



Achieving Child Protection Compliance

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Grove Lawn Tennis Club Child Protection Policy

General Statement of Policy

The Grove Lawn Tennis Club is committed to safeguarding our junior members and to being compliant in all child protection procedures.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, race, religion or belief, sex or sexual orientation, socio-economic background, all children have a positive and enjoyable experience of sport in a safe and child centred environment and are protected from abuse.

We will work to ensure that all coaches, supervisors, leaders and volunteers adhere to the highest of child protection guidelines and have drawn up and disseminated these guidelines widely through our notice boards and website.

The Grove Lawn Tennis club is also committed to ensuring that all club officials and members adhere to the club's Codes of Conduct.

Grove Lawn Tennis Club is fully committed to safeguarding the well-being of its members. Every 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.

Tennis Ireland 12-point compliance check-list.

Firstly review the check-list to see how many you can say “Yes” to.

1. *Has your Club's Constitution been amended (if necessary) to reflect Child Protection guidelines?* Yes.
2. *Has your club appointed two gender specific Children's Officers – one male and one female officer?* Yes.
3. *Has your club appointed a Designated Person for the Club?* Yes.
4. *Does one of the Children's Officers sit on the Club's Executive Committee to report on Child Protection issues?* Yes.
5. *Have your Club's Children's Officers completed the required Child Protection Training Courses?*
Male CP officer completed. Female CP officer awaiting Safeguarding 2 course to be completed. CP will attend next possible course.
6. *Has the Club's Designated Person completed the required child protection course?* Yes.
7. *Have all Club Coaches completed the required child protection course?* Yes.
8. *Is Child Protection an item on the Club's Executive Committee Monthly Agenda?* Yes.
9. *Does the club have a robust recruitment process in place for all committee members, coaches and staff members?* Yes.
10. *Has your club made it a provision that all Senior Members of the Club formally indicate their acceptance of the Code of Ethics and Good Practice for Children's Sport and that a copy of the club's Child Protection Statement is available for members to view on the club notice board or website?* Yes.
11. *Does the club have a complaints procedure in place?* Yes.
12. *Is adequate Adult Supervision (one male and one female) provided during all children's activities organised by the club, it's coaches or officials, or by the club sub committees?* Yes.

Appendix 1 - Children's Officers.



Jayne Reid – Child Protection Officer

087 699 4155

Colm O'Reilly – Child Protection Officer

086 823 3322

Photographs of the Children's Officers is displayed on the club's notice board and website.

Appendix 2 – Coaches, Sports Leaders, Officials.

Guidelines for Sports Leaders, Coaches, Officials, Convenors etc. including Code of Conduct

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 (ref. Appendix 5), 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.

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Grove Lawn Tennis Club

Form 1 - CODE OF CONDUCT for Coaches/Sports Leaders/Officials

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.
- 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.

I accept that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club's Designated 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 Coach/Sports Leader:

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 Coach/Sports Leader:

Date

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

Appendices 3 & 4 - Conduct of Children & Parents.

CODE OF CONDUCT FOR CHILDREN

All junior members are required to abide by the following Code of Conduct.

- 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 one of the Children's Officers if I have concerns.
- Respect opponents and always shake hands at the end of a match.
- Use my 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 me harm.
- Win with grace and lose with dignity.

The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian of junior members is deemed to be agreement on the part of the junior member to abide by this Code of Conduct.

Code of Conduct for Parents

Grove Lawn Tennis Club believes that as parents you should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy, Appendix 17, within the club's Child Protection Policy.

Parents Code of Conduct:

1. I will respect the rules and procedures set down by Irish Sports Council Code of Ethics and Good Practice for Children's Sport.
2. I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events whether within the club or outside.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian is deemed to be their agreement to abide by this code of conduct.

Appendix 5 - Club's Recruitment Procedures.

Section 1. The General Approach to Recruitment.

Grove Lawn Tennis Club relies heavily on the time and commitment freely given by volunteers. Without this the opportunities for children to participate in tennis would not exist. However, the club is also mindful of its commitment to “*safeguarding the well-being of its members*” as outlined in its Child Protection Policy Statement.

This Recruitment Policy document sets out how the need for and encouragement of volunteer participation in our programmes is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We trust that potential volunteers will appreciate the obligation on the club to satisfy itself that all those volunteering fully understand the role which they are taking on and the responsibilities attaching to that role. In addition, it is reasonable that those with substantial access to children in our care provide the kind of information that is essential in assessing somebody's suitability for quite responsible positions.

We hope that potential volunteers will provide any requested information in the overall spirit of the club's commitment to child protection. Similarly, staff employed by the club will be expected to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

Section 2. The Specific Recruitment Procedures

Grove Lawn Tennis Club will ensure good recruitment procedures by utilising some or all of the following.

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position. (*see sample application forms at the end of this document*)
3. Obtaining proof of identity of each person applying.
4. Where necessary obtaining the individual's signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. In the case of those who will have substantial access to children.
 - Assessing the individual's experience of working with children or young people and knowledge of child protection issues
 - Assessing their commitment to promoting good practice.

- Assessing their ability to communicate with children. (i.e. be approachable).

This assessment will be done in the way most appropriate to the particular position.

1. Where considered necessary obtaining written references.
2. Ensuring that any appointment, whether paid or voluntary, is approved by the club's Executive Committee
3. By providing suitable induction and where considered appropriate setting a probationary period.
4. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position (*see undertakings/Codes of Conduct in Appendix 2*)

The review of the information provided will be carried out by the **Recruitment Sub-committee** comprising the Club Officers plus a representative of the Junior Committee. In the case of the review and assessment of any of the members of the Recruitment Sub-committee they will absent themselves from the sub- committee for the duration of that particular review.

The duties and responsibilities associated with all posts within the club are set out in Appendix 7 of this policy.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. (Ref Appendix 2)

The following table sets out the various criteria to be complied with by volunteers and post-holders.

