



TENNIS IRELAND SAFEGUARDING POLICY

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

SAFEGUARDING POLICY STATEMENT

Tennis Ireland is fully committed to safeguarding the well-being of its members. Every individual in the organisation should at all time show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of Tennis Ireland and the guidelines contained in this policy.

(Please refer to our website for our Safeguarding Statement)

Safeguarding or Child Protection

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as "Doing everything possible to minimise the risk of harm to children and young people."

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe and this is what Tennis Ireland wish to have in place.

This could include:

- Ensuring staff / volunteers are properly checked when they are recruited;
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Code of Conduct

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



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

In order to promote the best practice in children’s sport, Tennis Ireland has adopted and implements the guidelines as set out in Safeguarding Guidance for Children & Young People in Sport and as required by law, has conducted a risk assessment of their facility and children’s programmes and the potential for harm to come to young participants whilst they are in their care.

As a follow up to the risk assessment exercise, the Board of Directors has written a Safeguarding Statement signed off by our chairperson and in conjunction with our Children’s Officers and Designated Liaison Person, put in place the policies and procedures required to bring all risks down to low levels.

Tennis Ireland's Safeguarding Statement is posted prominently on the Organisation’s Website and in their premises. We require all adults associated with children’s activities to have signed our relevant code of conduct.

Tennis Ireland is operated under its Memorandum of Articles. This document has been approved and adopted by the members of the Association at various Annual and Extraordinary General Meetings of the members of the Association.

Any changes to the Memorandum of Articles, has to be approved by the members of Tennis Ireland at a General Meeting of the members.

The Board of Directors of Tennis Ireland is elected by the members of the Company (The Clubs) at the Annual General Meeting in accordance with the procedures set out in the Memorandum of Articles.

Safe Recruitment

Tennis Ireland has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Volunteers, Officials, Coaches and any other Employees or Contractors who have contact with children.

Details of this can be found in Appendix 4 in our Safeguarding Guidance for Children & Young People in Tennis Manual.

Tennis Ireland expects all affiliated clubs/organisations to adhere to our safe recruitment procedure.



The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.

Reporting Procedures

Tennis Ireland has a National Children's Officer and four Provincial Children's Officers appointed by the Board of Directors and Provincial Branches.

National Children's Officer: Roger Geraghty – Email: roger.geraghty@tennisireland.ie

Mob: 086 2316478

Designated Liaison Officer - Richard Fahey - Email: richard.fahey@tennisireland.ie

Mob: 087-2352198

Tennis Ireland Vetting Liaison Officer: Ciaran Flynn - Email: ciaran.flynn@tennisireland.ie

Phone: 01-8844010

To contact one of our Provincial Branch Children's Officer please visit the relevant Branch Websites.

The Board of Directors appoints a Child Welfare Committee and one of the Board's Directors is tasked to act as the Designated Liaison Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Tennis Ireland procedures.

Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Volunteer or Sports Leader.

A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined.

He/she will be invited to resume full duties following consultation and advice from statutory services and an internal Tennis Ireland assessment to ensure there is no risk to our members.

Monitoring

All groups in charge of Tennis Ireland Children's activities are required to report to the Board of Directors on a regular basis.



Tennis Ireland encourages regular turnover of committee membership while ensuring continuity and experience.

Effective procedures for responding to and recording accidents/ incidents have been put in place.

Tennis Ireland monitors both the use of the facilities and participation in their organised activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Liaison Person to the Board of Directors.

All Clubs (The members) are given notice of all General Meetings of the NGB in accordance with the procedures in that regard as set out in the Memorandum of Articles.

The minutes of all Board meetings are recorded, adopted as correct and safely filed.

Tennis Ireland is committed to ensuring that adequate adult supervision of all activities involving children is provided.

Training

Tennis Ireland is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. They are required to attend safeguarding workshops as part of their coach education and licensing and ensure their knowledge is updated.

Appropriate training and education opportunities will also be made available to officials, non-coaching staff and parents/guardians as appropriate.

EQUALITY STATEMENT

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

Tennis Ireland recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help. That is –

- The increased likelihood of social isolation



- Having fewer contacts to disclose to than non-disabled children
- A dependency on others for practical assistance in daily living, including intimate care
- An impaired capacity to resist, avoid or understand abuse
- Their speech and language communication needs may make it difficult to tell others what is happening
- Their particular vulnerability to bullying
- Being viewed as a “safe target” for abusers
- Their relative powerlessness physically, psychologically and socially and the opportunities this presents for grooming by potential abusers
- A reluctance to challenge carers who may often be viewed as valiantly coping with the burden of a disabled child and therefore not considered as potential risks
- The denial of the possibility of (particularly sexual) abuse of disabled children
- Disabled children being less likely to be heard or listened to.

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

CONFIDENTIALITY STATEMENT

Tennis Ireland recognises that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm.

Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. Information, however, of a confidential nature will only be communicated on a ‘need to know’ basis.

APPENDICES

Tennis Ireland is committed to continual monitoring and development of this Safeguarding Policy in the light of changing circumstances.

All Coaches, Volunteers and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices of the Safeguarding Guidance for Children & Young People in Tennis Manual.

The original signed document will be held by Tennis Ireland.



The following Appendices form part of the Safeguarding Policy of Tennis Ireland and they can be downloaded from our Child Protection page on our Website under "Safeguarding Children".

Appendix 1 - Legislation

Appendix 2 - Risk Assessment and Child Safeguarding Statement

Appendix 3 - Safeguarding Audit Framework

Appendix 4 - Safe Recruitment

Appendix 5 - Safeguarding Training

Appendix 6 - Roles, Responsibilities & Relationships in Sport

Appendix 7 - Reporting and Protection

Appendix 8 - Disciplinary, Complaints & Appeals of Code Breaches

Appendix 9 - Safeguarding Guidance

Appendix 10 - Codes of Conduct

Appendix 11 - Additional Forms

Appendix 12 - Missing child Policy

Roger Geraghty

NATIONAL CHILDREN'S OFFICER



Contents of the Appendices

Safeguarding Guidance for Children & Young People in Tennis

Introduction

The safeguarding of children in tennis is of paramount importance.

Everyone, regardless of age or circumstance should participate in our sport in a safe environment.

These appendices have been developed to specifically support all our Stakeholders in ensuring they can meet their child safeguarding and child protection responsibilities and that current best practice is followed while also complying with today's relevant legislation.

This is crucial to the protection of children and young people in tennis.

All adults involved in committees that govern Children's Tennis either as volunteers or employees, whether under contract of employment or otherwise, are obliged to follow all the necessary policies and procedures outlined in the Safeguarding Guidance for Children & Young People in Tennis Document.

The guidance document and the supporting appendices offer valuable information and templates and it's important that all involved understand their responsibilities in safeguarding children.

CONTENTS

The following provides information on what exactly is in each Appendix.

Appendices

Appendix 1 – Legislation & Policy

There are a number of key pieces of legislation that relate to child welfare and protection. This appendix provides a list of the legislation that is applicable in the area of Safeguarding and Child Protection both in the Republic & Northern Ireland. The information either gives us a brief overview of each piece of legislation or provides us with a link to view the details in more depth.

Child Care Act 1991

Protections for Persons Reporting Child Abuse Act 1998

Criminal Justice Act 2006



Criminal Justice (Withholding of Information on Offences against Children & Vulnerable Persons) ACT 2012

National Vetting Bureau (Children & Vulnerable Persons) Acts 2012–2016

Children First Act 2015

Criminal Law (Sexual Offences) Act 2017

Child protection in Northern Ireland Legislation, policy and guidance

Access NI Code of Practice (NI)

Children (NI) Order 1995 (NI) Children's Services Co-operation Act (Northern Ireland) 2015 (NI)

Club Framework for Safeguarding Standards in Sport

Co-operating to Safeguard Children and Young People 2017 Criminal Law Act (Northern Ireland) 1967 (NI)

General Data Protection Regulation (EU) 2016/679 (GDPR)

Part V of the Police Act 1997 (NI)

Protection of Freedoms Act 2012 (NI)

Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended 2013) (NI)

Safeguarding Board Act (Northern Ireland) 2011 (NI)

Safeguarding Vulnerable Groups (NI) Order 2007 (NI)

Sexual Offences (NI) Order 2008

General Data Protection Regulation (GDPR)

Appendix 2 - Risk Assessment and Child Safeguarding Statement

All Stakeholders involved in children's activities are required by law to conduct a risk assessment of their facility and children's programmes and the potential for harm to come to young participants whilst they are in their care.

On the back of the risk assessment exercise, the executive committee must write a Safeguarding Statement signed off by the chairperson and in conjunction with their Children's Officers and Designated Liaison Person, put in place the policies and procedures required to bring all risks down to low levels.

The information in this appendix provides templates on how to conduct this exercise.

Appendix 3 - Safeguarding Audit Framework

This appendix outlines Sport Ireland's Safeguarding Audit Framework which has been developed for use by all sporting organisations that work with children and young people, from grass-roots to the national level including individual tennis clubs, the National Governing Body, its Provincial Branches and all its other stakeholders. The Audit Framework is underpinned by current legislation and the principles set out in the Safeguarding guidance document. It has a fundamental focus on



the context of children and young people in sport and the creation of safe spaces where they can be seen, heard and helped. Sport Ireland has informed all NGB's that they will provide leadership, co-ordinate, oversee and ensure the effectiveness of the Safeguarding Audit Framework.

Implementing this audit process reflects the priority that Sport Ireland applies to safeguarding children and young people, together with the expectation that, Tennis Ireland and all its affiliate's mirror this focus at all levels and indeed, it is Tennis Ireland's intention to do just that. Individual clubs will be responsible for the timely completion of the safeguarding audit process. Clubs will be responsible for responding to any improvement actions that are identified through the Safeguarding Audit process and co-operating fully with any review that is commissioned in respect of their club.

Tennis Ireland and its Branches are responsible for ensuring that the audit process is completed by their member clubs and other stakeholders and that any improvement actions arising from this process are implemented. Tennis Ireland will evaluate, quality assure and endorses submissions of their member clubs. On request, Tennis Ireland will also provide an analysis of returns from their respective clubs to Sport Ireland.

Appendix 4 - Safe Recruitment

There are three areas to recruiting volunteers, employees and contractors.

Those are, vetting, the provision of references from two referees and either a formal or informal interview.

This Appendix provides a number of templates that support the recruitment process for adults with substantial access to young people. The following forms are available for down load -

A sample volunteer/coach application form.

A sample confidential reference form

Sample application form for new junior members

Sample Existing Leaders Information Form

Appendix 5 - Safeguarding Training

The Appendix sets out who requires training, the accepted Safeguarding Training workshops for Ireland and Northern Ireland together with any specific requirements for attendance and renewal of certification.

A list of roles required by Tennis Ireland to attend the workshop appropriate to their role is included at the end of the Appendix.

Appendix 6 - Roles, Responsibilities & Relationships in Sport

This Appendix outlines the roles of the following important people in Safeguarding –



The National Children's Officer (NCO)

The Provincial Branch Children's Officer (BCO)

The Club Children's Officer (CCO)

The Designated Liaison Person (DLP)

The Relevant Person

The Mandated Person

The appendix also talks about the Role of Sport Ireland and Sport Northern Ireland, adult-child relationships in Sport and child to child relationships.

