



This document comes into force on: 06/11/2024

### Document Approval

<b>Signed:</b>		
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<b>Position:</b>	Club Captain	Hon Secretary
<b>Date:</b>		

### Revision History

The Management Committee will revise this document as necessary by the issue of amended pages and these will be recorded in the revision history.

Date	Section, Appendix or Form Amended	Details of Amendment	Amended by

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Bangor Lawn Tennis Club: Roles & Responsibilities	1.0	Nov 24

### Section 1: Equity Policy Statement

- This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

**“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”**

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

## Section 2: Safeguarding Policy

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

### CHILD SAFEGUARDING POLICY STATEMENT

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

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

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

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

- The Club has adopted and implemented the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the Club.
- The Management Committee of the Club is elected by the Club members at each Annual General Meeting in accordance with the procedures.
- The Club has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.

## Section 2: Safeguarding Policy

- The Club appoints one male (outstanding) and one female Safeguarding Children Officer at the AGM as outlined in the Code of Ethics and Good Practice for Children's Sport. At least one of the Safeguarding Children Officers must also be a member of the Management Committee. 2024- Debbie Ellesmere has been appointed the Safeguarding Children's Officer and Suzie Adair has been appointed as the Designated Person. See notice-board in club house for further details.
- The Management Committee appoints a member of the Club to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the Club the Management Committee disseminates its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the Club to all its members. The Club's code of conduct is posted prominently around the Clubhouse.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been cleared of any wrong-doing.
- Where appropriate, Sports Leaders are required to report to the Management Committee on a regular basis.
- The Club encourages regular turnover of committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/incidents have been put in place- see incident/ reporting form.
- The Club monitors both the use of the facilities and participation in Club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Management Committee. There is to be no club house access to any under 18s without a parent or in the case of a coach there must be two adults present when any under 18s are using the facility.
- All Club members are given notice of all General Meetings of the Club in accordance with the procedures in that regard as set out in the Constitution.

- The minutes of all Management and Committee meetings are recorded, adopted as correct and safely filed.
- Bangor Lawn Tennis Club is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences those in their care and that Sport Leaders are provided with the appropriate training for their activity. Appropriate training and education opportunities will also be made available to Club officials, non-coaching staff and parents/guardians as appropriate.
- Bangor Lawn Tennis Club is committed to ensuring that adequate adult supervision of all Club activities involving children is provided.

Signed:

Print Name:

Position:

Date: 0/11/2024

### **Section 3: Children's Equality Statement**

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2006).

Bangor Lawn Tennis Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, for instance:

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

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

### **Section 4: Safeguarding Confidentiality Statement**

We at Bangor Lawn Tennis Club recognise that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm.

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

## **Section 5: Safeguarding Children Officers**

### **Introduction**

- The Club's Safeguarding Children Officers are responsible for leading the implementation of Child Safeguarding Policies and Procedures. In this task they will have the full support of the Management Committee of the Club.
- The Club's Safeguarding Children Officers will play a fundamental role in the creation of a child centred ethos that promotes the positive aspects of tennis.
- This will be achieved by communicating to every adult in the Club that they have a duty of care to safeguard the welfare of children and young people in order to protect them from inappropriate behaviour and to promote a culture of safety and fun.
- The current Safeguarding Children Officers photographs and contact details must be displayed in a prominent position in the Club. (See appendix 4 for current poster).
- In order to do this, the Club's Safeguarding Children Officers require certain knowledge and skills - some of which are a pre-requisite for the role and others that will be obtained through training and experience.

***See Roles and Responsibility Document Section 15 for detailed list of duties***

### **Minimum Requirements (Safeguarding Children Officer)**

- Have completed the Access NI vetting process through Ulster Branch Tennis Ireland.
- Have attended the relevant Sport NI safeguarding Workshops i.e. Safeguarding Children and Young People in Sport; Designated Safeguarding Children's Officer (DSCO).
- Have complied with the requirements of the Club's Safe Recruitment Procedures.

### **Desirable qualities and skills**

- A Safeguarding Children Officer should have good communication and listening skills, be approachable and non-judgmental.
- He/she should have a basic knowledge of child welfare and safeguarding codes and guidelines (which will be acquired through appropriate training).
- The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material.
- Possession of basic administrative and organisational skills.

Bangor Lawn Tennis Club accepts that all organisations, which include young people among its members, whom may be vulnerable to the occurrence of child abuse. This section sets out the procedures for dealing with any welfare or safeguarding issue that may arise in the Club.

**Child welfare and the safeguarding of young people is the concern of all adults at all times, irrespective of their role within the Club.**

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

### **The Designated Person**

- In certain limited circumstances it may be necessary to report suspected or known child abuse allegations to the relevant Health and Social Care Trust (HSCT) Gateway Services team or Police Service for Northern Ireland (PSNI).
- The Club has in place a Designated Person whose job it is to receive such reports from Club members. They will then decide if a report should be made to the HSCT Gateway Services team or indeed in certain circumstances to the PSNI.
- Bangor Lawn Tennis Club will nominate one of the current Safeguarding Children Officers as the Designated Person.
- The Designated Person has received specific training for this role. In addition, the person chosen to fulfil the role will be a senior and experienced member of the Club.

### **Role and Responsibilities**

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

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

### **Minimum Requirements**

- Have attended the Sport NI Safeguarding Children & Young People Sport in Sport Awareness Training workshop.
- Have attended the SNI Designated Safeguarding Children's Officer Training workshop.

### **Desirable qualities and skills.**

- The Designated Person should have good communication and listening skills, be approachable and non-judgmental.
- He/she should have a good knowledge of child welfare and safeguarding codes and guidelines (which will be acquired through appropriate training).
- The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material.

### ***Details of the Club's current Designated Person are on the Notice Board or can be obtained from any member of the Management Committee.***

- If in doubt the member should always contact the Designated Person to discuss any child safeguarding matter of concern. The Designated Person who will then deal with the matter as they see fit.
- It is important to realise that it is not the responsibility of anyone working within the Club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

### **Responding to a Child Disclosing Abuse**

- In some circumstances a young person may disclose to a trusted adult instances of abuse or other concerns relating to themselves or others.
- Any adult finding themselves in this situation should follow the guidelines set out below:

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

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.
- Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Be honest with the child and tell them that it is not possible to keep information a secret.
- Make no judgmental statements against the person whom the allegation is made.
- Do not question the child unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that."
- Give the child some indication of what would happen next, such as informing the Designated Person, parents/guardians, HSCT Gateway Services team or indeed in certain circumstances to the PSNI. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details as soon as possible after receiving the report.
- Pass on this information to the Club's Designated Person.

### **Reporting Suspected or Disclosed Child Abuse.**

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

- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.

- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSCT Gateway Services team which has a statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the PSNI will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist, she/he can informally consult with the local social services. She/he will be advised whether or not the matter requires a formal report.
- A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of the alleged victim of his/her intention to make such a report, unless doing so would endanger the child or undermine an investigation.

### **Allegations against Coaches/Club Employees/Sports Leaders**

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

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

### **The Internal Procedure will be as follows.**

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

- The next step will be to appoint a senior member of the Club to deal with the matter. Under normal circumstances this person will be selected by the Designated Person together with the Chairperson. Where the allegations concern the Chairperson, the person will be selected by the Designated Person and the other Club officers.
- The senior Club member will privately inform the Coach/Club Employee/Sports Leader that:

(a) an allegation has been made against him/her and (b) the nature of the allegation.

- He/she will be afforded an opportunity to respond and informed that any response will be noted and passed on to the statutory authorities.
- The Coach/Club Employee/Sports Leader will be suspended from their position pending the outcome of the Club's investigation. Any investigation of the allegations by the statutory authorities will take precedence over any separate investigation by the Club into the allegations. The senior Club member will clarify that this suspension is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- The Club will retain the right to take disciplinary action against the Coach/Club Employee/Sports Leader on foot of the allegations.

### **Confidentiality**

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

- Appropriate but not absolute confidentiality will be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the alleged victim and the person about whom the complaint has been made are protected.
- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information will be treated in a careful and sensitive manner and will be discussed only with those who need to know.
- Information will be conveyed to the parents/guardians of the child in a sensitive way.

- Giving information to others on a 'need to know' basis for the safeguarding of a child is not a breach of confidentiality.
- All persons involved in a child safeguarding process will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information will be stored in a secure place, with access to it limited to the Designated Person and appropriate personnel as decided by the Designated Person.
- The requirements of Data Protection laws will be adhered to.

