



CASTLEBAR TENNIS CLUB SAFEGUARDING POLICY

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

SAFEGUARDING POLICY STATEMENT

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

Safeguarding or Child Protection

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

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

This could include:

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

Code of Conduct

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

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

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



As a follow up to the risk assessment exercise, the Club has written a Safeguarding Statement signed off by our Chairperson and in conjunction with our Designated Liaison Person, put in place the policies and procedures required to bring all risks down to low levels.

Castlebar Tennis Club's Safeguarding Statement is posted on the Club's Website and in our premises. We require all adults associated with children's activities to be Garda Vetted and to have signed our relevant Code of Conduct form.

Safe Recruitment

Castlebar Tennis Club has adopted and consistently applies its National Governing Body, Tennis Ireland's safe and clearly defined method of recruiting and selecting Volunteers, Coaches who have contact with children. Castlebar Tennis Club adheres to Tennis Ireland's safe recruitment procedure.

Reporting Procedures

Castlebar Tennis Club is run day to day by a Club Manager who is overseen by the Chairperson and Committee of the Club. We have a Designated Liaison Person and 2 Childrens Officers – one female and one male, who have carried out the relevant Safe Guarding courses for the positions. Castlebar Tennis Club also has access to Tennis Ireland's National Children's Officer and Connacht Children's Officer.

The Club, has adopted it's Governing Body, Tennis Ireland's safe guarding policies, and have put these in place for dealing with a concern or complaint made against a Volunteer/Coach.

A Volunteer/Coach who is the subject of an allegation which has been reported shall stand aside while the matter is being examined.

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

Monitoring

All Coaches/volunteers in charge of children's activities in the Club report to the Club Manager/Club Committee on a regular basis.

Castlebar Tennis Club encourages regular turnover of its Committee members and Chairperson.

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

Castlebar Tennis Club monitors both the use of the facilities and participation in their organised activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Coaches/Club Manager to the Designated Liaison Person, who in turn informs the Club Committee .

The Minutes of all Committee meetings are recorded, adopted as correct and safely filed by the Club Secretary.



Castlebar Tennis Club is committed to ensuring that adequate adult/Coach supervision of all activities involving children is provided.

Training

Castlebar Tennis Club is committed to ensuring that Coaches and volunteers are competent to provide safe and rewarding experiences for those in their care and that they are provided with the appropriate training for their activity. They are required to attend Safeguarding workshops as part of their coach education and licensing is affiliated to the Governing Body Tennis Ireland and ensure their knowledge is updated.

Appropriate Safeguarding training will also be made available to volunteers and parents/guardians as appropriate.

EQUALITY STATEMENT

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

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

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

To address this vulnerability coaches are encouraged to seek guidance on working with children with a disability from our Connacht Regional Officer of Tennis Ireland, external agencies, parents / guardians and the children themselves.

CONFIDENTIALITY STATEMENT

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

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



APPENDICES

Castlebar Tennis Club is committed to continual monitoring and development of our Safeguarding Policy in the light of changing circumstances.

All Coaches, volunteers will be required to read and sign the appropriate Code of Conduct contained in the Club's Child Safeguarding Manual.

The original signed document will be held by Castlebar Tennis Club.

The following Appendices form part of the Safeguarding Policy of Castlebar Tennis Club and they can be downloaded from our Club website.

Appendix 1 - Risk Assessment and Child Safeguarding Statement

Appendix 2 - Safe Recruitment

Appendix 3 - Safeguarding Training

Appendix 4 -Reporting and Protection Roles, Responsibilities & Relationships in Sport

Appendix 5 - Disciplinary, Complaints & Appeals of Behavioural Breaches

Appendix 6 - Safeguarding Guidance

Appendix 7 – Physical Contact

Appendix 8 - Bullying Policy

Appendix 9 – Facilities

Appendix 10 – Template Documents

Appendix 11- Vetting Policy

Appendix 12 – Missing Person Policy

Appendix 13 – Legislation and Policy

Bernie Caulfield
Designated Liaison Officer – Castlebar Tennis Club

October 2020

For queries on this Child Safeguarding Statement, please contact the Club's Designated Liaison Person