Appendix 7 - Reporting and Protection

This appendix deals with the following in relation to reporting -

Responding to Child Abuse

Recording

Reasonable Grounds for concern

Responding to a child/young person who discloses abuse

Asking questions

Confidentiality

Reporting concerns about a Child

Seeking advice and guidance

Informal consultation

How to report a concern

Allegations of abuse by a child

Guidance on dealing with adult disclosures of child abuse

Immediate risk to a child (Steps to take)

Talking to parents/carers

Cases not reported to Tusla

Information for mandated persons

Responsibilities of a Mandated Person

Reporting to Statutory Authorities

Procedure for the management of allegation of abuse against a coach or volunteer

Responding to allegations of abuse made against coaches/volunteer

Special Considerations

Steps to be taken within the Sports Organisation

Internal procedures for dealing with a coach/volunteer should to be clearly outlined



Categories of Abuse

Signs of Abuse

Factors of Abuse

Statutory Contacts Republic of Ireland & Northern Ireland

Appendix 8 - Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

This appendix highlights the importance of having a complaints, objection and disciplinary procedure and recommends what should be included in the document.

Appendix 9 - Safeguarding Guidance

This appendix provides guidance on the following –

Supervision, Ratios & Environment

The registration of, dropout & club transfers

Accidents & Incidents Template Reporting Form

Transporting Young People

The risks

Easy rules to remember when a club is organising transport

Filming & Photography

Installation and use of CCTV (Closed Circuit Television)

Social Media

Use of Mobile Phones

Internet Safety

Physical Contact

Bullying

Useful Contacts

Facilities – Duty of Care

Appendix 10 - Codes of Conduct

This appendix provides Template Codes of Conduct for the following –

Young People

Parents/Carers

Tennis Leaders/Volunteers

Tennis Coaches



Committees

Appendix 11 - Additional Forms and Templates

In this Appendix we have included further useful forms and template documents that can be used to support the implementation of the policies and procedures required in the overall document for Safeguarding Children & Young People in our Sport.

They include the following -

Form 1 – Template Letter to parents

Form 2 – Template trip itinerary

Form 3 – Parental consent form for the trip

Form 4 - Trip & Medical Consent Form for Players

Form 5 - Code of Conduct/Behavior Agreement for Juniors

Form 6 - Photographic & Video Consent Form

Form 7 - Adult Supervision of Children's Activities

Form 8 - Travelling with Underage Participants Permission

Form 9 - Tennis Ireland ICT Acceptable Use Policy

Form 10 - Trip Privacy Notice for Parents/Guardians

Form 11 – Trip Managers report

Form 12 – Trip Safeguarding Checklist

Appendix 12 – Missing child's policy

This appendix outlines the actions that should be taken if a child under the responsibility of the NGB/Branch/Club were to go missing.



Appendix 1 - Legislation & Policy

Relevant Legislation

There are a number of key pieces of legislation that relate to child welfare and protection. Below is list of the legislation that is applicable in the area of Safeguarding and Child Protection:

Child Care Act 1991

This is the key piece of legislation which regulates child care policy in Ireland. Under this Act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care Act also sets out the statutory framework for taking children into care, if necessary.

Child Care Act 1991 - <http://www.irishstatutebook.ie/eli/1991/act/17/enacted/en/html>

Protections for Persons Reporting Child Abuse Act 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015.

This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege.

You can find the full list of persons in Tusla and the HSE who are designated officers under the 1998 Act, on the website of each agency (www.tusla.ie and www.hse.ie).

Protections for Persons Reporting Child Abuse Act 1998 –

<http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/html>



Criminal Justice Act 2006

Section 176 of this Act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice Act 2006 - <http://www.irishstatutebook.ie/eli/2006/act/26/enacted/en/html>

Criminal Justice (Withholding of Information on Offences Against Children & Vulnerable Persons) ACT 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of An Garda Síochána.

The provisions of the Withholding legislation are in addition to any reporting requirements under the Children First Act 2015.

Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012 - <http://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/html>.

National Vetting Bureau (Children & Vulnerable Persons) Acts 2012–2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.



National Vetting Bureau (Children & Vulnerable Persons) Act 2012 – 2016

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html>

Children First Act 2015

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

The Act provides for mandatory reporting of child welfare and protection concerns by key professionals; comprehensive risk assessment and planning for a strong organisational culture of safeguarding in all services provided to children; a provision for a register of non-compliance; and the statutory underpinning of the existing Children First Interdepartmental Implementation Group which promotes and oversees cross- sectoral implementation and compliance with Children First.

Children First Act 2015 - <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

Criminal Law (Sexual Offences) Act 2017

This Act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Criminal Law (Sexual Offences) Act 2017 -

<http://www.irishstatutebook.ie/eli/2017/act/2/enacted/en/html>

General Data Protection Regulation (GDPR)

As a regulation, does not generally require transposition into Irish law (regulations have 'direct effect'), so organisations involved in data processing of any sort need to be aware the regulation addresses them directly in terms of the obligations it imposes. The GDPR emphasises transparency, security and accountability by data controllers and processors, while at the same time standardising and strengthening the right of European citizens to data privacy.



Raising awareness among organisations and the public of the new law will be a combined effort of the Data Protection Commission (DPC), the Government, practitioners, and industry and professional representative bodies. The DPC has been proactively undertaking a wide range of initiatives to build awareness of the GDPR, in particular providing guidance to help organisations prepare for the new law which is in force as of 25th May 2018.

General Data Protection Regulation (GDPR) - <https://www.dataprotection.ie>



Risk Assessment Document for The Grove Lawn Tennis Club

This risk assessment considers the potential for harm to come to children whilst they are in **The Grove Lawn Tennis Club's** care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment).

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- (a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National
CLUB & COACHING PRACTICES			
Lack of coaching qualification	L	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	Club
Supervision issues	L	<ul style="list-style-type: none"> Supervision policy Coach education policy 	Club
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club
Behavioural Issues	L	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	Club
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> Coach education policy Supervision policy 	
No guidance for travelling and away trips	N/A	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club/Park/Province/NGB

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National
Lack of adherence with misc procedures in Safe-guarding policy (i.e. transport)	L	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	Club
COMPLAINTS & DISCIPLINE			
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club
Difficulty in raising an issue by child & or parent Reason: Covered above		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Club
REPORTING PROCEDURES			
Lack of knowledge of organisational and statutory reporting procedures	L	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	Club
No Mandated Person appointed		<ul style="list-style-type: none"> Reporting procedures/policy 	NGB
No Designated Liaison Person Appointed	L	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	NGB Mandated Person Designated Liaison Person
Not clear who Young Persons should talk to or report to	L	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP
FACILITIES			
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	L	<ul style="list-style-type: none"> Supervision policy Coach education 	Club
Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> Supervision policy Coach education 	Club

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Club
Missing or found child on site		<ul style="list-style-type: none"> Missing or found child policy 	
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> Safeguarding policy 	Club
RECRUITMENT			
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Recruitment policy 	NGB CCO Appropriate personnel
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment policy 	Club
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment policy 	Club/
COMMUNICATIONS AND SOCIAL MEDIA			
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	Club
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Club
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> Communications policy Code of conduct 	Club/Park/Province/NGB
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Club/Park/Province/NGB
GENERAL RISK OF HARM			
Harm not being recognised	L	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club/Park/Province/NGB
Harm caused by	L	<ul style="list-style-type: none"> Safeguarding policy 	Club/Park/Province/NGB



Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National
<ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child 		<ul style="list-style-type: none"> ▪ Child Safeguarding Training 	
General behavioural issues		<ul style="list-style-type: none"> ▪ Code of Conduct 	

Explanation of terms used:

Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Club/Park/Province/NGB.

Likelihood of harm happening – the likelihood of the risk occurring in the club/park/province/NGB measured by you as Low/Medium or High.

Required Policy, Guidance and Procedure document – indication of the policy required to alleviate the risk.

Responsibility – provider should indicate where the responsibility for alleviating the risk lies.

Further action... - indicates further action that might be necessary to alleviate any risk ongoing.

Regarding the Policy, Guidance and Procedure documents required in Column 3 above.
Please refer to our Achieving Child Protection Compliance Safeguarding Page on our website at –

<https://www.tennisireland.ie/child-protection/achieving-child-protection-compliance/>

On the website you'll find all the policy documents required to becoming compliant with the Children's First Act

This Risk Assessment document has been discussed and completed by (*Insert Club/Park/Province/NGB as provider*) on __/__/2018

Signed:

Name:

Role: (*Club Chairperson*)
ficer

Date:

Signed:

Name:

Role: Club Children's Of-

Date:



Grove LTC Child Safeguarding Statement

Section 1 – Grove LTC information

- (a) **Name:** Grove Lawn Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Grove Rd, Malahide, Co. Dublin
- (d) **Size:** No staff, coaches brought in.
- (e) **Activities:** Grove LTC provides social tennis activities and opportunities for children and young people through participation in social and competitive events. The NGB is committed to safeguarding children and young people. All our affiliated stakeholders work under the guidance and policies of our Safeguarding Code. All our volunteers and staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

Section 2 - Principles to safeguard children from harm

Grove LTC is committed to safeguarding children and by working under the guidance of our *NGB* Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- (i) **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
- (ii) **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- (iii) **Integrity in relationships** - Adults interacting with children in tennis are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- (iv) **Fair Play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- (v) **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- (vi) **Competition** - Competition is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.



- (vii) **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

The Grove LTC written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> — Lack of coaching qualification. — Supervision issues. — Unauthorised photography & recording activities. — Behavioural Issues. — Lack of gender balance amongst coaches — No guidance for travelling & away trips — Lack of adherence with misc procedures in Safeguarding policy 	<ul style="list-style-type: none"> — Coach education policy/Recruitment policy. — Supervision policy/Coach education policy — Photography & Use of Images policy — Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. — Coach education policy / Supervision policy. — Travel/Away trip policy / Child Safeguarding Training. — Safeguarding Policy / Complaints & disciplinary policy.

Complaints & Discipline <ul style="list-style-type: none"> — Lack of awareness of a Complaints & Disciplinary policy. — Difficulty in raising an issue by child & or parent — Complaints not being dealt with seriously 	<ul style="list-style-type: none"> — Complaints & Disciplinary procedure/policy / Communications procedure. — Complaints & Disciplinary procedure/policy / Communications procedure. — Complaints & Disciplinary procedure/policy.
Reporting Procedures <ul style="list-style-type: none"> — Lack of knowledge of organisational & statutory reporting procedures — No DLP appointed. — Concerns of abuse or harm not reported. — Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> — Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour. — Reporting procedures/policy. — Reporting procedures/policy / Child Safeguarding Training – Level 1 — Post the names of CCO, DLP and Mandated person.
Use of Facilities <ul style="list-style-type: none"> — Unauthorised access to designated children's play & practice areas & to changing rooms, showers, toilets etc..... — Unauthorised exit from children's areas. — Photography, filming or recording in prohibited areas. — Missing or found child on site. — Children sharing facilities with adults e.g. dressing room, showers etc 	<ul style="list-style-type: none"> — Supervision policy / Coach Education. — Supervision policy / Coach Education. — Photography policy and use of devices in private zones. — Missing or found child policy. — Safeguarding policy.

Recruitment

- Recruitment of inappropriate people.
- Lack of clarity on roles.
- Unqualified or untrained people in role.

- Recruitment policy.
- Recruitment policy.
- Recruitment policy.

Communications

- Lack of awareness of 'risk of harm' with members and visitors.
- No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors.
- Unauthorised photography & recording of activities.
- Inappropriate use of social media & communications by under 18's
- Inappropriate use of social media & communications with under 18's.

