

## **STEPS HOCKEY CLUB PARENTS/GUARDIANS CODE OF CONDUCT**

### **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 Steps Hockey Club for their activity.  
I understand the procedures and the outcomes involved and I am in agreement that  
these procedures should be carried out.

SIGNED:

DATE:

\_\_\_\_\_

### **4.CHILD PROTECTION GUIDANCE**

If any parent has concerns about an incident involving a child or young person that seems untoward or unusual they must report their concerns as soon as possible to the

CPO at Stepps Hockey Club (Jill McMaster - jillmcmaster@hotmail.com). Concerns need to be recorded.

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

**It is not your responsibility to decide whether 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 Stepps Hockey Club (Jill McMaster), 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**

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

I understand Stepps Hockey Club 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.

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