1. Risk Assessment & Child Safeguarding Statement

Outlined below are the following –

- Risk Assessment
- Child Safeguarding Statement

Risk Assessment Document

Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in Castlebar Tennis Club’s care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 (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	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	L/M	<ul style="list-style-type: none"> education policy Recruitment policy 	Club Manager/Committee	<ul style="list-style-type: none"> Safe Guarding Level 1 completed by each Coach. Tennis Ireland Level 1 coaching will be achieved by all coaches. Keep updating information

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Supervision issues	L/M	<ul style="list-style-type: none"> Supervision procedure put in place with parents and Coaches 	Club Manager/DLP	<i>Coaches and volunteers all Garda Vetted. Constant review</i>
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> Photography and Use of Images policy 	Manager/Committee	Signage throughout Club
Behavioural Issues	L	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	Club	
Lack of gender balance amongst coaches	M	<ul style="list-style-type: none"> Coach education policy Supervision policy 	Club/Region	<i>On-going recruitment needed</i>
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Updates from TI adopted by DLP/Childrens Officers	<i>Coaches - Training ongoing DLP appointed C. Officers in place</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	L	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy Travel policy 	Manager/DLP	<i>Policies updated. Coaches training continuously updated – Level 1 Safe Guarding</i>
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Committee/Manager	<i>Communicate with all relevant people the policies in place. Greater communication required</i>

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Difficulty in raising an issue by child & or parent Reason: Covered above	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure with parents/Guardians 	DLP/Committee/Manager	<i>Make members/coaches aware of policy</i>
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	DLP/Committee	<i>Communicate policy with member/coachess</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	L	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	DLP/Committee	<i>Trained Designated Liaison Officer in Club. Two Childrens Officers in Club. Ongoing Coach Education/ Training</i>
No Mandated Person appointed	L	<ul style="list-style-type: none"> Reporting procedures/policy 	Committee/DLP	Publish identity of DLP/Childrens Officers
No DLP Appointed	L	<ul style="list-style-type: none"> Reporting procedures/policy 	Committee	<i>Appointed by Club and all training up to date</i>
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1/2/3 	DLP/Childrens Officers	<i>Safeguarding Training carried out by all Coaches. New Childrens Officers to complete Level 2 training</i>

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Not clear who YP should talk to or report to	L	<ul style="list-style-type: none"> Post the names of CCOs, DLP 	DLP, Cos and Committee	<i>Communicate in Club</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	L/M	<ul style="list-style-type: none"> Supervision policy Coach & volunteer education 	Club	<i>Toilet allocated for Junior members so no necessity to enter Club house and no access allowed to changing rooms Clarify supervision responsibilities with Manager and Coaches</i>
Unauthorised exit from children's areas	L/M	<ul style="list-style-type: none"> Supervision policy Coach education 	Manager/Committee	<i>Clarify responsibilities with Manager/ Coaches before session starts</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Manager/Committee	<i>Enforce policy in all parts of the Club. Signage in Club/ Courts stating no photography permitted/</i>
Missing or found child on site	L	<ul style="list-style-type: none"> Missing or found child policy 	Manager/Committee	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	L/M	<ul style="list-style-type: none"> Safeguarding policy 	Manager/Committee	<i>Toilet allocated for Juniors only. Plan with coaches and volunteers to create a suitable child centred environment in shared facilities. Supervision policy when children are present</i>
RECRUITMENT				

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Recruitment policy 	Committee/Manager	<i>Checks in place – Garda vetting up to date</i>
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment policy 	Club Committee/Manager	<i>job description in Club policy</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment policy 	Manager/ Committee	<i>Check qualification Ongoing review</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	Committee/Manager/	<i>Communicate Child Safeguarding Statement. Child Protection on Agenda of every Committee meeting and meetings with parents/ Guardians</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Club Committee DLP Children's Officer	<i>Communicate Child Safeguarding Statement. All parents/juniors/coaches to sign Code of Conduct</i>
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club Committee – DLP, COs	<i>Notice to be displayed in Club.</i>
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> Communications policy Code of conduct 	Club Committee- DLP, Cos, Parents	Code of Conduct to be signed by Junior and parent

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
GENERAL RISK OF HARM				
Harm not being recognised	L	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Committee/Manager DLP, COs	Display in club DLP and COS details
Harm caused by <ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child 	L	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Committee/Manager/DLP/COs	<i>Constant communication/ updates of any changes to child protection/ safe guarding policies amongst coaches/ volunteers</i>
General behavioural issues	L	<ul style="list-style-type: none"> ▪ Code of Conduct 	Committee/Manager/DLP/COs	<i>Take disciplinary action where necessary All relevant parties sign code of conduct</i>

Explanation of terms used:

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

Likelihood of harm happening – the likelihood of the risk occurring in the club/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.