- Child Safeguarding Statement / Training Policy.
- Child Safeguarding Statement (display) / Code of Behaviour (distribute).
- Photography & Use of Images policy
- Communications policy / Code of conduct
- Communications policy / Code of conduct



<p>General Risk of Harm</p> <ul style="list-style-type: none"> — Harm not being recognised. — Harm caused by: <ul style="list-style-type: none"> Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. — General behavioural issues. — Issues of Bullying. — Vetting of staff/volunteers. — Issues of Online Safety 	<ul style="list-style-type: none"> — Safeguarding policy / Child Safeguarding Training. — Safeguarding policy / Child Safeguarding Training. — Code of Conduct. — Anti-Bullying policy. — Recruitment policy / Vetting policy. — Social Media / Online Safety policy.
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The Risk Assessment was undertaken on (insert date).

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice and Gateway Northern Ireland). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Grove LTC has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.



- Procedure for appointing a relevant person.
- Procedures for managing trips away and hosting children.

Please note that all procedures listed are available on request.

The Relevant Person for Any Club is the Club DLP or Chairperson

Section 5 – Implementation

We recognise that implementation is an ongoing process. Grove LTC is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

- That all staff has been furnished with a copy of this statement.
- This statement is available to parents/guardians, club members and members of the public on request.
- This statement will be displayed in a prominent place by **Grove LTC**.

This Child Safeguarding Statement will be reviewed on **(insert date <24 months)**

Signed:

Date:

(On behalf of the **Grove LTC**

Name:

Phone no:

*For queries on this Child Safeguarding Statement, please contact **Children's Officer***



APPENDIX 3 - Safeguarding Audit Framework

Sport Irelands Safeguarding Audit Framework's main focus will be to assist National Governing Bodies of Sport across Ireland strengthen the way that children and young people are made safer.

The Audit Framework is:

- Focused on safeguarding children.
- Easy to access and simple to understand.
- Designed to support the whole sporting community.
- Configured to reflect the voices of children, young people, parents, carers, staff and volunteers.
- Focused on a more detailed analysis of safeguarding arrangements.
- Compliant with relevant legislation and guidance, including Children First 2015.

Sport Irelands Safeguarding Audit Framework has been developed for use by all sporting organisations that work with children and young people, from grass-roots to the national level. This includes individual tennis clubs, the National Governing Body and all its stakeholders.

Sport Irelands Safeguarding Audit Framework is underpinned by current legislation and the principles set out in this guidance document. It has a fundamental focus on the context of children and young people in sport and the creation of safe spaces where they can be seen, heard and helped.

Sport Ireland will provide leadership, co-ordinate, oversee and ensure the effectiveness of the Safeguarding Audit Framework. Implementing this audit process reflects the priority that Sport Ireland applies to safeguarding children and young people, together with the expectation that Tennis Ireland and their clubs mirror this focus at all levels.

Tennis Ireland and its Branches are responsible for ensuring that the audit process is completed by their member clubs and other stakeholders and that any improvement actions arising from this process are implemented. Tennis Ireland will evaluate, quality assure and endorse submissions of their member clubs. On request Tennis Ireland will also provide an analysis of returns from their respective clubs to Sport Ireland.

Individual clubs will be responsible for the timely completion of the safeguarding audit process. Clubs will be responsible for responding to any improvement actions that are identified through the Safeguarding Audit process and co-operating fully with any review that is commissioned in respect of their club.



APPENDIX 4 - Safe Recruitment

Safe Recruitment procedures for those working with Children & Young People

VOLUNTEER / COACH APPLICATION FORM

(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? _____

List any address outside of Ireland on additional sheet and submit.

Place of birth (Town City): _____

Telephone No: _____ Mobile _____

DOB _____ PPS Number _____ (Ireland Only) NI Number _____ (NI only)

Previous work/voluntary experience & relevant qualifications:

--

Do you agree to abide by the Tennis Ireland's Coach Code of Conduct (copy attached)?

Yes ☐

No ☐

Have you completed a Safeguarding 1 Course?

Yes ☐

No ☐

If yes, please provide the Cert Number _____



If 'No' do you agree to undergo Safeguarding 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 ☐

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: _____

Address: _____

Name: _____

Address: _____



Tel: _____

Tel: _____

Position: _____

Position: _____

For Official Use Only

Date application received: _____

Date of Interview: _____

Interviewed by: _____

1. _____

2. _____

References received and are satisfactory:

Yes ☐ No ☐

Comments:

Statutory check completed & returned (if appropriate):

Yes ☐ No ☐

Proof of applicant's identification received:

Yes ☐ No ☐

Recommendation: _____



Approved Reasons: _____

Not Approved Reasons: _____

Signed: _____

Date: _____

Confidential Reference Form

(This form can be used as a telephone reference or used as a written reference)



The following person: _____

Expressed an interest in working in with Grove LTC as a (List Position)

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.

How long have you know this person?

In what capacity? _____

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

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: _____

Sample Application Form for new Junior Members

Contact Information

Name: _____

Gender: _____

Address: _____



Telephone – Home: _____

Telephone – Mobile: _____

E-mail: _____

Date of Birth: _____

Medical History Information (details of any known allergies, conditions, medications)

In the event of illness, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

Other Information:



Any other additional information requirements or directions that would be helpful for leaders know about:

Parental/Guardian Consent

I am the Parent/Guardian of: _____

Photographs

I understand that photographs will be taken during or at sport related events and may be used in the promotion of tennis, that they will be stored safely and used for only the agreed purposes. That only authorised persons will take such photographs.

Drug Testing (for elite players only)

I give permission for my child(ren) to be tested for prohibited substances in accordance with Sport Irelands Anti Doping Rules (where applicable).

I hereby consent to the above child(ren) participating in activities of the organisation in line with the Sport Ireland's Safeguarding Guidance for Children and Young People in Sport. I will inform the leaders of my children's activities of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

Signature: _____

Signed Name: _____



Existing Leaders Information Form

Leaders should familiarise themselves with the Governing Bodies Code, in particular the Code of conduct. Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in Tennis _____

I agree that I should.

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put welfare of young person first, strike a balance between this and winning / results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately.
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this policy.
- Involve parents where possible and inform parents when problems arise.
- Keep record of attendance at training and competitions.
- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcomes, if behavioural problems arise.
- Report any concerns in accordance with this Code's reporting procedures.

Where possible I will avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children on journeys alone in the car.

Tennis Leaders should not:

- Use any form of punishment or physical force on a child.
- Take children to their home or to a place other than the sport environment where the parent has given consent.



- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Self-Declaration

Do you agree to abide by the guidelines contained in the Children in Tennis Code of Conduct?

Yes ☐ No ☐

Do you agree to abide by the rules of the governing body / club?

Yes ☐ No ☐

Have you ever been asked to leave a sporting organisation?

(If you have answered yes, we will contact you in confidence)

Yes ☐ No ☐

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

(If you have answered yes, we will contact you in confidence)

Yes ☐ No ☐



APPENDIX 5 - Safeguarding Training

Safeguarding Training Guidance for All

Sport Ireland's remit is to develop and disseminate guidelines and training standards that promote best practice for the protection of children in sport consistent with child welfare and protection guidance and legislation. Sport Irelands Safeguarding 1, 2 & 3 workshops must be recognised across all sporting organisations.

This guidance can form part of the Safeguarding Statement required by governing bodies under the (ROI) Children First Act 2015 (ROI) Section 11(3) and can be used as part of the training plan required as a good practice in Northern Ireland.

Sample Template

The guidance sets out the accepted workshop for Ireland and Northern Ireland together with any specific requirements for attendance and renewal of certification. A list of roles required by Tennis Ireland to attend the workshop appropriate to their role is included at the end of this guidance.

Accepted Workshops – Ireland

Sport Ireland requires Tennis Ireland to ensure all members working with children and young people complete the Sport Ireland Safeguarding workshops.

Basic Safeguarding Workshops

Safeguarding 1 (normally face to face workshop – Covid Online option)

- Validation period: 3 years
- Expected attendees: any person working with or has interaction with or who is involved in the planning/ administration of activities or events with young people in tennis
- Renewal: Safeguarding 1 certificate may be renewed by attendance at Safeguarding 1 (face to face workshop) or Safeguarding 1 Refresher (e-learning module)

Safeguarding 1 Refresher (e-learning module)

- Prerequisite: Valid Safeguarding 1 (face to face workshop)
- Validation period: Three years
- Expected attendees: any person having completed Safeguarding 1 (face to face workshop)



- Renewal: Safeguarding 1 Refresher certificate may only be renewed by attendance at Safeguarding 1 (face to face workshop)

Advanced Safeguarding Workshops – Role specific

Safeguarding 2 (Club Children's Officer Workshop)

- Prerequisite: Valid Safeguarding 1
- Validation period: 3 years
- Expected attendees: any person taking on the role of Club Children's Officer
- Renewal: Safeguarding 2 certificate may only be renewed by attendance at Safeguarding 2 (CCO workshop)

Safeguarding 3 (Designated Liaison Person workshop)

- Prerequisite: Valid Safeguarding 1, Safeguarding 1 Refresher
- Validation period: 3 years
- Expected attendees: any person taking on the role of Designated Liaison Person
- Renewal: Safeguarding 3 may only be renewed by attendance at Safeguarding 3 (face to face workshop)

Sport Ireland Safeguarding workshops information and booking:

All Sport Ireland Safeguarding workshops are offered through the Local Sports Partnership Network. If you wish to attend a Safeguarding 1, 2 or 3 Workshop please contact the Sports Partnership in your area via the following link:

www.sportireland.ie/Participation/Local_Sports_Partnerships/LSP_Contact_Finder/

For further information on Sport Ireland's Safeguarding Workshops please email Sport Ireland Ethics at: contactus@sportireland.ie or telephone - (01) 860 8800.

Renewing Safeguarding certificates:



- Safeguarding training requires renewal in line with NGB recommendations. Renewal may be achieved by attending any of the above Safeguarding workshops where the prerequisites required are met.
- Roles requiring Safeguarding 2 must be renewed by attending a Safeguarding 2 workshop.
- Roles requiring Safeguarding 3 must be renewed by attending a Safeguarding 3 workshop.

Accepted Workshops – Northern Ireland

Basic Safeguarding Workshops

Safeguarding Children & Young People in Sport (SCYPS)

Validation period: Three Years

Expected attendees: any person working with or has interaction with or who is involved in the planning/ administration of activities or events with young people in tennis.

Renewal: Safeguarding C&YP certificate may be renewed by attendance at Safeguarding C&YP (face to face workshop) or Safeguarding 1 Refresher (e-learning module).

Safeguarding 1 Refresher (e-learning module)

This is a free on-line course aimed primarily at those who have previously attended a Sport Northern Ireland Safeguarding Children and Young People in Sport three hour, face to face workshop or equivalent. Individuals are required to refresh their knowledge after 3 years.

Expected attendees: any person having completed a SCYPS workshop. This course can also be beneficial for parents and for all roles with regular responsibility for children and it can be a useful precursor to a face-to-face workshop.

Advanced Safeguarding Workshops – Role specific Designated Safeguarding Officer Workshop

- Prerequisite: Valid Safeguarding Children & Young People in Sport.
- Validation period: 3 Years
- Expected attendees: any person taking on the role of Club Children's Officer.
- Renewal: Designated Safeguarding Children's Officer Workshop may only be renewed by attendance at Designated Safeguarding Children's Officer Workshop.