### **Anonymous Complaints/Rumours**

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours will not be allowed to persist and will be dealt with by the Management Committee as soon as it becomes aware of such rumours. All concerns relating to inappropriate behaviour will be brought to the attention of the

Designated Person in order that they may be dealt with as soon as possible. It is the responsibility of every member who becomes aware of such concerns to report them to the Designated Person. The information will be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children will be paramount.

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

Bullying is not an accepted behaviour towards anyone at Hawarden Tennis Club be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person.

### **What is Bullying?**

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

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

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

### **How would you know if a child is being bullied?**

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

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

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

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

### **Who should deal with bullying?**

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Health and Social Care Trust (HSCT) Gateway Services team or Police Service for Northern Ireland (PSNI), dealing with bullying behaviour amongst young people in the Club will, in the first instance, be the responsibility of the Club's Safeguarding Children Officers.

### **How can it be prevented?**

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of children, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group (see below for details).
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right' one.
- Encourage children to negotiate, co-operate and help others, particularly new or different children.
- Offer the victim immediate support and put the 'no blame approach' into operation.

- Never tell a child to ignore bullying.
- Never encourage a child to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

### **What is the 'No Blame' Approach?**

#### ***Step 1: Interview with the victim***

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

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

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

#### ***Step 2: Meet with all involved***

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

#### **The Safeguarding Children Officers should**

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

#### ***Step 3: Explain the problem***

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

#### **Try asking questions:**

- Would they like it if it happened to them?
- Someone here in this group was bullied by someone within the group, what can be done to see it does not happen again?

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

***Step 4: Share the responsibility***

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

***Step 5: Ask the group for their ideas***

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

***Step 6: Leave it to them***

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

***Step 7: Meet them again***

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

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

## **Section 8: Volunteer Recruitment, Induction & Retention Policy**

Bangor Lawn Tennis Club values the contribution made by those who volunteer, to undertake roles within the Club, whether or not the volunteer is a member. This policy details how the Club will recruit, induct and retain volunteers.

### **1 -Recruitment**

- The Club will use appropriate means to advertise for volunteers, taking into account the principles of its equal opportunities and diversity policy.
- The recruitment policy will be managed as defined in Section 9: Safe Recruitment Procedures.

### **2-Induction**

All successful applicants for Volunteer positions will receive an induction delivered by the outgoing volunteer or a member of Management Committee using the Induction Checklist (see Form 1). This will include:

- Job description of the role, complete with responsibilities and time commitments.
- Details of all other Management Committee members, with role and responsibilities.
- A copy of relevant Club policies. E.g. Safeguarding, Equity, etc.
- Specifically inducted by the Safeguarding Children Officer on the Club policy and procedures on safeguarding.
- Any other relevant documentation for the specific role.
- Confirming, when applicable, that any coaching and volunteers who will work with children and young people have undertaken the required Safeguarding training courses.

**The person (whether paid or unpaid) will receive support and regular supervision sessions from the Chairperson of the Management Committee (or from another nominated Management Committee member).**

### **3-Retention**

The relationship between The Club and its volunteers is entirely voluntary and does not imply any contract. However, it is important that the Club maintain its agreed standards of service to members, and it is equally important that volunteers should enjoy making their contribution.

If your work as a volunteer does not meet with the Club's standards, these steps will be taken:

## **Section 8: Volunteer Recruitment, Induction & Retention Policy**

- An initial meeting with the appropriate committee member will explain the concerns. If this does not resolve the concern, then a meeting with the chair of the Management Committee will be convened.
- If your activity still does not meet with the required standards, then the Management Committee may decide to stop using your services.

**However, if you are dissatisfied with any aspect of your voluntary role you should:**

- Give an initial explanation of your dissatisfaction to the appropriate committee member. If that does not resolve the issue, then a formal meeting with the chairperson of the Management Committee should follow.
- If, after this, we are still unable to resolve your grievance, then it would be inappropriate for you to continue as a volunteer.
- At all times, you will be free to state your case and a friend can accompany you.

### **4- Ad-hoc Volunteers**

On occasion, we will ask for volunteers to support the Management Committee in delivering a particular project. This might include a spring clean day, for example. In these situations, there will be a responsible member of the committee present, who will conduct a risk assessment of the tasks being undertaken, discuss the tasks and risks with the volunteers, and ensure that adequate PPE is available.

Children who volunteer in this way should be supervised by their parent or person responsible for their care.

## **Section 9: Safe Recruitment Procedures**

Bangor Lawn Tennis Club relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Tennis would not exist. However, the Club is also mindful of its commitment to *"safeguarding the well-being of its members"* as outlined in its Safeguarding Policy Statement.

This Recruitment Policy document sets out how the need for and encouragement of volunteer participation in our programmes is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We trust that potential volunteers will appreciate the obligation on the Club to satisfy itself that all those volunteering fully understand the role which they are taking on and the responsibilities

attaching to that role. In addition, it is reasonable that those with substantial access to children in our care provide the kind of information that is essential in assessing somebody's suitability for quite responsible positions. We hope that potential volunteers/coaches (paid or unpaid) will provide any requested information in the overall spirit of the Club's commitment to child safeguarding

The procedures outlined below will be adopted by Bangor Lawn Tennis Club for its own purposes and must be followed by clubs for whom the Ulster Branch of Tennis Ireland acts as an umbrella body.

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

- Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the Club.
- Insisting that a person applying for any post of responsibility within the Club complete the relevant volunteer application form (see Form 2).
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants in paid positions) (see Form 4).
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable Ulster Branch of Tennis Ireland to request an Access NI check (proof of identity MUST be provided).
- Ensuring that the individual completes the 'Disclosure of Criminal Convictions for Eligible Positions' form (Form 3).
- Ensuring that all coaching and volunteers working with children and young people undertake Safeguarding training within six months of beginning their role.
- Setting a probationary period (six months for staff or long-term volunteers)
- Interview/meet the individual either formally or informally. Have two designated members Management Committee/Junior Committee doing this to enable you to;
- Assess the individual's experience of working with children or young people and knowledge of safeguarding issues.
- Assess their commitment to promoting good practice.
- Assess their ability to communicate with children and young people (i.e. be approachable).

- Ensuring that the Management Committee ratifies appointments.

## Section 9: Safe Recruitment Procedures

Information from Access NI will be received by the individual and the governing body (though under the Protection of Freedoms Act only the individual applicant will receive a copy of the certificate in the future proposed introduction of this will be from mid - 2014 in Northern Ireland). It will be scrutinised in the first instance by the Case Management Panel appointed by Ulster Branch of Tennis Ireland. The panel will decide whether a disclosure is relevant or contrary to Ulster Branch of Tennis Ireland standards, clubs will be advised of decision.

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

The duties and responsibilities associated with all posts within are detailed in the 'Roles & Responsibilities of Coaches, Sports Leaders & Elected Officials' document. Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. (See Appendix 1).

The following table sets out the various minimum criteria to be complied with by volunteers and postholders:

<b>Chairperson</b>	X		X	X			X	X	
<b>Hon Secretary</b>	X		X	X			X	X	
<b>Hon Treasurer.</b>	X			X			X	X	
<b>Management Committee Member</b>	X		X	X			X	X	
<b>Sub-committee member</b>	X			X			X	X	
<b>Junior Club Volunteer</b>	X		X	X			X	X	
<b>Safeguarding Children Officer</b>	X	X	X	X			X	X	X
<b>Head/Assistant Coach</b>	X	X	X	X	X	X	X	X	X

### Protection of Data provided by volunteers.

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

This policy deals with a number of matters which come under the general heading of 'Travel' but include travel, supervision and behaviour on away matches or on Club-organised extended trips away. It also sets out the Club's policy in regard to acting as a host club or being hosted.

### **Overnight & Away trips**

Trips away (including away matches) require a more stringent level of supervision beyond that set out in Section 11 (Adult Supervision of Children's Activities).

The level of supervision for overnight trips away will as a minimum be of the order of no more than 5-6 children per adult. There will be at least one adult of each gender with mixed groups. The supervision proposals (which will require to be approved by the Management Committee) will include the proposed child to adult ratio and the names of the adults who will act as supervisors. All adults who travel on away trips will be carefully chosen, using the recruitment and selection procedures in Section 9. The Club will appoint one adult to be the Group Leader who will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with.