Explanation of terms used:

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

Likelihood of harm happening – the likelihood of the risk occurring in the club/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 *Castlebar Tennis Club* on 20/2/2023

Signed: *P. Quinn*

Date: 20/2/2023

Name: PATRICK QUINN

Chairperson Castlebar Tennis Club

Signed: *Bernie Caulfield*

Date: 20/2/2023

Name: BERNIE CAULFIELD

Designated Liaison Person



CASTLEBAR TENNIS CLUB

Child Safeguarding Statement

Castlebar Tennis Club with a membership of 175 members, provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. Castlebar Tennis Club is committed to safeguarding children and young people. 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.

Principles to safeguard children from harm

Castlebar Tennis Club is committed to safeguarding children and by working under the guidance of our National Governing Body, Tennis Ireland's Safeguarding Policies, our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

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



Section 3 - Risk Assessment

Castlebar Tennis Club's 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 TI coaching qualification. — Supervision issues. — Unauthorised photography & recording activities. — Behavioural Issues. — Lack of gender balance amongst coaches — No guidance for travelling & away trips 	<ul style="list-style-type: none"> — Coach education ongoing. — Supervision policy/Coach safe guarding 1 education policy/DLP and Cos education completed — 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.

<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 — 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

<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.
<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"> — Garda Vetting and Recruitment policy. — Clear job description/Recruitment policy. — Garda vetting 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 conduct signed by coaches, juniors, parents. — Photography & Use of Images policy – signage throughout Club — 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: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. — General behavioural issues — 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. — Recruitment policy / Vetting policy. — Social Media / Online Safety policy.

The Risk Assessment was undertaken on 12.9.2020.



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.

Castlebar Tennis 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.
- Procedures for managing trips away and hosting children.

The Relevant Person for Castlebar Tennis Club is the Club Designated Liaison Person Bernie Caulfield or Chairperson Diarmuid Gavin

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 the Club Committee, Coaches, Children's Officers has been furnished with a copy of this statement.
- This statement is available to parents/guardians and members of the public on request.
- This statement will be displayed in a prominent place by **Castlebar Tennis Club**

This Child Safeguarding Statement will be reviewed annually.

Signed:  Date: 6/11/2020

(On behalf of Castlebar Tennis Club)

Name: 



2. Safe Recruitment

Safe Recruitment procedures for those working with Children & Young People

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 Castlebar Tennis Club's Coach Code of Conduct

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: _____

Name: _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Position: _____

Position: _____



For Official Use Only

Date application received: _____

Date of Interview: _____

Interviewed by: _____

1. _____

2. _____

References received and are satisfactory:

Yes No

Comments:

Statutory check completed & returned (if appropriate):

Yes No

Proof of applicant's identification received:

Yes No

Recommendation: _____

Approved Reasons: _____

Not Approved Reasons: _____

Signed: _____

Date: _____



Castlebar Tennis Club 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 at Castlebar Tennis Club _____

_____ 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 known 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. Castlebar Tennis Club is committed to the welfare and protection of children and 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:** _____



3. Safeguarding Training

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)

The guidance sets out the accepted workshop 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.

Sport Ireland requires Castlebar Tennis Club 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: **COACHES** and 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: **COACHES** and any person having completed Safeguarding 1 (face to face workshop)
- Renewal: Safeguarding 1 Refresher certificate may only be renewed by attendance at Safeguarding 1 (face to face workshop)

Advanced Safeguarding Workshops – Role specific

Safeguarding 2 (Club Children's Officer Workshop)

- Prerequisite: Valid Safeguarding 1
- Validation period: 3 years
- Expected attendees: any person taking on the role of Club Children's Officer



- Renewal: Safeguarding 2 certificate may only be renewed by attendance at Safeguarding 2 (CCO workshop)

Safeguarding 3 (Designated Liaison Person workshop)

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

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.

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).

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.

4. 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.

Our 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:

Our 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

Castlebar Tennis Club 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.

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 to be clearly outlined.

