



***Tennis
Ireland***

Sport For Life



SAFEGUARDING GUIDANCE
FOR CHILDREN AND
YOUNG PEOPLE IN TENNIS

SAFEGUARDING GUIDANCE

CHILDREN AND YOUNG PEOPLE IN TENNIS

FOREWORD

The safeguarding of children in tennis is of paramount importance. Tennis Ireland will continue to invest time and resources in Safeguarding and ensure children and young people's experiences of tennis are fun, enjoyable and conducted in the spirit of fair play. Everyone, regardless of age or circumstance should participate in tennis in a safe environment.

The Safeguarding Guide has been developed with Sport Ireland to specifically support our Tennis Clubs, Branches, the employees/contractors within our NGB, our Licensed Coaches, Parks Tennis Organisers, Competition Organisers and all other Stakeholders to ensure they can meet their child safeguarding and child protection responsibilities.

The document has been prepared in the context of the challenges we all face on a day to day basis, ensuring that current best practice is followed while also complying with today's relevant legislation. This is crucial to the successful protection of children and young people in tennis.


Over the past 19 years the Code of Ethics and Good Practice for Children in Sport has been implemented across tennis and indeed all sports. The implementation of the Code has been driven by Children Officers at National, Provincial, Club and Parks levels. The Children's Officers, however, should not work in isolation and their valuable work needs to be supported and built upon by all management and executive Committees. So in essence, all adults involved in committees that govern Children's Tennis either as volunteers or employees whether under contract of employment or otherwise, are deemed to be "Children's Officers".

This guidance document provides support for all our stakeholders in Tennis to a new level and it is vital that all involved in tennis understand their responsibilities in safeguarding children.

Sport Ireland through the formation of a working group of chosen experts, has ensured the alignment with current legislation, policies & procedures and best practice in terms of safeguarding and child protection and this Manual has been compiled using Sports Ireland Ethics Department most recent production on Safeguarding Guidance for Children & Young People in Sport.



**Chief Executive & Designated
Liaison Person – Tennis Ireland**



**Director of Development & National
Children's Officer – Tennis Ireland**

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GLOSSARY

Child: For the purpose of this guidance a child is any person under 18 years of age unless they are or have been married (Child Care Act 1991).

The Club Children's Officers (CCO): Children's Officers are appointed within clubs to act as a resource for children and to represent them at committee level. All club children's officers should be members of the club's executive committee

The Provincial Branch Children's Officers (BCO): The four Branch Children's Officers are appointed within the four Provinces to act as a resource for children and to represent them at Branch level. All four officers should be members of the Provincial Branch executive committee

The Designated Liaison Person (DLP): A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities. This person will be a resource to anyone in our organisation/club who has a child protection/welfare concern.

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 Tusla.

National Children's Officer (NCO): The National Children's Officer should have access to the executive and its accompanying documents, to ensure that children's interests are kept on the agenda and influence the decisions of the Governing Body, the Branch, Club or other Stakeholders.

Tennis Ireland Stakeholders: Tennis Ireland Committees and Staff Members that oversee junior tennis as well as, Provincial Branches, Clubs, League Organisers, Parks Organisers, Schools Competitions Organisers and Coaches

Provider of Relevant Service: As defined in the Children First Act 2015 (ROI), this means, in relation to a relevant service, a person:

- who provides a relevant service, and
- who in respect of the provision of such relevant service
 - employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant Service
 - enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or
 - permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service.

Relevant Service: As defined in the Children First Act 2015 (ROI), this means any work or activity specified in Schedule 1 [of that Act].

Relevant Person: As defined in the Children First Act 2015 (ROI), this means 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.

Statutory Authorities: The authorities who promote the protection and welfare of young people and who have the responsibility for the investigation and/or validation of suspected child abuse, i.e. in the ROI it is Tusla & An Garda Síochána and in NI it is the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trusts.

Sports Leaders: For the purpose of this guidance, all adults involved in children's tennis are referred to as Sports Leaders. All have a role to play in ensuring that procedures as described in this policy are put in place, agreed, followed and reviewed on a regular basis. The principal leadership roles (some of which overlap) include the following:

Administrators: While administrators may not be actively involved in children's tennis, they may be involved in organising tennis activities and events.

Assistants: Assistants are those people who provide back-up to any of the roles outlined in this section and often such assistants are involved on an intermittent basis (e.g. provision of lifts to matches or competitions, umpiring, checking equipment, etc.).

Club/Organisation Officers: President, Chairperson, Secretary, Treasurer and Committee members are appointed to oversee club activities and the development of the club/organisation.

Tennis Coach/Trainer: A coach is a person who assists tennis players of all ages and levels to develop his or her skills and abilities in a progressive way.

Manager: A manager is an individual who takes overall responsibility for a team or a group of tennis participants and who may often have a direct input into the nature and organisation of the activity itself.

Mentor: A mentor is an individual who undertakes an overseeing role with a group of tennis participants under 18 years of age, often in co-operation with other mentors.

Official: An official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes event referees, umpires, line officials etc.

Selector: A selector is an individual who has responsibility for the selection of tennis participant's under 18 years of age for teams and events.

Statutory Authority Guidelines on Child Protection: In the Republic of Ireland - Children First: National Guidance for the Protection and Welfare of Children, Department of Health and Children 2017 (ROI). In Northern Ireland - Co-operating to Safeguard Children and Young People 2003 (NI).

NOTES

CHAPTER



Introduction

**SAFEGUARDING GUIDANCE
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1.1 Context

Tennis Ireland is committed to ensuring that the best interests of children and young people attending our services are of paramount importance. Our guiding principles and this guidance document are underpinned by national policy and legislation in the Republic of Ireland Children First: National Guidance for the Protection and Welfare of Children 2017, and the requirements under the Children First Act 2015, and in Northern Ireland, the Children (NI) Order and Cooperating to Safeguarding Children and Young People 2017.

This guidance is also informed by Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child, The Child Care Act 1991, The Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. In Northern Ireland guidance is also from Safeguarding Vulnerable Groups (NI) Order 2007 and Protection of Freedoms Act 2012.

For more information on Legislation and Policy, please see [Appendix 1](#)

1.2 What is the Purpose of this Guidance Document?

The aim of this guidance document is to help all groups organising Tennis on the Island of Ireland to create a culture of safety that promotes the welfare of children and young people engaged in tennis activities. This guidance document supports Tennis Ireland and its stakeholders to meet their child safeguarding and child protection responsibilities which are cognisant of, and in line with, requirements under policy/legislation and with best practice. It does this through the provision of guidance and information in relation to the carrying out of a risk assessment, the development of a Child Safeguarding Statement and the development and implementation of policies and procedures for safeguarding and protection of children and young people.

1.3 Who is the Target Audience of this Guidance Document?

This guidance is for the benefit for everyone involved in children and young people's tennis and indeed all sports. It has been developed to support the National Governing Body for Tennis and their Stakeholders in the ROI, and in NI, to meet their child safeguarding and child protection responsibilities.

1.4 Values & Principals

Participation in sport plays a crucial role in the development of children and young people. The range of skills learned through being involved in sport, contribute towards the holistic development of children. We want a safe, positive and nurturing environment where all children can learn important values. These can include honesty, teamwork and fair play. Children can learn to respect themselves and others, adhere to rules, and develop a healthy relationship with competition. We believe that this desired outcome is possible for all our young tennis players with the support of this guidance document. We acknowledge that the values are relevant throughout tennis but identify them as being particularly essential when we talk about children's sport.

Important Aims for those leading children's Tennis

1. Fun and Healthy

Tennis and indeed all Sport must be a fun and healthy experience for all.

2. Inclusion

Tennis must be welcoming and inclusive, offering appropriate opportunities for participation and development for all children.

3. Fair Play

We must promote fair play, respect, ethics, integrity and safety throughout all our associated bodies in tennis when it comes to dealing with children in tennis.

4. Safe

With the best interests of children in mind, we must foster best practice in safeguarding procedures and policies throughout the tennis sector.

CHAPTER

2



Responsibilities of Sporting Bodies

**SAFEGUARDING GUIDANCE
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2.1

Overview of Responsibilities of Tennis Ireland and its Stakeholders in Child Safeguarding and Child Protection

A central goal for all involved in children's tennis is to provide a safe, positive and nurturing environment where children can develop and enhance their physical and social skills. Promoting a child centred ethos should go hand in hand with identifying and eliminating practice that impact negatively on safe and enjoyable participation in children's tennis.

In order to create a culture of safety which promotes the welfare and protection of children, organisations working with children and young people are required to:



2.2

Risk Assessments & Child Safeguarding Statements

Children First National Guidance 2017 (ROI) states clearly that organisations that provide services to children must ensure that they prevent, as far as practicable, deliberate harm or abuse to the children while availing of their services.

Risk Assessment

The risk assessment considers the potential for harm to come to children whilst they are in the relevant organisation's care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015 (ROI) and informs the development of safeguarding policies and procedures to manage the risk identified. In accordance with Children First the risk is of abuse and not general health and safety.

