved.
- You might have got things wrong.
- Your actions might be viewed as malicious.
- You will not be listened to or believed.

What will happen when a disclosure is made?

When a disclosure is made to a club's Designated Safeguarding Lead, they will liaise with the Regional Safeguarding Lead for support in investigating the concern. Where necessary you will be interviewed by them to obtain further information.

The concern you raise will be treated in confidence and will be shared only on a need-to-know basis.

Any concerns which can be confirmed through the investigation process will then be dealt with through the appropriate safeguarding route. With due regard to confidentiality, you may not be able to be provided with any feedback about the actions taken. Where possible you will be provided with confirmation when the matter is concluded.

If you act in good faith in reporting a concern and even if the suspicion is unfounded you will be supported and no action will be taken against you. However, if it is proven the concern has been raised maliciously to cause harm to others, you may be liable to action under the EIHA's disciplinary processes.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:

Adopted on	
Last reviewed	



RACIAL DISCRIMINATION POLICY

Introduction

The Equality Act 2010 says you **MUST NOT** be discriminated against because of your race and defines race as a protected characteristic. The Equality Act 2010 defines race as your colour, nationality (including your citizenship).

Racial discrimination is when you are treated differently because of your race, the treatment could be a one-off action such as a remark or comment, or the result of a rule or policy based on race.

There are four main types of racial discrimination:

Direct discrimination

If someone treats you differently than someone in the same situation because of your race.

Indirect discrimination

If a policy or particular way of working puts people of different racial groups at a disadvantage.

Harassment

Can occur when someone makes you feel humiliated, offended or degraded by their words or actions.

Victimisation

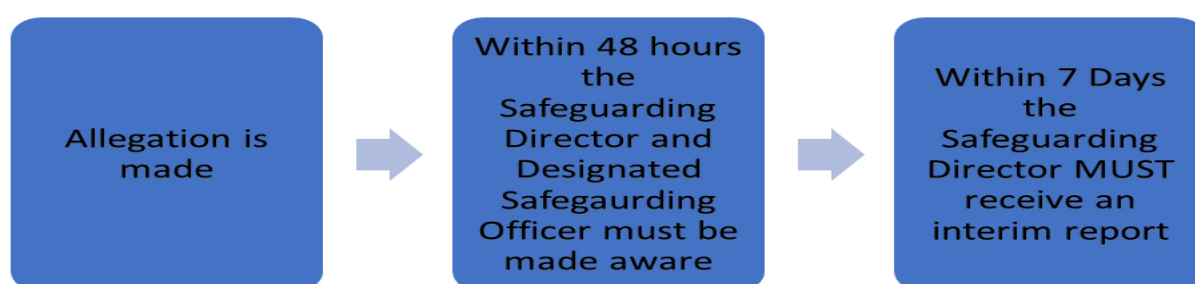
Can occur if you are treated badly or unfairly for raising a concern, for example if you have questioned a policy.

Policy

The EIHA is committed to eliminating racial discrimination in our sport and racial abuse of any kind has no place within our clubs, we are therefore taking a zero tolerance stance. All incidents of racial discrimination must be dealt with in a time critical manner. In the first instance the Club Designated Safeguarding Officer must be made aware as soon as possible, followed by the Director of Safeguarding.

Procedure

Any allegation of racial abuse to a player, referee, coach, manager or other EIHA needs to be dealt with immediately and reported following the flow chart below.



- Any person who indicates they have been racially abused must be supported by the club officials.
- Clubs must take on board the seriousness of the allegations and while not be able to prove or disprove what has happened, must speak to all players, referees, coaches, manager and officials about conduct and specifically racist abuse and they should be informed that it will not be tolerated.
- Training and systems to be put in place at each club to support coaching staff to listen to and understand the rights of the player with clear guidance on how to progress and improve the rights of a player.
- To provide and ensure a culture of inclusive practice and behaviour throughout the club at every level.
- Clubs through 1-2-1 and wider player meetings must reinforce to players and all club officials that discriminatory behaviour will not be tolerated.