Responding to allegations of abuse made against coaches/volunteer

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

- Behaved in a way that has or may have harmed a child/ young person;
- Possibly committed a criminal offence in relation to a child/young person;

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

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

There are two separate procedures to be followed:

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

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

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

Special Considerations

The following points should be considered:

- The safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the sports club/organisation should take any necessary steps which may be immediately necessary to protect children
- If a volunteer/coach 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

Statutory Contacts:

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

5. Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

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 Designated Liaison Person 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 at -

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

6. 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 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 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 below 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'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 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 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 is 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-/>

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.



6.a. 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.



6.b Accidents & Incident Reporting Form

Name: _____

Name of Organisation / Club: _____

Role: _____

Contact Information (you): _____

Address: _____

Eircode: _____

Telephone numbers: _____

Email address: _____

Child's Name: _____

Child's DOB: _____

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

If yes please state _____

Child's Gender: _____



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

Contact Information (parents/carers):

Address: _____

Eircode: _____

Telephone numbers: _____

Email address: _____

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

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

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

Responding to my own concerns

Responding to concerns raised by someone else



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

Name: _____

Position within the sport or relationship to the child: _____

Telephone numbers: _____

Email address: _____

Date and times of accident / incident: _____

Details of the accident / incident or concerns: _____

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

Child's account of the accident / incident: _____



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

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

Name: _____

Position within the club or relationship to the child: _____

Date of birth (if child): _____

Address: _____



Eircode: _____

Telephone number: _____

Email address: _____

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

Name: _____

Position within the club or relationship to the child: _____

Date of birth (if child): _____

Address: _____

Eircode: _____

Telephone number: _____

Email address: _____

Please provide details of action taken to date: _____



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

If YES please provide further details:

Name of organisation / agency: _____

Contact person: _____

Telephone numbers: _____

Email address: _____

Agreed action or advice given _____



Your Signature: _____

Date: _____

Print name: _____

Contact your organisation's Designated Safeguarding Officer in line with Castlebar Tennis Club's reporting procedures.

6.c 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 Castlebar Tennis Club. 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-authorized 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-authorized 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-authorized 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 Castlebar Tennis Club.



6.d Social Media

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

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

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

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

For Leaders Using a Social Networking Site

- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. facebook messenger, WhatsApp, etc.. This should be done only through 'Group Chat.'
- Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.

- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Parents/carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
- Parental and child's permission is required before pictures or videos of children or young people are posted online.
- Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.

Use of Mobile Phones

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

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

Texting – Communication not Conversation!

- Texts should be used for the purposes of reminding children or young people about events which are forthcoming.



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

Smart Phones

Smart phones should be used safely and responsibly.

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

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

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

The leader should then:

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

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

- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.



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

Use of Mobile phones during activities

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

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

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

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

7. 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.

8. 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 : 1800 66 66 66 or Text Talk to 50101, www.childline.ie

9. 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.

10. Template Documents

In this section we have included forms and template documents that are used to support the implementation of the policies and procedures required in the overall document for Safeguarding Children & Young People in our Sport in relation to travelling with juniors, medical consent, supervision.

- 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 - Trip Privacy Notice for Parents/Guardians



Form 1 - Letter to Parents

Re - Tennis trip to –

Dear Parent/Guardian

Date

From..... *include Dates, Castlebar Tennis Club*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 - Trip Itinerary

Flights:

Date out -

Date Back -

Approx cost

Hotel:

Fun & Social Activities:

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

Hotel and food and transfers -

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

Flights -

Miscellaneous -

Total Approximate cost =

Timetable (TBC)

Departure Day & Date

Check in and Depart Ireland

Arrive in.....

Monday - Sunday Dates

List Activities

Return Day & Date

Return flight to Ireland



Form 3 - Parents Consent Form for Away Trips

I/We consent to my child taking part in the overseas trip toand activities organised by Castlebar Tennis 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 Castlebar Tennis 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 Castlebar Tennis 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 *Castlebar Tennis 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 *Castlebar Tennis 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.

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 Castlebar Tennis Club 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 Castlebar Tennis Club has adopted the safeguarding policy developed by Tennis Ireland and they are committed to ensuring the safety of my child by having;

- **Codes of conduct for (1) Coaches/Volunteer Leaders (2) Children (3) Parents/Guardians**
- **Clear recruitment policy which includes vetting all coaches & volunteers**
- **A transport policy**
- **An anti-bulling policy**



- **Disciplinary procedures**
- **A designated person for safeguarding**
- **Guidelines on confidentiality**
- **A photography policy.**

Castlebar Tennis 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 Castlebar Tennis Club

*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 Castlebar Tennis Club 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, Castlebar Tennis 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.....