	Complete Form	Provide Reference	Garda Vetting	CP Awareness Course	Insurance	Qualifications	Code of Conduct Undertaking	Induction	ID Proof
Club Chairperson/President	X			X			X	X	
Club Secretary	X			X			X	X	
Club Treasurer.	X			X			X	X	
Club Captain	X			X			X	X	
Executive Committee Member	X			X			X	X	
Junior Sub-committee member	X		X	X			X	X	

Other Sub-committee member	X			X			X	X	
Junior Sports Leader	X	X	X	X			X	X	X
Tennis Coach	X	X	X	X	X	X	X	X	X
Caretaker/cleaner.	X	X	X	X			X	X	X
Groundsman	X	X	X	X			X	X	X

Protection of Data provided by volunteers.

All information provided to Grove Lawn Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential. Only the members of the Recruitment Committee will have access to this information. Only hard copies of the information will be retained by the club. This hard copy information will be kept by the Club Secretary in a locked storage area with a single key being held by the secretary. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.

ALL RELEVANT FORMS APPENDIX 50

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Grove Lawn Tennis Club

Form 6 - VOLUNTEER / COACH APPLICATION FORM (Appendix 5)

(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)

All information received in this form will be treated confidentially

Name:

Maiden Name:

(If applicable)

Address:

Previous Address(s) over the last 5 years:

How long have you lived at this address? _____

Tel: _____ Mobile: _____ DOB: _____

Are you (Please tick):

Employed ☐

Unemployed ☐

Student ☐

Homemaker ☐

Retired ☐

Other ☐

Previous work experience & relevant qualifications:

Have you previously been involved in voluntary work? YES ☐ / NO ☐

If yes, give details:

How much time can you commit? (Please tick)

	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>
Morning							
Afternoon							
Evening							

Do you have any spare time hobbies, interests or activities?

Do you agree to abide by the club’s Coach Code of Conduct (copy attached)?

☐ Yes

☐ No

Have you completed the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection or similar?

☐ Yes

☐ No

If yes, who was it organised by and when approximately:

If No do you agree to undergo this training?

☐ Yes

☐ No

Have you ever been asked to leave a sporting organisation in the past?

(if you have answered yes we will contact you in confidence)

☐ Yes

☐ No

List all relevant training courses (coaching-*any sport*, Child Protection, etc.) that you have completed.

Course

Organising Body

Date completed

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name:

Name:

Address:

Address:

Tel:

Tel:

Designation:

Designation:

Grove Lawn Tennis Club

Form 7 - DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN (Appendix 5)

(Please read this information carefully)

Statement of non-discrimination:

Grove Lawn Tennis Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

_____ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering.

Advice to Applicants:

Please complete this form as accurately as possible and return it marked “**Confidential**” in the **envelope provided**. An arrangement will be made with you to discuss any clarification that may be required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?

☐ Yes ☐ No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the club's Designated Liaison Person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Tennis Ireland, as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: _____

Grove Lawn Tennis Club

Form 8 - Third Part Reference Form (Appendix 5)

STRICTLY CONFIDENTIAL

This form should be returned only to the person who requested it's completion.

The following person:

has expressed an interest in working in Tennis.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

Signed _____

Print Name _____

For Grove Lawn Tennis Club

Date _____

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES ☐

NO ☐

If you have answered **YES** we will contact you in confidence.

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____

At the outset it should be borne in mind that all this process is trying to achieve is that the club is satisfied that it has checked out the bona fides of anybody it puts in a position of having substantial access to children.

Appendix 6 - Club's Complaints Procedures.

Club Complaints Procedure

(Based on the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures document)

1. The Executive Committee shall appoint a club Hearings Committee at its first meeting.
2. The Hearings Committee shall consist of 5 members of the club who shall be 18 years or over.
3. The Children's Officers of the club shall not be members of the Hearings Committee.
4. A club member shall serve on the Hearings Committee for no more than 4 years.
5. The Hearings Committee shall appoint a Chairperson to chair all its meetings.
6. The Hearings Committee shall follow the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** in dealing with issues brought to it.
7. The Hearings Committee shall deal with all Complaints, Disciplinary Action and Objections as these are defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures.
8. **A Complaint** must be made within 14 days of the date of the alleged incident (save where exceptional circumstances are proven to the satisfaction of the relevant Hearings Committee). It must be in writing completed on the official Complaint Form*. It must refer specifically to an incident(s) and it must specify the Rule (*see definition below*) allegedly broken. The Complaint must be submitted to the Hearings Committee and be accompanied by a fee of € 30.00.
9. **A Disciplinary Action** may be initiated by a Leader or Official (*as defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures*) or by the Chairperson of the Hearings Committee.
10. **An Objection** can be made by a Participant by submitting in writing details of the Fixture, time of completion and the grounds for objection. It must be submitted on the official Objection Form within 30 minutes of completion of the fixture being objected to and be accompanied by a fee of € 10.00.
11. The decision of the club Hearings Committee can be appealed to the relevant provincial Branch Hearings Committee. An appeal must be made in writing within 5 days of receipt of the written decision of the club Hearings Committee. It must state the date of the decision being appealed, the aspects of the decision being appealed and the grounds of appeal. It should include all relevant documentation and be accompanied by a fee of €500.00 (refundable in the event of a successful appeal).

DEFINITIONS (extracts from the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures)

Complaint: means any written complaint made against any Participants, Individual Associate, Member, or Branch of Tennis Ireland or any subcommittee therein within the meaning of clause 3.2 of the Procedures

Disciplinary Action means the steps undertaken in initiating, investigating, prosecuting and administering disciplinary misconduct by a Participant, Individual Associate, Member, Branch and Tennis Ireland.

Hearings Committee means the Member, Branch or Tennis Ireland hearings committee appointed by the executive committee or boards to administer and hear Complaints, Objections or Disciplinary Actions.

Leader means the coach, manager and/or team leader that has responsibility for Participants at a particular Event.

