

# Child Protection Policy

Grove Lawn Tennis Club



## 1. SCOPE

This policy applies to all those involved in Grove Lawn Tennis Club including, but not limited to, coaches, administrators, officials, volunteer drivers, members, parents and young people.

## 2. CHILD PROTECTION POLICY STATEMENT

Grove Lawn Tennis Club is fully committed to safeguarding the well-being of its members. Each individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them " (Article 19 ; UN Convention on the Rights of the Child)

Grove Lawn Tennis Club supports the view that all children's sport should be conducted in an atmosphere of fair play. In this context the club undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993).

*"Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption."*

In order to promote the best practice in children's sport, the club complies with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport as follows:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the Club The club is operated under its Constitution. This document has been approved and adopted by clubs members at various Annual and Extraordinary General Meetings of the members of the club. Any changes to the Constitution have to be approved by the members of the club at a General Meeting of the members.
- The club permits all junior (i.e. under 18) members over 16 years of age to vote, where possible, in the running of the junior section of the club. One parent/guardian has one vote for all of their children under 16 years of age, where relevant.

- The General Executive of the club is elected by the club members at each Annual General Meeting in accordance with the procedures set out in the Constitution
- The club has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents/ guardians
- The club appoints one male and one female children's officer at the AGM as outlined in the Code of Ethics and Good Practice for Children's Sport. One of the Children's officers is an ex officio member of the Executive Committee.
- The Executive Committee appoints a member of the club to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the club the Executive Committee disseminates its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct is posted prominently around the club premises.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been vindicated.
- Where appropriate, Sports Leaders are required to report to the Executive Committee on a regular basis.
- The club encourages regular turnover of committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/ incidents have been put in place.
- The club monitors both the use of the facilities and participation in club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Executive Committee.
- All club members are given notice of all General Meetings of the club in accordance with the procedures in that regard as set out in the Constitution.
- The minutes of all Executive and Committee meetings are recorded, adopted as correct and safely filed.

Grove Lawn Tennis Club is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. Appropriate training and education opportunities will also be made available to club officials, non-coaching staff and parents/guardians as appropriate.

Grove Lawn Tennis Club is committed to ensuring that adequate adult supervision of all club activities involving children is provided.

### **3. EQUALITY STATEMENT**

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000)

Grove Lawn Tennis Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some children feel powerless
- On occasions possible limited ability to communicate their feelings
- A negative self-image can make children vulnerable to manipulation by others.

To address this vulnerability coaches are encouraged to seek guidance on working with children with a disability from external agencies, parents / guardians and the children themselves.

### **4. CONFIDENTIALITY STATEMENT**

Grove Lawn Tennis Club recognises that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

## 5. APPENDICES

Grove Lawn Tennis Club is committed to continual monitoring and development of this Child Protection Policy in the light of changing circumstances.

All Coaches and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices to this policy. The original signed document will be held by the club.

The following Appendices form part of the Child Protection Policy of Grove Lawn Tennis Club

### Appendix 1 Club Children's Officers

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The Club Children's Officers are available should any member have any questions or require any assistance in relation to child protection in the club.

The Children's Officers for Grove Lawn Tennis Club are

Jane Loughrey	(086)858 8969
Colm O'Reilly	(086)823 3322

# Appendix 2 Guidelines for Sports Leaders, Coaches, Officials etc incl. Code of Conduct

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Grove Lawn Tennis Club recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of children in the club. Club coaches, sports leaders and officials will strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in *The Code of Ethics and Good Practice for Children's Sport* and the club's Child Protection Policy.

Leaders will respect the rights, dignity and worth of every child and will treat everyone equally, regardless of gender, age, disability, social class, race, religion, ability etc.

Leaders appointed by the club to work with children will have the appropriate experience and/or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures whether paid or unpaid. Vetting procedures must be followed to comply with legislation. For those in the Republic of Ireland Garda Vetting should be successfully completed for all those with on-going contact with young people and in Northern Ireland all those working unsupervised in 'regulated activity, 'frequently' or 'intensively' must complete an Access NI enhanced check.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by *The Code of Ethics and Good Practice for Children's Sport* and sign up to the Code of Conduct for Sports Leaders. Coaches and Sports Leaders should know and understand the club's Child Protection Policies and Procedures and undertake to abide by them.

Once appointed the Leader should act as a role model and promote the positive aspects of tennis and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Their behaviour to players, other officials and opponents will have an effect on the players in their care. They should report any concerns they have to the Designated Person in the club.

## Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation
- Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young players and providing a duty to care.