The EIHA takes racism seriously. Racism is illegal falling under the heading of protected category status and considered a hate crime and will be reported through recognised national platforms by the EIHA.

The Safeguarding Director and relevant Discipline Lead will then compile all of the information and make a decision on the appropriate action to take.

The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:

Adopted on	
Last reviewed	



FORMS

1. Changing Room Consent Form
2. Safeguarding Incident Reporting Form
3. Junior 'Playing Up' Consent Form
4. Live Stream Broadcasting Consent Form
5. Club DSL Pre-Season Checklist
6. Photography & Filming Consent Form
7. Application form & DBS Self-Disclosure



CHANGING ROOM CONSENT

In line with the EIHA Changing Room Policy, there may be occasions where players who are under the age of 18 are playing with over 18s and could share changing rooms as a part of that team. In this event, the club will ensure that changing room policies are applied at all times, with relevant consent obtained from the young person and their parent/guardian, and a responsible person present at all times to ensure the young person's wellbeing.

The attached form should be completed by both the parent and player, indicating their changing preferences with a copy returned to the club manager before any 'playing up' or sharing of changing rooms takes place.

No young person will ever be required to change in circumstances with which they are uncomfortable. Any player wishing to change separately needs to make this known to the manager who can make appropriate arrangements.

By signing this form I consent to sharing changing facilities with over 18s. I understand that I can withdraw this consent at any time by notifying the club manager and completing a new form.	
Player Name (Print)	
Player Signature	
Parent Name (Print)	
Parent Signature	
Date	

Manager Name	
Manager Signature	
Date	

OR

I wish (my child) to change separately and have notified the club manager. I am aware that I can change this decision at any time by notifying the club manager and completing a new consent form.	
Player Name (Print)	
Player Signature	
Parent Name (Print)	
Parent Signature	
Date	
Manager Name	
Manager Signature	
Date	



SAFEGUARDING INCIDENT REPORTING FORM

CONFIDENTIAL WHEN COMPLETED

SECTION 1: WHAT ARE YOU REPORTING?

Please indicate what you are reporting:

- ☐ I have concerns that harm may be occurring (complete sections 2, 3 & 4)
- ☐ I was involved in an incident with a child (complete sections 2, 3, & 5)
- ☐ I was a witness to an incident with a child (complete sections 2, 3 & 5)
- ☐ I have received an allegation of harm (complete sections 2, 3 & 6)
- ☐ A child has told me that they are being harmed (complete sections 2, 3 & 6)

SECTION 2: YOUR DETAILS

Your name:

Your contact details (email, telephone, address):

SECTION 3: DETAILS OF CHILD / ADULT INVOLVED	
Name of child:	
Child's address (if known):	
Child's date of birth (if known):	
Parent /Carer's name & address if known:	
Is the child aware of this referral? (children should normally be informed that disclosures must be passed on).	YES / NO
Is the parent / carer aware of this referral? (parent/carer should not normally be informed until further advice has been taken).	YES / NO
Name of adult:	
Role of adult:	

SECTION 4: CONCERNS THAT HARM MAY BE OCCURRING

Please use the space below to record your concerns. Include:

- Behaviour you have witnessed or things you have seen online or heard.
- Times/dates and as much detail as you are able, including direct quotes where possible.
- Names / details / descriptions of any alleged perpetrator if available.
- Any injuries, marks or bruising visible on the child (do not remove any clothing or ask the child to do so).
- Details of any witnesses
- Any other information

SECTION 5: AN INCIDENT WITH A CHILD

- ☐ I accidentally hurt a child
- ☐ A child misinterpreted or misunderstood something I did / said
- ☐ I had to use physical restraint or emergency physical contact
- ☐ I was witness to one of the above (please specify which):

Please use the space below to record details of the incident, including location, what took place, and who was present:

SECTION 6: A DISCLOSURE OF HARM

Please use the space below to describe what you have been told, and by whom. Include all details including dates and times. If the disclosure is made by a child, record the conversation using their words. Include names / details / descriptions of any alleged perpetrator if available.