Objection means any objection to the result of a fixture at an Event on the grounds of eligibility.

Official means any person who referees, umpires or officiates at an Event.

Participant means any athlete or assistant such as a doctor, physiotherapist, parent, coach, trainer, mentor, psychologist, manager, advisor, agent or representative that accompanies an athlete to an Event

The “Rules” referred to above include the following:

- Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures
- Memorandum and Articles of Association of Tennis Ireland
- Tennis Ireland Guidelines for safeguarding children
- The Rules of Tennis
- Regulations for the Conduct of Official Tournaments

IMPORTANT NOTE: The details of the procedures to be followed in regard to all Complaints, Disciplinary Action and Objections can be found in the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** – it is strongly recommended that all members familiarise themselves with that document before initiating any of the above actions.

Appendix 7 - Roles & Responsibilities

Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials

Club Chairperson/President.

- To chair Executive Committee meetings.
- To issue official correspondence on behalf of the club. (It is advisable to have all letters issued by the Chairperson/President)
- To endeavor to generate good communication between committee members to unite the group
- To encourage the full participation of all committee members
- To liaise with the other officers between committee meetings
- To officiate at club events

Club Secretary

- To record the minutes of the meetings
- To set the agenda for meetings in consultation with the Chairperson/President
- To issue notices of committee and General meetings
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the Chairperson/President as soon as possible)
- To maintain and manage all digital records

Club Treasurer.

- To record all financial transactions of the club

- To report on all transactions to the Executive Committee meetings
- To issue payment for all bills, wages, fees etc. as approved by the Executive Committee.
- To lodge all monies received.
- To liaise with sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank in relation to club accounts

Club Captain

- To organize all tennis activities within the club.
 - To select club teams.
 - To liaise with other sub-committees in relation to various events within the club.
 - To report to the monthly meeting of the Executive Committee.
- To officiate at club events, prize-givings etc. as necessary

General Committee Member

Junior Sub-committee member

Other Sub-committee member

Junior Sports Leader

Tennis Coach

Caretaker/cleaner.

Groundsman

Grove LTC – Head Tennis Leader's Responsibilities

- These notes are provided as a reminder of your duties and a reminder that the care and safety of the children are paramount at all times whilst you are on duty.

1. The Head Tennis Leader will:

- Be responsible for co-ordinating and overseeing of children's Tennis activities in the Grove LTC.
- Co-ordinate the duties of the Tennis Leaders and Summer Camp Leaders and ensure Leaders are actively engaging younger members of the club.
- Ensure the safety of all children by careful supervision, proper pre-planning of coaching/ playing sessions, using safe methods at all times, including the Saturday Pizza competitions.
- 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.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- 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" or emergency services. If a child is injured treat them in clear view of the other Tennis Leader or a parent. You must not go into room such as the toilet or the kitchen alone with the child. Take a bowl of water from the kitchen and the first eight kids into the open to wash grazes apply cream plasters et cetera. Child must be treated by the tennis leader of the same gender as the child. Ensure the first aid kit

remains property stocked and kept out of reach of young children.
Remember to fill out an accident or Incident form if required.

- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Liaise with the Junior Coordinator and/or Committee as required.

2. The Head Leader will generally be present in the Grove Lawn Tennis Club from 1000 to 1700hrs Monday to Thursday and 1000 to 1300hrs on Friday unless The Head Leader is required to leave in the course of Grove LTC business. However, the tennis leaders are not allowed to leave the club grounds during official hours of work except in an emergency situation. The club must not be opened unless tennis leaders are in attendance.

3. Lunchtime is from 1300 to 1400hrs each day. The pavilion must be closed during this time and also at 1700hrs but kept open at other times. The kitchen door should be kept locked except when the kitchen is in use. Leaders are not permitted to use the Burko boiler and on no account are matches, lighters or naked flames allowed anywhere on the property.

4. Ensure as far as possible, the entrance gate is kept locked at all times. Do not allow to be propped open. If it is not self-closing, shut it and inform the chairman or Groundsman.

5. No child under five years old is allowed to remain at the grounds without a parent or guardian present.

6. Ensure that you, the Tennis Leaders and the Camp Leaders are familiar with the club's Child Protection Policy, Bullying Policy and other relevant policies.

7. Your duties include the coordination and overseeing of both the Tennis

Leaders and Summer Camp Leaders to:

- a. Organise fair court allocation;
- b. Organise fun and games two mornings a week. However, do not permit games of a rough nature that could result in injury;
- c. Organise 10- 14s tennis on Tuesday and Thursday mornings and providing prizes for winners and runners up from the entrance fees;
- d. Coordinate the Saturday Pizza Tournament and ensuring a Tennis Leader is available each week to run the tennis competition each Saturday. The Head Leader will ensure the relevant Leader is released for two hours during the week in question in order to make up their weekly hours.
- e. Monitor children's championship matches and umpiring children's matches for the younger age group's were necessary or advisable such matches should not start later than 1700hrs;
- f. Help with umpiring, line duties and extra cleaning on finals' days;
- g. Keep the grounds tidy and free from litter and left in a neat condition;
- j. Tidy up at the end of each day including collecting up tennis balls, other children's items, lost property and all litter;
- k. Keep the pavilion clean and tidy including cleaning the toilets and kitchen at the end of each day and watering the window boxes and tubs;
- l. Fill the bin and putting it out for collection;
- m. Paint and putting names on the championship board at the end of the season.

8. The Head Leader will ensure that the club's rules and bye-laws are followed, in particular:
 - a. No cycling allowed in the club grounds;
 - b. No football games other than tennis except were led by the tennis leader;
 - c. No dogs allowed at any time except guy dogs or assistance dogs Keeping the whites only rule;
 - d. Ensuring members only except for permitted visiting players;
 - e. Keeping the courts in good condition by not allowing play when wet and protecting the baselines especially on courts No 1 and No 2;
 - f. Ensuring court rotation, generally 4-3-2-1 in that order;
 - g. Not permitting skidding or climbing over nets.
9. In the event of any problem, phone the Child Protection Officers who are pictured and listed on the junior notice board or the Club Designated Person, The Junior Coordinator or the Lady Captain. In particular, if a child is not collected at lunchtime or on time at the end of the day or of any child is continually disruptive are abusive inform the Chairman.