The roles and responsibilities of adults participating in away trips will be clearly defined.

Written permission of parents/guardians allowing their child/children to take part will be obtained for all overnight away trips. This will include permission to travel and any medical/special needs of the child (including permission to treat the child). **All trips away or overnights affiliated with Bangor Lawn Tennis Club will be discussed and agreed by the Designated Child Protection Officer prior to these going ahead.**

Children will be required to sign a behaviour agreement prior to taking part in the trip.

A meeting with parents and participants will be held to communicate travel times, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

### **Away Matches**

The level of supervision for away matches will 6 children per adult. There will be at least one adult of each gender with mixed groups. All adults who travel to away matches will be carefully chosen, using the Club's recruitment and selection procedures. One of the adults will be appointed as Team Manager. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors).

Written permission of parents/guardians allowing their child/children to take part should be obtained for away matches. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).

Children will be reminded of their obligation to abide by the Club's Code of Conduct for Children.

## **Transport**

There is an extra responsibility on adults and leaders when they transport young people to Club organised events. The following are the actions the Club expect from those asked to transport young people.

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Ensure they do not carry more than the permitted number of passengers.
- Allow an appropriate length of time to complete the journey.
- If using a mini-bus, ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Avoid being alone with one passenger. Child passengers will travel only in the back seat. A central drop off location will be agreed in advance including clearly stated times of pick- up and drop off. If something happens to cause a delay to the drop-off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point. Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car. Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

## **Additional Insurance**

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

## **Emergencies**

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.

The leader should have access to a mobile phone and contact details for all the children.

### **Accommodation for Away Trips.**

The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance.

Where the presence of an adult is needed in a child's room, there should be more than one child in the room with the adult.

Rooming arrangements – adults will not share rooms with children. Children will share rooms with those of same age and gender and adults should knock before entering rooms.

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

### **General Requirements**

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

On away trips, coaches will be accountable to the Group Leader/Team Manager in all non-performance related matters.

In the event of an occurrence, Accident and/or Incident, reports should be completed by the Group Leader/Team Manager.

### **Hosting**

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition or other event.

### **Our Club as Host.**

Special care will be taken in the selection of homes for hosting overnight stays. The Club will be guided by the general principles of child safeguarding and by the specific procedures set out in the Club's Recruitment procedures outlined in Section 9 when making these selections.

The host family will be provided with as much information about the visiting child/children staying with them and details of the competition as deemed necessary. As a minimum they will be given the names and contact details of the children's parents and the contact details of the Club official responsible for the hosting arrangements.

In all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements should be agreed in advance with the Club. The policy set out above in relation to accommodation on away trips will also apply to hosting.

The parents/guardian of the visiting child will be provided with all necessary information about the host family including names and contact details of adults, agreed sleeping and transport arrangements and contact details of the Club official responsible for the hosting arrangements.

The procedures in regard to transport set out above will apply to any transport being provided to the visiting children by the host family.

### **Club members being hosted**

The Club will ensure that the host club/sporting body has carried out the selection of hosting families using similar procedures to those set out in the Club's own Recruitment Procedures outlined in Section 9.

The Club will ensure that the provision of information to both visiting and hosting families will be the same as set out above where the Club is the host.

The Club will ensure that in all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements will be agreed in advance with the host club. The Club will require the assurance of the host club that the policy set out above in relation to accommodation on away trips will be complied with.

Details of the official of the hosting club who is responsible for the hosting arrangements will be provided to the parents of all visiting children. Similarly, the details of the official from our Club who is responsible for the hosting arrangements will be provided.

The Club will require the assurance of the host club that the policy set out above in relation to transport being provided to the visiting children by the host family/club will be complied with. Whether being hosts or being hosted the Club will expect families to:

- Agree in writing to abide by the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.
- Consent to appropriate checks and references.
- Attend host/guest family meetings before competitions or events.
- Provide a safe and supportive environment for the young people being hosted by them.

Whether being hosts or being hosted the Club will expect the visiting/hosting children to:

- Sign a Behaviour Agreement.
- Show respect to the host families or the guests.

All visiting children will be made fully aware of the contact details of an adult in both the host and visiting clubs to whom they may go with any problems they may be experiencing. The adult nominated should be one of the Club's Safeguarding Children Officer.

## **Section 11: Adult Supervision of Children's' Activities**

Bangor 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 safeguarding of children the Club when planning and running sports activities for children and young people will consider providing an appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants and enhance the benefits they draw from the activity.

There are a number of **key principles** that we will consider as good practice:

- Age of children.
- Additional supervision/support needs of some or all participants (for example due to disability).
- Competence/experience of participants for the specific activity.
- Nature of activity.
- Nature of accommodation (Hosted/Hotel etc.).
- Nature of venue (whether closed and exclusive, or open and accessible to members of the public),

**Adult supervisors should 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. No coach should be left on their own during a 1:1 coaching session. If there is not another coach available then the parent must stay for the entirety of the coaching session.**

**If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form (see Form 5) will be completed.**

**Attendance records shall be kept by the coach and emailed to the committee on a monthly basis and records will be retained of any incidents or accidents that occur by the Club and shall be stored securely.**

**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 organised and run by the Junior Committee of the Club.
- During any of the closed Club tournaments run by the Junior Committee of the Club.

Arrangements for supervision during home or away matches etc. are outlined in the Travel & Hosting Policy (Section 10).

## **Section 11: Adult Supervision of Children's' Activities**

The details of the times of the listed activities are available from the Junior Tennis Co-ordinator or the Head Coach. If you have any difficulty getting this information, please contact the Hon Secretary of the Club.

***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 safeguarding of your child outside of the specific activities listed above.***

While the Club takes every reasonable measure to ensure the safety and safeguarding 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 organised by the child's parents.**

## **Section 12: Social Media Policy**

## **Introduction**

Social media provides unique opportunities for tennis clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants.

Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However, we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach the Club's Child Safeguarding Policy or the Data Protection Act.

## **Principles**

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

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

## **Potential Problems**

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

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

### **Online grooming techniques include:**

- gathering personal details, such as age, name, address, mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.

- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.

## **Section 12: Social Media Policy**

- bullying and intimidating behaviour, such as threatening to expose the child or young person by contacting their parents/guardians to inform them of their child's communications, or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school. • asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?' • asking to meet children and young people offline.
- sending sexually themed images to a child depicting adult content or the abuse of other children.
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.
- Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

### **Rules to Remember**

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

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

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

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

- change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.

- review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friend requests' if you do not actually know the person(s) concerned.
- ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of the Club.
- ensure that information published on social media sites complies with the Club's Child Protection Policy. No surnames or other identifiers should be used on social media and parents/ legal guardians should give written permission prior to any information appearing online.
- beware of how your actions could be captured via images, posts, or comments online as these will reflect on the Club.
- respond to online bullying - what is said online must be treated as if said in real time.
- **coaches must not have any under 18's whom they coach as their friends and must not comment on individual players whom they are coaching through their personal page. The coach should also converse with the child's parent to arrange lessons/ change lessons and not the child.**

## Section 13: Mental Wellbeing Policy

### Wellbeing Policy

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

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

### Policy statement

It is the policy of Bangor Lawn Tennis Club to:

- promote mental health and wellbeing through its management policies, information networks and where appropriate health promotion campaigns (including alcohol

awareness, diet, exercise, self management, suicide awareness), and by liaising appropriately with external agencies.

- prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing.
- provide an environment in which members who have mental health difficulties receive suitable support and adjustments to allow them to achieve their fullest potential.

### **Responsibility of Coaches/Volunteers/Management Committee**

Coaches/Volunteers/Management Committee Members are expected to:

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

**Bangor Lawn Tennis Club recognises that where individuals help a member experiencing mental health difficulties, each person has boundaries or limits to his/her knowledge, responsibilities and competence, and that these boundaries must be respected. At this point, the individual should be referred to external support services ie their GP.**

## **Section 13: Mental Wellbeing Policy**

### **Responsibility of members**

All Club members are required to:

- Encourage the establishment and maintenance of a non-stigmatising, supportive community.
- Recognise the limits to what they can do.

- Refer to support and advice services within the Club when assistance is required.
- Inform the Club of difficulties that may be affecting their mental wellbeing, in order that the Club can deal fairly with them and support them where appropriate.
- Buy into the ethos of talking about mental health issues.