Castlebar Tennis 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 one of the 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 Castlebar Tennis Club Manager. Attendance records and records of any incidents or accidents that occur will be kept by Castlebar Tennis Club.

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



The Club welcomes and indeed encourages parents who wish to 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 Castlebar Tennis 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 Castlebar Tennis 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 – Castlebar Tennis Club Technology Acceptable Use Policy

Castlebar Tennis 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 Coach:

- I will be responsible for my behaviour when using the internet and other online media at Castlebar Tennis 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 Castlebar Tennis Club.
- 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 Castlebar Tennis Club 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

Castlebar Tennis 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 Castlebar Tennis 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 Castlebar Tennis Club on the basis outlined above?"

Parent/Guardian Name :

Parent/Guardian Signature :

Codes of Conduct

Code for Young People

Children have a great deal to gain from tennis in terms of their personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including child members of the organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Coaches and Volunteers 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 Castlebar Tennis 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 Castlebar Tennis Club’s 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. Coaches and Volunteers 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 Castlebar Tennis Club (CTC) by following the guidance below.

- Become members of and contribute your time and effort in the daily running of CTC; 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 CTC.
- 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 CTC.
- 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 CTC 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 Castlebar Tennis Club.

I have read Castlebar's Tennis Club's of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Parent/Carer _____ Date _____

Code for Volunteers/Tennis Leaders

Volunteers/Tennis Leaders play a vital role in children's tennis.

In order to act as a role model and to promote their safety and the safety of young people the Volunteer/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.
- 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 Castlebar Tennis Club's Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of the Volunteer/Tennis Leader _____ Date _____



Code for Tennis Coaches

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 Castlebar Tennis Club's Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Coach _____ Date _____



Code for Committees

Committees should follow the points as below:

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

Follow Castlebar Tennis Club's policies & procedures so that all activities are in accordance with safeguarding children and young people:

- 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 Club. Rules should not contravene any Club or NGB_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 Designated Liaison Person/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 Castlebar Tennis Club's Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Club Committee Member

_____ Date _____



11. Vetting Policy

Castlebar Tennis Club is committed to the protection and welfare of all our members. As part of this commitment Castlebar Tennis Club will comply with relevant legislation and recommended best practice in recruitment and selection procedures for both employees and volunteers, and will conduct Garda Vetting, where appropriate, as part of this process.

Castlebar Tennis Club is committed to the implementation of its Governing Body, Tennis Ireland's Policy on Vetting potential employees and volunteers in the Club.

The purpose of this document is to provide information and guidance on Garda Vetting procedures within Castlebar Tennis Club.

This policy applies to all employees and volunteers who will carry out "relevant work" with children and/or vulnerable adults as defined in the National Vetting Bureau (Children and Vulnerable Persons) Bill 2012.

Responsibility for ensuring this policy is effectively implemented rests with the Management and Committee of Castlebar Tennis Club.

All vetting applications for employment/volunteer roles with Castlebar Tennis Club shall be processed by the Club Manager in conjunction with the Designated Liaison Person and the Club Committee.

Who needs to be vetted ?

All members in both a voluntary and a professional capacity, who are in direct contact with children or vulnerable persons on a **continuous** basis need to be vetted. This work is referred to as relevant work – see list below for examples.

It is illegal for an individual to commence working with children or vulnerable adults before successfully completing the Garda Vetting process.

The club should also assess ancillary services such as the caretaker. For example, the caretaker may only be responsible for outdoor facilities and may not have any role working with children or may be responsible for supervision of changing and shower areas. The Act only requires vetting of persons working with children. If the caretaker does not have such a role, a club is not committing any offence by not having them vetted.

The Club's Committee will have to make their own decision based on the assessment of the situation.

Relevant work includes but not limited to:

- Employees
- Board members
- Coaches



- Team Managers
- Children's Officers,
- Designated Persons
- Board Appointed Committees
- Provincial Branches
- Branch Appointed Committees
- Associate members
- Club Committees
- Officials
- Other personnel

Who may be exempted?

