SAFE IN CARE

SCottish Hockey PARTNERSHIP WITH PARENTS

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

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

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

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| NAME OF CHILD:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE OF BIRTH:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| NAME OF PARENT/GUARDIAN:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | RELATIONSHIP TO CHILD:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# TRANSPORTATION OF CHILDREN

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

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

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| SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# PHOTOGRAPHS AND PUBLICATIONS (including website)

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

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

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| SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

I understand Scottish Hockey will listen to the views of my child in relation to all matters affecting them and require to respect my child’s ability to give their own informed consent.

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| SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Communications

Text or email

The club will consider whether it is necessary and appropriate to hold the mobile phone numbers or email of your child. All communications will be open, transparent and appropriate to the nature of the relationship. In the first instance contact will always be made at the phone number the parent has provided on the child’s behalf. Prior to receiving a youth contact the club will communicated directly with the parent regarding the communications section in the club’s child protection policies.

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| Parent email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Parent contact:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Youth email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Youth contact:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# MEDICAL INFORMATION and CONSENT

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| Emergency Contact:  Relationship to Child: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Telephone: | H\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | W\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| GP Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| GP Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| GP Telephone No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Please complete the following details. If none, please state “none”.

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| Any pre-existing medical conditions that may affect the child’s participation in Hockey:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Any medication or treatment required:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Any existing injuries (include when injury sustained and treatment received):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Allergies including allergies to medication  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TO BE COMPLETED BY PARENT/GUARDIAN**

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

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

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| SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Code of Conduct and Procedures

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

* Leaving of the sports/residential grounds without the organisers/coaches permission
* Causing deliberate damage or defacing any piece of furniture or equipment
* No female or male will be able to enter bedrooms / areas that host the opposite sex. (Any part of the person beyond the point of the threshold will be deemed inside)
* Verbally abusing any participant, coach or any facility-centre-staff member.
* Physically abusing any participant or any other person at or around the facility
* Taking of any form of alcohol or any illegal substances
* Breaking any curfew rulings made by staff
* Breaking the rules set out by any facility being utilised

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

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

**Parent Guardian Agreement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to the code of conduct that are set out by Scottish Hockey for their activity. I understand the procedures and the outcomes involved and I am in agreement that these procedures should be carried out.

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| SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Child Agreement**

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

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| SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Data

**Fair processing.**

By submitting Personal Information on this form, you agree that Scottish Hockey may process it in the manner described in the [privacy policy](https://www.scottish-hockey.org.uk/governance/privacy-policy/) which describes our current practices with regard to Personal Information which is hosted by CORE. The term ''Personal Information'' refers to information about you personally, which, from time to time, you will be asked to submit (i.e. name, date of birth, email address) in order to receive or use services. As a result of changes in the law and technology, our practices will change over time. When this happens, we will post the changes on our website as soon as is practicable and, therefore, we encourage you to check the site frequently. We will always deal with your Personal Information fairly and in accordance with your instructions.

**Use of Personal Information**  
We will tell you the purposes for which we will process personal information. Such purposes include the following:

1. Maintaining a membership database.
2. Use of data to ensure protection and welfare of Under 18s
3. Contacting you with information pertinent to your membership or application for membership and details of events and other matters which we think will be of interest to you.
4. Marketing and market research.
5. Internal use to help us improve our services and to help resolve any problems.

**Disclosure**   
Any information you provide to us will only be used by us and possibly passed to our partners for the purpose of dealing with payments and using communications portals. It may also be disclosed to your organisation’s Governing Body. You should also be aware that your information may be disclosed where we are obliged or permitted by law to do so.

**Timescale**   
We will hold your Personal Information within our systems for as long as you remain a member of the sport. When you cease to be a member all personal data will be deleted within 12 months of the date of your resignation.

**Security**  
Your data will be managed by Scottish Hockey who manage data for thousands of members in a secure hosting environment. Your data will be retained within the European Economic Area (EEA) other than where it is transferred to a third party for the purpose of competing internationally.

# child protection guidance

If any parent/guardian has concerns about an incident involving a child or young person that seems untoward or unusual they must report their concerns as soon as possible to the CPO at Scottish Hockey. Concerns need to be recorded.

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

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

**Remember the 4 Rs:**

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

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

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