



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

Adopted by the Board of Directors on the 28th November, 2018

A handwritten signature in black ink, appearing to be "K. D. L.", is written over a horizontal line.

President and/or Secretary

Date: November 28th, 2018

Reviewed and amended as necessary:

Date 11/28/2018

Confirmed by L.W.B
(initials)



Contents

| | |
|--|---|
| 1. Introduction..... | 3 |
| 2. Policy Statement | 3 |
| 3. Policy Scope..... | 3 |
| 4. Monitoring..... | 4 |
| 5. Types of Abuse | 4 |
| 6. Prevention - Training, Vetting | 4 |
| a) Background Checks | 4 |
| b) Training..... | 4 |
| c) Supervision | 5 |
| 7. Abuse – Duties and Protocol | 5 |
| a) Duty to inform | 5 |
| b) Responding to a report or incident | 5 |
| 8. Code of Conduct For Relevant Persons (See Appendix A: Volunteer Code of Conduct)..... | 5 |
| APPENDIX A: VOLUNTEER CODE OF CONDUCT | 7 |
| APPENDIX B USEFUL CONTACTS..... | 8 |
| APPENDIX C: INCIDENT REPORTING FORM | 9 |



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

1. Introduction

The Bermuda Hockey Federation is a Bermuda registered charity (Charity Registration No. 190) whose mission is to ensure that local hockey, driven by a dynamic federation, is both a credit to Bermuda and a positive influence throughout the community.

2. Policy Statement

The BHF acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Children's Act 1998 requirements.

For the purposes of this document, the BHF deems children under the age of 18 years old who participate in BHF sanctioned events as vulnerable persons. Sanctioned events include but are not limited to club and national team training and practice games; the Saturday youth program; playing in league tournaments and fixtures and participation in local and overseas competitions.

The BHF recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of field hockey with the BHF in a safe environment;
- are protected from abuse whilst participating in field hockey or outside of the activity.

As part of our safeguarding policy, the BHF will:

- promote and prioritise the safety and wellbeing of children and young people;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals;
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved with children under the age of 18 within the BHF. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

3. Policy Scope

This policy applies to all:

- Directors/Trustees;
- Coaches (local and international);
- Team managers;



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

- Employees (the BHF does not currently employ individuals, however, in the event this changes, employees would subject to this policy) ;
- Service providers;
- Volunteers

Together, "Relevant Person(s)"

4. Monitoring

The policy will be reviewed annually to ensure it remains currently and compliant and/or in circumstances where changes in legislation and/or government guidance occur and/or as a result of any other significant change or event.

5. Types of Abuse

A person may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or by a stranger. The main areas of abuse are:

- a) Physical Abuse
- b) Emotional Abuse
- c) Sexual Abuse
- d) Neglect
- e) Financial or Material Abuse
- f) Discriminatory Abuse

6. Prevention - Training, Vetting

To safeguard children, the BHF maintains compliance with the Vulnerable Persons Policy as issued by the Registry General and Charities Commission and requires:

a) Background Checks

Those Relevant Persons who will come into contact with children as part of their involvement with the BHF shall be subject to a criminal record check by the Bermuda Police Service. Every Relevant Party shall consent to a criminal records check as a condition of their service with the BHF where they are or likely to be involved with children under the age of 18 years old.

b) Training

It is the intent that the BHF shall be responsible for ensuring that every Relevant Person who will come into contact with children as part of their involvement with the BHF will be SCARS trained and certified. The BHF will keep a record of Relevant Persons and the date on which they were SCARS certified.



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

c) Supervision

The Board of Directors of the BHF will work with the Relevant Persons to ensure that children are protected as far as possible and report with any protocol changes. In the event of Overseas Tours, the Board of Directors will liaise with the Relevant Persons who will be travelling with the touring team to ensure that appropriate guidelines and protocols are in place to ensure compliance with this policy when a touring team includes children under the age of 18 years.

7. Abuse – Duties and Protocol

a) Duty to inform

All Relevant Persons have a statutory duty of care to report any suspicions they may have in relation to the abuse of vulnerable persons (this includes past or present abuse). As such, the below protocol for reporting incidents should be followed as a matter of utmost importance.

b) Responding to a report or incident

If someone, including a vulnerable person, reports an incident, they must be taken seriously and listened to carefully. Once an allegation is made, there should be immediate action to prevent further harm and victimisation. The President and/or Secretary should be made aware of the incident or report as soon as reasonably possible. The President and/or Secretary will determine whether contact should be made with the Bermuda Police Service or appropriate authority, and act accordingly. When a complaint or allegation has been made against someone connected to the BHF, he/she must be made aware of their rights under relevant legislation.

It is the responsibility of the Relevant Person, working with the reporting individual to document the report or incident including all relevant details and to liaise with the Board of Directors to conduct a thorough investigation. The report shall be in the format of the Incident Reporting Form attached hereto, **Appendix B**.

Confidentiality is crucial to a fair and effective reporting and investigation procedure. All details of an incident or report must be kept confidential but for reporting to the relevant authorities.