Persons who assist '**occasionally**' and on a voluntary basis in certain activities, as the Act recognises the occasional but necessary involvement or assistance of parents or other persons in certain activities for a particular event or 'now and again'. Such persons are covered by the "occasional assistance" exemption. Where a person is providing a once off service at tennis events, the organisers will need to assess the individual positions involved and only conduct vetting where the position specifically involves working with children on an ongoing basis. Each club's risk assessment committee will have to make their own decision based on the assessment of the situation. If in doubt, however, we would recommend that you vet the person.

Schedule 1 of the Act

In order to identify the Specific part(s) and section(s) of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, which correlate to the relevant work or activities relating to children or vulnerable persons, click on the following link

<http://www.irishstatutebook.ie/eli/2012/act/47/schedule/1/enacted/en/html#sched1>

Responsibility to ensure vetting is carried out

Tennis Ireland is registered as the "relevant organisation" with the National Vetting Bureau and has to register all clubs/bodies that they will be conducting vetting for within the organisation.

Vetting is carried out by the Tennis Ireland Liaison Person. Tennis Ireland, however, only complete the vetting process according to the requests they receive from their affiliated clubs/bodies.

Whoever employs/contracts/engages the coach or the volunteer is responsible for vetting so the club and associated bodies are responsible for ensuring that all those working with children and vulnerable adults are vetted.

E- Vetting from application stage to disclosure stage

The Vetting Subject starts by downloading the vetting invitation form and the verification of ID form from the Tennis Ireland website. He or she manually completes both forms and brings the ID



Verification Form along with one original photo ID (Passport or Driving License) and 2 proofs of their current address in the form of two original utility bills to one of the Club's Children's Officers who are responsible for making this check.

The Club's Children's Officer as the verifier, needs to sign the original proof of ID form and on behalf of the club/affiliated organisation make copies and file the three proofs of ID and the signed ID verification form in the club's secure filing system.

(That is 4 forms that need to be kept on file against the vetting subject)

In accordance with GDPR's Article 5, principles of processing, Tennis Ireland has defined a retention period for both the consent document and the disclosures held in relation to this process at 3 years, while the vetting remains valid. The club who the Vetting subject went through the process on behalf of, will need to keep an eye on when the vetting subject's three years has expired and if the person in question is still working or volunteering in the same or a similar role, the club will need to officially contact the Vetting subject to notify them of the disclosure expiry date.

The Vetting Subject provides the following information on the Vetting Invitation Form: forename(s), surname, date of birth, Email address, contact number, job role, current address and signs and dates it and sends it with the original signed ID Verification Form to Tennis Ireland.

The Clerical Officer in Tennis Ireland receives and checks both forms are filled in correctly and once everything is in order, he or she begins the e-vetting process on behalf of the Vetting Subject by entering in the system the information provided by the subject on the Invitation Form.

Once the Affiliated Organisation's Clerical Officer has entered the information, he or she sends the subject an Email with a link attached inviting him/her to complete the vetting application online.

At this point, the Vetting Subject takes over the application and can only press submit when the sections are completed correctly

If no reply has been received from the Vetting Subject, the system sends a reminder Email after 21 days. The link, however, will expire after 30 days and in that case, the vetting subject will have to re-apply to Tennis Ireland to resend the link.

When the Vetting Subject has completed the application form online, the application goes to Tennis Ireland where the TI Designated Person will review the application and submit it to the National Vetting Bureau.

The subject at anytime after that may click on the link received in the original Email from Tennis Ireland and from there on they can go to the Track Application section to see the status of their application.

Once the application is complete in the Vetting Bureau, the vetting disclosure is issued to Tennis Ireland who in accordance with the National Vetting Bureau Act shall, as soon as practicable, make available a copy of the vetting disclosure to the applicant.

The club who has asked the Vetting subject to go through the process must ask for this disclosure and file it against the subjects name as proof he or she has completed the process.



Criteria which should be considered when deciding on the suitability of applications for positions to work with children or vulnerable adults

Once again, please take note that Garda Vetting is only one aspect of a safe recruitment procedure and should not replace good practice such as face to face interviews, verbal and written reference checks, identity verification and a robust code of good practice, child protection policy and a support and supervision process.

In the case of a positive disclosure or specified information, however, forthcoming from the vetting procedure, the club needs to make a Risk Assessment regarding the applicant before assigning the individual to children's or vulnerable adult's activities in the club/associated body.

The big question is, does the information you have received on the individual and confirmed by the applicant pose a risk that is too great to have the individual conducting work with children and vulnerable adults. The final decision is with the Club Manager and Club Committee.