Typical Roles in Tennis who require Workshops



	Safeguarding 1 or SCYPS	Safeguarding 2 or DSCO	Safeguarding 3 or DSCO
Coach	YES		
Committee	YES		
Sports Leader	YES		
Supervisor	YES		
Staff Member	YES		
Mentor	YES		
Team Manager	YES		
Chaperone	YES		
DLP	YES		YES
CCO	YES	YES	
Parent	YES		

Sport NI Training

Sport Northern Ireland offer two different levels of safeguarding workshops both of them are 3 hours long:

- Safeguarding Children and Young People in Sport
- Designated Safeguarding Children's Officer (DSCO) suitable for those in DLP role.

Safeguarding Children and Young People in Sport workshop

During this training, you'll learn:

- to understand the background to safeguarding children in sport.
- to identify best practice procedures to safeguard children in sport.



- to recognise different categories of child abuse.
- to identify the signs of poor practice and/or abuse.
- to respond to poor practice or abuse concerns.

See below for further information and to book a Sport NI training course.

<https://thecpsu.org.uk/training-events/basic-safeguarding-training/>

1 SCYPS = Safeguarding Children and Young People in Sport Workshop

2 DSCO = Designated Safeguarding Children Officer Workshop

Designated Safeguarding Children's Officer (DSCO)

The aim of the workshop is to enable participants to become familiar with the role of a Designated Safeguarding Children's Officer and develop their competence and confidence in carrying out this role within sport.

Participants must have attended the Safeguarding Children and Young People in Sport workshop prior to attending this training.

During this training, you'll learn to:

- understand your roles and responsibilities.
- reflect on the communication skills needed for your role.
- recognise and respond appropriately to a range of situations that give grounds for concern.

Sport NI workshop information and booking

For further information and to book a place on a Sport Northern Ireland workshop, contact:

Name: Marie-Therese Higgins, Development Assistant

Tel: 028 9038 1222

Email: marietheresehiggins@sportni.net

Sport Ireland Workshops Learning Outcomes

SAFEGUARDING 1:

Sports Leaders will be able to:

- Implement best practice in protecting the welfare of participants.
- Create a child-centred environment within the sports club.



- List categories of abuse and some indicators associated with abuse.
- Make appropriate response to a disclosure.
- Make a report to Designated Liaison Person or appropriate Statutory Authorities.

SAFEGUARDING 2:

- Understanding how to communicate with young people.
- How to deal with safeguarding issues.
- Your reflections on the Club Children's Officer (CCO) role.

SAFEGUARDING 3:

To provide training to the Designated Liaison Person who is responsible for reporting allegations or suspicions of child abuse to TUSLA Child and Family Agency and/or An Garda Síochána.

- Describe how the child protection system and its associated processes work.
- List the role and responsibilities of the DLP in relation to protecting and safeguarding children.
- Identify the categories and indicators of abuse.
- Communicate with parents and/or agencies as appropriate.
- Carry out reporting procedures



APPENDIX 6 - Roles, Responsibilities and Relationships in Sport

National Children's Officer (NCO)

Tennis Ireland are obliged to appoint a National Children's Officer who should have access to the executive committee and its accompanying documents, to ensure that children's interests are kept on, and influence the decisions of, the agenda of the Governing Body.

The role of the National Children's Officer involves:

- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/ National Vetting Bureau Act 2012-2016, Co-operating to Safeguard Children and Young People in Northern Ireland 2017).
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Signpost all potential Children's Officers and Designated Liaisons Persons to safeguarding training.
- The promotion of the values, attitudes and structures which make tennis enjoyable for children
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of Tennis Ireland.
- Communication with Branch & Club Children's Officers to ensure the distribution of the Code and the promotion of related education programmes, materials events and Tennis Ireland related codes
- Liaison with all stakeholders to examine the rules, regulations and structures to ensure that they are child centred, e.g., equal playing time, appropriate competition structures, modified equipment to allow sense of achievement and success, bullying policy etc.
- Liaison with our stakeholders, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
- Assisting in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
- Ensuring that Tennis Ireland develops an appropriate sport specific policy, which includes a policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures.



Provincial Branch Children's Officer (BCO)

Each Branch of Tennis Ireland must appoint a Children's Officer. The Branch Children's Officers are responsible for leading the implementation of Child Protection Policies and Procedures for the Province. The BCO must be a member of the Branches Executive Committee and will keep safeguarding on the Agenda of the monthly meetings.

The BCO's act as a resource with regard to children's issues and should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people. Branch Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the Provincial/regional Programmes. She/he is the link between the children and the adults in the Programmes. She/he also takes responsibility for monitoring and reporting to the executive committee on how Branch policy impacts on young people and Sports Leaders.

The Branch Children's Officer should have the following role:

- To promote awareness of safeguarding guidelines within the Provincial Branch, among young members and their parents/guardians. This could be achieved by: - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians
- To influence policy and practice within the Branch in order to prioritise children's needs
- To establish a good relationship with the National Children's Officer and the Club Children's Officers in the Province.
- To ensure that children in the programmes know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in Provincial activities
- To act as an advisory resource to Sports Leaders on best practice in our sport
- To report regularly to the Branch Executive Committee.
- To monitor changes in participation within the Provincial Programmes and follow up any unusual dropout or absenteeism by children or Sports Leaders
- To ensure that the children have a voice in the running of the programmes and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other stakeholders, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders



- Ensure each participant, their parents/guardians, coaches and other relevant leaders sign up to the code of conducts.
- Ensure Tennis Irelands Policies and Procedures for managing trips away and hosting children are implemented.

Ensure that the Provincial rules and regulations include:

- A complaints, disciplinary and appeals procedures.
- An anti-bullying policy.
- A safety statement.
- Rules in relation to travelling with children.
- Supervision and recruitment of leaders.

Club Children's Officer (CCO)

The appointment of two gender specific Club Children's Officers is an essential element in the creation of a quality atmosphere and a big part of their responsibility is to act as a resource with regard to children's issues.

In summary, Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people.

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. She/he is the link between the children and the adults in the club. She/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

The Children's Officer should be a member of the Club Management Committee and should be introduced to the young people in the club in an appropriate forum.

The Club Children's Officer's role:

- To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by: - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians
- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the Provincial and the National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities



- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders.
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders.
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for sports leaders and children and young people.
- Ensure Tennis Irelands Policies and Procedures for managing trips away and hosting children are implemented

Ensure that the club rules and regulations include:

- A complaints, disciplinary and appeals procedures.
- An anti-bullying policy.
- A safety statement.
- Rules in relation to travelling with children.
- Supervision and recruitment of leaders.

Relevant Person

For Clubs/organisations that operate in Republic of Ireland they must appoint a Relevant Person. A relevant person defined in the Children First Act 2015 (ROI) as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

Designated Liaison Person (DLP)

Tennis Ireland, it's clubs and it's stakeholders must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer. We strongly advise, however, that the DLP should be one of the Clubs Senior Officers.

- The DLP is a resource for volunteers/coaches and should ensure that the clubs reporting procedures are followed. The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsla or an Garda Síochána/ Gateway team or PSNI.



The DLP should also inform the NCO that a report has been submitted without identifying details.

- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3
- The DLP should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI) and Cooperating to Safeguard Children and Young People in Northern Ireland 2017.

Mandated Person

The Mandated person is a person named under schedule 2 of Children First Act 2015 (ROI). They have a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to the Tusla (refer to National Governing Body/Club for list of mandated persons).

Legal Obligations of a Mandated Person:

Mandated persons have two main legal obligations under the Children First Act 2015 (ROI). These are:

- To report the harm of children above a defined threshold to Tusla;
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

Role of Sport Ireland and Sport Northern Ireland

Sport Ireland and Sport NI will ensure the widest possible dissemination of the safeguarding guidance and ask that this guidance is adopted and implemented by all sports clubs/ organisations. This approach is based on the need for All Island consistency in advice offered to clubs, Sports Leaders, parents/guardians, children, and in particular, National Governing Bodies of Sport who are responsible for the administration of their sports.

Sport Ireland and Sport NI have jointly agreed that a common approach is essential in promoting good practice in children's sport.

This approach is based on the following underpinning principles:

- children's involvement in sport should be an enjoyable experience.
- the safety of children should always be the paramount concern of those adults responsible for providing sporting opportunities at whatever level an individual adult is involved.



- the appropriateness of the experience provided for children should be determined by and based on a child-centred ethos which place the needs and interests of the child as paramount.
- all adults have a responsibility to be aware of child protection as an issue.
- Sports Leaders should be properly recruited and managed and that appropriate training should be made available to them.
- the provision of support by the Councils will be subject to the adoption and implementation of this Safeguarding Code by National Governing Bodies of Sport and all its Stakeholders.

Adult-child relationships involved in sport

The trust implicit in adult-child relationships in sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the child while engaged in their sporting activity. Adults have a crucial leadership role to play in sport. Whether they are parents/ carers, Sports Leaders or teachers, they can contribute to the creation of a positive sporting environment for young people. The unique nature of sport allows Sports Leaders to develop positive and special relationships with children. Such relationships have tremendous potential to help children to develop and express themselves in an open and secure way.

Safe recruitment practices and selection of Sports Leaders should be in place, including vetting, seeking references, confirming identity and checking adequacy of qualifications. Effective management of Sports Leaders is also equally central to the promotion of good practice in the club/ organisation. This should include support, supervision, and access to training and effective communication between members of the club/organisation.

Adults-child relationships in Sport should be:

- open, positive and encouraging.
- entered into by choice.
- Meets the need of the child and not the adult.
- defined by a mutually agreed set of goals and commitments.
- respectful of the creativity and autonomy of children.
- carried out in a context where children are protected and where their rights are promoted.
- free from physical, emotional or sexual abuse and neglect or any threat of such harm.
- respectful of the needs and developmental stage of the child.
- aimed at the promotion of enjoyment and individual progress.
- governed by a code of ethics and good practice in tennis that is agreed and adhered to by all members of the clubs/organisation.
- mindful of the fact that some children may be more vulnerable than others.



- mindful of appropriate boundaries.
- mindful of the importance of equality of relationships with children and the potential for favouritism/special treatment.

Child to child relationships

Interaction between children should be conducted in a spirit of mutual respect, equality and non-discrimination and with a spirit of fair play. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow safeguarding procedures for both the victim and the alleged abuser.

Tennis Coaches

Tennis Coaches play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Coaches, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

It is strongly recommended that all our stakeholders use Tennis Ireland Licensed Coaches only.



APPENDIX 7 - Reporting and Protection

Responding to Child Abuse:

Regardless of how a concern comes to a coach/volunteer's attention, it must be reported to the Designated Liaison Person (DLP).

The Designated Liaison Person (DLP), in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist. If reasonable grounds for concern exist, the Designated Liaison Person will report to a Tusla duty social worker. If as the DLP you decide not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting should be recorded.
- Any actions taken as a result of the concern should be recorded.
- The employee or coach/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.
- The employee or coach/volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána.

The individual employee or coach/volunteer has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.

Grove LTC has a procedure for recording certain concerns which, following consideration, do not initially meet reasonable grounds for concern. This procedure identifies where such concerns are recorded, who has access to these records and who is responsible for reviewing these records in line with GDPR. Concerns which do not initially meet reasonable grounds for concern may, upon review, show patterns or clusters which may heighten the level of concern.

Recording:

Grove LTC child safeguarding procedures contains guidance on record-keeping.

- Records should be factual and include details of contacts, consultations and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with the statutory authorities where a child protection or welfare issue arises.
- Ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation/club.
- Records should only be used for the purpose for which they are intended.