Under the Children First Act 2015 (ROI), if your organisation is providing a relevant, service, you must:

- Keep children safe from harm while they are using your service.
- Carry out a risk assessment to identify whether a child or young person could be harmed while receiving your services.
- Develop a Child Safeguarding Statement that outlines the policies and procedures which are in place to manage the risks that have been identified.
- Appoint a relevant person to be the first point of contact in respect of the organisation's Child Safeguarding Statement.

The above responsibilities rest with the provider of the relevant service. Organisations and clubs should identify who the provider of the relevant service is, the chairperson of the club/head of the National Governing Body.

A risk assessment is an exercise where your organisation examines all aspects of your service from a safeguarding perspective to establish whether there are any practices or features of your service that have the potential to put children at risk of harm.

The risk assessment process is intended to enable your organisation to:

- Identify potential risk.
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks.
- Review whether adequate precautions have been taken to eliminate or reduce these risks.

Tennis Ireland in consultation with Sport Ireland and Sport NI has developed a Tennis Specific Risk Assessment Template.

As stated in the Children First Act 2015 (ROI) the risk assessment is a legal requirement that must be undertaken by the providers of relevant services who engage in sporting activities with children and young people in Ireland. In Northern Ireland there is an expectation that all regulated activities have robust safeguarding procedures in place and this requirement though not a legal requirement is often linked to public funding.

For more information on Risk Assessments, please see Appendix 2



Child Safeguarding Statement

The Children First Act 2015 (ROI) requires organisations in Ireland that are providers of relevant services to prepare a Child Safeguarding Statement. This is good practice and a funding requirement for all sporting organisations throughout Ireland. The Child Safeguarding Statement is a written statement that specifies the service being provided and the principles, that a child availing of the service is safe from harm. Your service should ensure that your Child Safeguarding Statement has due regard to the Children First Guidance or equivalent and any other child protection guidelines issued by the relevant government departments or any guidelines issued by statutory authorities concerning Child Safeguarding Statements.

What the Child Safeguarding Statement should contain.

As outlined above, the Children First Act 2015 (ROI) places obligations on organisations that provide relevant services to children.

These obligations are:

1. To keep children safe from harm while they are using the service (section 10) and promote the paramount principle that the welfare of the child is core
2. To carry out a risk assessment to identify whether a child or young person could be harmed while using the service (section 11.3)
3. To develop a Child Safeguarding Statement (section 11.3) which must include both the written risk assessment and the procedures that are in place to appoint a relevant person to be the first point of contact in respect of the organisation/clubs Child Safeguarding Statement

Manage any risk identified

- Investigate an allegation against any staff/volunteer member about any act, omission or circumstance in respect of a child availing of the service.
- Select and recruit staff /volunteer members who are suitable to work with children.
- Provide information and training to staff /volunteer members on child protection and safeguarding issues.
- Enabling staff/volunteer members in ROI, whether mandated persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the statutory authorities. In NI reports are made to the Health and Social Care Trust in accordance with their guidance.
- Maintain a list of persons in the organisation who are mandated persons under the Act
- Appoint a relevant person in the organisation for the purposes of the Act.

Sport Ireland and Sport NI in consultation with the Children in Sport Group have designed a sport specific Child Safeguarding Statement template and we in Tennis Ireland have developed a Tennis Specific Safeguarding Statement Template which is outlined in Appendix 2 in this document.

As stated in the Children First Act 2015 (ROI) (Appendix 2 of this document), on completion of the risk assessment all relevant organisations should draw up a Child Safeguarding Statement for their clubs.

For more information on Child Safeguarding Statements, please see Appendix 2



2.3

Sport Ireland's Safeguarding Audit Framework

What is Sport Ireland's Safeguarding Audit Framework?

The Sport Ireland Safeguarding Audit framework will support National Governing Bodies and its Stakeholders to strengthen their adherence to safeguarding policies and procedures, thereby ensuring that children and young people are protected in sport. It has been designed to help sporting organisations safeguard children from harm, meet their legal obligations and adopt best practice.

The framework is comprehensive and sets out expectations beyond those referenced in existing statutory guidance.

The framework provides the structure for risk assessments as required by section 11(1) (a) of the Children First Act 2015 (ROI) and as such, will complement the development of effective Child Safeguarding Statements.

It also provides a robust reassurance process that benchmarks the quality of safeguarding practice and delivers a mechanism for ensuring ongoing compliance.

The framework is:

- Fundamentally child focused.
- Easy to access and simple to understand.
- Designed to support the whole sporting community.
- Configured to reflect the voices of children, parents, carers, staff and volunteers.
- Fully compliant with legislation and statutory guidance.

Who is the Framework for?

The framework has been developed for use by all sports organisations that work with children, from grass-roots to the national level. It is applicable across the island of Ireland and covers individual sport clubs, and the National Governing Bodies of Sport.

Principles

In tennis, whilst practice might not make you perfect it will always make you better. This key principle should be applied when using the framework. Regular and consistent implementation of the framework will help us all make children safer.

The framework is underpinned by the requirements set out in relevant legislation, statutory guidance and Sport Ireland's Safeguarding Guidance for Children & Young People in Sport. It has a fundamental focus on the context of children in sport and the creation of safe spaces where they can be seen, heard and helped.

For more information on the Safeguarding Audit Framework, please see [Appendix 3](#)



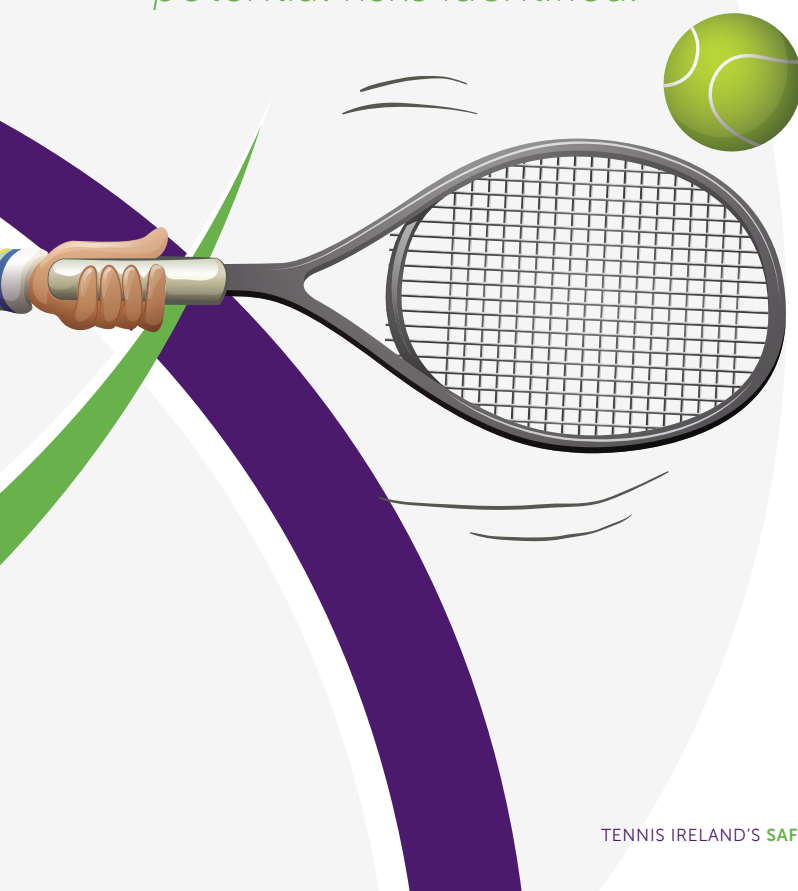
2.4

Child Safeguarding and Protection - Policies, Procedures and Practice

By carrying out a risk assessment and producing a Child Safeguarding Statement each Stakeholder in tennis is required to have in place detailed policies and procedures outlining how the organisation safeguards children and young people and addresses any potential risks identified.

The policies and procedures include the roles and responsibilities of the people within the organisation, safe recruitment and selection of people, and the procedures to follow in relation to identifying and reporting child welfare or child protection concerns, and responding to allegations against someone within the organisation.

Each stakeholder associated with Tennis Ireland is required to have in place detailed policies and procedures outlining how the organisation safeguards children and young people and addresses any potential risks identified.



2.4.1 - Safe Recruitment Procedures for those working with Children & Young People

Please note: A procedure for the safe recruitment and selection of workers and volunteers to work with children is a specified procedure under the Children First Act 2015 (ROI) and Keeping Safe - Our Duty to Care resource pack.

The Risks

The vast majority of volunteers in tennis will help out through a genuine desire to see children or their particular organisation develop. Unfortunately we must face the reality that a small minority of people will join our organisation or club as an opportunity to gain access to children. They will create an air of acceptability about their role, justifying their close contact with children. One important factor in deciding whether behaviour is a risk of abuse or neglect is the impact of that behaviour on the child rather than the intention of the adult.