SIGNED:
PRINT NAME:
DATE:

Submit this form to the Safeguarding Lead as soon as possible. Information contained within this form should not be disclosed, except to Safeguarding Lead, Police or Children's Services, without the prior approval of the Safeguarding Lead.



JUNIOR 'PLAYING UP' CONSENT FORM

It has been agreed between all of the undersigned parties that the named player will be able to play for the **[Specify age group]** team with effect from **[Insert date]**

The player, parent, coach or Club Designated Safeguarding Lead can rescind this arrangement at any time if it is no longer considered to be in the player's best interests.

Risks to Player (e.g. exposure to older players; injury; excess pressure):

Safeguards to be implemented (e.g. designated supervisor in changing room; regular reviews):

Player Name (Print)	
Player Signature	
Parent Name (Print)	

Parent Signature	
Date	
Manager/Coach Name	
Manager/ Coach Signature	
Date	
Club DSL Name (Print)	
Club DSL Signature	
Date	



LIVE STREAM BROADCASTING CONSENT

In accordance with EIHA policies and guidance **[Insert club name]** will not permit photographs, video or other images of young people to be taken by third parties without the consent of the parents/carers and the child.

[Insert Club Name] will follow the guidance for the use of photographs and videos, a copy of which is available from the Event Manager and will be displayed around the event.

[Insert Club Name] will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the **Event Manager** immediately or email **[Insert Club/contact email]**.

[Insert Club Name] will be live streaming under the following conditions

The game will be live streaming through **[Insert where the live streaming will be done]** only.

- **[Insert terms/restrictions/security settings that the stream will be put under]**(e.g. 3rd party embedding prohibited)
- **The** game will only be advertised with the team's names and level of competition only, no individual names will be advertised for anyone under the age of 18 before, during or after the stream. **We cannot control the player's names being on the back of shirts.**
- The venue name **will not** be advertised next to the live stream.
- The stream will be monitored, and blocks put in place for any inappropriate comments made. **[Insert Club Name]** will investigate and take appropriate action to remove and block anyone using the live stream inappropriately.
- The live stream will focus on the game and on the teams. Individual players will not be focussed on during the stream.
- The game will go live 5 minutes before face-off and will be ended as soon as the game has finished.
- Once the stream has finished, **[Insert where the footage will be stored, how it will be used or if it is to be deleted]**
- **[If footage is to be published, insert where the footage will be published after the event/game]**
- The consent forms will be stored securely by the club.
- If you wish to withdraw your consent at any time, please contact the Event Manager.

If at any point the welfare of the children/young people involved in the live stream is put in jeopardy, the EIHA requires that the live stream must be immediately suspended.

To be completed by parent/carer:

- I consent to **[Insert Club Name]** live-streaming the game that my child is involved in and recognise that this may include their voice, image, likeness and actions.
- I can confirm that I have read, or been made aware of how the club will use these images or videos in future and how these images or video-streams will be published or stored.
- I understand that consent is to last for the entire season and that if I wish to remove my consent I must contact **[Insert relevant official and Club Name]** directly.

Parent Name (Print)	
Parent Signature	
Date	

To be completed by player:

- I consent to **[Insert Club Name]** photographing or live- streaming my involvement in this game / tournament.
- I can confirm that I have read, or been made aware of how the club will use these images or videos in future and how these images or video-streams will be published or stored.
- I understand that consent is to last for the entire season and that if I wish to remove my consent I must contact **[Insert relevant official and Club Name]** directly.

Player Name (Print)	
Player Signature	
Date	



EIHA SAFEGUARDING PRE-SEASON CHECK LIST.

Prior to the season please ensure you have completed all actions on the checklist.

DBS Reminders

- No coach or manager should be working with young people unless all DBS checks have been completed, the form viewed personally by the DSL and any arising concerns actioned with the Regional Safeguarding Lead.
- Only the DSL in the club should be handling, processing or checking DBS forms.
- Where coaches and managers or other volunteers are joining from other clubs no assumptions should be made about their DBS. Whilst these may be in date do not assume the DBS is "clean". A risk assessment may have resulted from previous checks. Having a DBS does not mean it does not contain information of a safeguarding nature.