Junior Co-ordinator – Una Kearins (086 0441538)

Child Protection Officer - Jayne Reid (087 6994155)

Child Protection Officer - Colm O'Reilly (086 8233322)
Chairman and Club

Designated Contact - Derek Reid (086 2843566)

Lady Captain - Judith Blair (086 8220975)

Groundsman - John Barry (086 1719150)

Nearest Doctor - Dr Carol Mooney, The Rise (845 0416)

Emergency Services - 999 or 112 (go to the end of the lane way to help with location)

Grove LTC – Tennis Leaders’ Responsibilities

These notes are provided as a reminder of your duties and a reminder that the care and safety of the children are paramount at all times whilst you are on duty.

1. Tennis leaders will be present in the Grove Lawn Tennis Club from 1000 to 1700hrs Monday to Thursday and 1000 to 1300hrs on Friday. Tennis leaders are not allowed to leave the club grounds during official hours of work except in an emergency situation. The club must not be opened unless both tennis leavers are in attendance.
2. Lunchtime is from 1300 to 1400hrs each day. The pavilion must be closed during this time and also at 1700hrs but kept open at other times. The kitchen door should be kept locked except when the kitchen is in use. Leaders are not permitted to use the Burko boiler and on no account are matches, lighters or naked flames allowed anywhere on the property.
3. No child under five years old is allowed to remain at the grounds without a parent or guardian present.
4. Ensure as far as possible, the entrance gate is kept locked at all times. Do not allow to be propped open. If it is not self-closing, shut it and inform the chairman or Groundsman.
5. Ensure that you are familiar with the club’s Child Protection Policy, Bullying Policy and other relevant policies.
6. Your duties include:
 - a. Organising fair court allocation;

- b. Organising fun and games two mornings a week. However do not permit games of a rough nature that could result in injury;
 - c. Organising 10- 14s tennis on Tuesday and Thursday mornings and providing prizes for winners and runners up from the entrance fees;
 - d. Monitoring children's championship matches and umpiring children's matches for the younger age group's were necessary or advisable such matches should not start later than 1700hrs;
 - e. Helping with umpiring, line duties and extra cleaning on finals' days;
 - f. Keeping the grounds tidy and free from litter and left in a neat condition;
 - g. Tidying up at the end of each day including collecting up tennis balls, other children's items, lost property and all litter;
 - j. Keeping the pavilion clean and tidy including cleaning the toilets and kitchen at the end of each day and watering the window boxes and tubs;
 - k. Filling the bin and putting it out for collection;
Painting and putting names on the championship board at the end of the season;
7. If a child is injured treat them in clear view of the other Tennis Leader or a parent. You must not go into room such as the toilet or the kitchen alone with the child. Take a bowl of water from the kitchen and the first eight kids into the open to wash grazes apply cream plasters et cetera. Child must be treated by the tennis leader of the same gender as the child. Ensure the first aid kit remains property stocked and kept out of reach of young children. Remember to fill out an accident or Incident form if required.

8. Ensure that the club's rules and bye-laws are followed, in particular:
 - a. No cycling allowed in the club grounds;
 - b. No football games other than tennis except were led by the tennis leader;
 - c. No dogs allowed at any time except guy dogs or assistance dogs
Keeping the whites only rule;
 - d. Ensuring members only except for permitted visiting players;
 - e. Keeping the courts in good condition by not allowing play when wet and protecting the baselines especially on courts No 1 and No 2;
 - f. Ensuring court rotation, generally 4321 in that order;
 - g. Not permitting skidding or climbing over nets.
9. In the event of any problem, phone the Child Protection Officers who are pictured and listed on the junior notice board or the Club Designated Person or the Lady Captain. In particular, if a child is not collected at lunchtime or on time at the end of the day or of any child is continually disruptive are abusive inform the Chairman.

Child Protection Officer – Jayne Reid (087 6994155)

Child Protection Officer Colm O'Reilly (086 8233322)

Chairman and Club Designated Contact - Derek Reid (086 2843566)

Lady Captain – Judith Blair (086 8220975)

Groundsman - John Barry (086 1719150)

Nearest Doctor - Dr Carol Mooney, The Rise (845 0416)

Emergency Services - 999 or 112 (go to the end of the lane way to help with location)

Grove LTC – Code of Conduct for Tennis Leaders and Camp Leaders

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, Derek Reid. 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.

These above Job Specifications will need to be fully developed in order to suit the individual club

Appendix 8 - Member's Code Sign-up

MEMBERS CHILD PROTECTION UNDERTAKING

I/We 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**.

Name of Adult Senior/Family Member _____

Signature 1 _____

Name of Adult Family Member _____

Signature 2 _____

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

This Undertaking must be signed by the member or in the case of a family by both adults (where applicable). Signature 1 is deemed to be the adult signing on behalf of the family members under 18 years. (see note below) In the case of individual juniors (i.e. not joined as part of a family membership) the undertaking should be signed (below) on their behalf by the parent or legal guardian having parental responsibility for the child.

Note: When a Junior reaches the age of 18 they must sign an Undertaking on their own behalf (whether joined as part of a family or as an individual junior).

Name (if signing on behalf of Junior member) _____ (please print)

Signature _____

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

Appendix 9 - Travel & Hosting.

N/A

Appendices 10 - Supervision of Children/Parental Consent.

Adult Supervision of Childrens' Activities

Grove Lawn Tennis Club is rightly proud of the welcome and support given to its Junior members of all ages. The Club encourages all members to make full use of its facilities as often as possible.

As part of the its obligations in regard to the protection of children the club sets out in this document the details of adequate adult supervision of junior members provided by the club.