In order to safeguard young people against such risks it is important that organisations should take all reasonable steps to ensure that only suitable people are recruited to work with children and families by adopting and consistently applying a safe and clearly defined method of recruiting staff and volunteers.

Below are steps to help Tennis Ireland's Stakeholders. If you are dealing with someone new to the club you will need to be rigorous with respect to recruitment procedures, however you need to be sure of all those working with young people, including those who have been members for quite some time. Any existing member who wishes to work with young people will also need to be assessed for their suitability for a role with children.

Easy Rules to Remember

The implementation of thorough recruitment and selection procedures will help to keep children and young people safe within your organisation. Good practice in management and supervision of workers and volunteers after appointment is a further essential safeguard to help keep children/young people safe.

The procedures outlined below are recommended best practice in our organisation. This reduces the risk of someone targeting one of our clubs, our organisation or indeed anyone of our stakeholders to gain access to children and/or of 'seasoned' members moving roles.

Tennis Clubs and anyone of our stakeholders should ensure good recruitment procedures for 'all' members by:

- Insisting that a person applying for any post of responsibility within the club complete the relevant sports application form, verify qualifications, experience and gaps in employment history; person should be provided with a role descriptor.
- Obtaining two references in writing, followed up with personal contact with the reference provider (any request for references should only be sought for preferred applicants);
- Ensuring the individual completes their vetting with either the National Vetting Bureau or Access NI through Tennis Ireland and the Ulster Branch, Tennis Ireland respectively, prior to commencement of working with children or vulnerable people.

Contact Tennis Ireland for more information on this process

- Setting a probationary period (six months for staff or long-term volunteers) which can be used to assess the leader's commitment to promoting good practice in relation to young people.
- Interviewing or meeting the individual either formally or informally. Appoint two club members to meet the applicant who will be able 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; and
 - assess their ability to communicate with children and young people (i.e. be approachable).
- Ensuring the club management committee ratifies appointments.
- Once recruited into the position, all Sports Leaders should be adequately managed and inducted into policies and procedures.
- When storing information in relation to applicants this should be treated as highly sensitive and confidential. It should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer.
- Ensuring they have agreed to and signed up to the relevant Code of Conduct for those working with young people.
- Ensuring they have met with club officials and that they understand the role they are taking on. This is especially important if moving from one role to another among different skill sets, ages, genders, etc. Working with young people will have additional responsibilities attached due to their vulnerability.
- Ensuring they give a commitment to complete the necessary safeguarding training.
- Ensuring they understand that supervision is a vital safeguard for the club so they should never work alone.
- Ensuring they know who the Children's Officer/Designated Liaison Person within the club is and understands the youth structures of the club/organisation.

Tennis relies heavily on the time and commitment given by volunteers and paid employees. Without this, the opportunities for children and young people to participate and learn new skills would not exist.

In Appendix 4 you will see a number of sample forms to aid your club:

- Sample Volunteer / Coach Application Form
- Sample Confidential Reference Form
- Sample Application Form for new Junior Members
- Sample Existing Leaders Information Form

For more information contact Tennis Ireland or your employer for specific advice.

For more information on Safe Recruitment, please see Appendix 4



2.4.2 - Safeguarding Training

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

Who is Safeguarding Training for?

All staff and volunteers should receive safeguarding training appropriate for their role. Basic face to face awareness courses or workshops are appropriate for those working in sport with regular responsibility for children and young people. Training should be updated and reviewed regularly for staff and volunteers, and in line with national guidance and changing legislation.

What this training should include?

- A basic awareness and understanding of safeguarding issues and roles within an organisation/club.
- Establishing minimum standards of best practice and codes of conduct.
- Exercises to identify, respond and report concerns.
- Signposting for further information and sources of support.

Training Guidance:

Every sport should have a procedure in place for the provision of information and training that ensures compliance with the Children First Act 2015 (ROI) Section 11(3) and can be used as part of the training plan required as a good practice in Northern Ireland.

Who provides Safeguarding training?

- The Local Sports Partnership network deliver safeguarding training as well as a number of National Governing Bodies of sport.
- Sport Ireland offers three different levels of safeguarding workshops, each are 3 hours long.
- Sport NI offer two different levels of safeguarding workshops, each are 3 hours long.

Basic courses or workshops are appropriate for those working in sport with regular responsibility for children and young people.

Importance of face-to-face training

Face-to-face training allows individuals to ask questions in a safe environment facilitated by a safeguarding tutor and can benefit from the experience of other participants. For someone who is attending safeguarding training in sport for the first time it is important that they have an opportunity to discuss specific safeguarding issues that arise during the training, an opportunity they would not have if merely doing online training. Face to face training also means you are using a greater range of your senses to learn than sitting in front of a screen alone.

Online training does not challenge negative opinions and there is no discussion/debate, preventing the participant from getting a detailed explanation of questions.

There will also be the need for a sport leader working across several National Governing Bodies to be inducted to each National Governing Bodies' policies, procedures and good practice guidance.

For more information on the Safeguarding Training, please see Appendix 5



2.4.3 - Roles and Responsibilities

Everyone in sport i.e. children, parents /carers and Sports Leaders should accept the role and responsibilities that they undertake in their commitment to maintaining an enjoyable and safe environment. Sports Leaders play a vital role in children's sport. Sports organisations and sports groups should ensure that the work of Sports Leaders which occurs mainly on a voluntary basis, is guided by this Safeguarding Guidance. Interaction between children and their peers and adults should be conducted in a spirit of mutual respect, equality and non-discriminatory with a spirit of fair play. Adults including parents /carers, who create an environment in which meaningful, open relationships are valued and where the integrity of everyone is respected, can promote such interaction.

National Governing Bodies of Sport

Tennis Ireland as the National Governing Body of Tennis is the organisation recognised by the ITF & Sport Ireland as being responsible for the administration of tennis on a countrywide basis. Tennis Ireland is responsible for overseeing the adoption and implementation of this guidance, the legal requirements set out by and Children First (ROI) and the good practice guidelines and standards in NI by all its affiliated members.

Roles within safeguarding (please see Appendices)

- National Children's Officer
- Provincial Children's Officer
- Club Children's Officer
- Relevant Person
- Designated Liaison Person
- Mandated Person
- Role of Sport Ireland & Sport Northern Ireland

Tennis Clubs

To ensure that best practice is being followed, all tennis clubs should work closely with Tennis Ireland and its Provincial Branches.

- Adult to child relationships in sport – See Appendix 6
- Child to child relationships – See Appendix 6

For more information on Roles, Responsibilities & Relationships in Sport, please see Appendix 6



2.4.4 - Reporting & Protection

All those involved in sport have a moral duty of care to report child protection concerns in order to help create a safer environment for children. The procedure in ROI for reporting child protection or welfare concerns to Tusla is a specified procedure under the Children First Act 2015 (ROI) and should be done online following a discussion with Tusla staff. In NI there is a standard UNIOCNi form for statutory agencies, however voluntary sports can complete their own proforma. It is recommended best practice that any telephone referral is followed up in writing.

Sport organisations have a duty to promote the welfare and safety of children. Staff and volunteers should be alert to the possibility that children with whom they are in contact may be being abused or at risk of being abused. They should know how to recognise and respond to the possibility of abuse or neglect, so as to ensure that the most effective steps are taken to protect a child and to contribute to the ongoing safety of children.

The guiding principles on reporting child abuse or neglect may be summarised as follows:

1. The safety and well being of the child must take priority over concerns about adults against whom an allegation may be made.
2. Reports of concerns should be made without delay to Tusla1/HSCT2.

It is not the responsibility of anyone working in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not child abuse is taking place. However there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

All of the following bullets can be found in Appendix 7

- Responding to child abuse.
- Recording.
- Reasonable grounds for concern.
- Responding to a child/young person who discloses abuse.
- Confidentially
- Reporting concerns about a child.
- Reporting to Statutory Authorities.
- Procedure for the management of allegation of abuse against a coach/volunteer.
- Categories of abuse.
- Signs of abuse.
- Statutory Contacts Republic of Ireland.
- Northern Ireland Health and Social Care Trusts.

Under no circumstances should any individual be left with a worry or concern about a child and feel they are unable to discuss it with their club/organisation's Designated Liaison Person (DLP).

Any individual can contact TUSLA to discuss or report a child protection/welfare concern. Please see link to Tusla website below.

If you think the child is in immediate danger and you cannot contact Tusla, you should contact the Gardaí without delay.

In Northern Ireland the NSPCC helpline is available at any time to discuss any worry.

Tusla (ROI):

[www.tusla.ie /children-first /contact-a-social-worker3](http://www.tusla.ie/children-first/contact-a-social-worker3)

An Garda Síochána: 999/112

In Northern Ireland it is the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trust (HSCT) Gateway Team.

Alternatively you can contact the NSPCC helpline to discuss any concern about a child:

Telephone: **0808 800 5000**

Text: **88858**

Email: help@nspcc.org.uk

Visit gateway contacts:

[www.nidirect.gov.uk /publications /gateway-service-teams-contact-details](http://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details)

For more information on Reporting and Protection, please see Appendix 7



2.4.5 - Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

Each club/organisation should ensure that it has adequate disciplinary, complaints and appeals procedures in place. It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Children's Officers/ Designated Liaison Persons or other club/organisation Sports Leaders. The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by each sports club/organisation and adhered to by its members.