ACTION	NOTES AND ACTIONS	DATE COMPLETED
DSL has full list of coaches for season for action re safeguarding checks.		
DSL has full list of managers for season for action re safeguarding checks.		
DSL has full list of other off ice volunteers requiring a DBS check for action re safeguarding checks.		

Check existing DBS forms for anyone new to roles or joining from other clubs.		
Completed DBS checks for those out of date or those requiring new checks.		
Confirm managers & coaches' safeguarding training is upto date, including your own.		
In conjunction with the management committee ensure all players and parents have signed the Junior Player Code of Conduct. Signed copies are held on file.		
In conjunction with the management committee ensure that all volunteers, players and parents understand the Changing Room Policy.		
In conjunction with the management committee ensure that players and parents have understood and signed the Player Use of Social Media Policy.		
In conjunction with the management committee ensure that parents have understood and signed the Parent Code of Conduct.		
In conjunction with the management committee ensure that parents have understood and signed the Parent Use of Social Media Policy.		

Issue parents with clear guidelines of where they can or cannot enter including corridors and changing areas bespoke to your own rink.		
Issue Role of Club DSL to all club members for clarity of expectation of your role and responsibilities plus contact details.		
Ensure all adults working with any personal data have completed their GDPR introduction and have their certification as evidence.		
Liaise with the management committee to agree club communication methods which ensure children and adults are not put at risk. e.g Team App. WhatsApp groups containing juniors and adults are NOT advisable.		
Check changing room usage and requirements for adult groups such as seniors and recreational teams. Then use these to produce a changing room schedule which separates adults and juniors.		
Ensure Changing Room Consent Forms have been completed by all Under 18s who may change with over 18s at any point in the season. This includes if a team member will turn 18 during the season.		
Ensure club has storage arrangements for confidential documents and information which are GDPR compliant.		

Ensure that your Regional Safeguarding Lead has your details and that you know how to contact them.		
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The EIHA is committed to regular review of its policies and procedures. Overall responsibility for this policy and its implementation lies with:	
Adopted on	
Last reviewed	



PHOTOGRAPHY AND FILMING JUNIOR CONSENT FORM

In accordance with the EIHA's Photography and Filming Policy, clubs will not permit photographs, video or other images of young people to be taken without consent.

Clubs will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Consent will cover the entire season unless formally withdrawn by notifying the Club.

Name of player		Date of Birth	
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PLAYER CONSENT

Please tick each box (or cross out what you do not consent to), then sign this form.

- ☐ I give permission for my photograph to be used within the club for display purposes.
- ☐ I give permission for my photograph to be used within other printed publications.
- ☐ I give permission for my photograph to be used on the club's website.
- ☐ I give permission for my photograph to be used on the club's social media pages.
- ☐ I give permission for video of me to be used on the club's website.
- ☐ I give permission for video of me to be used on the club's social media pages.
- ☐ I give permission for video of me to be used for training or analysis purposes.

☐ I understand that if I take part in photos or video taken by other people (such as local press) the club does not control how these are used. I am aware that I do not have to take part in these photos and can say at the time if I don't want to.

Signature		Date	
Print name			

PARENT CONSENT			
Please tick each box (or cross out what you do not consent to), then sign this form.			
☐	I give permission for my child's photograph to be used within the club for display purposes.		
☐	I give permission for my child's photograph to be used within other printed publications.		
☐	I give permission for my child's photograph to be used on the club's website.		
☐	I give permission for my child's photograph to be used on the club's social media pages.		
☐	I give permission for video of my child to be used on the club's website.		
☐	I give permission for video of my child to be used on the club's social media pages.		
☐	I give permission for video of my child to be used for training or analysis purposes.		
☐	I understand that my child may be asked to appear in photos or video taken by other people (such as local press) the club does not control how these are used. I am aware that my child does not have to take part in these photos. <i>Delete as applicable:</i> I am happy for my child to appear in external images / I do not want my child to feature in external images / my child can choose whether or not to feature in external images as they arise.		
Signature		Date	
Print name			



PHOTOGRAPHY AND FILMING ASSOCIATED ADULT CONSENT FORM

In accordance with the EIHA's Photography and Filming Policy, clubs will not permit photographs, video or other images to be taken without consent. If you are likely to appear in images with our Junior players we also need your consent for the use of those images.