## **Section 14: Photography & Video Footage of Children**

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

With this in mind, Bangor Lawn Tennis Club must carefully consider the use of all images of athletes/members on their websites and in other publications. The Club will ensure that the type of images used are suitable and that they appropriately represent the sport, without putting children at increased risk. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

### ***Bangor Lawn Tennis Club will:***

- Where possible, ensure parental permission has been given to use an image of a young person prior to publication.
- Consider using models or illustrations when promoting an activity.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it can be difficult to specify exactly what is appropriate but where possible, content of the photograph should focus on the activity not on a particular child.
- Follow normal safeguarding procedures if a report of an inappropriate image/video is received.

- If an official photographer is to be used the Club will:
- Provide the photographer with identification which must be worn at all times.
- Inform children and parents of their attendance use and ensure parents' consent to both the taking and publication of films or photographs.
- Ensure that there is no unsupervised access to children or one to one photo sessions at events.
- Not approve/allow photo sessions outside the events or at a child's home.
- If parents or other spectators are intending to photograph or video at an event, they should also be made aware of your expectations.
- Children and parents should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child safeguarding concern.

## **Section 15: First Aid Arrangements**

Bangor Lawn Tennis Club will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise of suitably trained First Aid person and appropriate equipment and facilities.

To ensure that the recommended quota of first aiders (see below) can be achieved the Club Management Committee will seek volunteer(s) who are willing to train as a qualified 'first-aider' or 'appointed person'.

**Recommended quota of first aid persons against the number of members on the premises is:**

- ***Under 25: 1 x appointed person.***
- ***25 – 49: 2 x appointed persons.***
- ***50 – 99: 1 x first aider and 1 x appointed person.***
- ***Over 100: A first aider at a ratio of 1-50.***

Where only one first aider (or appointed person) is required another must be made available to provide cover during holiday periods and unforeseen absences.

The names and contact details of the first-aiders must be notified to all members of Bangor Lawn Tennis Club. Details should be displayed at prominent locations.

- The role of the 'appointed person' is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Sport Northern Ireland on approved courses) which last approx. One day and briefly covers:
  1. **What to do in an emergency.**
  2. **Cardio-pulmonary resuscitation.**
  3. **First aid for the unconscious casualty.**
  4. **First Aid for the wounded or bleeding.**

The first-aiders must all be trained by an approved body such as St. John's Ambulance Brigade or the British Red Cross. Copies of the certificates must be retained by the Club Secretary.

- The certificates are valid for three years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aiders that they require such treatment must be referred to their own doctor.
- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
- The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.

## Section 15: First Aid Arrangements

- First-aiders will have access to fully stocked first-aid boxes. First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
- First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
- Bangor Lawn Tennis do not have a designated first aid room; however, the changing rooms are to be made available for first aid purposes if required.
- Notices must be displayed within each building informing people of the means of summoning first aid assistance and of the location of the first aid box.

- For visitors to the Club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
- The training and first aid kits should be made available by the Management Committee.
- Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
- Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. Use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

## **Section 16: Accident & Incident Guidelines**

### **ACCIDENT GUIDELINES**

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider (if available) who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an accident report form. (See Form 5).

### **INCIDENT GUIDELINES**

- Record all incidents reported or observed on an Incident Form (See Form 6).
- Inform designated person ASAP.

- Consultation with PSNI if required.
- 1 copy to Designated Safeguarding Children Officer within 24 hours.
- Ensure confidentiality - only "need to know basis."
- Inform parents, unless to do so may put the child at further risk.
- The Designated Safeguarding Children Officer will be responsible for storing any report in a safe and secure environment.

At Bangor Lawn Tennis Club we aim to develop junior players to their fullest potential and provide means of improving the standard of play of all our players so that we can not only compete successfully in leagues/cups but continue to provide a lively, sociable and friendly environment in in order that we can sustain and grow the membership.

To achieve this, we will offer an organised, structured program based on our core values and the current best practice player pathway.

### **Core Values for Program:**

***Sense of community/family:*** To provide a fun, healthy, encouraging and safe environment to promote the game of tennis in the local community for all ages. To develop a family atmosphere where members of all ages can enjoy time on and off the court.

***Inspire:*** All members of the programme young and old can inspire and breathe life into the programme.

***Personal Development:*** To help participants improve their physical and mental health that tennis and its related exercises gives. Physical skills including physical literacy, motor skills, energy, co-ordination, tennis skills and fitness. Mental skills such as determination, teamwork, communication, commitment, motivation will all be nurtured.

***Aspiration:*** As players develop and play together friendships will be formed, self confidence and self-esteem will grow and participants will give back to the program

### **Player Pathway**

The Club aim to have an organised, structured program with clear progressions for players as they get older or as their game improves. It currently follows the Tennis Ireland player pathway, starting with blue ball tots tennis for pre-schoolers and then through red, orange, green & full ball progressions.

### **Coaching Program**

The lead coach must:

- Work with other experts in player development to ensure that the player pathway remains in line with current best practice.
- Ensure there is provision for recreational (club) tennis players and performance players.
- Ensure agreed coach/player ratios are maintained.
- Establish and maintain a Continuous Talent ID program for performance programs, to produce 'home grown' players for our senior teams.
- Include video analysis, parental feedback, functional physical sessions in all performance squads.
- Link with local schools to increase program and membership base.
- Offer a range of internal and external competition for all ages and abilities.
- Offer coaching timetable that meet demand of members (see Figure 3 for example current program).
- Co-ordinate junior Club play for members outside of paid coaching programs to allow for social tennis.

The diagram of the current coaching structure (Figure 1) highlights the progressions that should always be maintained:

## Coaching Program Ratios

The diagram below (Figure 2) details the program coach to participant ratios for each specific coaching progression. These improve on those recommended by Ulster Branch Tennis Ireland. However, the Head Coach must review these at a regular interval to ensure they remain fit for purpose.

Figure 1: Coaching Structure Progressions



Figure 2: Coach/Participant Ratio

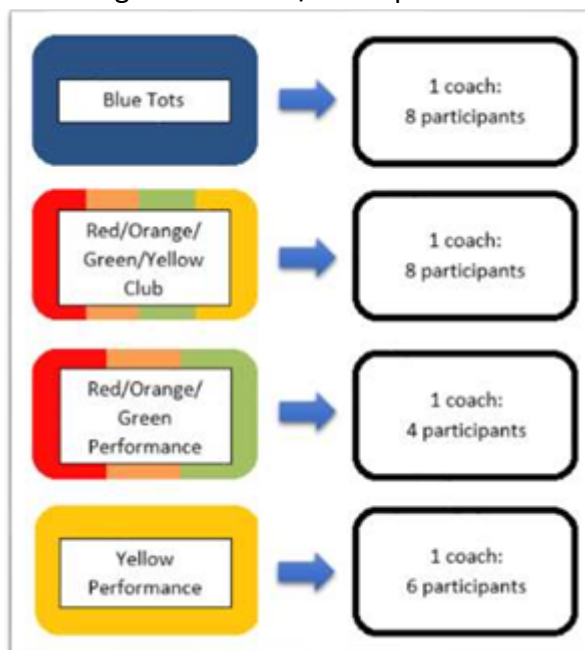


Figure 3: Current Coaching Timetable

## Section 18: Missing Child Policy

Bangor Lawn Tennis 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 Club were to go missing, the following actions should be taken:

1. Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person.
2. 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.
3. 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.

4. Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation's grounds.
5. Request all those searching to report back to you or to a nominated adult at a specific location and time.
6. 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 PSNI.
7. The PSNI may recommend further action to be taken before they get involved; you should follow any guidance they provide.
8. If the PSNI decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
9. 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.
10. Refer the concern as soon as possible to the Club Safeguarding Children Team.

This procedure outlines how Bangor Tennis Club manage Fire & Emergency Procedures.

### **1-Raising the alarm**

- On discovering a fire, raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box, close to major exits).
- If safe to do so, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.
- Leave the building by the nearest exit.
- Call the Fire & Rescue Service on 999 and state location as the Bangor Lawn tennis Club, Farnham Park, Bangor.
- If the site requires evacuation for any other reason (e.g. bomb threat), Management Committee Member on-site will authorise the activation of the alarm via a fire panel.