Only following advice from statutory agencies about suspected child abuse cases should NGB's begin their own internal disciplinary procedures to ensure they do not impact on any statutory investigation.

For more information on Disciplinary, Complaints and Appeals, please see Appendix 8



2.5 Safeguarding Guidance

A central goal for all involved in children's sport is to provide a safe, positive and nurturing environment where children can develop and enhance their physical and social skills.

Promoting a child centred ethos should go hand in hand with identifying and eliminating practice that impacts negatively on safe and enjoyable participation in children's sport.

This section of the guidance document provides sample templates to establish a standard that guides how National Governing Bodies, Clubs and Sporting Organisations provide a safe environment for children and young people. The sample templates are in keeping with the values and goals of Sport Ireland and Sport NI.

- Overnight, Staying Away & Hosting
- Supervision, Ratios & Environment
- Registration, Dropouts & Club Transfers
- Incidents & Accidents Template Reporting Form
- Transport & Travel
- Filming & Photography
- Inappropriate Images
- Social Media
- Use of Mobile Phones
- Physical Contact
- Bullying
- Facilities

For more information on Safeguarding Guidance, please see [Appendix 9](#)

2.6 Code of Conduct

Codes of conduct are an integral part of any club/sporting organisation. They set a standard of behaviour that help build a club's culture and make it easier to deal with and conduct any behaviour issues as they arise. These can be many and varied, from on-court incidents, spectator interference/abuse and mismanagement of rules, to inappropriate social media posts, unfair treatment, poor sportsmanship and more. Codes of conduct set expectations for everyone involved from the administrators, coaches and officials, to players, parents and spectators. The code of conduct should be informed

by the club/sporting organisation's risk assessment and be a tool in the management of specific risks.

A code of conduct should be in place for administrators, coaches, officials, players and parents. They outline the agreed standard of behaviour for everyone.

Sports Leaders are expected to conform to ethical standards in a number of areas. To be part of the coaching team in an organisation or club it is required that all potential coaches are Licensed and have the necessary qualifications relevant to the task they have been asked to do and will sign an agreement to abide by a code of conduct and return it to the appropriate organisation/club officials.

The following elements should be included in your organisation/clubs Codes of Conduct.

- Code for Young People
- Code for Parents/Guardians
- Code for Sport Leaders
- Code for Coaches
- Code for Committees

For more information on Codes of Conduct, please see [Appendix 10](#)



2.7 Implementation, Monitoring and Review

It is important to remember that all Tennis Ireland Stakeholders must also have a plan in place in order to ensure that all of their policies, procedures and practices are fully implemented, which requires an implementation plan. This plan sets out the tasks required to fully realise all procedures, and to ensure that these are regularly reviewed and updated in line with ongoing risk assessments, developments in best practice and any changes to policy and legislation.

Some Questions

How do we know if our policies, procedures and practices are effective?

When was the Content last reviewed?

How familiar is everyone in your organisation with the content?

How well is it being implemented?

What, if any, challenges does it present?

Have we followed the procedures and practice outlined? How often? How effective were they? What worked? What didn't work?

2.8 - Summary & Acknowledgements

SUMMARY

Tennis Ireland appreciates all the volunteers who give up their time to strive to provide the highest standards of care for children and vulnerable adults within the Island of Ireland.

Children who have positive early experiences of tennis and sport in general are more likely to continue to some degree of lifelong participation. This contributes to their ongoing physical and emotional wellbeing in adulthood. Tennis, therefore, has a lot to offer children provided it takes place in an environment that is safe, promotes enjoyment, and respects the physical and emotional health and wellbeing of each individual player.

This guidance is intended to assist people who are involved today with children & young people in tennis, ensuring they are equipped with the necessary tools to positively contribute to a young person's overall experience of tennis.

ACKNOWLEDGEMENTS

In 2017 a working group comprised of professional staff from Sport Ireland, Sport NI & the National Governing Bodies of Sport convened to conduct a comprehensive review of the Code of Ethics & Good Practice for Children's Sport. The aim of the group was to ensure that the existing Code was brought into line with current legislation, policies & procedures and best practice in terms of safeguarding and child protection.

Tennis Ireland would like to thank Sport Ireland, Sport NI and the representatives from the National Governing Bodies of Sport for their valuable contributions to the review, the amendments and for taking the Safeguarding Guide to a new level.

2.9 References and Source Material

- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children 2017
- Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice
- The United Nations Convention on the Rights of the Child
- The Child Care Act 1991
- The Protections for Persons Reporting Child Abuse Act 1998
- Criminal Justice Act 2006
- Criminal Justice (Withholding of Information on Offences Against Children & Vulnerable Persons) Act 2012
- Criminal Law (Sexual Offences) Act 2017
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016
- Child Protection in Northern Ireland Legislation, policy and guidance
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012
- Access NI Code of Practice (NI)
- Children (NI) Order 1995 (NI) Children's Services Co-operation Act (Northern Ireland) 2015 (NI)
- Club Framework for Safeguarding Standards In Sport
- Co-operating to Safeguard Children and Young People 2017
- Criminal Law Act (Northern Ireland) 1967 (NI)
- General Data Protection Regulation (EU) 2016/679 (GDPR)
- Part V of the Police Act 1997 (NI)
- Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended 2013) (NI)
- Safeguarding Board Act (Northern Ireland) 2011 (NI)
- Sexual Offences (NI) Order 2008

www.sportireland.ie

www.sportni.net

www.thecpsu.org.uk

www.dataprotection.ie



APPENDICES

- 
- Appendix 1** Legislation
 - Appendix 2** Risk Assessment and Child Safeguarding Statement
 - Appendix 3** Safeguarding Audit Framework
 - Appendix 4** Safe Recruitment
 - Appendix 5** Safeguarding Training
 - Appendix 6** Roles, Responsibilities & Relationships in Sport
 - Appendix 7** Reporting and Protection
 - Appendix 8** Disciplinary, Complaints & Appeals of Code of Behaviour Breaches
 - Appendix 9** Safeguarding Guidance
 - Appendix 10** Codes of Conduct
 - Appendix 11** Additional Forms and Templates
 - Appendix 12** Missing child's policy

APPENDIX 1

Legislation & Policy

Relevant Legislation

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

Child Care Act 1991

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

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

Protections for Persons Reporting Child Abuse Act 1998

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

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

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

Protections for Persons Reporting Child Abuse Act 1998 – <http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/html>

Criminal Justice Act 2006

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

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

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

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

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

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

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

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

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements

for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012– 2016.

National Vetting Bureau (Children & Vulnerable Persons) Act 2012-2016 – <http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html>

Children First Act 2015

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

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

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

Criminal Law (Sexual Offences) Act 2017

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

Criminal Law (Sexual Offences) Act 2017 – <http://www.irishstatutebook.ie/eli/2017/act/2/enacted/en/html>

Child protection in Northern Ireland Legislation, policy and guidance

The Northern Ireland Executive government is responsible for child protection in Northern Ireland. They set out policy, legislation and statutory guidance on how the child protection system should work.

The Safeguarding Board for Northern Ireland (SBNI) co-ordinates, and ensures the effectiveness of, work to protect and promote the welfare of children. The board

includes representatives from health, social care, police, the probation board, youth justice, education, district councils and the NSPCC. The SBNI is responsible for developing policies and procedures to improve how different agencies work together.

Child protection in Northern Ireland Legislation, policy and guidance – <https://learning.nspcc.org.uk/child-protection-system/northern-ireland/>

and also see -

Access NI Code of Practice (NI)

<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

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

http://www.legislation.gov.uk/nia/2015/10/pdfs/nia_20150010_en.pdf

Club Framework for Safeguarding Standards in Sport

<https://www.rowingireland.ie/wp-content/uploads/2014/09/Doc-1-ClubFrameworkForSafeguardingStandards-2014.pdf>

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

https://www.safeguarding.ie/images/Pdfs/National_legislation-NI/co-operating-safeguard-children-young-people-NI.pdf

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

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32016R0679>

Part V of the Police Act 1997 (NI)

<http://www.legislation.gov.uk/ukpga/1997/50/part/V>

Protection of Freedoms Act 2012 (NI)

<https://www.legislation.gov.uk/ukdsi/2015/9780111128039/introduction>

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

<https://www.legislation.gov.uk/nisr/2014/27/contents/made>

Safeguarding Board Act (Northern Ireland) 2011 (NI)

<https://www.legislation.gov.uk/nia/2011/7/contents>

Safeguarding Vulnerable Groups (NI) Order 2007 (NI)

<https://www.health-ni.gov.uk/articles/safeguarding-vulnerable-groups-disclosure-and-barring-service>