- Records should only be shared on a need to know basis in the best interests of the child/young person.
- Clearly state who within your organisation/club has access to particular types of records.
- State the location where records are stored.
- Indicate how long the organisation will retain these types of records.
- Child protection records should be updated as required and reviewed regularly by the Designated Liaison Person (DLP).

Reasonable Grounds for concern:

There are many reasons a coach/volunteer may be concerned about the welfare or protection of a child or young person. Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) states that “Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected”.

It is important to remember that children/young people are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers or trusted adults. Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) lists the following as reasonable grounds for concern:

- Evidence, for example, an injury or behaviour consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused.

Wherever appropriate, any issues should be checked with the parents/carers when considering whether a concern exists unless doing so may further endanger the child or the person considering making the report. The DLP should be able to support this process.

It is important to remember that abuse is not always committed through personal contact with a child or a young person, sometimes it is perpetrated through social media or the use of information and communication technology.

Responding to a child/young person who discloses abuse:

A child or young person may disclose to a coach/volunteer that they have been or are being harmed or abused. Children/ young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a coach/volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way.



Remember, a child/young person may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked.
- Do not panic.
- Be aware that disclosures can be very difficult for the child/young person.

Remember, the child or young person may initially be testing your reactions and may be only fully open up over a period of time.

- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself.

It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.

Reassure the child/young person that they have taken the right action in talking to you.

When asking questions:

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse.
- You should also avoid asking about intimate details or suggesting that something else may have happened other than what you have been told

Confidentiality:

It is essential that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information. Grove LTC child safeguarding procedures include a statement on confidentiality.

Below are the key points Grove LTC considers in terms of confidentiality:

- Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians.



- No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents/guardians and to the child/young person.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Reporting concerns about a Child

All organisations/clubs should have procedures in place for reporting any concerns about the welfare or protection of a child that arise. Grove LTC will ensure the procedures are available and followed by all staff members, volunteers, and individuals undertaking work experience or internships within your organisation.

Procedures for staff and volunteers on reporting concerns should include:

Seeking advice and guidance:

Who to pass the concern to? Who the worker/volunteer consults with and reports the concern on to internally? That is, the Designated Liaison Person. (See our Website for our DLP)

Reasonable grounds for concern:

The responsibility of staff and volunteers to report to Tusla using the Report Form (available on the Tusla website: www.tusla.ie) where reasonable grounds for concern exist –

<https://www.tusla.ie/children-first/individuals-working-with-children-and-young-people/how-do-i-report-a-concern-about-a-child/>

Informal consultation:

The process for seeking advice and guidance from the Tusla social work office in the child/young person's area when the Designated Liaison Person (DLP) or coach/volunteer is unsure whether a report should be made.

How to report a concern:

Procedures for non-mandated and mandated persons and contact details for the designated liaison person are displayed within the club. It is the DLP's responsibility to complete the Child Protection and Welfare Report Form and to forward it without delay to the Tusla Duty Social Worker by registered post under confidential cover. Reports can also be made on Tusla's secure web portal.

Allegations of abuse by a child: where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla for both children.



Guidance on dealing with adult disclosures of child abuse: Retrospective Abuse Report form is required when reporting any concerns about retrospective abuse –

[https:// www.tusla.ie/children-first/publications-and-forms/](https://www.tusla.ie/children-first/publications-and-forms/)

Immediate risk to a child: The steps to be taken where an immediate risk to a child is believed to exist.

Recording: Guidance on how the details of the concern and the actions taken are to be recorded.

Talking to parents/carers:

The process for discussing a concern with parents/carers before reporting and the circumstances in which this is not advised, as it may further endanger the child or the person making the report. You do not need to inform the family that a report is being made, if by doing so the child will be placed at further risk or in cases where the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is not necessary to inform the family if the person making the report reasonably believes it may place them at risk of harm from the family.

Cases not reported to Tusla:

The process for recording both the reasons for the decision and any actions taken.

Information for mandated persons:

If your organisation employs mandated persons, your reporting procedure should state clearly that mandated persons must report concerns of harm above a particular threshold under the Children First Act 2015. Refer them to chapter 3 of Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI). It should also specify (a) whether persons are expected to make their mandated report jointly with the designated liaison person and (b) whether mandated persons must provide a copy of their mandated report to their employer.

Responsibilities of a Mandated Person

Mandated persons should be made aware of their responsibilities to report child protection and welfare concerns that reach or exceed the threshold for 'harm' as defined in the Act.

A Mandated Person has a statutory obligation to report mandated concerns to Tusla, they cannot discharge this duty to the DLP. However they may make a report jointly with another person, whether the other person is a mandated person or not. In effect, this means that a mandated person can make a joint report with a designated liaison person.

All records and copies of child protection and welfare concerns should be held securely by the DLP.



Reporting to Statutory Authorities:

Grove LTC DLP will always inform Tusla if they have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

If a concern does not reach the threshold for mandated reporting, but the DLP feels it is a reasonable concern about the welfare or protection of a child, they will report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI).

Procedure for the management of allegation of abuse against a coach or volunteer

Grove LTC has agreed procedures to be followed in cases of alleged child abuse against a coach/volunteer. If such an allegation is made, three steps should be taken:

- Responding to allegations of abuse made against a coaches/volunteers.
- Reporting allegations of abuse made against coaches/ volunteers to Tusla.
- Internal procedures for dealing with the coach/volunteer should to be clearly outlined.

Responding to allegations of abuse made against coaches/volunteer

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/ young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Behaved in a way that is contrary to the club/sports organisation code of behaviour for coaches & volunteers;
- Behaved in a way that is contrary to professional practice guidelines

If an allegation is made against a coach/volunteer in the Grove LTC the club will ensure that everyone involved is dealt with appropriately and in accordance with the organisation/club guiding principles and child safeguarding procedures, the rules of natural justice and any relevant employment law. The Grove LTC has a dual responsibility in respect of both the child/young person and the coach/volunteer.

There are two separate procedures to be followed:

- The reporting procedure to Tusla in respect of the child/ young person and the alleged abuser
- The internal personnel procedure for dealing with a coach/ volunteer



Each club/sports organisation should have agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made, two steps should be taken:

- The reporting procedure
- The procedure for dealing with the Sports Leader

Special Considerations

The following points should be considered:

- The safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the sports club/organisation should take any necessary steps which may be immediately necessary to protect children
- If a Sports Leader is the subject of the concern s/he should be treated with respect and fairness.

Steps to be taken within the Sports Organisation

- Where reasonable grounds for concern exist the following steps will be taken by the Grove LTC:
- Advice should be sought from the local duty social worker with regard to any action by the club deemed necessary to protect the child/children who may be at risk.
- The matter should be reported to the local statutory authorities following the standard reporting procedure outlined above.
- In the event that the concern is connected to the actions of a Sports Leader in the club, the Sports Leader involved in the concern should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities.
- It is advisable that this task be undertaken by a senior office holder other than the designated liaison person/club children's officer who takes the responsibility for reporting.
- When the Sports Leader is being privately informed by the senior officer of a) the fact that an allegation has been made against him/her and b) the nature of the allegation, s/he should be afforded an opportunity to respond. His/her response should be noted and passed on to the statutory authorities.
- All persons involved in a child protection process (the child, his/her parents/carers, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Once the criminal process is completed, employers should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible.



Internal procedures for dealing with a coach/volunteer should to be clearly outlined

In the context of an allegation of abuse against a coach/ volunteer, Grove LTC disciplinary procedures should ensure that fair procedure is followed and take account of the employment contract/membership guidelines as well as the rules of natural justice. The following points should be incorporated into the procedure:

- In making an immediate decision about the coach/ volunteer's presence in the organisation/club, the Chairperson will as a matter of urgency take any measures necessary to protect the child/young person. These should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.
- Chairperson should privately inform the coach/ volunteer that an allegation has been made against him or her and the nature of the allegation.
- The coach/volunteer should be afforded an opportunity to respond.
- The Chairperson should note the response from the coach/ volunteer and pass on this information if making a formal report to Tusla.
- The coach/volunteer should be offered the option to have representation at this stage and should be informed that any response may be shared with Tusla.
- While Tusla will not provide advice on employment matters, advice and consultation with regard to risk to children/ young people can be sought from the local Tusla social work office.

The Chairperson should ensure that actions taken by the organisation/club do not undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The organisation/club should liaise closely with the investigating bodies to ensure this.

Once the statutory process is completed, the organisation/ club should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible.

Categories of Abuse:

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time.

When working with children/young people it is important to be aware of the four categories of abuse these are as follows:

Neglect:

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.



Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

Emotional Abuse:

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

Physical Abuse:

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

- Physical abuse can include the following:
- Physical punishment.
- Beating Slapping, hitting or kicking.
- Pushing Shaking or throwing.
- Pinching Biting, choking or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Fabricated/induced illness.
- Female genital mutilation.

Sexual Abuse:

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

NB: If you require further information on any of the categories of abuse listed above please consult Children First Guidance directly via the following link:

https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf



Signs of Abuse:

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these things, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help the Grove LTC to identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

Parent/Carer Factors:

- Drug and alcohol misuse.
- Addiction, including gambling.
- Mental health issues.
- Parental disability issues, including learning or intellectual disability.
- Conflictual relationships.
- Domestic violence.
- Adolescent parents.

Child Factors:

- Age.
- Gender.
- Sexuality.
- Disability.
- Mental health issues, including self-harm and suicide.
- Communication difficulties.
- Trafficked/Exploited.
- Previous abuse.
- Young carer.



Community Factors:

Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction.

Culture-specific practices, including:

- Female genital mutilation.
- Forced marriage.
- Honour-based violence.
- Radicalisation.

Environmental factors:

- Housing issues.
- Children who are out of home and not living with their parents, whether temporarily or permanently.
- Poverty/Begging.
- Bullying.
- Internet and social media-related concerns

Poor motivation or willingness of parents/guardians to engage:

- Non-attendance at appointments.
- Lack of insight or understanding of how the child is being affected.
- Lack of understanding about what needs to happen to bring about change.
- Avoidance of contact and reluctance to work with services.
- Inability or unwillingness to comply with agreed plans.

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla

Statutory Contacts Republic of Ireland

TUSLA-Child & Family Agency

If in the Republic of Ireland and you have any concerns about a child you should report it to the Child & Family Agency please see website for contact details

[http://www.tusla.ie/ services/child-protection-welfare/contact-a-social-worker/](http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/)

Any query or concern in relation to children out of hours should be reported immediately to An Garda Siochana



APPENDIX 8 -

Disciplinary, Complaints & Appeals of Code of Behaviour Breaches 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 and are not members of the Executive Committee.
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. The committee should consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.

If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.

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 should be in writing to the secretary or Club Children's Officer and should be responded to within 5 working days.
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.

The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days.

The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee.



Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.

Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/ carers.

10. Appeals

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.

The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.

If any party is not satisfied with the outcome the matter can be referred to the Provincial Branch of Tennis Ireland.

However efforts to resolve the issue at local level should be exhausted before the Branch or indeed the National Governing Body is engaged in attempts to resolve the matter.

NB. The Disciplinary, Complaints & Appeals procedure above is for Code of Behaviour Breaches as it relates to Safeguarding Children & Young People in tennis.

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.



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 or 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.

Please see or COD Document for further guidance on disciplinary procedures involving other possible complaints at -

<https://www.tennisireland.ie/wp-content/uploads/2016/06/59-Disciplinary-Code-Final-Version.pdf>



APPENDIX 9 - Best Practice Guidance

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 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.

