



SAFE IN CARE

CLYDESDALE HOCKEY PARTNERSHIP WITH PARENTS AND JUNIOR MEMBERS

Clydesdale 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 Clydesdale Hockey in conjunction with 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 when your child joins 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.

1 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
- 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.
- Coaching representative 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.

For the Club's full code of conduct please click [here](#).

2 DATA

Fair processing

By submitting Personal Information on this form, you agree that Clydesdale Hockey and Scottish Hockey may process it in the manner described in their privacy policies which describes their current practices with regard to Personal Information. 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. We will always deal with your Personal Information fairly and in accordance with your instructions.

Use of Personal Information

The purposes for which we process personal information are:

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.

Full details can be found in the Privacy Statements below

[Scottish Hockey Privacy Policy](#)

[Clydesdale Hockey Club Privacy Policy](#)

3 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 CWPO at Clydesdale Hockey and 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 a child has been abused. It is, however, everyone's responsibility to report any concerns.

Remember the 4 Rs:

- **Recognise** if you have a concern, notice a problem, or receive a direct disclosure (admission)
- **Respond** to reassure the individual, tell them what you will need to do.
- **Refer** the matter to the CWPO of Clydesdale Hockey and 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.

The Club's full Child and Vulnerable Adults Protection Policy can be seen [here](#)



CLYDESDALE SAFE IN CARE FORM

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN THIS PAGE ONLY TO:

juniorhockey@clydesdalehockey.org.uk (ELECTRONIC COPY/PHOTO IS ACCEPTABLE)

NAME OF CHILD 1		DOB	
NAME OF CHILD 2		DOB	
NAME OF CHILD 3		DOB	
NAME OF CHILD 4		DOB	
NAME OF PARENT/GUARDIAN		RELATIONSHIP TO CHILD/CHILDREN	
HOME TEL		MOBILE TEL	
EMERGENCY CONTACT NAME		RELATIONSHIP TO CHILD/CHILDREN	
HOME TEL		MOBILE TEL	
GP NAME/PRACTICE NAME		GP/PRACTICE TEL	
GP/PRACTICE ADDRESS			

ITEM	PLEASE TICK YES OR NO BOX AS APPROPRIATE	CONSENT	
		YES	NO
TRANSPORTATION OF CHILDREN	I consent to my child/children 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 Clydesdale Hockey and 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.	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOGRAPHS AND PUBLICATIONS (including website)	Your child/children 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/children which may include assuming parental agreement for the above reasons. I give my permission for my child/children to be involved in photographing/filming and for information about my child/children to be used for the purposes of promotion, Performance Analysis, Reporting, etc.	<input type="checkbox"/>	<input type="checkbox"/>
SAFE IN CARE GUIDELINES	I am aware of the Safe in Care Guidelines for Hockey and agree to work in partnership with Clydesdale Hockey and Scottish Hockey to promote my child's/children's safe participation. I understand Clydesdale Hockey and Scottish Hockey will listen to the views of my child/children in relation to all matters affecting them and respect my child's/children's ability to give their own informed consent.	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATIONS	Email or text message (text or WhatsApp or similar) as recorded on Clydesdale ClubBuzz Membership Platform The club will consider whether it is necessary and appropriate to hold the mobile phone numbers or email of your child/children. 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/children's behalf. Prior to receiving a youth contact the club will communicate directly with the parent regarding the communications section in the club's child protection policies.	<input type="checkbox"/>	<input type="checkbox"/>
CODE OF CONDUCT Parent/Guardian	I agree to the code of conduct that are set out by Clydesdale Hockey and Scottish Hockey for their activity. I understand the procedures and the outcomes involved and I agree that these procedures should be carried out.	<input type="checkbox"/>	<input type="checkbox"/>
CODE OF CONDUCT Parent on behalf of Child	I agree to explain the rules set out by Clydesdale Hockey and Scottish Hockey for my child's/children's activity and make them aware that any breach of this code will incur action taken by the appropriate agencies.	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL INFORMATION	I agree to maintain my child's/children's medical record on their ClubBuzz account.	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL CONSENT	I consent to my child/children receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary. I undertake to inform Clydesdale Hockey and Scottish Hockey, or any other relevant parties, should any of the information contained in this form change.	<input type="checkbox"/>	<input type="checkbox"/>
U18 PLAYING IN HOCKEY COMPETITIONS	I consent to my child/children playing in the relevant District League and Cup competitions for Clydesdale HC or Clydesdale Western HC and understand that the Club will register my child as an U18 player with the SHU so that they are covered by the SHU Insurance Scheme	<input type="checkbox"/>	<input type="checkbox"/>
PARENT/GUARDIAN SIGNATURE		DATE	