Sexual Offences (NI) Order 2008

<https://www.legislation.gov.uk/nisi/2008/1769/contents>

General Data Protection Regulation (GDPR)

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

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

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

Risk Assessment & Child Safeguarding Statement (CSS)

APPENDIX 2

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 ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification		<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 		Proof of qualification to be confirmed
Supervision issues		<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 		Ongoing review
Unauthorised photography & recording activities		<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 		Ongoing review
Behavioural Issues		<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 		Ongoing review
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> ▪ Coach education policy ▪ Supervision policy 		Ongoing review
No guidance for travelling and away trips		<ul style="list-style-type: none"> ▪ Travel/Away trip policy ▪ Child Safeguarding Training 		Ongoing review
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)		<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Complaints & disciplinary policy 		Ongoing review

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 ...
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	Immediate action needed Greater communication required
Difficulty in raising an issue by child & or parent Reason: Covered above		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 		Review the communication/ responsibilities of the procedure/policy as required
Complaints not being dealt with seriously		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 		Ongoing review
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures		<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	NGB MP DLP	Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training
No Mandated Person appointed		<ul style="list-style-type: none"> Reporting procedures/policy 	NGB	Publicise identity of Mandated Person Train Mandated Person in their role
No DLP Appointed		<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club	Train all DLPs Publicise identity of DLPs
Concerns of abuse or harm not reported		<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP	Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures
Not clear who YP should talk to or report to		<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP	Communicate in Club Include in Safeguarding Training (L1)
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.		<ul style="list-style-type: none"> Supervision policy Coach education 	NGB Club	Clarify responsibilities before session starts

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 exit from children's areas		<ul style="list-style-type: none"> Supervision policy Coach education 		Clarify responsibilities before session starts
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> Photography policy and use of devices in private zones 		Enforce policy in private changing and wet areas
Missing or found child on site		<ul style="list-style-type: none"> Missing or found child policy 		Refer to policy and inform Gardai
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> Safeguarding policy 		Plan with facilities management to create a suitable child centred environment in shared facilities
RECRUITMENT				
Recruitment of inappropriate people		<ul style="list-style-type: none"> Recruitment policy 	NGB Club CCO Appropriate personnel	Ongoing review
Lack of clarity on roles		<ul style="list-style-type: none"> Recruitment policy 	Club	Check job description Put supervision in place
Unqualified or untrained people in role		<ul style="list-style-type: none"> Recruitment policy 	Club	Check qualification Ongoing review
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	National Club DLP CCO	Communicate Child Safeguarding Statement
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors		<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour – distribute 	Club Executive County Committee DLP Children's Officer	Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate
Unauthorised photography & recording of activities		<ul style="list-style-type: none"> Photography and Use of Images policy 		Ongoing review

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 ...
Inappropriate use of social media and communications by under 18's		<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct 		Ongoing review
Inappropriate use of social media and communications with under 18's		<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct. 		Ongoing review
GENERAL RISK OF HARM				
Harm not being recognized		<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 		Ongoing review
Harm caused by - child to child - coach to child - volunteer to child - member to child - visitor to child		<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 		Ongoing review
General behavioural issues		<ul style="list-style-type: none"> ▪ Code of Conduct 		Take disciplinary action where necessary Sign code of conduct

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Park/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/park/province/NGB measured by you as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

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:

- **Name:** Any Club
- **Sport:** Tennis
- **Location:**
- **Size** (Number of staff/members/clubs):
- **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:

- **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
- **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.
- **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.
- **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.
- **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- **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.
- **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

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>Club and Coaching Practices</p> <ul style="list-style-type: none"> • Lack of coaching qualification. • Supervision issues. • Unauthorised photography & recording activities. • Behavioural Issues. • Lack of gender balance amongst coaches • No guidance for travelling & away trips • Lack of adherence with misc procedures in Safeguarding policy 	<ul style="list-style-type: none"> • Coach education policy/Recruitment policy. • Supervision policy/Coach education policy • Photography & Use of Images policy • Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. • Coach education policy / Supervision policy. • Travel/Away trip policy / Child Safeguarding Training. • Safeguarding Policy / Complaints & disciplinary policy
<p>Complaints & Discipline</p> <ul style="list-style-type: none"> • Lack of awareness of a Complaints & Disciplinary policy. • Difficulty in raising an issue by child & or parent • Complaints not being dealt with seriously 	<ul style="list-style-type: none"> • Complaints & Disciplinary procedure/policy / Communications procedure. • Complaints & Disciplinary procedure/policy / Communications procedure. • Complaints & Disciplinary procedure/policy.
<p>Reporting Procedures</p> <ul style="list-style-type: none"> • Lack of knowledge of organisational & statutory reporting procedures • No DLP appointed. • Concerns of abuse or harm not reported. • Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> • Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour. • Reporting procedures/policy. • Reporting procedures/policy / Child Safeguarding Training – Level 1 • Post the names of CCO, DLP and Mandated person.
<p>Use of Facilities</p> <ul style="list-style-type: none"> • Unauthorised access to designated children’s play & practice areas & to changing rooms, showers, toilets etc..... • Unauthorised exit from children’s areas. • Photography, filming or recording in prohibited areas. • Missing or found child on site. • Children sharing facilities with adults e.g. dressing room, showers etc 	<ul style="list-style-type: none"> • Supervision policy / Coach Education. • Supervision policy / Coach Education. • Photography policy and use of devices in private zones. • Missing or found child policy. • Safeguarding policy.

Risk Identified	Procedure in place to manage risk identified
<p>Recruitment</p> <ul style="list-style-type: none"> • Recruitment of inappropriate people. • Lack of clarity on roles. • Unqualified or untrained people in role. 	<ul style="list-style-type: none"> • Recruitment policy. • Recruitment policy. • Recruitment policy.
<p>Communications</p> <ul style="list-style-type: none"> • Lack of awareness of 'risk of harm' with members and visitors. • No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. • Unauthorised photography & recording of activities. • Inappropriate use of social media & communications by under 18's • Inappropriate use of social media & communications with under 18's. 	<ul style="list-style-type: none"> • Child Safeguarding Statement / Training Policy. • Child Safeguarding Statement (display) / Code of Behaviour (distribute). • Photography & Use of Images policy • Communications policy / Code of conduct • Communications policy / Code of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> • Harm not being recognised. • Harm caused by: <ul style="list-style-type: none"> • Child to Child. • Coach to Child. • Volunteer to Child. • Member to Child. • Visitor to Child. • General behavioural issues. • Issues of Bullying. • Vetting of staff/volunteers. • Issues of Online Safety 	<ul style="list-style-type: none"> • Safeguarding policy / Child Safeguarding Training. • Safeguarding policy / Child Safeguarding Training. • Code of Conduct. • Anti-Bullying policy. • Recruitment policy / Vetting policy. • Social Media / Online Safety policy.

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.

Any Club has the following procedures in place as part of our Safeguarding Policies:

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

Please note that all procedures listed are available on request.

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

Section 5 – Implementation

We recognise that implementation is an ongoing process. 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 Any Club

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

Signed: _____

Date: _____

(On behalf of the Any Club)

Name: _____

Phone No: _____

For queries on this Child Safeguarding Statement, please contact - **Any Club Children’s Officer**

Guidance on Developing a Child Safeguarding Statement (CSS)

Section 1 – NGB / club information

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

- Name (NGB / club).
- Sport (sport or sports provided by the NGB / club).
- Location (national/local level).
- Size (number of staff/members/clubs).
- Activities (types of activities undertaken by the NGB/ club).

By gathering the above information on your NGB / club it will ensure that key details are captured which will help to complete the CSS i.e. one overarching Child Safeguarding Statement or a number of Child Safeguarding Statement's for different affiliates.

Section 2 - Principles to safeguard children from harm.

In this section the NGB / club should state their commitment to safeguarding children and the principles they operate by. The following is a list of overarching principles that should be taken into account by your NGB / club:

- Importance of childhood.
- Needs of the child.
- Integrity in relationships.
- Fair Play.
- Quality atmosphere & ethos.
- Competition.
- Equality.

Each of the above principles is a key part of safeguarding children and should be closely adhered to by your NGB / club.

Section 3 - Risk Assessment

This section 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 areas of risk listed below are by no means exhaustive but they give an indication of what should be taken into account by your NGB / club:

- Club and Coaching Practices.
- Complaints & Discipline.
- Reporting Procedures.

- Use of Facilities.
- Recruitment.
- Communications.
- General Risk of Harm.

Each risk that has been identified should have a procedure in place to manage that risk. This must be specific to your club.

Section 4 – Procedures

This section is where the club states the procedures they have in place to support their intention to safeguard children while they are participating in activities with the club.

The name and location of the Club should be provided along with details on each procedure that is in place.

Please note that all procedures that are listed must be made available on request.

The name and contact details of the relevant person for the club (insert name and contact details), should also be stated in this section.

Section 5 – Implementation

This section outlines the implementation phase of the Child Safety Statement (CSS). It should contain details on the how the NGB / club intends to implement the CSS this will include a set of procedures to keep children safe from harm while availing of the NGB / club's activities.