8. Code of Conduct For Relevant Persons (See [Appendix A: Volunteer Code of Conduct](#))

The BHF requires those interacting with Vulnerable Persons to adhere to best practice:

- Vulnerable Persons should be supervised in a manner consistent with their abilities;
- Treat the wellbeing and safety of the Vulnerable Persons as paramount;
- Avoid situations where a Relevant Person is left alone with a Vulnerable Person: Relevant Persons should work in pairs where possible;
- In the event that a parent/guardian does not arrive to collect their child after a BHF Sanction event has finished; a Relevant Person should remain with the child until they are collected – the child should never be left unattended. Continued late collection of any child by its parent/guardian should be reported to the President and/or Secretary who will follow up with the relevant parent/guardian directly.
- If any form of physical contact is required it should be provided openly and be appropriate to the abilities of the Vulnerable Person and always within view of other people;



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

- If supervision in changing rooms or restrooms is required, Relevant Persons should work in pairs where possible and be gender sensitive (ie. no males in the vicinity of female changing rooms/bathrooms and vice versa);
- Relevant Persons must feel confident to report concerns or worries about other Relevant Persons to the President and/or Secretary.
- The President and/or Secretary and parents must be informed of all incidents and accidents involving Vulnerable Persons at the earliest opportunity. This can be done in person, by telephone or writing depending on the situation.
- If the Vulnerable Person is accidentally injured as a result of a Relevant Persons actions, seems distressed in any way, misunderstands or misinterprets something that has been said or done by the Relevant Person, the Relevant Person should report such incidents as soon as possible to the President and/or Secretary or another Relevant Person.
- If a child or vulnerable adult arrives at the activity showing any signs or symptoms of abuse that raise concerns the Relevant Person must act appropriately and follow the procedures detailed above.

Relevant Persons should never:

- Let any allegation made by a child or vulnerable adult be ignored or go unrecorded.
- Engage in rough physical games including horseplay.
- Engage in sexually suggestive games.
- Allow or engage in inappropriate touching of any form.
- Allow children or vulnerable adults to use inappropriate language unchallenged, or use it themselves
- Make sexually suggestive comments about, or to, a child, even if in fun.



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

APPENDIX A: VOLUNTEER CODE OF CONDUCT

As a volunteer I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of providing services to children and/or youth.

As a volunteer I will:

- ☐ Participate in SCARS training.
- ☐ Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- ☐ Avoid situations where I am alone with children or youth, and if so make sure it is interruptible and observable.
- ☐ Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- ☐ Refuse to accept expensive gifts from children or youth, without prior approval from parents, guardians or administrators.
- ☐ Report suspected abuse to the administrator or appropriate supervisor **and** the Police or Family Services.
- ☐ Understand that failure to report to the local authorities, according to the law, it is mandated. (*See Children's Act 1988*)
- ☐ Cooperate fully in any investigation of suspected abuse of children or youth.

As a volunteer I will not:

- ☐ Smoke or use tobacco products in the presence of children or youth
- ☐ Use, possess or be under the influence of alcohol at any time while volunteering.
- ☐ Use, possess or be under the influence of any illegal drugs at any time.
- ☐ Pose any health risk to children or youth.
- ☐ Strike, spank, shake or slap any child or youth.
- ☐ Humiliate, ridicule, threaten or degrade any youth or child.
- ☐ Touch, view or photograph any child or youth in a sexual or other inappropriate manner; or ask them to view or touch me.
- ☐ Use any discipline that frightens or humiliates any child or youth.
- ☐ Use profanity in the presence of children or youth.
- ☐ Use text, email or private social media conversations with a child without including the parent or member of the organization.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this code of conduct, or failure to take action mandated with this code of conduct, may result in my removal as a volunteer with children and/or youth.

Volunteer printed name

Volunteer signed name

Date _____



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

APPENDIX B – USEFUL CONTACTS

Further resources and contact information

Legislative:

<https://www.gov.bm/sites/default/files/Children%20Act%201998.pdf>

<https://www.gov.bm/file/vulnerable-persons-policy.pdf>

Call 911 if in immediate danger or for the Sexual Assault Response Team (SART)

Bermuda Islands Association of the Deaf 238-8116

Bermuda National Standards Committee <http://www.centreonphilanthropy.org/pages/bermuda-national-standards>

Bermuda Police Service 295-0011 or 247-1678 www.bps.bm

Centre Against Abuse Women's Hotline 297-8278 www.abusefree.org

Centre Against Abuse Men's Hotline 332 1293 www.abusefree.org

Centre on Philanthropy 236-7706 <http://www.centreonphilanthropy.org/>

Child & Family Services 278-9111 or 294-5882

The Coalition for the Protection of Children 295-1150 www.coalition.bm

The Family Centre 232-1116 www.tfc.bm

Mid Atlantic Wellness Institute 236-3770

SCARS: Saving Children and Revealing Secrets 297-2277 www.scarsbermuda.com/

Women's Resource Centre 295-3882 (main) or 295-7273 (hotline) www.wrcbermuda.com



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

APPENDIX C: INCIDENT REPORTING FORM

| | |
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| Your name: | Name of organisation: |
| Your role: | |
| Contact information (you): | |
| Address: | Postcode: |
| Telephone numbers: | Email address: |
| Child's name: | Child's date of birth: |
| Child's ethnic origin: <i>Please state</i> | Does child have a disability: <i>Please state</i> |
| | |
| Child's gender: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Parent's / carer's name(s): | |
| Contact information (parents/carers): | |
| Address: | Postcode: |
| Telephone numbers: | Email address: |
| Have parent's / carer's been notify of this incident? | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If YES please provide details of what was said/action agreed: | |
| Are you reporting your own concerns or responding to concerns raised by someone else: | |
| <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else | |
| If responding to concerns raised by someone else: <i>Please provide further information below</i> | |
| Name: | |
| Position within the sport or relationship to the child: | |
| Telephone numbers: | Email address: |
| Date and times of incident: | |
| Details of the incident or concerns: | |
| <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i> | |
| Child's account of the incident: | |



THE BERMUDA HOCKEY FEDERATION

VULNERABLE PERSONS POLICY

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

☐ Yes

☐ No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

| | | | |
|------------------------|--|--------------------|--|
| Your Signature: | | Print name: | |
| Date: | | | |