### Protection for leaders

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leaders' homes or overnight stays.
- Avoid working alone and ensure there is adequate supervision for all activities
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the child.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks.
- Physical punishment or physical force must never be used. Never punish a mistake by physical means or exclusion

### A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a match. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment.
- When approached to take on a new player, ensure that any previous coach-participant relationship has been ended in a professional manner.
- It is advisable to get agreement from a parent/guardian when young players are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the club must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information
- The nature of the relationship between a leader and a participant can often mean that a leader will learn confidential information about a player or player's family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

The following is the Code of Conduct to be signed by all club Coaches, Sports Leaders and Officials. In addition all club Coaches, Sports Leaders and Officials will be required to formally sign the Code of Ethics and Good Practice for Children's Sport Undertaking below.

# Grove Lawn Tennis Club

## Form 1a - CODE OF CONDUCT (Appendix 2)

### for Sports Leaders/Officials

Note: Form 1a relates to the code of conduct for sports leaders/Official. Form 1b relates to the code of conduct for Coaches (please go to the bottom of Form 1a to see Form 1b)

I, *(Print Name)* \_\_\_\_\_ agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people do so under the guidance of the coach.
- Protect myself from false accusation by
  - Not spending excessive amounts of time alone with children away from others
  - Avoid taking children alone in a car on journeys, however short
  - Never taking children to your home.

- Not administering First Aid involving the removing of children’s clothing unless in the presence of others.

I accept that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club’s Designated Liaison Person. Persistent breach of the code of conduct will result in dismissal from the club.

I have read the Grove Lawn Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.

Signature of Sports Leader/Official:

\_\_\_\_\_

Date \_\_\_\_\_

### **Code of Ethics and Good Practice for Children’s Sport Undertaking**

I agree to abide by and support the **Grove Lawn Tennis Club Child Protection Policy\*** and agree to abide by the guidelines as set out in the Policy and in particular to abide by the **Code of Ethics & Good Practice for Children’s Sport**.

I understand and agree to abide by the Rules of Grove Lawn Tennis Club.

Signature of Sports Leader/Official:

\_\_\_\_\_

Date \_\_\_\_\_

\*The Club's Child Protection Policy is available on the club website or in hard copy format at the clubhouse.

# Grove Lawn Tennis Club

## Form 1b - CODE OF CONDUCT (Appendix 2)

### for Coaches

I \_\_\_\_\_ agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined / committed / time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Hold current coaches insurance
- Never ask anyone to keep secrets of any kind
- Ensure that car insurance is appropriate for transporting young people to and from events
- Ensure that all those working with young people do so under the guidance of the coach.
- As a coach keep my knowledge updated through the Tennis Ireland Continuous Professional Development.
- Protect myself from false accusation by...
  - Not spending excessive amounts of time alone with children away from others
  - Avoid taking children alone in a car on journeys, however short
  - Never taking children to your home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Designated Person. Persistent breach of the code will result in dismissal from the club.

Dismissals can be appealed by the coach/ volunteer with final decisions taken by the club/organisation appeals committee.

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Coach: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_

# Appendix 3 Code of Conduct for Children

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## THE TENNIS PLAYER WILL:

- Play fairly and have fun
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the game of tennis into disrepute.
- Respect officials and accept their decisions
- Talk to the children's officer if you have concerns
- Respect opponents and always shake hands at the end of a match
- Use his/her best efforts in competitive matches
- Refrain from the use of bad language and inappropriate gestures
- Refrain from ball/ racquet abuse
- Refrain from the use of coaching during competition
- Never use unfair or bullying tactics to gain advantage on or off the court
- Never use bullying tactics to isolate another player
- Never pass on gossip about another player or adult
- Never make false allegations about another player or adult
- Never keep secrets about anyone who has caused you harm
- Win with grace and lose with dignity

## CHILD/ YOUTH MEMBER HAS THE RIGHT TO:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to your ability
- Experience competition and the desire to win
- Be believed
- Ask for help