### **2 -Evacuation procedure**

- On hearing the alarm, leave the building immediately by the nearest exit. Escort any visitors/ contractors from the building.
- Report to the appropriate Assembly Point:
  - Bottom of car park at Farnham Raod
- Report missing persons or those in difficulty to a Management Committee Member (if present) and the Fire and Rescue Service on arrival.
- Club Members are responsible for ensuring the building is cleared and notification given to the Assembly Point Marshal.

### **3 -Fire precautions**

Bangor Lawn Tennis Club will ensure that adequate fire precautions are in place throughout areas under its control. This will be achieved by:

- assessing the fire risks in the premises.
- ensuring that a fire can be detected in a reasonable time and that people can be warned.
- ensuring that people who may be in the Club can get out safely.
- providing appropriate fire-fighting equipment.
- ensuring that Club Members know what to do if there is a fire.
- ensuring that fire safety equipment is checked and maintained.

### **4-Risk assessment**

- If a fire occurs in the Tennis Club, there is a risk that people will be trapped by the fire or injured as they attempt to escape. The purpose of the risk assessment is to identify where fires may start and anyone who may be put at risk from that fire.
- The representative from the Club Management Committee will periodically tour the premises and will update the Fire Risk assessment if any new risks are identified or the premises are altered.

### **5 -Reducing Risk Responsibilities**

**All members must ensure that:**

- combustible materials are used and stored safely
- materials are not stored in gangways, corridors or stairways or where they may obstruct exit doors.

### **Smoking**

**Smoking is not permitted in the Club premises site (or in close proximity to stores, entrances and exits) except in designated smoking areas.**

### **6-Maintenance and refurbishment**

- All building maintenance and refurbishment work and equipment maintenance requiring sources of heat or combustible materials must be cleared for use with the Management Committee
- Contractor access to the Club must be authorised by a member of the Management Committee.
- All materials brought into the Club in connection with the work being carried out must be stored away from sources of heat and must not obstruct exit routes.

## **7-Emergency plan**

The Club has an emergency plan. This plan includes:

- the action to be taken by members/visitors in the event of fire.
- the evacuation procedure.
- the arrangements for calling the fire brigade.
- the location of assembly points.

The plan is posted in prominent positions where members and visitors can become familiar with it.

## **8-Training and instruction**

All new members will be told during their induction process:

- how to warn others of the fire including the operation of the fire-warning system.
- the location and use of escape routes.
- to assist or direct visitors or members of the public from the workplace.
- the location of assembly points.
- how to summon the fire service.
- the location and use of fire safety equipment (where appropriate).
- the arrangements for calling the fire brigade.

## **9- Maintenance and testing of fire safety equipment**

The Hon Secretary will ensure that fire safety equipment, including fire-fighting equipment, detection and warning systems, means of escape and emergency lighting, are regularly checked and maintained. Appendix 5 details the fire safety equipment maintenance and service schedule.

All records relating to this procedure must be detailed and maintained in the Fire Safety Log Book.

**General Data Protection Regulation (GDPR) came into force from 25 May 2018 and for the purposes of the GDPR and UK data protection laws, the controller is Bangor Lawn Tennis (the “Venue”) of Farnham Road, Bangor.**

## **About this document**

This privacy policy sets out the way we process your personal data and we’ve created this privacy policy to make sure you are aware of how we use your data as a member of our tennis venue.

All members will be required to sign a Privacy Notice (See Form 10).

## **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you provide information via the Venue's club management software or court booking system, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);
- From the UBTI (for example, where the UBTI passes on your details to us in connection with a complaint or query you have raised about our Venue).

## **The types of information we collect**

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information, including Direct Debit details;
- Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Venue facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a Venue social event or a course/camp.

## **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Venue membership, including: informing you about court/facilities opening hours and taking membership fees
- Fulfilment of orders for goods and services, including court bookings

Where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you;

- Research and statistical analysis about who is playing tennis in our Venue;
- Communication about our Venue activities that we think may be of interest to you;
- Storing your details on the software platform we use for our online Venue member management database / court booking system. Please note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site;
- Where this is necessary for our legitimate interests (for example in increasing use of our Venue's facilities and participation in the game generally);
- Promoting our Venue and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you;
- Where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.
- Our Management Committee and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Our contractors and suppliers, including coaches and any provider of membership management

### **How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Venue membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

### **Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

**Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.**

### **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact our Hon Secretary (details above)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

### **1-General**

Disciplinary matters, applying to all matters of Bangor Lawn Tennis Club, will be dealt with by the Management Committee in the first instance and if necessary and subsequently by, if appointed a Disciplinary Committee.

All members of the Club agree to fully comply with this procedure and specific codes of conduct for their role and be bound by its terms as under noted.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of Club's rules. However, it is recognised and accepted that every member:

- Has the right to expect fair and consistent treatment.
- Has the right to adequate notice from the Club.
- Has the right to appeal against the Club Secretary's judgement or Disciplinary Committee's decision in all disciplinary matters.
- Has the right to representation.
- No member will be expelled for the first breach of Club's rules except in cases of "gross misconduct". However, all disciplinary actions taken by Hawarden Tennis Club will be duly recorded and placed on file for reference at a future date.
- No member who has had any involvement in the incident(s) leading to the disciplinary procedure being invoked will be involved in the disciplinary process relating to the issue(s) in question.

## **2 -Offences Leading to Disciplinary Action**

The under noted actions by members may be interpreted by the Committee to fall within this Code. However, the lists are not to be considered as fully inclusive or covering all possible offences.

"Misconduct" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Management Committee together with a demand for full and appropriate corrective action. Examples of offences that may be considered misconduct include:

- Discourteous, crude or offensive behaviour at games, training session or organised Club event.
  - Conduct of an unsafe nature
  - Offensive disregard for equipment or property
  - Any other actions of similar gravity to the above, at the discretion of the Management Committee.
- Repetition of the above offences or failure to comply with any demands made in writing by the Management Committee may result in further action by the Management Committee involving a disciplinary hearing.

"Serious Misconduct" is the carrying out of an offence of such gravity that in the opinion of the Management Committee it warrants a Hawarden Tennis Club disciplinary hearing. Examples of offences, which may be considered as serious misconduct include:

- Misconduct offences above if especially grave or repeated.
- Deliberate or consistent breaches of Club rules.
- Any attempt to achieve gains or advantage over others by unfair or unscrupulous means.
- Theft or misappropriation.

- Use of threatening or abusive behaviour.
- Participating in the sport whilst under the influence of drugs or alcohol.
- Malicious interference with equipment or property.
- Disregard for one's own or other people's safety.
- Any other action, which in the opinion of the Club Officers may bring the sport or Hawarden Tennis Club into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

"Gross Misconduct" is action of such seriousness that the Management Committee will require the immediate expulsion of the offender from the Club. The Management Committee may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision. Examples of gross misconduct are:

- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour
- Reckless disregard of safety and basic safety rules
- Being convicted of criminal offences involving physical violence or abuse
- Other acts that are considered to be of an extremely serious nature perpetrated against the  
Club,
- its members or any other party.

### **3 Disciplinary Procedure**

On receipt of a written complaint from a member, another team within the sport, the governing body, the league/match organisers or any other party the Management Committee with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code.

If in their opinion it does, then the Management Committee will decide as to the type of offence as per (section 2) above.

If the offence is considered to be one of simple misconduct, the Club Secretary will write to the offender with a formal written warning including the demand for an apology or other corrective action the Management Committee may deem appropriate. The Management Committee will also attempt to obtain approval for their action from the complainant.

A disciplinary file will be opened by the Management Committee in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence.

The action outlined above will normally finalise the process unless any of the parties involved object strongly to the Management Committee decision in which case they may appeal directly to the Executive Committee for a final decision.

Should the complaint be considered by the Management Committee as one of serious misconduct, then the following procedure will be implemented:

- The Management Committee will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.
- If necessary the Investigating Officer will consult all relevant witnesses for supportive evidence.
- Advise complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Non-attendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc). In such circumstances/instances a sworn declaration must be submitted to the Executive Committee.
- Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events.
- In cases of disputes of a personal nature, the Management Committee will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned.
- If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible.
- Contact the Club's Legal Advisor if required and supply copies of all evidence.
- Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery.

#### **4-Disciplinary Hearing**

- The Club's Hon Secretary shall take charge of the hearing and all questions will be addressed through the Hon Secretary.
- A disciplinary committee will be appointed which will consist of: –
  1. the Club Chairperson
  2. two members of the Management Committee
- The Club will appoint a case presenter, who will normally be the Investigating Officer.
- All witnesses to be interviewed and all written evidence to be reviewed at the hearing.