The club will ensure that all children's activities organized by the club will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities.

This will help to ensure the safety of the children as well as protect adults. In this regard the club will be guided by the recommendations contained in Chapter 4 of the Code. As a minimum all club-organized activities will be supervised by one male and one female adult.

Adult supervisors will ensure that they are not left alone with young participants. If an adult needs to talk separately to a child this will be done in an open environment, in view of others.

Leaders and adult supervisors should not be left alone with young people at the end of any activity.

Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible. If late collections occur

leaders/supervisors should remain in pairs until all participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidably delayed they should contact the club or one of the Junior Committee whose contact numbers will be provided to parents at the beginning of the year. In the event that no contact is made with the club/Junior Committee the supervisor will attempt to contact the parent using the contact number(s) provided by them on the completed Consent Form. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made the supervisor plus another adult will wait with the child at the club or venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending for club-organised coaching should let one of the adult supervisors know when they have arrived at the club – it is the responsibility of parents to ensure that children do this. When they are finished their coaching session and are leaving with the adult nominated to collect

them they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child leave the club premises without informing the adult supervisor.

If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed.

Attendance records and records of any incidents or accidents that occur will be kept by the club.

Supervision of changing rooms if necessary (where children are very young or need special assistance), will only be in pairs of the appropriate gender.

The club welcomes and indeed encourages parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise!)

Parents should note that adequate adult supervision as described above is provided only at the following times:-

- During your child's allocated coaching period as part of the club's Junior Coaching Programme.
- During any of the internal junior activities organized and run by the Junior Committee of the club.
- During any of the closed club tournaments run by the Junior Committee of the club.

Arrangements for supervision during home or away matches etc. are outlined in the Travel & Hosting Policy (Appendix 9).

The details of the times of the above-listed activities are available from any member of the Junior Committee. If you have any difficulty getting this information please contact the Hon Sec. of the club (details on the club web-site or on the Notice Board).

We wish to make it clear that while there may be adults present in the club premises at other times the club does not regard their presence as the provision of adequate adult supervision and it is not responsible for the safety and protection of your child outside of the specific activities listed above.

While the Club takes every reasonable measure to ensure the safety and protection of all its members including Junior members while they are on the premises such measures do not extend to the provision of adequate adult supervision other than for the activities listed above. In that regard it is the responsibility of each parent/guardian to ensure that their child is adequately supervised at all other times that they are on the club premises. (including times when the child is receiving private coaching organized by the child's parents)

The parents of all children taking part in any of the activities organized by the club will be required to complete and sign the below Consent Form.

PAGE TO BE LEFT BLANK

Form 3 - Parental Consent Form (Appendix 10)

I confirm that I _____ am the parent/legal guardian of
_____.

I hereby consent to the above child participating in the tennis activities of Grove Lawn Tennis Club in line with the Code of Ethics & Good Practice for Children's Sport. I have provided contact details below and undertake to inform the Hon. Sec. of the club of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in all tennis activities in the club.

I confirm that I have read Appendix 11 of the club's Child Protection Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except as set out in Appendix 11 of the club's Child Protection Policy.

Name:*(please print)* _____

Signature _____

Contact Details

Name of Child _____

Address _____

Parent's Mobile Phone No. _____

Emergency Contact No. (1) _____

Emergency Contact No. (2) _____

Please also include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

Photographic & Video Consent

I consent/do not consent to the below mentioned child being included in any photographic or video material, in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in tennis.

Name: _____

Age: _____

Signature: _____

Date: _____

Print Name: _____

State Relationship to child: _____

Phone No. _____

Appendices 12, 13, 14 & 15 - Publications.

Included in Hard Copy and also online.

Appendix 16 - Child Welfare, Reporting etc.

Child Welfare and Protection Procedures

Grove Lawn Tennis Club accepts that all organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. This Policy sets out the procedures for dealing with any welfare or protection issue that may arise in the club.

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person, the club and any member having such concerns must take appropriate steps to address those concerns.

The Designated Person

In certain limited circumstances it may be necessary to report suspected or known child abuse allegations to the HSE or An Garda.

The club has in place a Designated Person whose job it is to receive such reports from club members. They will then decide if a report should be made to the Health Service Executive (HSE) or indeed in certain circumstances to An Garda Siochana.

The Designated Person has received specific training for this role. In addition the person chosen to fulfil the role will be a senior and experienced member of the club.

Role and Responsibilities

- To receive reports from club members (Senior or Junior) regarding suspected or known child abuse.
- To assess such reports and to seek advice from the HSE in regard to the particular circumstances.
- To make formal reports to the HSE and/or to the Garda Siochana regarding suspected or known child abuse.
- To inform the Chairperson of the club that such a report has been made or advice sought (without disclosing any of the details of the incident).
- To inform the family of an alleged victim of his/her intention to make such a report. (unless doing so would endanger the child or undermine an investigation)

- Assisting the Chairperson/President and other Club Officers in relation to any internal procedures where an allegation concerns a Coach, Club Employee or Sports Leader.

Minimum Requirements

Have attended the Safeguarding 1 – Basic Awareness Workshop in Child Welfare and Protection.

Have attended the Safeguarding 3 – Designated Liaison Person Workshop.

Desirable qualities and skills.

The Designated Person should have good communication and listening skills, be approachable and non-judgmental.

He/she should have a good knowledge of child welfare and protection codes and guidelines (which will be acquired through appropriate training).

The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material.

Details of the club's current Designated Person are on the Notice Board or can be got from any member of the Executive Committee.

If in doubt the member should always contact the Designated Person to discuss any child protection matter of concern. The Designated Person who will then deal with the matter as they see fit.

It is important to realise that it is not the responsibility of anyone working within the tennis club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Responding to a Child Disclosing Abuse.

In some circumstances a young person may disclose to a trusted adult instances of abuse or other concerns relating to themselves or others.

Any adult finding themselves in this situation should follow the guidelines set out below.