Risk Assessment Safeguarding Committee

Tennis Ireland has in place a Safeguarding Committee and part of its terms of reference is to deal with positive disclosures. The Club also needs to establish a decision making committee to assist with the recruitment of new potential volunteers and coaches and assess any risks that may be involved with the recruitment process. Part of the recruitment process is to request that all applicants provide the results of their Garda Vetting application they received from Tennis Ireland.

Risk Assessment Committees should apply the recruitment process from the Safeguarding Guidance for Children & Young People in Tennis manual and employ a Natural Justice framework in dealing with any disclosures of convictions.

So, Tennis Ireland look after the Garda Vetting part of the recruitment process while the Club deals with the identity proof, the reference seeking and the interview process of the applicants. Clubs who feel they need further guidance should consult with the Tennis Ireland Safeguarding Committee.

Criminal Record

Having a criminal record will not automatically exclude an individual from employment/volunteering unless they relate to the offences outlined in the headings below entitled "Circumstances for the Withdrawal of the offer to Work/Volunteer."

Decisions on whether to involve an individual with prior criminal convictions will take into account:

- The individual's abilities, skills, experiences and qualifications
- The nature of the conviction and its relevance to the job
- The length of time since the offence took place
- The risk to the service users, employees and organisation
- Training which may have occurred since the time of the individual's offence



Circumstances for the Withdrawal of the offer to Potential Employee/Volunteer.

The Club's Governing Body,

Tennis Ireland considers the following as reasonable grounds to withdraw an offer or opportunity of employment/volunteer role to an individual:

- The individual has been charged with, or convicted of a sexual offence;
- The individual has been charged with, or has a conviction for, an offence that relates to the ill treatment of a child, or a vulnerable adult;
- The individual has been charged with, or has a conviction for, the ownership, production or distribution of child pornography.

Tennis Ireland considers the following list of offences to be relevant, and each case should be considered in a case by case basis:

- Offences against a person, e.g. assault, harassment, coercion
- Breaches in trust, e.g. fraud, theft, larceny
- Offences against property e.g. arson, armed robbery
- Domestic Violence
- Offences against the state

Tennis Ireland is conscious of not initiating policies that prohibit needlessly against rehabilitated individuals. Such cases should be objectively determined on a case by case basis.

Natural Justice

There are essentially two parts to the Rules of Natural Justice.

The first being our obligation to allow persons affected by a decision to have a reasonable opportunity of presenting their case. The second part being a duty to act fairly, to listen to arguments, and to reach a decision in a manner that is untainted by bias.

Vetting Disclosures Process

On return from the National Vetting Bureau the forms will be processed by the nominated Liaison Person who in the case of a positive disclosure will inform The Tennis Ireland Child Welfare Committee by letter/email of the results.

The Liaison Person will pass on a copy of any possible or probable convictions to the Welfare Committee for their consideration, and this document will be held confidentially and returned to the Liaison Person within three weeks.

Where there are no convictions, the applicant will receive a letter from the Tennis Ireland Liaison Person confirming this.



Where serious convictions are disclosed, (for eg. those itemised above under the heading "Circumstances for the Withdrawal of the offer to Work/Volunteer.") a letter will be sent to the person asking them to attend a meeting with the Welfare Committee.

This letter **will not** disclose the information on the returned Garda Vetting form.

The purpose of this meeting is to allow the applicant access to the information returned by the Vetting Bureau and to give them an opportunity to explain the circumstances surrounding the conviction.

The Chairperson of the Child Welfare Committee will maintain a written record of this meeting and the time, date and duration of the meeting recorded.

The Tennis Ireland Liaison Person is not involved in this meeting.

At this meeting, the Tennis Ireland Safeguarding Committee will ensure that:

- Everyone, no matter what their history, is given fair and equal treatment and the right to state their case.
- Cognisance is of Repeat Offending, Restorative Justice and Rehabilitation of Offenders.
- A disclosure of conviction will not automatically preclude the applicant from obtaining the position in question.
- Cognisance is taken of the applicant's self-disclosure or non-disclosure of a conviction at the time of the application and of their experience (work record etc) and rehabilitation subsequent to any conviction disclosed.
- Where multiple convictions are evident but may be as the result of a particular lifestyle, e.g., drug addiction, then the change in lifestyle must be taken into consideration.
- Applicants who deny any convictions returned by the National Vetting Bureau will be provided with details on how to write a letter of appeal to amend their records at the National Vetting Bureau.
- Applicants are informed that in the case of uncertainties their form will be returned to the National Vetting Bureau seeking clarification.
- The applicants name and date of birth are clarified at the start of the meeting as mistakes may be made by the Vetting Bureau where names and addresses are similar.
- Tennis Ireland will consider each Garda Vetting form returned with convictions individually and will always treat the applicant with respect, dignity and complete confidentiality.