# Appendix 4 Code of Conduct for Parents/Guardians

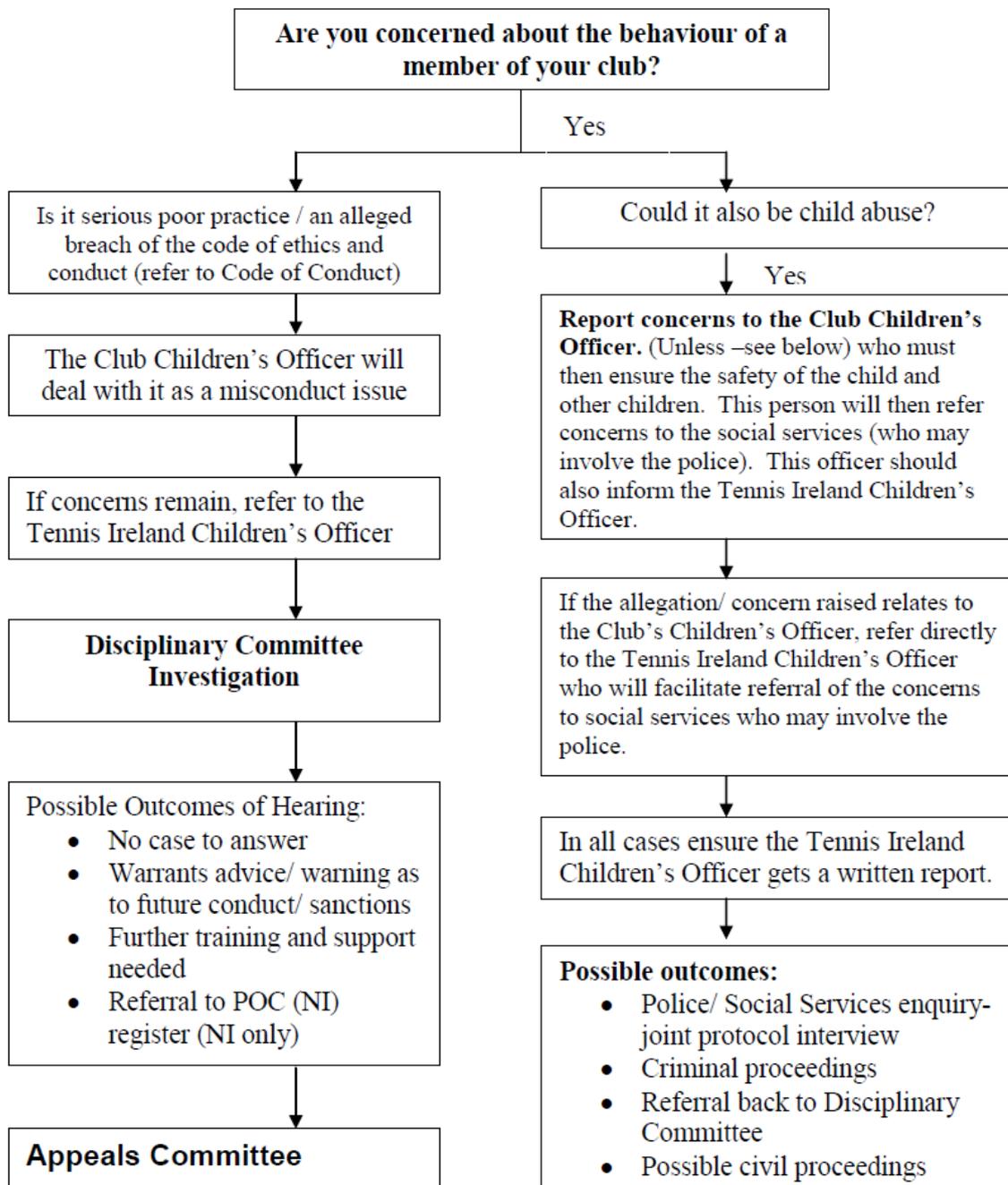
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## PARENTS / GUARDIANS ARE EXPECTED TO:

- Complete and return the Health and Consent Form pertaining to their child's participation with Grove Lawn Tennis Club
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc...
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance
- Behave responsibly on the sidelines
- Show appreciation and support the coach
- Ensure their child is punctual
- Provide their child with proper clothing and equipment
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who often provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun
- Not ignore or dismiss complaints expressed by a child
- Not treat the club as a minding service
- Parents/Guardians have the right to:
  - Know their child is safe
  - Be informed of problems or concerns relating to their children
  - Be informed if their child is injured
  - Have their consent sought for issues such as trips
  - Contribute to decisions within the club
  - Complain if they have concerns about the standard of coaching

# Appendix 6 Club Complaints Procedure

## Reporting Procedures About Behaviour Of A Club Member/ Coach



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Statutory Services direct (or the NSPCC/ISPC or Childline.) At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.

# Appendix 9 Travel & Hosting Policy

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## AWAY TRIPS

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning.

The following will outline a number of issues that need to be considered when travelling with children. Communication with:

Children – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.

Parents – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.

Other coaches / volunteers – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary. Transport

The following are some basic points to consider:

Ensure the driver holds and is in possession of a valid driving licence

Allow an appropriate length of time to complete the journey

Consider the impact of traffic and weather conditions

If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?