If a young person discloses information of suspected abuse you should:

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.

- Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Be honest with the child and tell them that it is not possible to keep information a secret.
- Make no judgmental statements against the person whom the allegation is made.
- Do not question the child unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as *“Can you explain to me what you mean by that”*.
- Give the child some indication of what would happen next, such as informing the Designated Person, parents/guardians, social services or the Gardai. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details as soon as possible after receiving the report.
- Pass on this information to the club’s Designated Person.

Reporting Suspected or Disclosed Child Abuse.

The following steps will be taken by the Designated Person in reporting child abuse to the statutory authorities:

- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.
- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSE which has a statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the Gardai will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist she/he can informally consult with the local social services. She/he will be advised whether or not the matter requires a formal report.

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of the alleged victim of his/her intention to make such a report, unless doing so would endanger the child or undermine an investigation.

Protection for the Person Reporting possible Child Abuse.

It is important to reassure anyone who is in the position of receiving information or directly becoming aware of possible child abuse that in making a report they won't be subject to litigation. In this regard the Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Services Executive or the Gardai (directly or via a Designated Person). The act also covers the offence of 'false reporting'.

The main provisions of the Act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of the Health Service Executive or any member of An Garda Síochána.
- The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.
- The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

Allegations against Coaches/Club Employees/Sports Leaders

The following are the agreed procedures to be followed in cases of alleged child abuse complaints concerning a Coach, Club Employee or Sports Leader. If such an allegation is made against a Coach/Club Employee/Sports Leader working within the club, two separate procedures will be followed in tandem:

1. The reporting to the statutory authorities by the Designated Person in respect of suspected or disclosed child abuse. (see above for details).
2. The club will also follow its own internal procedure in dealing with the Coach/Club Employee/Sports Leader from a club perspective.

The Internal Procedure will be as follows.

- As soon as the Designated Person is made aware of allegations which concern a Coach/Club Employee/Sports Leader within the club he/she will make the Club Chairman/President aware of the situation. If the allegations concern the Chairperson/President then the Designated Person will convene a meeting of the other officers of the club and brief them on the situation.
- The first thing to consider at this stage is the safety of the child making the allegation and the safety of any other children who may be at risk. The club will immediately take any steps considered necessary to protect children in its care.

- The next step will be to appoint a senior member of the club to deal with the matter. Under normal circumstances this person will be selected by the Designated Person together with the Chairperson. Where the allegations concern the Chairperson/President the person will be selected by the Designated Person and the other club officers.
- The senior club member will privately inform the Coach/Club Employee/Sports Leader that
 - A. an allegation has been made against him/her
 - B. the nature of the allegation.
- He/she will be afforded an opportunity to respond and informed that any response will be noted and passed on to the statutory authorities.
- The Coach/Club Employee/Sports Leader will be suspended from their position pending the outcome of the club's investigation. Any investigation of the allegations by the statutory authorities will take precedence over any separate investigation by the club into the allegations. The senior club member will clarify that this suspension is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- The club will retain the right to take disciplinary action against the Coach/Club Employee/Sports Leader on foot of the allegations.

Confidentiality

Given the sensitive nature of the issues covered by this appendix confidentiality will be a very important consideration. The Club will be guided in this regard by the following.

- Appropriate but not absolute confidentiality will be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the alleged victim and the person about whom the complaint has been made are protected.
- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information will be treated in a careful and sensitive manner and will be discussed only with those who need to know.
- Information will be conveyed to the parents/guardians of the child in a sensitive way.
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality.
- All persons involved in a child protection process will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information will be stored in a secure place, with access to it limited to the Designated Person and appropriate personnel as decided by the Designated Person.
- The requirements of Data Protection laws will be adhered to.

Anonymous Complaints/Rumours

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours will not be allowed to persist and will be dealt with by the Executive Committee as soon as it becomes aware of such rumours. All concerns relating to inappropriate behavior will be brought to the attention of the Designated Person in order that they may be dealt with as soon as possible. It is the responsibility of every member who becomes aware of such concerns to report them to the Designated Person. The information will be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children will be paramount.

Malahide Garda Station – 01 666 4600

Tusla - Child and Family Agency - (01) 771 8500

Department of Children and Youth Affairs – 01 647 3000

DESIGNATED PERSON 2018

The current Grove Lawn Tennis Club Designated Person is:

Derek Reid



Mobile No: 086 2843566

If you are aware of any Child Protection concerns (inside or outside the club) you should immediately inform the Designated Person.

Appendices 17, 18 & 19 - General Appendices to protect children.

Grove LTC – Bullying Policy

Grove Lawn Tennis Club is aware of the potential for bullying behavior to take place within the club. This Appendix sets out the club's policy on bullying, the supports to be put in place to support the victims of bullying and the procedures to be followed if incidents occur.

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children.

It includes behaviors such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The club will actively encourage all young members to reject bullying and encourage the reporting of incidents to the Children's Officers.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings).
- Stress-caused illness – headaches, and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- Frequent loss of, or shortage of, money with vague explanations.
- Having few friends.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed).
- Not eating.
- Attempting suicide or hinting at suicide.
- Anxiety (shown by nail-biting, fearfulness, tics).

There are of course other possible reasons for many of the above.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Health Services Executive or An Garda Síochana, dealing with bullying behaviour amongst young people in the club will, in the first instance, be the responsibility of the club's Children's Officers.

How can it be prevented?

- ❖ Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- ❖ Deal with any incidents as they arise.
- ❖ Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of children, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group (see below).
- ❖ Reinforce that there is 'a permission to tell' culture rather than a 'might is right' one.
- ❖ Encourage children to negotiate, co-operate and help others, particularly new or different children.
- ❖ Offer the victim immediate support and put the 'no blame approach' into operation.
- ❖ Never tell a child to ignore bullying.
- ❖ Never encourage a child to take the law into their own hands and beat the bully at their own game.
- ❖ Tell the victim there is nothing wrong with them and it is not their fault.