Tennis Ireland recognises that there are three potential outcomes of the review meeting:

1. In line with this policy and taking all things into consideration including interview, current history and references, the applicant may be offered the position.
2. The applicants Garda Vetting form is returned to the National Vetting Bureau for further clarification. In which case a second review meeting may be held.
3. The applicant is deemed unsuitable for the position on offer by nature of their history of offences.



In each case a written explanation of the outcome will be sent to the applicant by letter. A record of this letter, including date sent will be kept. A record of any replies received and any follow-up will also be kept.

Unsuccessful applicants will be afforded an opportunity for a negative decision made against them to be reviewed by the Tennis Ireland Safeguarding Committee.

Appeal Process

While the focus is on protecting children and vulnerable adults, there are also safeguards and due processes for those being vetted, including the right to appeal.

Appeals should be made in writing to the Chairperson of the Child Welfare Committee within 14 days of issue of the decision.

Unsuitable Applicant

If an applicant is currently engaged working with children, and if a vetting application is not accepted, they may also be issued with an immediate Stand Down Order in accordance with the Policy. Tennis Ireland shall advise all relevant bodies who are known to be associated with the applicant of the outcome of any negative vetting application.

In the case of rejection of an applicant the Tennis Ireland Child Safeguarding Committee may also issue an automatic ban from membership of Tennis Ireland where vetting disclosures deem it necessary for the protection of children.

Applicants who have lived abroad

If an applicant has resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for him or her to furnish Tennis Ireland with a Police Clearance Certificate from those countries stating that he/she has no convictions recorded against him/her while residing there. The applicant will need to provide a separate Police Clearance Certificate for each country he/she has resided in. Clearance must be dated after the date he/she left the country/countries. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the applicant. It is a process which can take quite an amount of time as in some cases translation is required. Therefore, if the applicant is interested in pursuing work in tennis we would strongly advise that he/she commence seeking international security clearances as soon as possible. If the applicant requires overseas security clearance and is unable to produce it at the time of the job or volunteer offer then the club/associated body will have to withdraw the offer.

There are quite a few countries in Europe that do not have a vetting system. For example, Romania. Africa do not have a vetting system either and therefore a robust recruitment process is crucial for people coming from these countries.

Information for applicants who have lived abroad can be found at the following link -



http://www.hse.ie/eng/staff/Jobs/Recruitment_Process/Garda_Clearance.html

Retention of information for Tennis Ireland following the issuing of the Vetting Disclosure for an applicant

GDPR

All information in the vetting process will be held in a manner consistent with Tennis Ireland's privacy policy.

In accordance with GDPR's Article 5, principles of processing, Tennis Ireland has defined a retention period for both the consent document and the disclosures held in relation to this process at 3 years, while the vetting remains valid.

Revetting

Tennis Ireland re-vet after the three years. It is the responsibility of the individual and those they work or volunteer for to be aware when the current vetting status expires and when the re-vet date is due.

Tennis Ireland, however, reserve the right to ask individuals for a re-vet at any time.

Please be advised that applicants who mislead or provide false information on the vetting application can be prosecuted.

Applicants who have already been vetted by another sporting or voluntary organisation

The Data Protection Act prevents the use of "sensitive personal information" for purposes other than the purpose for which the data was collated for. Therefore a person that has completed vetting within one sporting organisation cannot be considered to have been vetted for all sporting activities. Each organisation will have to complete vetting on it's own staff, either paid or voluntary.

The National Vetting Bureau will issue a Vetting ID number to participants. If the adult has already been vetted the current application will complete a check for the intervening time. For instance if there was a 6-month lapse since they filled out a form they will only be vetted for that 6-months. However if there are any disclosures as a result of a search of the criminal records from the previous vetting application they will be included in the results of the current application.

12. Missing Persons Policy

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

If a child under the responsibility of Castlebar Tennis 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 Gardai 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.

13. 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>

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>