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).

Supervision, Ratios & Environment

Ensure adequate Adult / Child Ratios:

Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults.

Adult / Child Ratios:

- Will depend on the nature of the activity, the age of the participants and any special needs of the group. A general guide should be 1:8 for 12 years of age and under, 1:10 for 13 years of age and over.
- For trips away Tennis Ireland's guide is 1:6
- There should be at least one adult of each gender with mixed parties.

Environment:

- As stated above, away trips will need higher rates of supervision 1:6 and these should be ensured with the organisers. Children and young people should be supervised at all times.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.
- Respect the privacy of young people while changing. Leaders may only need to enter changing rooms where the participants are very young or require special assistance.



- When necessary, leaders should supervise in pairs or seek assistance. It is the safety and welfare of the participants that is of paramount importance.
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions.
- If late collections occur leaders should remain in pairs until participants have left.
- It is the responsibility of parents/guardians to make arrangements for collection of young people. It should be made clear that the club is responsible for only club activities.
- If a child suffers an injury or accident the parents/ guardians should be informed.

Registration, Dropout & Club Transfers

Loss of club members, including adult transfers, should be monitored. Any unusual or unexpected dropout or club transfer of children or Sports Leaders should be checked out by the Club Children's Officer and/or the governing body. If any concerns regarding a child or children's welfare are raised the matter should be handled in accordance with procedures outlined in this Code.

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.



Accidents & Incidents Template Reporting Form

Name: _____

Name of Organisation / Club: _____

Role: _____

Contact Information (you): _____

Address: _____

Eircode: _____

Telephone numbers: _____

Email address: _____

Child's Name: _____

Child's DOB: _____

Is there any additional, relevant information to add? YES ☐ NO ☐

If yes please state _____



Child's Gender: _____

Parent's / carer's name(s): _____

Contact Information (parents/carers):

Address: _____

Eircode: _____

Telephone numbers: _____

Email address: _____

Have parent's / carer's been notify of this accident / incident? Yes ☐ No ☐

If YES please provide details of what was said/action agreed _____

Are you reporting your own concerns or responding to concerns raised by someone else:

Responding to my own concerns ☐

Responding to concerns raised by someone else ☐

If responding to concerns raised by someone else: Please provide further information below

Name: _____



Position within the sport or relationship to the child: _____

Telephone numbers: _____

Email address: _____

Date and times of accident / incident: _____

Details of the accident / incident or concerns: _____

Include other relevant information, such as description of any injuries and whether you are recording this accident / incident as fact, opinion or hearsay.

Child's account of the accident / incident: _____



Please provide any witness accounts of the accident / incident: _____

Please provide details of any witnesses to the accident / incident:

Name: _____

Position within the club or relationship to the child: _____

Date of birth (if child): _____

Address: _____

Eircode: _____

Telephone number: _____

Email address: _____

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

Name: _____

Position within the club or relationship to the child: _____

Date of birth (if child): _____



Address: _____

Eircode: _____

Telephone number: _____

Email address: _____

Please provide details of action taken to date: _____

Has the incident been reported to any external agencies? Yes ☐ No ☐

If YES please provide further details:

Name of organisation / agency: _____

Contact person: _____



Telephone numbers: _____

Email address: _____

Agreed action or advice given _____

Your Signature: _____

Date: _____

Print name: _____

Contact your organisation's Designated Safeguarding Officer in line with (insert your organisation / club name) reporting procedures.

Filming & Photography

The Filming and Photography guidance provides assistance for organisation/club members on taking and using appropriate images. This guidance is not about preventing parents/ guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

Definitions:

- Event: may include competition, training session, social function or any activity organised at any level of Tennis.
- Image: refers to all photographic and film/video footage.
- Responsible person: may include the children's officer, head coach, event manager, event controller or facility manager at an event.
- Young people: refers to all people U18; whilst this guidance is designed to minimise risk to U18's this guidance should be used to minimise risks for all players of any age.



Permission to take images

Permission is sought by the sports organisation/club to ensure that young people and parents/carers are aware of when and how their images may be used. Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means.
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form.

For third party photographers, film/videographers or other organisations employed to take images each person must complete the Self-Declaration Form. For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity.

Announcement at events regarding taking and the use of images

Grove LTC will ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

“All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity.

If a company/person has been authorised by completing the Self-Declaration Form the following should be included in the announcement:

(Company Name) has been authorised to take photographs of individuals in accordance with sports club/organisation policy.”

Taking images in certain environments

Grove LTC and club members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

- Changing rooms.
- Open changing areas such as ‘villages’
- Individual changing/private cubicles provided for personal use.
- Toilets.
- Medical/Physio treatment rooms.



Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.

Types of appropriate images

Only appropriate images of children should be used, for example:

- Posed images such as during trophy ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits.
- Action shots of young people where the focus is on the participation in the sport, not the player.

Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

Safe use of images

Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

Types of images and appropriate use:

- Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.
- Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.
- Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.



Use of images on social media

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- Personal details of a young person should not be included.
- Captions should be in keeping with the sport represented.
- The posting and any purpose should not breach the codes of conduct.
- The type of image should not breach guidance in this policy.

Storage of Images

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

Inappropriate Images

Taking inappropriate images

If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the sports clubs/ organisations Safeguarding Policies and Procedures.



Non-authorised taking of images

If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non-authorised taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorised taking of images to the facility manager.

Inappropriate use of images

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/carer of any young person involved.
- The person responsible for posting the image.
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities.

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/ disciplinary procedure against those involved in tennis. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/>

Social Media

In all their contacts and communications with the members of their organisation/group, leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

NB: Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.

For an Organisation/Club Using/Publishing a Social Network the following principals should be applied:

- The page/profile must be password-protected, and the password must be held by at least three leaders of the organisation.
- The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Designated Person/Safeguarding Panel in charge of Child Protection.



- Any inappropriate posts by children/young people or leaders should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
- The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.
- The use of personal addresses and telephone numbers etc., should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.
- Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice.

For Leaders Using a Social Networking Site

- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. facebook messenger, WhatsApp, etc,. This should be done only through 'Group Chat.'
- Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.
- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Parents/carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
- Parental and child's permission is required before pictures or videos of children or young people are posted online.
- Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.



Use of Mobile Phones

Those whose work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While good use of such media can be beneficial we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people. Leaders must also take care to protect the children in their care and themselves.

- Leaders involved in sport should only have children's and young people's mobile numbers if the natures of their involvement requires them to phone or text them
- Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.
- A method of accountability should be arranged e.g. copies of texts could also be sent to the administrator or to parents.
- If a leader had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the leader should not share this information.
- It is recommended that if a leader is an employee of your organisation/club should have a separate phone for work purposes rather than using their personal phone for contacting children and young people.

Texting – Communication not Conversation!

- Texts should be used for the purposes of reminding children or young people about events which are forthcoming.
- Texts can also be used as a means to encourage children or young people if it is appropriate it, e.g., 'Hope exam goes ok.'
- If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/young person, arrange to meet up to talk further (within the usual child protection parameters).

Smart Phones

Smart phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.



When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded.

The leader should then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which should be worn at all times.
- Keep a record of accreditations.
- Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the children's officer.

Smart phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young person concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Use of Mobile phones during activities



Groups should, with parents and children/young people, develop a policy on the use of mobile phones during youth activities. This policy should be communicated to all parents and youth members. This guidance could include:

- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of smart phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment or be allowed to interfere with full participation in the activity.
- That when on camps or overnight activities, there is a stated preferred time period when parents may make contact, if they wish? Parents should be advised that contact outside of this time may not be possible due to activities.
- Consider that use of smart phones while away can worsen rather than alleviate homesickness. In this context it can be good to encourage children/young people to consider that 'no news is good news.'

Use of Computers/Tablets/Web-enabled Games Consoles/Smart TVs

If such devices are used as part of activities within the organisation, guidelines should be produced to ensure that they are used for the correct purpose, and include, for example, what websites are suitable for the age of children/ young people that the leaders are worth with.

Internet Safety

The Office for Internet Safety Department of Justice and Equality 51 St. Stephen's Green Dublin 2
Ph: (01) 602 8258 Email: internetsafety@justice.ie www.internetsafety.ie



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. _____



Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. Appropriate physical contact may be required to assist in the development of a skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

When is physical contact appropriate in Tennis?

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves. Physical contact between adults and children in sport should take place only when necessary to:

- *Develop tennis skills or techniques.*
- *Treat an injury.*
- *Prevent an injury or accident from occurring.*
- *Meet the requirements of the sport.*
- *Comfort a distressed child or to celebrate their success.*

What are good principles to follow?

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific tennis technique.
- Sports clubs and coaches should provide an induction for new young members and their parents/carers that cover guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected



What about children who need specific assistance due to disability or injury?

In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:

- Efforts should be made to receive as much information as possible on the child to ensure safe inclusion of him/her. There should be clear agreements on what is required.
- Parents/carers or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.
- It is recommended that those assisting receive appropriate training in order to minimise the risk of injury both to themselves and the child.

What about physical punishment?

Any form of physical punishment is unlawful in all circumstances. It is a criminal offence and should be reported to AGS and Tusla

What about direct contact in coaching?

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include teaching a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted. Over handling at all times should be avoided.

Is it ok to comfort a child or celebrate success?

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Contact that an adult may feel is appropriate may be unwanted or uncomfortable to a young person. Adults should always meet the needs of the child, be age appropriate and respect resistance.

Where do specific sports science and medical roles fit in?

There may be some roles within sport or physical activities where physical contact is a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by



properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

Bullying

What is Bullying?

Bullying is defined by the Department of Education and Skills guidelines as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

- All forms of bullying will be addressed.
- Everybody in the club/organisation has a responsibility to work together to stop bullying.
- Bullying can include online as well as offline behaviour.

Bullying can include:

- Physical pushing, kicking, hitting, pinching etc...
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- Posting of derogatory or abusive comments, videos or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism, sexual comments, suggestions or behaviour.
- Unwanted physical contact.

Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

The Grove LTC will:

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of the club/organisation to be given information about, and sign up to, this policy.
- Take action to investigate and respond to any alleged incidents of bullying.
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- Ensure that coaches are given access to information, guidance and/or training on bullying.



Each participant, coach, volunteer or official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see to the club children's officer – by doing nothing you are condoning bullying.

Support to the child:

- Children should know who will listen to and support them.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.
- Children should have access to Helpline numbers.
- Anyone who reports an incident of bullying will be listened to carefully and be supported.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions for those bullying others that involves long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.



Support to the parents/guardians:

- Parents/guardians should be advised on the organisation/ club's bullying policy and practice.
- Any incident of bullying will be discussed with the child's parent(s)/carers.
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be made available.
- Support should be offered to the parent(s) including information on other agencies or support lines.

Useful Contacts:

Irish Society for the Prevention of Cruelty to Children (ISPCC): www.ispcc.ie/shield

Anti-Bullying Centre DCU: www4.dcu.ie/abc/index.shtml

NSPCC Helpline: 0808 800 5000

Sticks and Stones: 087 9015199 or www.sticksandstones.ie

ChildLine Republic of Ireland: 1800 66 66 66 or Text Talk to 50101, www.childline.ie

Anti-Bullying Alliance: www.antibullyingalliance.org

Facilities

Introduction

Clubs, facilities and those with responsibility for children and young people have a general duty of care towards them. However there are no specific legal requirements regarding the use of changing facilities. This document is therefore intended as practice guidance to support individuals and organisations to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe environment for children and young people.