It should be stated in this section that;

- The CSS has been furnished to staff
- Made available to parents/guardians, the Agency and members of the public on request &
- Displayed in a prominent place where services are provided.'

This section should also state the review timeframe for the CSS and should be signed and dated by the relevant person.

In the event of any queries on the CSS, contact details for the relevant person should also be provided.

Further information on developing a Child Safeguarding Statement can be found via the following link:

<https://www.tusla.ie/children-first/organisations/what-is-a-child-safeguarding-statement/how-do-i-develop-a-child-safeguarding-statement>

- CSS = Child Safeguarding Statement.
- NGB = National Governing Body

APPENDIX 3

Safeguarding Audit Framework

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

The Audit Framework is:

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

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

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

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

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

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

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: _____

Previous Address(s) over the last 5 years:

How long have you lived at this address? _____

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

Place of birth (Town City):

Telephone No: _____

Mobile: _____

DOB: _____

PPS Number (Ireland Only): _____

NI Number (NI only): _____

Previous work/voluntary experience & relevant qualifications:

Do you agree to abide by the Tennis Ireland's 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: _____

Telephone: _____

Position: _____

Name: _____

Address: _____

Telephone: _____

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?

In what capacity?

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

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

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

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

Yes No

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

Signed: _____

Date: _____

Print Name: _____

Position: _____

Organisation: _____

Sample Application Form for new Junior Members

Contact Information

Name: _____

Gender: _____

Address: _____

Telephone – Home: _____

Telephone – Mobile: _____

E-mail: _____

Date of Birth: _____

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

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

Other Information:

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

Parental/Guardian Consent

I am the Parent/Guardian of:

Photographs

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

Drug Testing (for elite players only)

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

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

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

Signature: _____

Signed Name: _____

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.

Tennis Leaders should not:

- Use any form of punishment or physical force on a child.
- Take children to their home or to a place other than the sport environment where the parent has given consent.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Self-Declaration

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

Yes No

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

Yes No

Have you ever been asked to leave a sporting organisation?

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

Yes No

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

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

Yes No

Safeguarding Training Guidance for All

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

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

Sample Template

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

Accepted Workshops – Ireland

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

Basic Safeguarding Workshops

Safeguarding 1 (face to face workshop)

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

Safeguarding 1 Refresher (e-learning module)

- **Prerequisite:** Valid Safeguarding 1 (face to face workshop)
- **Validation period:** Three years
- **Expected attendees:** any person having completed Safeguarding 1 (face to face workshop)
- **Renewal:** Safeguarding 1 Refresher certificate may only be renewed by attendance at Safeguarding 1 (face to face workshop)

Safeguarding 2 (Club Children's Officer Workshop)

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

Safeguarding 3 (Designated Liaison Person workshop)

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

Sport Ireland Safeguarding workshops information and booking:

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

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

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

Renewing Safeguarding certificates:

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

Accepted Workshops – Northern Ireland

Safeguarding Children & Young People in Sport (SCYPS)

Validation period: **Three Years**

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

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

Safeguarding 1 Refresher (e-learning module)

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

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

Advanced Safeguarding Workshops – Role specific Designated Safeguarding Officer Workshop

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

Typical Roles in Tennis who require Workshops

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

Sport NI Training

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

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

Safeguarding Children and Young People in Sport workshop

During this training, you’ll learn:

- to understand the background to safeguarding children in sport.
- to identify best practice procedures to safeguard children in sport.
- to recognise different categories of child abuse.
- to identify the signs of poor practice and/or abuse.
- to respond to poor practice or abuse concerns.

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

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

- 1 SCYPS = Safeguarding Children and Young People in Sport Workshop
- 2 DSCO = Designated Safeguarding Children Officer Workshop

Designated Safeguarding Children's Officer (DSCO)

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

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

During this training, you'll learn to:

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

Sport NI workshop information and booking

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

Name: **Marie-Therese Higgins, Development Assistant**

Tel: **028 9038 1222**

Email: **marietheresehiggins@sportni.net**

Sport Ireland Workshops Learning Outcomes

SAFEGUARDING 1:

Sports Leaders will be able to:

- Implement best practice in protecting the welfare of participants.
- Create a child-centred environment within the sports club.
- List categories of abuse and some indicators associated with abuse.
- Make appropriate response to a disclosure.
- Make a report to Designated Liaison Person or appropriate Statutory Authorities.

SAFEGUARDING 2:

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

SAFEGUARDING 3:

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

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

APPENDIX 6

Roles, Responsibilities and Relationships in Sport

National Children's Officer (NCO)

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

The role of the National Children's Officer involves:

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

Provincial Branch Children's Officer (BCO)

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

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

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

- To promote awareness of safeguarding guidelines within the Provincial Branch, among young members and their parents/guardians. This could be achieved by:
 - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians
- To influence policy and practice within the Branch in order to prioritise children's needs
- To establish a good relationship with the National Children's Officer and the Club Children's Officers in the Province.
- To ensure that children in the programmes know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in Provincial activities
- To act as an advisory resource to Sports Leaders on best practice in our sport
- To report regularly to the Branch Executive Committee.

- To monitor changes in participation within the Provincial Programmes and follow up any unusual dropout or absenteeism by children or Sports Leaders
- To ensure that the children have a voice in the running of the programmes and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other stakeholders, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each participant, their parents/guardians, coaches and other relevant leaders sign up to the code of conducts.
- Ensure Tennis Irelands Policies and Procedures for managing trips away and hosting children are implemented.

Ensure that the Provincial rules and regulations include:

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

Club Children's Officer (CCO)

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

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

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

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

The Club Children's Officer's role:

- To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by: - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians
- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the Provincial and the National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in the club activities
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders.
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders.
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for sports leaders and children and young people.
- Ensure Tennis Irelands Policies and Procedures for managing trips away and hosting children are implemented

Ensure that the club rules and regulations include:

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

Relevant Person

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

Designated Liaison Person (DLP)

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

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

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

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

Mandated Person

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

Legal Obligations of a Mandated Person:

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

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

Role of Sport Ireland and Sport Northern Ireland

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

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

This approach is based on the following underpinning principles:

- children's involvement in sport should be an enjoyable experience.
- the safety of children should always be the paramount concern of those adults responsible for providing sporting opportunities at whatever level an individual adult is involved.
- the appropriateness of the experience provided for children should be determined by and based on a child-centred ethos which place the needs and interests of the child as paramount.
- all adults have a responsibility to be aware of child protection as an issue.
- Sports Leaders should be properly recruited and managed and that appropriate training should be made available to them.
- the provision of support by the Councils will be subject to the adoption and implementation of this Safeguarding Code by National Governing Bodies of Sport and all its Stakeholders.

Adult-child relationships involved in sport

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

Safe recruitment practices and selection of Sports Leaders should be in place, including vetting, seeking references, confirming identity and checking adequacy of qualifications. Effective management of Sports Leaders is also equally central to the promotion of

good practice in the club/ organisation. This should include support, supervision, and access to training and effective communication between members of the club/ organisation.

Adults-child relationships in Sport should be:

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

Child to child relationships

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

Tennis Coaches

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

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

APPENDIX 7

Reporting and Protection

Responding to Child Abuse:

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

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

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

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

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) 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/>

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 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 to 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

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/>

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

Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

APPENDIX 8

Each organisation/club should ensure that it has adequate disciplinary, complaints and appeals procedures in place.

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Club Children's Officers/ Designated Liaison Person's or other organisation/club Sports Leaders.

The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by each sports club/organisation and adhered to by its members.

Recommended Procedures

A quality sports organisation/club will operate on the basis of good practice to include a complaints/appeals procedure similar to the following:

- A code of conduct reflecting a child centred ethos should be drawn-up, widely disseminated and returned from and applied to all Sports Leaders and members.
- Each organisation/club, on receiving a complaint, should appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying.

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

The committee should consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.

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

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

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

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

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

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

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

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

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

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

Please see or COD Document for further guidance on disciplinary procedures involving other possible complaints on our website.

APPENDIX 9

Best Practice Guidance

Overnight, Staying Away & Hosting

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

Overnight & Away trips

The level of supervision for overnight trips away will be of no more than 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 person tasked with signing off on away trips) 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 appendix 4. The Club/Branch/NGB 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).

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

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

See Appendix 11 for support documentation.

Away Matches

Similar to away trips, the level of supervision for away matches will be no more than 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/Branch/NGB'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 all 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 relevant Code of Conduct for Children.

Accommodation for Away Trips

Where practicable, the proposed accommodation will be checked out in person beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance. If it's not possible, there should be checks of the accommodation on line and a careful read of the reviews followed by written confirmation that the booking is exactly what was reserved in the original reservation.

Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings age and gender and in separate beds.

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. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. More than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition, organisers should follow the recruitment and selection that is also outlined in this code.

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

Host families should:

- Agree to abide by the National Governing Bodies Code of Conduct.
- Consent to appropriate checks and references.
- Attend host family meetings before competitions or events.
- Provide a safe and supportive environment for young people.