- No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties.
- The appellant is entitled to be accompanied to the hearing by a friend not acting in a legal capacity.
- The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.
- After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.

## **5-Penalties**

Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including temporary or permanent expulsion of the offender from the Club, such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with (Section 6) under noted. Offences of cheating or being under the influence of alcohol or drugs during a Club training sessions or match or those involving threats of physical violence, will carry automatic expulsion from the Club and will preclude the offender from taking part in any Hawarden Tennis Club organised activity in an official capacity. The Club will in all cases comply with the requirements of the Governing body and Club child safeguarding policies including immediate notification of the police where required.

## **6-Appeals**

If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1st class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state "I wish to appeal", the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this. An appeal together with full and recorded argument may be considered relative to:

- the decision
- the penalty
- other

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Management Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

The appellant is entitled to be accompanied to the appeal by a friend not acting in a legal capacity.

New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the previous disciplinary hearing.

The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.

### **1-Purpose of this procedure**

This internal procedure provides a means for you, our Members, to raise your concerns with us; or about health and safety, or about how you have been treated by another Member. The procedure may also be used to raise concerns about incidents of discrimination, harassment or bullying. This procedure excludes matters related to breaches of Club Policies & Procedures which should be referred to the Club Hon Secretary. Safeguarding matters are to be considered under the Clubs Safeguarding Policy.

**We strongly encourage you to use this procedure, as it will provide us with an opportunity to try to resolve your problems simply, quickly and fairly.**

### **2-Dealing with grievances informally**

In the first instance, you may seek to resolve matters informally. This is a useful way of resolving some problems quickly and easily. For example, if you are concerned about the behaviour of another person, or about a decision they made, you may prefer to speak to that person directly to explain your concerns and try to work out a satisfactory solution between yourselves. You may also try to do this with the help and support of a Management Committee Member or the Head Coach.

If the informal process fails to resolve your problem, you may then try to find a solution through the formal procedure.

There are limits to the informal option. It is unlikely to be suitable for dealing with very serious incidents of misconduct as it will not involve a formal investigation of your concerns or lead to disciplinary action against any other person. In situations where a more in-depth investigation and a disciplinary outcome may be needed, then the formal procedure would be more suitable.

### **3-Dealing with grievances formally**

The formal procedure consists of the following steps:

#### **Step 1 – starting the process**

Try to bring the matter to the Management Committee attention as soon as possible. Do this by informing the, Club Secretary of your grievance in writing. Set out brief details of what concerns you and explain how you believe it may be resolved. The Club Hon Secretary will forward this to the relevant Management Committee member.

### **Step 2 – invitation to a meeting**

On receiving the written notice of the grievance, the Management Committee member will invite you to a meeting. We will normally aim to hold the meeting as soon as possible, but otherwise without unreasonable delay.

You will also be informed that you may be accompanied at the meeting by a fellow member.

### **Step 3 – the meeting**

At the meeting, the Management Committee Member will seek further information from you. This is your opportunity to give further details about your grievance and to make suggestions for how it may be resolved.

There may also be a need to investigate your grievance further; for example, to interview witnesses or to make other enquiries. If so, the meeting may have to be adjourned to allow for this. The Management Committee member may need to speak to you again as the investigation proceeds.

### ***Harassment, bullying or other misconduct allegations***

Where the grievance concerns an allegation of harassment, bullying or of other misconduct against another person, you will be informed that that person has the right to a fair hearing, including the right to have an opportunity to defend the allegation.

The Management Committee Member will also consider and discuss with you whether special measures are required to ensure that you and the other person avoid having further contact with each other while the complaint is being investigated.

**Note:** If the alleged misconduct is of such a serious nature that it may amount to gross misconduct, consideration may have to be given to suspending the Member from the Club/squads/ tournaments while the complaint is being investigated.

### **Step 4 – meeting the other party (if necessary)**

This step will be followed where the grievance concerns an allegation of harassment, bullying or other misconduct against another Member. Following the meeting with the aggrieved Member, the Management Committee Member will meet with the other person against whom the complaint is made to:

- outline the nature of the allegation that has been made.
- confirm that it is being handled as a formal grievance.
- give him or her an opportunity to answer the allegation.
- inform him or her that the matter will be investigated further.
- inform him or her of the next steps that possible termination of their membership may be taken should the allegation be proven.
- Inform him or her of the need to avoid contact (or, of any steps to be taken to avoid contact) with the aggrieved Member until the matter is resolved.

### **Step 5 – general notes about interviews and investigations**

The Management Committee Member will carry-out any further investigations that are necessary and will keep detailed and accurate records of all meetings with the aggrieved Member and witnesses and of any other enquiries that are made. The Management Committee Member will aim to complete the investigation as soon as possible, but otherwise without unreasonable delay.

All witnesses who give information will do so privately and not in the presence of anyone else who was involved in, or who was present during, the events giving rise to the grievance. All information or evidence provided by witnesses will be treated as confidential.

### **Step 6 – making a decision and informing the parties**

Having obtained all relevant information, the Management Committee Member will consider whether the facts support the grievance and, if so, what action, if any, needs to be taken, or whether other action is warranted. The Management Committee Member will prepare a written report of the investigation and its findings.

As soon as possible afterwards, you will be informed about the outcome of the investigation. This will be done in a meeting, if possible, and will be confirmed in writing. You will be informed of your right to submit an appeal against the findings in the event that you are not satisfied with the outcome.

Any person affected by the findings of the investigation, particularly any Member against whom allegations of harassment, bullying or other misconduct were made, will be informed about the outcome of the investigation too. This will be done in a meeting, if possible, and will be confirmed in writing.

### **Step 7 – Appeals**

Where the grievance has not been upheld and/or where you are not otherwise satisfied with the outcome, you will have an opportunity to submit an appeal and to attend an appeal meeting.

Inform us of your wish to appeal within 15 days of the outcome of the investigation. Put your request in writing. Set out brief details of the reasons for your appeal. This should be sent to the Club Hon Secretary.

You will be invited to an appeal meeting. We will normally aim to hold the meeting as soon as possible, but otherwise without unreasonable delay. You may be accompanied at the meeting by a Member.

Where possible, the appeal will be considered by the Appeal Committee (Club Chairman and two members of the Management Committee), the Appeal Committee who hears the appeal will try to consider it as impartially as possible.

As soon as possible after the appeal meeting, or otherwise without unreasonable delay, you will be informed of our final decision in writing.

#### **Step 8 – what happens next?**

Where the grievance has been upheld, and especially where there has been a finding of harassment or bullying we will take all reasonably practicable steps to reassure and protect you from further such acts.

Where it is concluded that it is appropriate to take further action against certain members, this will be considered by the Management Committee. The Management Committee will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):

- Warn as to future conduct;
- Suspend from membership;
- Remove from membership;
- Exclude a non-member from the facility, either temporarily or permanently; and
- Turn down a non-member's current and/or future membership applications

## **Appendix 1: Guidelines For Sports Leaders, Coaches, Etc.**

Bangor Lawn Tennis Club recognises the key role leaders (coaches, team captains and selectors, etc.) play in the lives of children in the Club. Club coaches, sports leaders and officials will strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

All Leaders will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in *The Code of Ethics and Good Practice for Children's Sport* and the Club's Child Safeguarding Policy.

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

Leaders appointed by the Club to work with children will have the appropriate experience and/or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures, whether paid or unpaid.

Vetting procedures must be followed to comply with legislation. In Northern Ireland all those working unsupervised in 'regulated activity', 'frequently' or 'intensively' must complete an Access NI enhanced check.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by *The Code of Ethics and Good Practice for Children's Sport* and sign up to the Code of Conduct for Sports Leaders. Coaches and Sports Leaders should know and understand the Club's Child Protection Policies and Procedures and undertake to abide by them. (See Form 7).

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

### **Being a role model**

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

## **Appendix 1: Guidelines For Sports Leaders, Coaches, Etc.**

### **Protection for leaders**

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

### **A positive environment**

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

## **Appendix 2: Code of Conduct For Children**

## Code of Conduct For Children

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

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

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

## Appendix 3: Code of Conduct For Parents

### Code of Conduct for Parents

***Bangor Lawn Tennis Club believes that as parents you should:***

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.

- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy, within the Club's Safeguarding Policies and Procedures.

