



# Codes of conduct

It is expected that in accordance with BIPHA child protection policy and procedures handbook, all codes of conduct are followed by the relevant members and non-members.



## Coaches Code of Conduct

All approved coaching members of BIPHA must accept the following without contention:

Good practice guidelines:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets).
- treating all children and young people with respect and dignity
- always putting the welfare of each child or young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with a player(s) (e.g. it is not appropriate to have an intimate relationship with a child or share a room with them) and avoid all unnecessary physical contact
- building a balanced relationship based on mutual trust which empowers children and young persons to share in the decision-making process
- try to make sport fun, enjoyable and promote fair play
- ensuring that if any form of manual/physical support or assistance is needed teach a technique is required, it should be provided openly. Children and young people should be consulted prior to the instruction to gain their agreement of assistance.
- keep up to date with the technical skills, qualifications and insurance in hockey
- involving parents/carers or assistants wherever possible (e.g. for the responsibility of their children or young people in the changing rooms, If groups have to be supervised in the changing rooms always ensure parents, carers, coaches, officials work in pairs.
- Ensuring if mixed teams are taken away they should always be accompanied by a male and female official. (Do not overlook the possibility of same gender abuse),
- ensuring that while attending events involving residential accommodation that adults do not enter a child's or young person's room nor must the adults invite a child or young person into the adult's room
- being an excellent role model, this includes not smoking or drinking alcohol in any company of children or young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the development needs and capacity of children and young people and disabled adults avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to act 'in loco parentis' if the need arises to give permission for administration of emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs complete with the treatment given
- requesting written parental consent if club officials are required to transport children or young people in their cars



Try to **avoid the following** except in an emergency with full knowledge and consents of a BIPHA officer and the parent/carer of the child or young person

- spending excessive amounts of time alone with a child or young person away from others
- taking children or young persons to your home where they will be alone with you
- transporting one child or young person regularly on his or her own in your car

## **Never**

- engage in rough, physical or sexually provocative games. including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- never embrace a child or young person without due care and attention to the circumstances and implication that might be applied
- allow children or young people to use inappropriate language unchallenged
- make sexually suggestive comments to a child or Young person, even in fun
- reduce a child to tears as a form control for implementation of a better performance
- allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for a child, young person or disabled adult, that they can do for themselves
- invite or allow children or Young persons to stay with you at your home unsupervised
- never enter the room of a child or young person without an accompanying adult
- invite a child or young person to your room



## **BIPHA Referees and officials code of conduct**

Officials and referees have a duty to ensure that every child or young person involved in the sport is able to participate in an enjoyable and safe environment and be protected from abuse.

### **Good practice guidelines:**

- always conduct discussions with children and young people in an open environment
- always involve the coach in any discussions with regard to the players ability
- keep up to date with the technical skills and latest rule changes of the sport
- display an excellent role model, to include not smoking, drinking alcohol or swearing in the company of children or young people
- whilst acting on behalf of the association dress accordingly and referees in the correct uniform when officiating games
- give only enthusiastic and constructive comments on performances or situations avoiding negative feedback statements
- always declare any personal interest in circumstances that might be construed as giving another child or young person an advantage over another

### **Practices to be avoided**

The following should be avoided except in emergencies. If the case arises where these situations are unavoidable make sure that it is with the full knowledge of the appropriate BIPHA Officer

- avoid spending an excessive amount of time with one player, coach or carer
- avoid traveling in the same vehicle or mode of transport with any coach or manager to an event
- do not accept presents, entertainment, provisions of meals, refreshments or any services which may imply a favourable result or decision
- a situation that might imply a compromised situation

### **Practices never to be sanctioned:**

- allow or engage in any inappropriate touching
- make sexually suggestive comments to a child or young person even in fun
- invite a child or young person to a private meeting to further their knowledge or to offer help or guidance on their own
- engage in rough, physical or sexually provocative games including horseplay



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- never share a room with a child • never enter a child or young person's room without another adult in attendance
- never publicly embarrass a child or young person either before, after or during a game
- never embrace a child or young person without due care and attention to the circumstances and implication that might be applied
- never discuss the child or young person's physical appearance in front of the child or young person