Tennis Ireland/Branches/Clubs should:

- Provide a travel pack to hosting families.
- Check out references with hosting families.
- Provide an itinerary of the trip.
- Gather information on destination and venue.

Young People:

- Should sign a behaviour agreement.
- Should not be asked to share a bed or a room with an adult.
- Should not be asked to share a bed with one of his/her peers.
- Should be happy with the arrangements.
- Should show respect to the host families.

Transporting Young People

Many organisations/clubs could not operate without the goodwill of volunteers and parents ensuring that children are transported to events and returned home in a private car. Sport Ireland and Sport NI do not state that

coaches/ volunteers can never transport a young person by themselves. They do, however, recommend individuals and organisations recognise the risks and put in place appropriate measures to reduce these risks.

The risks

The vast majority of coaches and volunteers will help out through a genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a small minority of people will join a sports club as an opportunity to gain access to children. These adults create an air of acceptability about their role, therefore justifying their close contact with children.

Although those who want to abuse children may find it more difficult to do so in a group setting, such as a leisure centre or sports pitch, they can use this time to gain the trust of not only the young person but also other adults, including parents/carers. This is known as 'grooming' or 'entrapment'. Developing credibility is an essential part of any abusers 'grooming process.' An abuser will "groom" the environment i.e. creating a justifiable reason for getting the child alone.

Easy rules to remember when a club are organising transport

- It is good practice to receive informed consent from parents and young people who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Driver should have a point of contact/mobile phone.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others.
- Drivers representing and volunteering on behalf of a club should be vetted through National Vetting Bureau/ Access NI if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.
- Parents and coaches can also download Sport Irelands Safe Sport App at https://www.sportireland.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App.

One of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home, for example after a training session, to permit the child's parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

Personal arrangements between parents

If parents make personal arrangements between themselves this is not the responsibility of the club unless there are particular concerns about a parent's ability to drive for example due to the consumption of alcohol.

The use of booster seats

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm (5' in Republic of Ireland) and 135 cms (4' 5" in Northern Ireland) or whichever comes first with very few exceptions.

The European law allowed countries to opt for a minimum height of between 135 and 150 cm. For more information visit;

Republic of Ireland: <http://www.rsa.ie/en/RSA/Your-Vehicle/About-your-Vehicle/Example-of-non-Dup/Seat-belts--child-restraints-/>

Northern Ireland: <http://www.childcarseats.org.uk/the-law/>

Signing off on Trips Away

Tennis Ireland, the Branches and the clubs should identify a person who is responsible for signing off on the trip and to ensure that all the necessary policies and procedures are in place prior to travelling to the Event. The Children's Officer, the Designated Liaison Officer should be the last port of call for the Club and the Branches and the National Coordinator should sign off for players travelling to events organized by our NGB.

Reporting on away Trips

The trip Lead Manager in consultation with his assistant supervisors unless there are any important incidents to report, should within 10 days submit a report to the person who has overall charge of trips away for the Club, Branch or NGB.

Please see Appendix 11 at the back of this document or on our website for sample template forms and documents for the necessary implementation of the policies and procedures required for trips away

Supervision, Ratios & Environment

Ensure adequate Adult / Child Ratios:

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

Adult / Child Ratios:

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

Environment:

- As stated above, away trips will need higher rates of supervision 1:6 and these should be ensured with the organisers. Children and young people should be supervised at all times.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.
- Respect the privacy of young people while changing. Leaders may only need to enter changing rooms where the participants are very young or require special assistance.
- When necessary, leaders should supervise in pairs or seek assistance. It is the safety and welfare of the participants that is of paramount importance.
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions.
- If late collections occur leaders should remain in pairs until participants have left.
- It is the responsibility of parents/guardians to make arrangements for collection of young people. It should be made clear that the club is responsible for only club activities.
- If a child suffers an injury or accident the parents/guardians should be informed.

Registration, Dropout & Club Transfers

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

Accidents & Incidents Template Reporting Form

Name: _____

Name of Organisation / Club: _____

Role: _____

Contact Information (you): _____

Address: _____

Eircode: _____

Telephone numbers: _____

Email address: _____

Child's Name: _____

Child's DOB: _____

Is there any additional, relevant information to add?

Yes No

If yes please state: _____

Child's Gender: _____

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

Contact Information (parents/carers): _____

Address: _____

Eircode: _____

Telephone numbers: _____

Email address: _____

Have parent's / carer's been notify of this accident / incident?

Yes No

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

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

Responding to my own concerns

Responding to concerns raised by someone else

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

Name: _____

Position within the sport or relationship to the child: _____

Telephone numbers: _____

Email address: _____

Date and times of accident / incident: _____

Details of the accident / incident or concerns: _____

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

Child's account of the accident / incident: _____

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

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

Name: _____

Position within the sport or relationship to the child: _____

Date of birth (if child): _____

Address: _____

Eircode: _____

Telephone number: _____

Email address: _____

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

Name: _____

Position within the sport or relationship to the child: _____

Date of birth (if child): _____

Address: _____

Agreed action or advice given: _____

Eircode: _____

Your Signature: _____

Telephone number: _____

Date: _____

Email address: _____

Print Name: _____

Please provide details of action taken to date:

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

Has the incident been reported to any external agencies?

Yes No

If YES please provide further details:

Name of Organisation / Agency: _____

Telephone numbers: _____

Email address: _____

A

Filming & Photography

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

Definitions:

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

Permission to take images

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

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

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

Announcement at events regarding taking and the use of images

The sports organisation/club should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

"All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity. If a company/person has been authorised by completing the Self-Declaration Form the following should be included in the announcement:

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

Taking images in certain environments

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

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

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

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

Types of appropriate images

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

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

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

Safe use of images

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

Types of images and appropriate use:

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

Use of images on social media

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

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

Storage of Images

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

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

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

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

Inappropriate Images

Taking inappropriate images

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

Non-authorised taking of images

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

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

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

Inappropriate use of images

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

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

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

Installation and use of CCTV (Closed Circuit Television)

The use of CCTV is a positive step in safeguarding those that use facilities. It is important that clubs using a facility are aware of blind spots (potential risk areas), who has access, the use of images and the facility procedure for dealing with incidents or misbehaviour. The information regarding the presence of CCTV within a facility should be available to members and/or parents/guardians.

A club should have a copy of the facility's policy regarding the use of CCTV, usually as part of a club/facility agreement. Queries regarding the use of CCTV are a matter for the facility or the operating company. Any queries from members should be directed through the club as the club has the agreement with the facility.

The following information should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV.
- The number of cameras located in the specified areas.
- Are spectator areas covered (i.e. can someone misbehaving in this area or regularly turning up for less than innocent viewing purposes be monitored).
- Identify areas of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time.
- Who has access to the password protected files.

CCTV does not replace vigilance and proper supervision for training sessions and activities as required by (Organisation Name).

Social Media

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

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

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

- The page/profile must be password-protected, and the password must be held by at least three leaders of the organisation.
- The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Designated Person/Safeguarding Panel in charge of Child Protection.
- Any inappropriate posts by children/young people or leaders should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
- The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.
- The use of personal addresses and telephone numbers etc., should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.
- Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice.

For Leaders Using a Social Networking Site

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

- Parents/carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
- Parental and child's permission is required before pictures or videos of children or young people are posted online.
- Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.

Use of Mobile Phones

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

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

Texting – Communication not Conversation!

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

Smart Phones

Smart phones should be used safely and responsibly.

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

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

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

The leader should then:

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

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

- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.

- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Use of Mobile phones during activities

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

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

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

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

Internet Safety

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

Physical Contact

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

When is physical contact appropriate in Tennis?

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

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

What are good principles to follow?

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific tennis technique.
- Sports clubs and coaches should provide an induction for new young members and their parents/carers that cover guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected

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

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

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

What about physical punishment?

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

What about direct contact in coaching?

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

Is it ok to comfort a child or celebrate success?

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

Where do specific sports science and medical roles fit in?

There may be some roles within sport or physical activities where physical contact is a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

Bullying

What is Bullying?

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

All forms of bullying will be addressed.

Everybody in the club/organisation has a responsibility to work together to stop bullying.

Bullying can include online as well as offline behaviour.

Bullying can include:

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

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

The club or organisation will:

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

Each participant, coach, volunteer or official will:

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

Support to the child:

- Children should know who will listen to and support them.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.

- Children should have access to Helpline numbers.
- Anyone who reports an incident of bullying will be listened to carefully and be supported.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions for those bullying others that involves long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians:

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

Useful Contacts:

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

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

NSPCC Helpline: **0808 800 5000**

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

ChildLine UK: **0800 11 11 / www.childline.org.uk**

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

Northern Ireland Anti-Bullying Forum: www.niabf.org.uk

Kidscape: www.kidscape.org.uk

Anti-Bullying Alliance: www.antibullyingalliance.org

Facilities

Introduction

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

Facility Policy

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

- Type of Facility.
- Adults using the changing rooms at the same time as children.
- Supervision.
- Who should supervise?
- Parents as Supervisors.
- Unsupervised children in sport or leisure facilities.
- Parents' (or carers') responsibilities.
- Facility Operators Responsibilities.
- Mixed Gender Teams

Supervision in the changing facility may also be necessary when:

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

Who should supervise?