Clubs will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Consent will cover the entire season unless formally withdrawn by notifying the Club.

ADULT CONSENT

Please tick each box (or cross out what you do not consent to), then sign this form.

- ☐ I give permission for my photograph to be used within the club for display purposes.
- ☐ I give permission for my photograph to be used within other printed publications.
- ☐ I give permission for my photograph to be used on the club's website.
- ☐ I give permission for my photograph to be used on the club's social media pages.
- ☐ I give permission for video of me to be used on the club's website.
- ☐ I give permission for video of me to be used on the club's social media pages.
- ☐ I give permission for video of me to be used for training or analysis purposes.
- ☐ I understand that if I take part in photos or video taken by other people (such as local press) the club does not control how these are used. I am aware that I do not have to take part in these photos and can say at the time if I don't want to.

Signature		Date	
Print name			



VOLUNTEER APPLICATION FORM AND SELF- DISCLOSURE

PERSONAL DETAILS:

Preferred Title:	
Forename(s):	
Surname:	
Known as (if different):	
Home Address:	
Postcode:	

CONTACT DETAILS:

Daytime Tel. Number:		Evening Tel Number:	
Mobile Number:		Preferred contact time:	
Email Address:			

POSITION APPLIED FOR

SUMMARY OF QUALIFICATIONS RELEVANT TO THIS ROLE:

DATE	AWARDING BODY / QUALIFICATION / LEVEL

CURRENT AND PREVIOUS RELEVANT VOLUNTARY WORK AND EMPLOYMENT

DATES FROM-TO	ORGANISATION AND POSITION HELD. SUMMARY OF RESPONSIBILITIES

REASON FOR APPLYING AND PERSONAL SKILLS AND QUALITIES:
Please tell us why you wish to undertake this role with our club and the skills and qualities you have to fulfil this role.

REFERENCES

Please supply the contact details for two people who have known you for at least 5 years (but are not related to you) who have a good knowledge of you whom we can contact for a reference. At least one of these should hold a professional position. Please ensure that you have obtained their consent before giving us their details. Thank you.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Daytime Tel. Number:	Daytime Tel. Number:
Evening Tel. Number:	Evening Tel. Number:
How is this person known to you?	How is this person known to you?
Please sign and date this application form:	
Signature:	Date:



VOLUNTEER SELF-DISCLOSURE FORM

The EIHA aims to promote equality of opportunity for and welcomes applications from a wide range of individuals, including those with prior criminal records. The position/role for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975), requiring an enhanced DBS disclosure. All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the EIHA is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis and dealt with the utmost discretion. In addition, should you subsequently be investigated for or convicted of any offences these should be disclosed to the Club's Designated Safeguarding Lead at the earliest opportunity.

PREVIOUS CONVICTIONS

Have you ever received a conviction/caution/reprimand or final warning for any criminal offences?

YES / NO

If Yes, give details:

DATE	OFFENCE AND OUTCOME

Are you a person known to any Social Services department/statutory agency as being an actual or potential risk to children or vulnerable adults? YES /NO

Have you ever been the subject of disciplinary sanction (from any sport or other organisation's governing body) in relation to children? YES/NO

If yes, give details:

I understand that it is necessary for me to declare any information requested and that the position for which I have applied may involve access to Children, Young People and/or Vulnerable Adults. I hereby give my consent to the EIHA to conduct a Criminal Record (DBS) check if so required.

NAME	
DATE OF BIRTH	
SIGNATURE	
DATE	