Ensure leaders and children wear seat belts

Check there is appropriate insurance for the journey

Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey

Ensure that the vehicle is road worthy. Ratio Dependent on the sport the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home.

Insurance In addition to the mini-bus/ car insurance, the team manager needs to ensure that the clubs general insurance covers travel to away events.

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available. The leader should have access to a mobile phone and contact details for all the children.

The above are only basic points of advice and are not comprehensive guidelines.

For more detailed guidelines see Safe Sport Away.

## Hosting

Being a host family or being hosted is an integral part of Tennis and, if handled appropriately, can add to a child's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/ children staying with them and details of the competition. They in turn should agree to provide references and be vetted.

When arranging for events/trips abroad, Grove Lawn Tennis Club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

# Appendix 12 Code of Ethics and Good Practice for Children's Sport

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The Irish Sports Council and the Sports Council for Northern Ireland published a joint Code of Ethics and Good Practice for Children's Sport in 2000 to ensure that young people are safeguarded in their participation in sport in the island of Ireland.

The Code is available via the following link:

[http://www.sportireland.ie/Participation/Code\\_of\\_Ethics/Code\\_of\\_Ethics\\_Manual/](http://www.sportireland.ie/Participation/Code_of_Ethics/Code_of_Ethics_Manual/)

# Appendix 13 Children First: National Guidelines for the Protection and Welfare of Children

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<http://www.dcy.gov.ie/documents/Publications/ChildrenFirst.pdf>

# Appendix 14 Tennis Ireland Complaints, Objections and Disciplinary Rules and Procedures

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## REPORTING PROCEDURES

### Guidelines For Reporting Accidents

In the event of an accident, the following procedure will be carried out:-

1. Fill in an Accident Form in folder for ALL accidents
2. IT IS ESSENTIAL TO MAKE CONTACT WITH PARENTS/GUARDIANS
3. Keep copy of form in the incident book/ folder
4. Children's officer to check and sign off/ action required
5. Contact emergency services/ GP if required
6. Record in detail all facts surrounding the accident, witnesses etc.

### Guidelines For Reporting Allegations/ Incidents

Record all incidents reported or observed on 1st page of Incident Form  
Make contact with and forward report to Children's officer for further action  
Ensure confidentiality - only "need to know basis"

#### CHILDRENS OFFICERS

Jane Loughrey (086)858 8969

Colm O'Reilly (086)823 3322

### Guidelines For Responding To A Child Reporting An Incident

#### DOs

1. Stay calm
2. Listen & hear. Give the person time to say what they want
3. Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
4. Record in writing what was said as soon as possible
5. Report to someone else in the organisation – the childrens officer
6. Record your report.

#### DON'Ts

1. Panic
2. Promise to keep secrets
3. Enquire into the details of the abuse
4. Make a child repeat the story unnecessarily.

# Appendix 19 Confidentiality Policy

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Tennis Ireland has a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or their family situations will not be talked about or passed onto others without their consent.

However, the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis. Your statement of confidentiality should make this clear.

In any situation where there is an allegation of suspicion or abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

1. the person responsible for child protection in our organisation;
2. where relevant, a statutory child protection agency;
3. the parent of the child;
4. the alleged perpetrator.

You should inform the parents unless doing so would endanger the child. Informing the parent of the child about whom you are concerned will need to be handled in a sensitive way and may be undertaken in consultation with a statutory agency.

Any individual under suspicion whether or not s/he is a staff member or volunteer within your group has a right to be notified of the cause of the concern unless to do so would place a child at risk. This matter will need careful consideration and should only be undertaken in consultation with a statutory agency or Tennis Ireland Children's Officer.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will advise you right about who needs to be told, when they should be told, and the kind of information which is appropriate to be communicated.

All information of a personal nature will be stored in a safe and secure setting. Those who will be given access to this information will be;

1. Club children's officer
2. Club secretary for mailing addresses, fees etc.
3. Club coaches for information relating to a child's ability to participate in an activity/ residential.

# Appendix 20 Forms

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From time to time photographs may be taken of children playing tennis at Grove Lawn Tennis Club. These images may be used on the website or on club notice boards. Video recordings may also be taken for monitoring or educational purposes. Personal details of any child in a photograph or video will not be used.

I have read the Grove Lawn Tennis Club Code of Conduct above and agree to abide by the guidelines as set out in the code. I give permission to Grove Lawn Tennis Club to take and use photographs under the conditions outlined above.

Signature of Player \_\_\_\_\_ Print Name \_\_\_\_\_  
Signature of Parent/ Guardian\* \_\_\_\_\_ Print Name \_\_\_\_\_  
Date \_\_\_\_\_

\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