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

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

Facility Operators Responsibilities:

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

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

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

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

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

Tennis Coaches

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

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

Code for Young People

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

In Tennis you should:

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

Your responsibilities are to:

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

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

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

Signature of

Player: _____

Date: _____

Signature of Parent/ Guardian*

Date: _____

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

Code for Parents/Carers

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

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

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

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

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

Signature of Parent/ Carer

Date: _____

Code for Tennis Leaders

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

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

Signature of Tennis Leader

Date: -----

Code for Tennis Coaches

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

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

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

Signature of Sports Leader/Coach

Date: -----

Code for Committees

CLUB/BRANCH/NGB/ORGANISATION:

Committees should follow the points as below:

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

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

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

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

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

Additional Information:

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

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

Signature of NGB, Branch, Club Committee Member

Date: -----

In this Appendix we have included further useful forms

APPENDIX 11

Additional Forms & Template Documents

and template documents that can be used to support the implementation of the policies and procedures required in the overall document for Safeguarding Children & Young People in our Sport.

Forms number 1 – 12 are in relation to Trips away

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

Form 1 - Template Letter to Parents

Re – Tennis trip to –

Dear Parent/Guardian

Date

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

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

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

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

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

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

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

Signed by Trip Management

Form 2 - Template Trip Itinerary

Flights:

Date out -

Date Back -

Approx cost

Hotel:

Fun & Social Activities:

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

Hotel and food and transfers -

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

Flights -

Miscellaneous -

Total Approximate cost =

Timetable (TBC)

Departure Day & Date

Check in and Depart Ireland

Arrive in.....

Monday - Sunday Dates

List Activities

Return Day & Date

Return flight to Ireland

Form 3 - Parents Consent Form for Away Trips

I/We _____ consent to my child taking part in the overseas trip 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-bullying policy
- Disciplinary procedures
- A designated person for safeguarding
- Guidelines on confidentiality
- A photography policy.

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

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

Child/Young Persons Signature _____

Parent/Guardian Signature* _____

Please return this form to Club/Branch/Tennis Ireland

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

Form 5 - Code for Young People

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

In Tennis you should:

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

Your responsibilities are to:

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

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

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

Signature of Player _____ Date _____

Signature of Parent/ Guardian* _____ Date _____

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

Form 6 - Photographic & Video Consent Form

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

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

Age: _____

I permit for my child to be included in any photographic or video material, in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in the _____

Yes No

Parental Signature: _____

Consent must be provided by the person with parental responsibility.

If you have any queries please contact:

Form 7 - Adult Supervision of Children's Activities

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

Tennis Ireland, **the Branch, the Club** will ensure that all children's activities organized during the trip will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect adults. In this regard the Management Team will be guided by the recommendations contained in the safeguarding guide for children and young people in sport.

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

As a minimum all organized activities will be supervised by one male and one female adult.

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

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible from the venue. If late collections occur leaders/supervisors should remain in pairs until all participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge.

If a parent is unavoidably delayed they should contact or one of the other coaches attending whose contact numbers will be provided to parents in advance of the trip. In the event that no contact is made with the Coach/es or the Trip Manager, we will attempt to contact the parent using the contact number(s) provided by them on the completed Consent Form. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made, the coach/supervisor plus another adult will wait with the child at the venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending the trip should let one of the adult supervisors know where they are at all times. It is the responsibility of parents to ensure that children do this. Under no circumstances should a child leave the club premises, accommodation or activity centres without informing the adult supervisor.

If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed by the coach/supervisor and returned to the relevant Tennis Ireland Manager. Attendance records and records of any incidents or accidents that occur will be kept by Tennis Ireland.

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

Tennis Ireland, the Branch, the Club welcomes and indeed encourages parents who wish to attend and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise!)

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

- During your child's attendance as part of the trip to _____, including the accommodation, Club premises and activity centres.

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

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

While we take every reasonable measure to ensure the safety and protection of all its members including our own members while they are on the trip such measures do not extend to the provision of adequate adult supervision other than for the activities listed above. In that regard it is the responsibility of each parent/guardian to ensure that their child is adequately supervised at all other times.

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

Signature of Parent/ Guardian* _____

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

Form 8 -Travelling with Underage Participants Permission

EVENT:

VENUE:

DATES:

Parent / Guardian of Participant

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

Parents/Guardians signature _____

Young Participant

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

Young Participant's signature _____

Form 9 - Tennis Ireland ICT Acceptable Use Policy

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

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

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

Signature of young person _____ Date _____

Signature of Parent _____ Date _____

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

Signature Parent/Guardian: _____

Form 10 - Trip Privacy Notice for Parents/Guardians

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

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

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

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

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

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Form 11 – Trip Managers Report

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

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

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

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

Being safe does not mean not having fun!!!

Post Event Evaluation Form:

- Team
- Venue
- Event
- Location
- Date
- How was the location?
- How was the organisation?
- Do you feel it helped the event accomplish its goals?
- Why or why not?
- What worked well during the trip?
- What didn't work well during the trip?
- Did we face any conflict during the trip?
- What should be done differently next time?
- Are you satisfied with the team's overall performance?
- Have you anything you want to report on any individuals on the trip?
- How were your Assistants ?
- Other remarks

Form 12 -Trips Away Safeguarding Checklist

Point	Action Required	Person Responsible	Target Date	Completed Yes/No
1.	Safeguarding plan drafted and approved by (Name of Club, Branch or Tennis Ireland) including documents to be signed.	Trip Coach/Manager		
2.	Safeguarding Officer to sign off on trip details	Club, Branch, National Children's Officer or DLP		
3.	Lead Coach, Assistant Coaches, Supervisors and volunteers to be appointed and ensure - <ul style="list-style-type: none"> • Garda Vetting/Access NI Check within last 3 years through NGB • Reference check • Formal/Informal interview • Attended child safeguarding training or refresher in last 3 years. • Appropriate insurance in place 	Relevant Club, Branch or NGB Administration		
4.	Organise and conduct a meeting with the parents and the participants to present all or part of the following as relevant <ul style="list-style-type: none"> • Communicate travel times, • Ensure Passports are in date for 6 months following trip; • If the Children require their own valid travel insurance, • Child requires valid E111 form, • Competition details (where applicable), • Gear/kit requirements, • Other activities, • Contact details, • Codes of conduct, etc. • Special needs (medical or dietary), • Any other necessary details. 	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		

Form 12 -Trips Away Safeguarding Checklist

Point	Action Required	Person Responsible	Target Date	Completed Yes/No
5.	<p>At the Parents Meeting Highlight the following</p> <ul style="list-style-type: none"> All the necessary consent forms should be signed by parents and participants. Emergency contact number(s) should be requested Young participants should sign a behavior agreement Rooming arrangements. The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance. (Sleeping arrangements must follow the Tennis Ireland Policy on this) Adults will not share rooms with children. Children will share rooms with those of same age and gender, they will not share a bed with another child and adults should knock before entering rooms All group socialisation will take place in communal areas (i.e. no boys in girls' rooms and vice versa) Alcoholic drink, smoking or any illegal substances are forbidden to players. When travelling there will be at least one adult of each gender with a mixed party, there will be an adult to child ratio of 1:6 and proper access to medical personnel. Lights out times will be enforced at xxx pm each night (Adults in charge to confirm) Mobile phone limitations will be enforced from x to x time (Adult in charge to confirm).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 between the trip management, the parents and the children prior to departure. Young players will be under supervision at all times and should never leave the venue or go anywhere unsupervised without prior permission. Photographic/Video consent for the child will be required form parents. The Lead Coach/Manager will handle the cash of players and will be stored securely. He/she will also handle the passports of the players and will be stored securely 	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		
6.	<p>Documentation to be issued by the trip management and where required signed copies to be returned to the relevant Club, Branch or NGB as follows</p> <ul style="list-style-type: none"> Official Trip Sign Off Code of Conduct for Coaches/Leaders Parents Consent Form for Away Trips Trip & Medical Consent Form for Players Code of Conduct for Children Photographic & Video Consent Adult Supervision of Children's Activities Travelling with Underage Participants Permission ICT Acceptable Use Policy Trip Privacy Notice for Parents/Guardians 	Coach Manager/Trip Coordinators/ Administrators Coach Manager/Trip Coordinators/ Administrators		
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 Yes/No
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 _____

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

If a child under the responsibility of the NGB/Branch/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 Garda Síochána.
7. The Gardai may recommend further action to be taken before they get involved; you should follow any guidance they provide.
8. If the Guards 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.
Refer the concern as soon as possible to the Tennis Ireland Child Safeguarding Team.

Roger Geraghty 23rd May 2019



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