**All parents/legal guardians of Members or participants on Club Coaching Programs under 18 years old will be asked to sign the "Code of Expectations for Parents/Guardians" – See Form 8. Agreement to this code may be made also be made electronically when enrolling on courses.**

#### **Appendix 4: Children Safeguarding Team**

#### **Safeguarding Children Officer Designated Safeguarding Children Officer**

#### **Appendix 5 and FORMS**

## Risk Assessment & Child Safeguarding Statement (CSS)

Outlined in this Appendix are the following –

- A Template Risk Assessment
- Template Child Safeguarding Statement
- A Guidance Document on how to write a Safeguarding Statement

## Risk Assessment Document for Tennis Ireland

### Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in (insert Club/Region/NGB)'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 (ROI) 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 (ROI) 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 —

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 - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification		<ul style="list-style-type: none"> <li>Coach education policy</li> <li>Recruitment policy</li> </ul>		<i>Proof of qualification to be confirmed</i>
Supervision issues		<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education policy</li> </ul>		<i>Ongoing review</i>
Unauthorised photography & recording activities		<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>		<i>Ongoing review</i>
Behavioural Issues		<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Safeguarding Level 1 (min)</li> <li>Complaints &amp; Disciplinary policy</li> </ul>		<i>Ongoing review</i>

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> <li>Coach education policy</li> <li>Supervision policy</li> </ul>		<i>Ongoing review</i>
No guidance for travelling and away trips		<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>		<i>Ongoing review</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)		<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Complaints &amp; disciplinary policy</li> </ul>		<i>Ongoing review</i>
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy		<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	Club	<i>Immediate action needed Greater communication required</i>
Difficulty in raising an issue by child & or parent Reason: Covered above		<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>		<i>Review the communication/ responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously		<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>		<i>Ongoing review</i>
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Coach education policy</li> <li>Code of Conduct /Behaviour</li> </ul>	NGB MP DLP	<i>Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training</i>

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
No Mandated Person appointed		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	NGB	<i>Publicise identity of Mandated Person Train Mandated Person in their role</i>
No DLP Appointed		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	NGB Club	<i>Train all DLPs Publicise identity of DLPs</i>
Concerns of abuse or harm not reported		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Child Safeguarding Training – Level 1</li> </ul>	MP DLP	<i>Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i>
Not clear who YP should talk to or report to		<ul style="list-style-type: none"> <li>Post the names of CCOs, DLPs and MP</li> </ul>	CCO DLP	<i>Communicate in Club Include in Safeguarding Training (L1)</i>
<b>FACILITIES</b>				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.		<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	NGB Club	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children's areas		<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>		<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> <li>Photography policy and use of devices in private zones</li> </ul>		<i>Enforce policy in private changing and wet areas</i>

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Missing or found child on site		<ul style="list-style-type: none"> <li>Missing or found child policy</li> </ul>		<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> <li>Safeguarding policy</li> </ul>		<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
<b>RECRUITMENT</b>				
Recruitment of inappropriate people		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	NGB Club CCO Appropriate personnel	<i>Ongoing review</i>
Lack of clarity on roles		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Check qualification Ongoing review</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> <li>Training policy</li> </ul>	National Club DLP CCO	<i>Communicate Child Safeguarding Statement</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors		<ul style="list-style-type: none"> <li>Child Safeguarding Statement – display</li> <li>Code of Behaviour - distribute</li> </ul>	Club Executive County Committee DLP Children's Officer	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Unauthorised photography & recording of activities		<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>		<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's		<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct</li> </ul>		<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18's		<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct.</li> </ul>		<i>Ongoing review</i>
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised		<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>		<i>Ongoing review</i>
<b>Harm caused by</b> <ul style="list-style-type: none"> <li>child to child</li> <li>coach to child</li> <li>volunteer to child</li> <li>member to child</li> <li>visitor to child</li> </ul>		<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>		<i>Ongoing review</i>
General behavioural issues		<ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>		<i>Take disciplinary action where necessary Sign code of conduct</i>

## Bangor Lawn Tennis Safeguarding Policy 2024

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.

This Risk Assessment document has been discussed and completed by *(insert Club/Region/NGB as provider)* on \_\_/\_\_/

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Role:** *(insert role on Committee)* \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Club Children's Officer** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ANY CLUB Child Safeguarding Statement

### Section 1 – Any Club information

Branch details:

- (a) **Name:** Bangor Lawn Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:**
- (d) **Size** (Number of staff/members/clubs):
- (e) **Activities:** **Any Club** provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. 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

**Any Club** 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.
- (viii) **Section 3 - Risk Assessment**

This **Any Club** 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><b>Club and Coaching Practices</b></p> <ul style="list-style-type: none"> <li>— Lack of coaching qualification.</li> <li>— Supervision issues.</li> <li>— Unauthorised photography &amp; recording activities.</li> <li>— Behavioural Issues.</li> <li>— Lack of gender balance amongst coaches</li> <li>— No guidance for travelling &amp; away trips</li> <li>— Lack of adherence with misc procedures in Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>— Coach education policy/Recruitment policy.</li> <li>— Supervision policy/Coach education policy</li> <li>— Photography &amp; Use of Images policy</li> <li>— Code of Conduct / Safeguarding 1 / Complaints &amp; Disciplinary policy.</li> <li>— Coach education policy / Supervision policy.</li> <li>— Travel/Away trip policy / Child Safeguarding Training.</li> <li>— Safeguarding Policy / Complaints &amp; disciplinary policy</li> </ul>
<p><b>Complaints &amp; Discipline</b></p> <ul style="list-style-type: none"> <li>— Lack of awareness of a Complaints &amp; Disciplinary policy.</li> <li>— Difficulty in raising an issue by child &amp; or parent</li> <li>— Complaints not being dealt with seriously</li> </ul>	<ul style="list-style-type: none"> <li>— Complaints &amp; Disciplinary procedure/policy / Communications procedure.</li> <li>— Complaints &amp; Disciplinary procedure/policy / Communications procedure.</li> <li>— Complaints &amp; Disciplinary procedure/policy.</li> </ul>

<p><b>Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>— Lack of knowledge of organisational &amp; statutory reporting procedures</li> <li>— No DLP appointed.</li> <li>— Concerns of abuse or harm not reported.</li> <li>— Not clear who YP should talk to or report to.</li> </ul>	<ul style="list-style-type: none"> <li>— Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour.</li> <li>— Reporting procedures/policy.</li> <li>— Reporting procedures/policy / Child Safeguarding Training – Level 1</li> <li>— Post the names of CCO, DLP and Mandated person.</li> </ul>
<p><b>Use of Facilities</b></p> <ul style="list-style-type: none"> <li>— Unauthorised access to designated children’s play &amp; practice areas &amp; to changing rooms, showers, toilets etc.....</li> <li>— Unauthorised exit from children’s areas.</li> <li>— Photography, filming or recording in prohibited areas.</li> <li>— Missing or found child on site.</li> <li>— Children sharing facilities with adults e.g. dressing room, showers etc</li> </ul>	<ul style="list-style-type: none"> <li>— Supervision policy / Coach Education.</li> <li>— Supervision policy / Coach Education.</li> <li>— Photography policy and use of devices in private zones.</li> <li>— Missing or found child policy.</li> <li>— Safeguarding policy.</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>— Recruitment of inappropriate people.</li> <li>— Lack of clarity on roles.</li> <li>— Unqualified or untrained people in role.</li> </ul>	<ul style="list-style-type: none"> <li>— Recruitment policy.</li> <li>— Recruitment policy.</li> <li>— Recruitment policy.</li> </ul>

<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>— Lack of awareness of ‘risk of harm’ with members and visitors.</li> <li>— No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors.</li> <li>— Unauthorised photography &amp; recording of activities.</li> <li>— Inappropriate use of social media &amp; communications by under 18’s</li> <li>— Inappropriate use of social media &amp; communications with under 18’s.</li> </ul>	<ul style="list-style-type: none"> <li>— Child Safeguarding Statement / Training Policy.</li> <li>— Child Safeguarding Statement (display) / Code of Behaviour (distribute).</li> <li>— Photography &amp; Use of Images policy</li> <li>— Communications policy / Code of conduct</li> <li>— Communications policy / Code of conduct</li> </ul>
<p><b>General Risk of Harm</b></p> <ul style="list-style-type: none"> <li>— Harm not being recognised.</li> <li>— Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child.</li> <li>— General behavioural issues.</li> <li>— Issues of Bullying.</li> <li>— Vetting of staff/volunteers.</li> <li>— Issues of Online Safety</li> </ul>	<ul style="list-style-type: none"> <li>— Safeguarding policy / Child Safeguarding Training.</li> <li>— Safeguarding policy / Child Safeguarding Training.</li> <li>— Code of Conduct.</li> <li>— Anti-Bullying policy.</li> <li>— Recruitment policy / Vetting policy.</li> <li>— Social Media / Online Safety policy.</li> </ul>

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.