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

If there has been an incident of bullying, one of the club's Children's Officers will talk to the victim. At this stage he/she will try to find out who was involved and what the victim is now feeling by asking questions such as.

- ❖ Was it verbal or physical intimidation?
- ❖ How hurt is the victim
- ❖ Was it within his/her own peer group?

Assure the victim that his/her name will not come out in the investigation and actively listen.

Step 2 – Meet with all involved.

The Children's Officers will arrange to meet with all those involved. This should include bystanders, those who may have colluded, those who joined in and those who initiated the bullying. However, try to limit it to a maximum of six to eight in the group – keep the number controllable.

The Children's Officers should

- ❖ Make a point of calling a 'special' meeting.
- ❖ Ensure the severity of the topic is understood by all.
- ❖ Speak only of the hurt caused in general terms with no reference to the victim.
- ❖ Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident will be explained. At this stage the details of the incident or the allocation of the blame will not be discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at.

Try asking questions:

Would they like it if it happened to them?

Someone here in this group was bullied by someone within the group, what can be done to see it does not happen again?

The Children's Officers will use the meeting to identify the basis for the bullying incident and without isolating anyone try to identify a solution.

Step 4 – Share the responsibility

The Children's Officers will explain what steps/controls may have to be introduced to prevent further incidents and how everyone will lose out as a result.

Step 5 – Ask the group for their ideas

At this stage the group will be encouraged to suggest ways that would make the victim feel happier. All positive responses will be listened to and noted.

Step 6 – Leave it to them

Now that the problem has been identified, solutions suggested, the problem will now be handed over to the group to solve. A further meeting will be in a week's time. The responsibility will now be handed over to the group and give a time frame within which something must be done.

Step 7 – Meet them again

At the second meeting each member of the group will discuss how things are going, who is doing what and have there been other incidents. This will allow for continual monitoring and also keeps everyone involved in the process.

Again the idea of the 'team' looking after each other will be reinforced at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

Social Media Policy

Introduction

Social media provides unique opportunities for tennis clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach the club's Child Protection Policy or the Data Protection Act.

Principles

If you are representing the club in an official capacity, it is important that your posts convey the same positive spirit that the club would instill in all of its communications. Be respectful of all individuals, races, religions, and cultures. How you conduct yourself online not only reflects on you – it also reflects directly on the club.

When disagreeing with the opinions of others online, keep it appropriate and polite. If you find yourself in a situation that might become antagonistic, do not get defensive or disengage from the conversation abruptly. It is also important not to respond in the heat of the moment in a way you may regret later. Feel free to seek advice or disengage from the dialogue in a polite manner that reflects well on the club.

Potential Problems

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying; grooming and potential abuse by online predators; identity theft; and exposure to inappropriate content such as self-harm, racism, sexting (which is the creation or uploading of inappropriate material), and adult pornography.

The capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of well reported cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse.

Online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.
- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.
- bullying and intimidating behaviour, such as threatening to expose the child or young person by contacting their parents/guardians to inform them of their child's communications, or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.

- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- asking to meet children and young people offline.
- sending sexually themed images to a child depicting adult content or the abuse of other children.
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.

Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Rules to Remember

If someone has their own personal profile on a social media website, they should make sure that others cannot access any contents, media, or information from that profile which:

- a) they are not happy for others to have access to.
- b) which would undermine their position as a coach/volunteer representing their club.

As a basic rule, if you are not happy with others seeing particular comments, media, or information, then simply do not post these onto a public forum site.

When using social media sites, the following should be considered:

- ❖ change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.
- ❖ review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned.
- ❖ ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of the club.
- ❖ ensure that information published on social media sites complies with the club's Child Protection Policy.
- ❖ beware of how your actions could be captured via images, posts, or comments online as these will reflect on the club.
- ❖ respond to online bullying - what is said online must be treated as if said in real time.

coaches must not have any under 18's whom they coach as their friends and must not comment on individual players whom they are coaching through their person.

Mental Wellbeing Policy

Grove Lawn Tennis Club recognises that mental health is as important as physical health and accepts that, on average, one in four people will experience a mental health difficulty in the course of a year and that such problems can cause real and lasting damage, both to the individual and to the community. The Club also recognises that the majority of people who experience mental health difficulties can get over them or learn to live with them especially if they are supported early on.

This Policy applies to members, volunteers and coaches and aims to ensure that everyone feels supported in the club environment.

Policy statement

It is the policy of Grove Lawn Tennis Club to:

- promote mental health and wellbeing through its management policies, support services, information networks and regular health promotion campaigns (including alcohol awareness, diet, exercise, self-management, suicide awareness), and by liaising appropriately with external agencies;
- prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing;
- provide an environment in which members who have mental health difficulties receive suitable support and adjustments to allow them to achieve their fullest potential.

Responsibility of Coaches/Volunteers/Committee

Coaches/Volunteers/Committee Members are expected to:

- maintain a non-stigmatising, supportive community.
- treat each member with a mental health difficulty as an individual, not a problem or a condition.
- take advantage of training and information sources.
- uphold confidentiality (wherever safety is not at risk).
- recognise the limits to what they can do.
- ensure relevant partnerships are in place with community partners responsible for mental wellbeing so that the club is in a position to signpost people to community support services.
- Promote an ethos of talking about mental health issues

Grove Lawn Tennis Club recognises that where individuals help a member experiencing mental health difficulties, each person has boundaries or limits to his/her knowledge,

responsibilities and competence, and that these boundaries must be respected. The club will provide for its coaches/volunteers/committee suitable advice and training on:

- ❖ identifying mental health difficulties and making initial responses to individuals;
- ❖ recognising the need to refer an individual to support services;
- ❖ accessing the Clubs support services;

Responsibility of members

All club members are required to:

- ✓ Encourage the establishment and maintenance of a non-stigmatising, supportive community.
- ✓ Recognise the limits to what they can do.
- ✓ Refer to support and advice services within the Club when assistance is required.
- ✓ Inform the club of difficulties that may be affecting their mental wellbeing, in order that the club can deal fairly with them and support them where appropriate.
- ✓ Buy into the ethos of talking about mental health issues.