Facility Policy

This guidance may assist in the review and updating of existing policies and procedures to support improvements in safeguarding and to develop a safer environment. The following aspects should be taken into account when accessing facilities:

- Type of Facility.
- Adults using the changing rooms at the same time as children.
- Supervision.
- Who should supervise?



- Parents as Supervisors.
- Unsupervised children in sport or leisure facilities.
- Parents' (or carers') responsibilities.
- Facility Operators Responsibilities.
- Mixed Gender Teams

Supervision in the changing facility may also be necessary when:

- Children are too young to be left alone or change themselves. Organisers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity. Although most children of school age (four years old) may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of eight years must be accompanied.
- The group includes disabled children who require additional support and assistance with changing (note this should be undertaken by prior agreement with their parent or professional carer)
- Children could injure themselves or access a potential risk in a club that is unattended
- There are concerns about bullying, fighting or other troublesome behaviours taking place which need to be managed.

Who should supervise?

If the club have decided that the children and young people need supervision, staff/volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.

- Numbers - organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away.
- Gender - it is considered good practice to ensure that children are supervised by staff/volunteers of the same gender while changing.
- Timings - by agreeing a very clear timetable for use of the changing facilities by children, the supervising adults and any coaches or officials respectively, the risks associated to any extended contact between the adults and children are minimised.
- Carry out safe recruitment practices.



Facility Operators Responsibilities:

When children are given access to facilities, operators assume a duty of care for them. The level of responsibility will vary depending on:

- If the child is alone and unsupervised
- With parent/ carer/s.
- Attending an activity.
- Attending an activity staffed by the facility.
- Attending a school group or club.
- Attending a public session.

Operators have a responsibility to put in place appropriate safeguarding arrangements which include promoting and implementing a policy for admitting unaccompanied children. This information should be provided to parents and other users informing them about the facility's policy regarding unaccompanied children using the facility, and any rules about the supervision of young children within the facility (particularly in changing/ shower areas where potential safeguarding risks are increased).

Many facilities currently use the age of eight as a guide. In practice, while facilities need to be able to establish a lower threshold for admission that is practical to operate, identifying an age for this purpose is difficult given variations in children's physical, psychological and emotional development.

While the facility may set the lower age limit, it is for parents (who know most about their children and have primary responsibility for their welfare) to judge if their child needs to be accompanied even if older than this limit.

Tennis Coaches

Tennis Coaches play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Coaches, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

It is strongly recommended that all our stakeholders use Tennis Ireland Licensed Coaches only.



APPENDIX 10 - Codes of Conduct

Code for Young People

Children have a great deal to gain from tennis in terms of their personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including child members of the organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Sport Leaders with fairness and respect.

In Tennis you should:

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults and other players.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect you within the club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all sports leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.
- Respect other players and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.



- Keep to rules and guidelines set by Tennis Ireland, the Province and your Club and make sure you understand the rules.
- Take part in your tennis without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;
- Behave in a manner that is respectful towards your organisation and your club.
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

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

Signature of Player _____ Date _____

Signature of Parent/ Guardian* _____ Date _____

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



Code for Parents/Carers

Parents/Carers in tennis play a key role in the promotion of an ethical approach to our sport and young people's enjoyment in the game. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Tennis Leaders need the support of parents/guardians in conveying the Safe, Fun and Fair Play message.

You should help and support the implementation of best practice policies in your child's/children's Club by following the guidance below.

- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by the Code.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.
- If you wish to raise an issue with a Leader this should be addressed with the Leader in an appropriate manner and not in front of children and young people
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children.
- Promote fair play and the positive aspects of sport.
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the sports club/organisation.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play



- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- You should have the opportunity to put forward suggestions and comments.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially with regard to the use of smart phones, any type of camera and videoing equipment.
- Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

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

Signature of Parent/Carer _____ Date _____



Code for Tennis Leaders

Tennis Leaders play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Leaders is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

In order to act as a role model and to promote their safety and the safety of young people the Tennis Leader should:

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during children's activities.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Ensuring age and level of play appropriate and realistic challenges are set for all young participants.
- Avoiding favouritism – each child will need attention according to their tennis need.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of the Tennis Ireland Long Term Player Development Pathway and a child's developmental needs at each stage of the programme.
- Working in an open environment.
- Ensuring there is adequate supervision.
- Implementing Tennis Ireland Policy on away trips.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.



Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the organisation of children's activities. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- The acknowledgement of the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. organised play, events and on trips with young people

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

Signature of the Tennis Leader _____ Date _____



Code for Tennis Coaches

Tennis Coaches play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Coaches, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

It is strongly recommended that all our stakeholders use Tennis Ireland Licensed Coaches only.

In order to act as a role model and to promote their safety and the safety of young people Tennis Coaches should:

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation are enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Organising age and playing level appropriate organised play and competition and setting realistic goals & challenges.
- Avoiding favouritism – each child will need attention according to their tennis need.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of and implementing the Tennis Ireland Long Term Player Development Pathway and a child's developmental needs at each stage of the programme.
- Working in an open environment.
- Ensuring there is adequate supervision.
- Implementing Tennis Ireland Policy on away trips.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.



Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- The acknowledgement of the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

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

Signature of Sports Leader/Coach _____ Date _____



Code for Committees

Committees should follow the points as below:

- Be familiar with the National Governing Bodies/ Organisation and any Club rules.
- Within a Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.
- Carry out your required duties for sports club/organisation understanding that the welfare of children is paramount.

Follow the tennis club/organisation policies & procedures so that all activities are in accordance with the safeguarding children and young people in tennis document:

- Create a safe environment for young people.
- Ensure the codes of conduct are in place for all involved.
- Provide adequate supervision for training sessions and organised play/competitions with attendance record being kept.
- Recruit volunteers/employees ensuring vetting and training is completed.
- Understand and implement the complaints and disciplinary procedures.
- Ensure safe induction and supervision of volunteers/ employees.
- Ensure other activities follow procedures e.g. away trips.
- Implement Tennis Ireland Policy on away trips.
- Ensure all required procedures contained in the safeguarding children and young people in tennis document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including

- Recording all incidents.
- Reporting the incident/accident or injury.
- Informing the parent or guardian (if child involved).



Additional Information:

- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of the NGB/ Branch/Club/Organisation. Rules should not contravene any NGB/ Branch/ Club/Organisation_rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice boards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the various disciplines e.g. fun day out, trips away, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Club Children's Officers must be members of the committee and should attend the monthly meetings.
- Club Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee.

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

Signature of NGB, Branch, Club Committee Member

_____ Date _____



APPENDIX 11 – Additional Forms & Template Documents

In this Appendix we have included further useful forms and template documents that can be used to support the implementation of the policies and procedures required in the overall document for Safeguarding Children & Young People in our Sport.

Forms number 1 – 12 are in relation to Trips away

- Form 1 – Template Letter to parents
- Form 2 – Template trip itinerary
- Form 3 – Parental consent form for the trip
- Form 4 - Trip & Medical Consent Form for Players
- Form 5 - Code of Conduct/Behavior Agreement for Juniors
- Form 6 - Photographic & Video Consent Form
- Form 7 - Adult Supervision of Children's Activities
- Form 8 - Travelling with Underage Participants Permission
- Form 9 - Tennis Ireland ICT Acceptable Use Policy
- Form 10 - Trip Privacy Notice for Parents/Guardians
- Form 11 – Trip Managers report
- Form 12 – Trip Safeguarding Checklist



Form 1 - Template Letter to Parents

Re - Tennis trip to -

Dear Parent/Guardian

Date

From..... **include Dates, the Relevant Club, Branch or NGB**intend to take a group of **how many** (age group and gender) players to..... **Location, event and competition**.....

The focus will be on competing and improving the player's abilities

Provide a story of how the trip will unfold including any other activities arranged during the trip

Name of**Coach/Manager**, will lead the trip accompanied by**Name of Assistant(s)**.

Please reply as soon as possible to let us know if you are interested in your child travelling to the event.

We will need to book the flights as soon as we can to ensure we can get the best prices.

There will be a parents meeting on**Day, Date & Venue**to agree the Itinerary and answer any queries you may have.

Signed by Trip Management



Form 2 - Template Trip Itinerary

Flights:

Date out -

Date Back -

Approx cost

Hotel:

Fun & Social Activities:

Summary of cost per person: (Cost based on X travelers)

Hotel and food and transfers -

Entertainment - depending on the nature of the trip – EG. Water Park & Cinema -

Flights -

Miscellaneous -

Total Approximate cost =

Timetable (TBC)



Departure Day & Date

Check in and Depart Ireland

Arrive in.....

Monday - Sunday Dates

List Activities

Return Day & Date

Return flight to Ireland



Form 3 - Parents Consent Form for Away Trips

I/We consent to my child taking part in the overseas trip toand activities organised by **NGB, Branch, Club** under the supervision of the attending coaches and volunteers and in line with the Code of Ethics & Good Practice for Children's Sport.

I am aware that **NGB, Branch, Club** strive to send the same gender supervisors, according to the participating players, but that in some circumstances this may not always be possible.

I acknowledge that **NGB, Branch, Club** will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the coaches & volunteers assigned have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the supervisors nominated by **NGB, Branch, Club** and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

I have provided contact details below and undertake to inform **NGB, Branch, 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 on the trip.

I confirm that I have read the Tennis Ireland Child Protection Policy at and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

Note: It is essential that this consent form is completed and returned to The Trip Manager. It is only upon receipt of this document by the relevant office that players are permitted to travel as a member of the Club/Branch/TI team.

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

I hereby consent to the above child participating in the tennis activities during the..... Trip to

I acknowledge that The Trip Management Team is not responsible for providing adult supervision for my child except as set out in the trip's itinerary.

Name:(please print).....

Signature



Contact Details

Name of Child _____

Address _____

Parent's Mobile Phone No. _____

Emergency Contact No. (1) _____

Emergency Contact No. (2) _____

Signature: _____

Date: _____

Print Name: _____

State Relationship to child: _____

Phone No. _____



Form 4 - Trip & Medical Consent Form for Players

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend the trip for training/competition.

DATE OF BIRTH: **MALE/FEMALE (Please circle)**

NAME AND TEL OF G.P.

CHILDS MEDICAL NUMBER.....

DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN:

.....
.....

ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES/MANAGERS TO KNOW ABOUT:

.....
.....

I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware that the *NGB, Branch, Club* has adopted the safeguarding policy developed by Tennis Ireland and they are committed to ensuring the safety of my child by having;

- Codes of conduct for (1) Coaches/Volunteer Leaders (2) Children (3) Parents/Guardians
- Clear recruitment policy which includes vetting all coaches & volunteers
- A transport policy
- An anti-bulling policy
- Disciplinary procedures
- A designated person for safeguarding
- Guidelines on confidentiality
- A photography policy.



The *NGB, Branch, Club* is committed to ensuring that any information gathered in relation to our youth programme meets the specific responsibilities as set out in the Data Protection (Amendment) Act 2003 and the GDPR Act. The Trip Administrator will retain the above information for one year from the end of this trip. This information will be shared with relevant coaches and supervisors travelling as well as the relevant Child Safeguarding Officer, Trip Administrator and if necessary, the Tennis Ireland National Children's Officer. If issues arise this information may also be shared with other bodies such as the Gardai, TUSLA, PSNI, the NSPCC or medical practitioners.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.