## **BIPHA Spectator code of Conduct**

A spectator at a Match or otherwise involved in any activity sanctioned or staged by, or held under the auspices of BIPHA must:

- respect the decisions of Match Officials and teach children to do the same;
- never ridicule or unduly scold a child for making a mistake;
- respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- not use violence in any form, whether it is against other spectators, Team Officials (including coaches), Match Officials or Players;
- not engage in discrimination, harassment or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting against other spectators, Team Official (including coaches), Match Officials or Players;
- comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as missiles, dangerous articles and items that have the potential to cause injury or public nuisance;
- not, and must not attempt to, bring into a venue national or political flags or emblems (except for the recognised national flags of any of the competing teams) or offensive or inappropriate banners, whether written in English or a foreign language;
- not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority; and conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of BIPHA and Inline Hockey generally.

**Any person who does not comply with this Spectator Code of Behaviour or who otherwise causes a disturbance will fall under the BIPHA disciplinary procedures. The result of these procedures may be eviction from a venue and banned from attending future matches.**



## **BIPHA volunteers code of practice**

The duty of a volunteer covers many aspect of the sport and covers an enormous number of areas depending on the event, it may cover international event duties along with club and Association organised activities.

Any volunteer has an obligation to the sport to support the implementation of the BIPHA Child Protection Policy.

Volunteers must respect the rights, dignity and worth of every person within the Sport regardless of gender, sexual orientation, race, ethnicity, ability/disability, culture, and religious belief systems.

Volunteers must always demonstrate professional behaviour, promoting positive role models for the children and young people they are working with.

The volunteer will during their duties be in contact with children and young people, and it is incumbent of those persons responsible for appointing volunteers or assistants, either paid or unpaid, to carefully select the person(s) most suitable for the task.

All volunteers must be under the direction of an appointed official who should oversee the aspects of Child Protection. An appropriate briefing to be mandatory in all appointments and those longer-term appointments or positions must carry within their brief terms of reference and include a clear directive with regard to child protection.

All the legislation within the BIPHA Child Protection Policy, the BIPHA Child Protection Procedures and Practices Handbook shall apply irrespective of any individual being or not being a member of the Association. All person connected with Inline Roller Hockey are bound by the conditions set down.

All volunteers who are to have significant contact with young people must undergo a DBS check the same as all designated officials.



## **Photographic Images and Digital media code of conduct**

BIPHA recognise that it is important for children and young people feel happy with their achievements and to have photographs and films of their special moments to share with family and friends. However, it is also important to be aware of child protection and safeguarding issues around the use of photographs and digital media, Children and young people can be at risk directly or indirectly as a result of the use of photographs and digital media on sports web sites and other publications. Photographs can be used as a means of identifying children and young people when accompanied with personal information. This information can make a child or young person vulnerable to an individual who may wish to exploit a connection for child abuse. It should be remembered that the content of a photo or recording could be used or adapted for inappropriate use.

BIPHA sets down its policy alongside the social media policy in respect to all clubs, Coaches and officials of sanctioned events and providers of services as follows: -

- if the player is named avoid using their photograph
- if the photograph is used avoid naming the player
- a parent or carer must be consulted and subsequently give permission for an image to be used. This ensures that the parents are aware of the way the image of their child or young person is used
- the images of players must be restricted to appropriate dress to reduce the risk of inappropriate use
- the content of any image should focus on the activity and not on a particular child or young person
- full face and body shots should be avoided and if used consent gained.
- before any image is shared with another individual consideration should be made as to why and how it is being shared

All events sanctioned or organised by the association must follow the guidelines with regard to images of children and Young people. These guidelines are as follows:

- if professional photographers or the press are invited to an event a clear brief must be given as to expectation of the association with regard to images and child protection
- photographers authorised to take photographs or recordings must be identified at all times and must display an identification key at all times
- all players parents and carers should be advised that a photographer(s) is(are) present and an indication of their approval advised
- there must be no unsupervised access to players on one to one photo sessions at events
- photo sessions outside the event or at a skater's home should only be allowed if approved by BIPHA
- all person and spectators attending an event wishing to take photographs or recordings must be registered with the event officials





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- players, parents, carers and coaches must be diligent and inform the officials if they have any concerns about the activities of any photographers or recording operators or if they become aware of images used inappropriately online
- Concerns regarding inappropriate or intrusive photography or recordings (including photos taken in changing areas, showers and toilets) should be reported to the match day officials or to the BIPHA National Designated Safeguarding Lead.