**Bangor Lawn** 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 Bangor Lawn Tennis Club is the Club DLP or Chairperson**

## Section 5 – Implementation

We recognize that implementation is an ongoing process. Our Club 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, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by **Bangor Lawn Tennis Club**.

This Child Safeguarding Statement will be reviewed on **06/11/2026**

Signed: Suzie Adair

Date: 06/11/2024

(On behalf of the **Bangor Lawn Tennis Club**)

Name:

Phone no:

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

## **Child Safeguarding Statement (CSS)**

### **Section 1 – Bangor Lawn Tennis Club**

In this section you will need to provide details on your NGB / club. These details include the following:

- (f) Name **Bangor Lawn Tennis Club**
- (g) **Tennis**
- (h) Location- local level
- (i) Size:????
- (j) Activities – Group under 18 tennis coaching, 1:1 coaching session.

### **Section 2 - Principles to safeguard children from harm.**

The following is a list of overarching principles that should be taken into account by Bangor Lawn Tennis Club:

- (ix) Importance of childhood.
- (x) Needs of the child.
- (xi) Integrity in relationships.
- (xii) Fair Play
- (xiii) Quality atmosphere & ethos.
- (xiv) Competition.
- (vii) Equality.

Each of the above principles is a key part of safeguarding children and should be closely adhered to by Bangor Lawn Tennis Club members and users of services associated with Bangor Lawn Tennis.

## **Club Recruitment Procedures**

## **Section 1. The General Approach to Recruitment.**

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

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

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

## **Section 2. The Specific Recruitment Procedures**

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

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position- complete relevant form. Obtaining proof of identity of each person applying through the procedure involved in the ACCESS NI check.
4. Where necessary obtaining the individual’s signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. In the case of those who will have substantial access to children.
  - o Assessing the individual’s experience of working with children or young people and knowledge of child protection issues
  - o Assessing their commitment to promoting good practice.
  - o Assessing their ability to communicate with children. (i.e. be approachable).

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

6. Where considered necessary obtaining written references.
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club’s Executive Committee
8. By providing suitable induction and where considered appropriate setting a probationary period.

## 9. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position

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

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code.

As a result of the clubs risk assessment the following is a sample table that could be used which sets out the various criteria that the club might have decided need to be complied with by volunteers and post-holders.

	Complete Form	Provide Reference	SG 1 Course	Insurance	Qualifications	Code of Conduct Undertaking	Induction	ID Proof
<b>Club Chairperson/President</b>	X		X			X	X	
<b>Club Secretary</b>	X		X			X	X	
<b>Club Treasurer.</b>	X		X			X	X	
<b>Club Captain</b>	X		X			X	X	
<b>Executive Committee Member</b>	X		X			X	X	
<b>Junior Sub-committee member</b>	X		X			X	X	
<b>Other Sub-committee member</b>	X		X			X	X	
<b>Junior Sports Leader</b>	X	X	X			X	X	X
<b>Tennis Coach</b>	X	X	X	X	X	X	X	X
<b>Caretaker/cleaner.</b>	X	X	X			X	X	X
<b>Groundsman</b>	X	X	X			X	X	X

## **Protection of Data provided by volunteers.**

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

## **APPENDIX 4 - Safe Recruitment**

### **Safe Recruitment procedures for those working with Children & Young People**

#### **SAMPLE 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:**  
**years:**

**Previous Address(s) over the last 5**

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**How long have you lived at this address? \_\_\_\_\_**

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

**Place of birth (Town City):**

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**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

\_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:** \_\_\_\_\_

## **Sample 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 (Name, Club, Organisation) \_\_\_\_\_

\_\_\_\_\_ 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?**

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**In what capacity?** \_\_\_\_\_

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

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

	Poor	Average	Good	Very Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					

<b>Trustworthiness</b>					
<b>Reliability</b>					

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:** \_\_\_\_\_

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**Telephone – Home:** \_\_\_\_\_

**Telephone – Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

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

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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:**

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## 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:** \_\_\_\_\_

## Sample 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.

***Tenniss 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 ☐

### **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.

Your organisation/club should have a procedure for recording certain concerns which, following consideration, do not initially meet reasonable grounds for concern. This procedure should identify 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:**

Your organisation/club's child safeguarding procedures should contain 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. Your organisation/club child safeguarding procedures should include a statement on confidentiality.

Below are the key points your organisation/club should consider 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. You should make sure the procedures are available and followed by all staff members, volunteers, and individuals undertaking work experience or internships within your organisation.

Procedures for your 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](http://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 should be displayed within your organisation/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**

Your organisation/ club need to establish whether you have any Mandated persons as prescribed under the Children First Act 2015 (ROI) schedule 2. These 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:**

You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. You can find details of who to contact to discuss your concern on the Tusla website.

If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should 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**

Each organisation/club should have 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 your organisation/club you must 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 organisation/club 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 should be taken by the club/organisation:
- 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 be clearly outlined**

In the context of an allegation of abuse against a coach/ volunteer, the organisation/club 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 should 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](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 your organisation/club 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 & Northern 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

**Northern Ireland Health and Social Care Trusts**

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

**Regional Emergency Social Work service - Available – 9.00 – 5pm - Monday to Friday.**

**There is a 24 hour cover over public holidays. Tel: 028 9504 9999**

### **9.00 - 5.00 Gateway Numbers**

Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 03001000300
Southern HSC Trust	Tel: 08007837745
Belfast HSC Trust	Tel: 028 90 507000
Western HSC Trust	Tel: 028 71314090

### **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 to .....and 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 :**

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**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



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

Form 12 -Trips Away Safeguarding		Checklist		
Point	Action Required	Person Responsible	Target Date	Completed
5.	<p><b>At the Parents Meeting Highlight the following</b></p> <ul style="list-style-type: none"> <li>• All the necessary consent forms should be signed by parents and participants. Emergency contact number(s) should be requested</li> <li>• Young participants should sign a behavior agreement</li> <li>• 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)</li> <li>• 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</li> <li>• All group socialisation will take place in communal areas (i.e. no boys in girls' rooms and vice versa)</li> <li>• Alcoholic drink, smoking or any illegal substances are forbidden to players.</li> <li>• 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.</li> <li>• Lights out times will be enforced at xxx pm each night (<i>Adults in charge to confirm</i>)</li> <li>• Mobile phone limitations will be enforced from x to x time (<i>Adult in charge to confirm</i>). All phones will be taken and held by the group leader overnight and returned at breakfast the next morning. This will need to be discussed at the meeting and agreed</li> </ul>	<p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p> <p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p>		

Form 12 -Trips Away Safeguarding		Checklist		
Point	Action Required	Person Responsible	Target Date	Completed
	<p>between the trip management, the parents and the children prior to departure.</p> <ul style="list-style-type: none"> <li>Young players will be under supervision at all times and should never leave the venue or go anywhere unsupervised without prior permission.</li> <li>Photographic/Video consent for the child will be required from parents.</li> <li>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</li> </ul>	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		
6.	<p><b>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</b></p> <ul style="list-style-type: none"> <li>Official Trip Sign Off</li> <li>Code of Conduct for Coaches/Leaders</li> <li>Parents Consent Form for Away Trips</li> <li><b>Trip &amp; Medical Consent Form for Players</b></li> <li><b>Code of Conduct for Children</b></li> <li>Photographic &amp; Video Consent</li> <li>Adult Supervision of Children's Activities</li> <li>Travelling with Underage Participants Permission</li> <li>ICT Acceptable Use Policy</li> <li>Trip Privacy Notice for Parents/Guardians</li> </ul>	<p>Coach Manager/Trip Coordinators/ Administrators</p> <p>Coach Manager/Trip Coordinators/ Administrator s</p>		
7.	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.	Coach/ Manager		

	Form 12 -Trips Away Safeguarding	Checklist		
Point	Action Required	Person Responsible	Target Date	Completed
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 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 \_\_\_\_\_