Photography and Video Footage of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs and video footage on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at Y, is a member of the Z Tennis club and who likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Sporting organisations and clubs need to develop a policy in relation to the use of images of athletes on their websites and in other publications. The sport will need to make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps, the potential for misuse of images can be reduced.

Tennis Ireland would advise sporting bodies to:

- Consider using models or illustrations if you are promoting an activity
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Easy rules to remember are:

- If the child is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child's Permission Form is one way of achieving this
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this

- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your sports child protection officer and the Social Services and/or Police are informed.

First steps and things to think about...

- Establish the type of images that appropriately represent the sport for the Web and other media
- Think about the level of consideration you give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.

Guidelines for Use of Photographic Filming Equipment at Sporting Events

- Provide a clear brief about what is considered appropriate in terms of content and behaviour, including the displaying of notices at each event
- Issue the photographer with identification which must be worn at all times
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a child's home
- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations
- Spectators should be asked to register at an event if they wish to use photographic equipment
- Children and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

Appendix 50 – Forms

List of Forms

- Form 1 Coach/Sports Leader Code of Conduct Form (Appendix 2)
- Form 2 Accident Report Form
- Form 3 Parental Consent Form (Appendix 10)
- Form 4 Incident report Form
- Form 5 Member's Child Protection Undertaking Form (Appendix 8)
- Form 6 Coach/Volunteer Application Form (Appendix 5)
- Form 7 Disclosure of Criminal Conviction Form (Appendix 5)
- Form 8 Third Part Reference Form (Appendix 5)

COACH/ LEADER IN ATTENDANCE	
INJURED PARTY	
Name	
Age/ DOB	
School	
Address	
Accident Details <ul style="list-style-type: none"> • Date: • Time: • Exact Location • Injury • How happened 	
Severity <ul style="list-style-type: none"> <input type="radio"/> Minor <input type="radio"/> Considerate <input type="radio"/> Severe 	
FIRST AID INVOLVED	YES / NO
MEDICAL ATTENTION REQUIRED	YES / NO
PARENTS INFORMED	YES / NO
BY WHOM	
FORM COMPLETED BY:	

REFERRED TO DESIGNATED PERSON	YES / NO
DESIGNATED PERSON SIGNATURE	

Grove LTC - Incident Form

COACH/ LEADER IN ATTENDANCE
Club
Address
Incident Details

- **Date:**
- **Time:**
- **Exact Location**

What happened -

FORM COMPLETED BY:

REFERRED TO MANAGER	YES / NO
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DESIGNATED PERSON SIGNATURE

Last Word

Finally, it is important to note that the Child Protection Policy is a document that will require regular review and updating. Also the club is free to draft and add appendices covering issues not included in the sample policy as it sees fit*. In this regard as mentioned in the Introduction clubs are free to use any sources of information both within (e.g. Ulster Tennis) and outside the sport of tennis (websites of other sports bodies etc.) which may prove useful. As noted at the beginning the club owns the club-specific policy and should do all that it considers prudent in drafting it. Because of the changing nature of the document steps should be put in place to ensure that the most up-to-date version is available either in hard copy format or on the club's website.

In the context of this and in the interests of all your fellow affiliated clubs we would appreciate any practical suggestions from clubs in regard to Child Protection including improvements to the sample policy.

*(*We would suggest that when a new appendix is drafted you would send it to the provincial RDO -see useful contacts section - for comment but this is not obligatory.)*

Useful Website & Contacts

TUSLA - Child and Family Agency Website – <http://www.tusla.ie/>

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

Our Duty to Care – http://www.dcy.gov.ie/documents/publications/ODTC_Full_Eng.pdf

Code of Ethics and Good Practice for Children in Sport -

http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/Code_of_Ethics_Manual/

Code for Sport NI - <http://www.sportni.net/about/PolicyAndResearch/Safeguarding>

Vetting in the Republic of Ireland –

https://www.tennisireland.ie/clubs/child_protection/garda_vetting

Vetting in Northern Ireland - <http://ulstertennis.co.uk/clubs/child-protection>

Tennis Ireland <http://www.tennisireland.ie>

Connacht Branch of Tennis Ireland

FB: <https://www.facebook.com/Connacht-Junior-Tennis-261083354099629/>

E: connachttennis@gmail.com

Leinster Branch of Tennis Ireland

W: <http://leinstertennis.visualclubweb.nl/>

FB: <https://www.facebook.com/Leinster-Tennis-1410040749287987/?fref=ts>

E: info@leinstertennis.ie

T: 01 2696024 / 086 0430619

Munster Branch of Tennis Ireland

W: <http://www.munstertennis.com/>

FB: <https://www.facebook.com/Munster-Branch-Official-Tennis-Page-1432924250280610/>

E: branchadmin@eircom.net

T: 021 - 4354829

Ulster Branch of Tennis Ireland

W: <http://www.ulstertennis.co.uk/>

E: info@ulstertennis.co.uk

T: +44 28 9038 3808

Tennis Ireland Regional Development Officers (RDO's)

Connacht RDO - Garrett Barry - Email: gbarry6@hotmail.com Mob: (087) 2935322

Munster RDO - Conor O'Callaghan - Email: timunsterrdo@gmail.com Mob: (087) 6882286

Fingal RDO - Brendan Moran - Email: Brendan.moran09@gmail.com Mob: (086) 8351475

Rest of Leinster RDO - Peter Farrell - Email: Peter.Farrell@tennisireland.ie Mob: (086) 8228235

Ulster RDO - Lauren Smythe - Email: laurensmythe@ulstertennis.co.uk Mob: 075 40466750

Local Sports Partnerships - [LSP Contact Finder](#)

Health Service Executive - <http://www.hse.ie/eng/>