### **Code of Conduct for the Recruitment and selecting staff/volunteers**

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. It is essential the same procedure is used consistently whether they are paid or unpaid. When undertaking pre-selection checks the following should be included:

- All volunteers/staff working for a club should complete a membership form.



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- Consent should be obtained from applicants for permission to make Disclosure and Barring checks as necessary and this carried out before working with children
- At least two references should be taken up, including at least one regarding previous work with children.
- For Positions of responsibility all applicants should be interviewed
- All coaches/referees should where possible have a minimum of a recognised qualification. If the applicant has taken the position of coach or referee without a recognised qualification, then he or she must aim to gain one within 12 months of taking the post if available

Regions and clubs should have effective measures in place to ensure confidentiality of information received in relation to applicants (E.g. only named people have access to the information) that meet the requirements of data protection legislation

To help prevent abuse of children, the club or organisation should have a policy that ensures that children are protected and kept safe from harm. Everyone involved in the care of children should know what to do if there are concerns about abuse and where procedures are kept.

It should be clearly recognised that checks are only part of the process to protect children from possible abuse. The checks must be operated in conjunction with appropriate training of staff/volunteers so they are aware and sensitive to potentially abusive situations.

Managers/Coaches/Helpers should be sensitive to any concerns about abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns.

The Management Committee of all regions and clubs should ensure there is an established complaints procedure in line with the BIPHA procedures in operation and ensure that parents and children have all relevant information to allow easy access to this procedure and know who their designated person is.



## Good Practices in Health and Safety

- Always check the facility floor for damage or possible wetness.
- Check the facility walls/boards for protrusions if you find any ask the facility to deal with them
- Check the goals for damage and any sharp corners or protrusions.
- Arrange with the facility to temporarily cover fire alarm buttons to avoid accidental triggering (if required)
- Ensure everyone is aware of the fire drill
- If in a strange facility find out about fire escapes and collection points
- If you have a registered first aider within your organisation, ensure they have a first aid kit available
- If you do not have a first aider, then ensure the facility has one
- Never leave kit bags in accesses or in front of fire escapes
- Ensure that all players/coaches/referees are wearing the desired level of protective equipment. (It is good practice for all coaches to wear the minimum equipment of helmet, elbow pads, gloves, box, shin guards, and skates when coaching a training session)
- All safety netting if available is in place



## **Signposts for further information**

Disclosure and Barring Service PO Box 91 Liverpool L69 2UH Tel: 0870 90 90 811

Sports Coach UK 114 Cardigan Road Headingley Leeds L56 3BJ Tel: 0113 274 4802

The NSPCC Weston House, 42 Curtain Road London EC2A 3NH Tel: 0171 825 2500 Help line: 0900 900500

Childline UK Freepost 1111 London N1 OBR Tel: 0800 1111

NSPCC Child Protection in Sport Unit NSPCC National Training Centre 3 Gilmour Close  
Beaumont Leys Leicester LE4 1EZ Tel: 0116 234 7278/7280

Disclosure Scotland Disclosure Bureau 1 Pacific Quay Glasgow G51 1EA Tel: 0141 585 8495

NSPCC Helpline Tel: 0808 800 5000

NSPCC National Development Office Children in sport unit WALES Unit 1 Cowbridge Court  
60 Cowbridge Road West Cardiff CF5 5BS Tel: 02920 838086

Children 1st Kathleen McNulty Room 142 Learning & Teaching Scotland 74 Victoria Park  
Present Road Glasgow G1 29JN Tel: 0141 339 4005

- <https://www.nspcc.org.uk>
- <https://www.sportengland.org>
- <https://thecpsu.org.uk>
- <https://thecpsu.org.uk/resource-library/2013/standards-for-safeguarding-and-protecting-children-in-sport>
- <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course>