Child/Young Persons Signature

Parent/Guardian Signature*

Please return this form to Club/Branch/Tennis Ireland

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



Form 5 - Code for Young People

Children have a great deal to gain from tennis in terms of their personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including child members of the organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Sport Leaders with fairness and respect.

In Tennis you should:

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults and other players.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect you within the club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all sports leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.
- Respect other players and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.
- Keep to rules and guidelines set by Tennis Ireland, the Province and your Club and make sure you understand the rules.
- Take part in your tennis without cheating; you are responsible for not cheating and must not allow others to force you to cheat.



- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;
- Behave in a manner that is respectful towards your organisation and your club.
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

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

Signature of Player _____ Date _____

Signature of Parent/ Guardian* _____ Date _____

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



Form 6 - Photographic & Video Consent Form

Please complete this form and return it to the event organiser.

A signed consent form is a condition of inclusion in photographic & video footage material for those under the age of 18 years.

Age: _____

I permit for my child to be 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 the

YES ☐

NO ☐

Parental Signature: _____

Consent must be provided by the person with parental responsibility.

If you have any queries please contact:



Form 7 - Adult Supervision of Children's Activities

As part of its obligations in regard to the protection of children, Tennis Ireland, *the Branch, the Club* sets out in this document the details of adequate adult supervision of junior members provided by the Management Team during the trip to on.....

Tennis Ireland, *the Branch, the Club* will ensure that all children's activities organized during the trip 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 Management Team will be guided by the recommendations contained in the safeguarding guide for children and young people in sport.

When travelling to and from the accommodation and the tennis centre there will be at least one adult of each gender with a mixed party, there will be a good adult to child ratio, 1:6, and proper access to medical personnel. At the accommodation and tennis centre there will also be an adult to child ratio of 1:6.

As a minimum all 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 from the venue. 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.

If a parent is unavoidably delayed they should contact or one of the other coaches attending whose contact numbers will be provided to parents in advance of the trip. In the event that no contact is made with the Coach/es or the Trip Manager, we 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 coach/supervisor plus another adult will wait with the child at the venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending the trip should let one of the adult supervisors know where they are at all times. It is the responsibility of parents to ensure that children do this. Under no circumstances



should a child leave the club premises, accommodation or activity centres 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 by the coach/supervisor and returned to the relevant Tennis Ireland Manager. Attendance records and records of any incidents or accidents that occur will be kept by Tennis Ireland.

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

Tennis Ireland, the Branch, the Club welcomes and indeed encourages parents who wish to attend 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 attendance as part of the trip to....., including the accommodation, Club premises and activity centres.

The details of the times of the above-listed activities are available from the Trip Administrator at If you have any difficulty getting this information please contact.....

We wish to make it clear that while there may be adults present in on the premises at other times the, Tennis Ireland, the Branch, 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 we take every reasonable measure to ensure the safety and protection of all its members including our own members while they are on the trip 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.

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

Signature of Parent/ Guardian* _____

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



Form 8 -Travelling with Underage Participants Permission

EVENT:

VENUE:

DATES:

Parent / Guardian of Participant

I have read and accept the conditions and rules set down by tennis for young people travelling to matches and events.

Parents/Guardians signature _____

Young Participant

I have read and accept the conditions and rules set down by Tennis Ireland for children travelling to matches and events. I agree to abide by these rules.

Young Participant's signature _____



Form 9 - Tennis Ireland ICT Acceptable Use Policy

Tennis Ireland/ the Branch /the Club understand the importance of technology for children and young people's development. We also recognize, however, that relevant safeguards need to be put in place by sports organisers to ensure children and young people remain safe whilst online or using social media. We ask that all parents/carers spend a few minutes to read through and discuss this policy with their child/children and then sign and return this form to the relevant Administrator at.....

- I will be responsible for my behaviour when using the internet and other online media at the sports club, including the resources I access and my use of language.
- I will not deliberately browse, download or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to an adult.
- I will not use social networking or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- I understand that my use of the internet and other online media on sports organisers equipment can be monitored, logged and made available to my coach and other staff members at the Club/Branch/Tennis Ireland.
- I will not give out any of my personal information such as name, age, address or telephone number.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone unless accompanied by a member of staff or parent/carer.
- I understand that these rules are designed to keep me safe and if they are not followed my parents/carers may be contacted.

We have discussed this policy and _____ (Child) agrees to support the safe use of ICT on the trip to

Signature of young person _____ Date _____

Signature of Parent _____ Date _____

I permit _____ (Name of Player) to be contacted by text message by the Coaches/Managers in relation to the Club/Branch/Tennis Ireland programme and activities on the trip to (Permission only required for Under 18's)

Signature Parent/Guardian: _____



Form 10 - Trip Privacy Notice for Parents/Guardians

Tennis Ireland/Branch/Club is collecting the personal information of children travelling on the Trip to..... from parents/guardians in these forms to ensure Child Safeguarding requirements are met.

This information will be retained by Tennis Ireland/Branch/Club for 1 year from the end of the trip.

This information will be shared with the relevant coaches and supervisors travelling as well as the relevant Safeguarding Officer, Administrator and If necessary, the Tennis Ireland Children's Officer. If issues arise this information may also be shared with other bodies such as the Gardaí, TUSLA, PSNI, NSPCC or medical practitioners.

IF YOU AGREE WITH THIS PLEASE CAN YOU SIGN & DATE THE FOLLOWING STATEMENT TO PROVIDE YOUR CONSENT:

"Do you agree that the information you have given on these appendices and on this form are accurate and are you content to provide information to Tennis Ireland/the Branch/the Club on the basis outlined above?"

Parent/Guardian Name :

Parent/Guardian Signature :



Form 11 – Trip Managers Report

All trips away must include a post-event evaluation report, to be received within 10 days of the event. If a reportable incident happened during the event, this report must be done immediately.

The purpose of this report is to look at what went right, what went wrong, and what could be done better next time. It is similar to a Risk Assessment in that respect. Its purpose is to safeguard all participants and to make the events a more enjoyable and safe experience for everybody.

By highlighting unsafe or irresponsible practices, you are *not* ensuring the event does not happen again. You are instead working with the NGB, Province or Club to ensure these practices are discussed openly and rationally, and safeguards put in place for the future to protect all involved.

If a follow-up meeting is warranted, or requested from either side, this can be easily arranged.

Being safe does not mean not having fun!!!

Post Event Evaluation Form:

Team

Venue

Event

Location

Date

How was the location?

How was the organisation?

Do you feel it helped the event accomplish its goals?

Why or why not?



What worked well during the trip?

What didn't work well during the trip?

Did we face any conflict during the trip?

What should be done differently next time?

Are you satisfied with the team's overall performance?

Have you anything you want to report on any individuals on the trip?

How were your Assistants ?

Other remarks

Form 12 -Trips Away Safeguarding		Checklist		
Point	Action Required	Person Responsible	Target Date	Completed
1.	Safeguarding plan drafted and approved by (Name of Club, Branch or Tennis Ireland) including documents to be signed.	Trip Coach/Manager		
2.	Safeguarding Officer to sign off on trip details	Club, Branch, National Children's Officer or DLP		
3.	Lead Coach, Assistant Coaches, Supervisors and volunteers to be appointed and ensure - <ul style="list-style-type: none"> Garda Vetting/Access NI Check within last 3 years through NGB Reference check Formal/Informal interview Attended child safeguarding training or refresher in last 3 years. Appropriate insurance in place	Relevant Club, Branch or NGB Administration		
4.	Organise and conduct a meeting with the parents and the participants to present all or part of the following as relevant <ul style="list-style-type: none"> Communicate travel times, Ensure Passports are in date for 6 months following trip; If the Children require their own valid travel insurance, Child requires valid E111 form, Competition details (where applicable), Gear/kit requirements, Other activities, Contact details, 	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		



	<ul style="list-style-type: none"> • Codes of conduct, etc. • Special needs (medical or dietary), • Any other necessary details. 			
5.	<p>At the Parents Meeting Highlight the following</p> <ul style="list-style-type: none"> • All the necessary consent forms should be signed by parents and participants. Emergency contact number(s) should be requested • Young participants should sign a behavior agreement • Rooming arrangements. The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance. (Sleeping arrangements must follow the Tennis Ireland Policy on this) • Adults will not share rooms with children. Children will share rooms with those of same age and gender, they will not share a bed with another child and adults should knock before entering rooms • All group socialisation will take place in communal areas (i.e. no boys in girls' rooms and vice versa) • Alcoholic drink, smoking or any illegal substances are forbidden to players. • When travelling there will be at least one adult of each gender with a mixed party, there will be an adult to child ratio of 1:6 and proper access to medical personnel. • Lights out times will be enforced at xxx pm each night (<i>Adults in charge to confirm</i>) • Mobile phone limitations will be enforced from x to x time (<i>Adult in charge to confirm</i>).All phones will be taken and 	<p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p> <p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p> <p>Coach/Assistant Coaches/ Manager/</p>		

	<p>held by the group leader overnight and returned at breakfast the next morning. This will need to be discussed at the meeting and agreed between the trip management, the parents and the children prior to departure.</p> <ul style="list-style-type: none"> • Young players will be under supervision at all times and should never leave the venue or go anywhere unsupervised without prior permission. • Photographic/Video consent for the child will be required from parents. • The Lead Coach/Manager will handle the cash of players and will be stored securely. He/she will also handle the passports of the players and will be stored securely 	Supervisors/ Trip Coordinators		
6.	<p>Documentation to be issued by the trip management and where required signed copies to be returned to the relevant Club, Branch or NGB as follows</p> <ul style="list-style-type: none"> • Official Trip Sign Off • Code of Conduct for Coaches/Leaders • Parents Consent Form for Away Trips • Trip & Medical Consent Form for Players • Code of Conduct for Children • Photographic & Video Consent • Adult Supervision of Children's Activities • Travelling with Underage Participants Permission • ICT Acceptable Use Policy • Trip Privacy Notice for Parents/Guardians 	<p>Coach Manager/Trip Coordinators/ Administrators</p> <p>Coach Manager/Trip Coordinators/ Administrators</p>		
7.	<p>Lead Coach/Manager to have copies of accident & incident forms and return any reports to the relevant Club, Branch or NGB via email within 24 hours of accident/incident.</p>	Coach/ Manager		



8.	Flights to be booked by the relevant Club, Branch or NGB	Relevant Club, Branch or NGB Administration		
9.	Accommodation to be booked by Trip Management	Relevant Club, Branch or NGB Administration		
10.	Lead Coach/Manager to make a full report on trip to the relevant Club, Branch or NGB within 1 week of returning home.	Trip Coach/Manager		

NB
-
Any changes to the trip that

that affect the logistics, for example, accommodation, must be made known to the parents/carers immediately

Signed by

Trip Manager _____ Date _____

Children's Officer/Assistant _____ Date _____



Appendix 12 – Missing Persons Policy

Tennis Ireland/the Branch/the Club is committed to a club environment in which all children participating in its activities are not at risk.

If a child under the responsibility of the Grove LTC were to go missing, the following actions should be taken

- Ensure the other young people in your care are looked after appropriately while you organize a search for the missing young person.
- Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child.
- Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation's grounds.
- Request all those searching to report back to you or to a nominated adult at a specific location and time.
- This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the Garda Síochána.
- The Gardai may recommend further action to be taken before they get involved; you should follow any guidance they provide.
- If the Guards decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers and the Guards if they are already involved.

Refer the concern as soon as possible to the Tennis Ireland Child Safeguarding Team.