



Child Protection Policy

Roles, Responsibilities and Relationships in Sport

Club Children's Officer (CCO)

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

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

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

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

The Club Children's Officer's role:

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

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

Ensure that the club rules and regulations include:

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

Relevant Person

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

Designated Liaison Person (DLP)

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

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

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

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

Mandated Person

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

Legal Obligations of a Mandated Person:

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

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

Designated Liaison Person - Role and Responsibilities

- To receive reports from club members (Senior or Junior) regarding suspected or known child abuse.
- To assess such reports and to seek advice from the HSE in regard to the particular circumstances.
- To make formal reports to the HSE and/or to the Garda Síochána regarding suspected or known child abuse.
- To inform the Chairperson of the club that such a report has been made or advice sought (without disclosing any of the details of the incident).
- To inform the family of an alleged victim of his/her intention to make such a report. (unless doing so would endanger the child or undermine an investigation)
- Assisting the Chairperson/President and other Club Officers in relation to any internal procedures where an allegation concerns a Coach, Club Employee or Sports Leader.

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

It is important to realise that it is not the responsibility of anyone working within the tennis club, in a paid or voluntary capacity, to take responsibility or decide whether or not child

abuse is taking place. That is the job of the statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Responding to a Child Disclosing Abuse.

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

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

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

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

Reporting Suspected or Disclosed Child Abuse

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

- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.
- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSE which has a statutory responsibility to investigate and assess suspected or actual child abuse.

- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the Gardai will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist she/he can informally consult with the local social services. She/he will be advised whether or not the matter requires a formal report.

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

Allegations against Coaches/Club Employees/Sports Leaders

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

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

The Internal Procedure will be as follows.

- As soon as the Designated Person is made aware of allegations which concern a Coach/Club Employee/Sports Leader within the club he/she will make the Club Chairman/President aware of the situation. If the allegations concern the Chairperson/President then the Designated Person will convene a meeting of the other officers of the club and brief them on the situation.
- The first thing to consider at this stage is the safety of the child making the allegation and the safety of any other children who may be at risk. The club will immediately take any steps considered necessary to protect children in its care.
 - The next step will be to appoint a senior member of the club to deal with the matter. Under normal circumstances this person will be selected by the Designated Person together with the Chairperson. Where the allegations concern the Chairperson/President the person will be selected by the Designated Person and the other club officers.
 - The senior club member will privately inform the Coach/Club Employee/Sports Leader that
 - (a) an allegation has been made against him/her
 - (b) the nature of the allegation.

He/she will be afforded an opportunity to respond and informed that any response will be noted and passed on to the statutory authorities.

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

Confidentiality

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

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

Anonymous Complaints/Rumours

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

DESIGNATED PERSON 2022/23

The current Celbridge and District Lawn Tennis Club Designated Person is:

Jennifer Foran



Mobile No: 086 8599328

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

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

CHILDREN'S OFFICERS 2022/23

The current Celbridge and District Lawn
Tennis Club Children's Officers are:

Piotr Pienkowski



Susan Tobin



Mobile No: 085 1227575

Mobile No: 086 8552524

If you have any concerns please contact one of the above Children's Officers.

**If the concern is about the Children's Officer please contact the Chairperson
of the Club.**

**(The current Chairperson is Margo Delaney. Her contact number is present on the board
within the Clubhouse)**

Relationships in Sport

Adult-child relationships involved in sport

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

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

Adults-child relationships in Sport should be:

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

Child to child relationships

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

Tennis Coaches

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

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

Codes of Conduct

Code for Young People

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

In Tennis you should:

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

Your responsibilities are to:

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

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

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

Signature of Player _____ Date _____

Signature of Parent/ Guardian* _____ Date _____

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

Code for Parents/Carers

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

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

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

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

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

Signature of Parent/Carer _____ Date _____

Code for Tennis Leaders

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

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

Signature of the Tennis Leader _____ Date _____

Code for Tennis Coaches

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

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

- Not using verbal or physical punishments or exclusion for mistakes.

Additional Information:

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

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

Signature of Sports Leader/Coach _____ Date _____

Code for Committees

CLUB/BRANCH/NGB/ORGANISATION:

Committees should follow the points as below:

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

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

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

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

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

Additional Information:

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

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

Signature of NGB, Branch, Club Committee Member

_____ Date _____

Club Recruitment Procedures

Section 1. The General Approach to Recruitment.

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

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

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

Section 2. The Specific Recruitment Procedures

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

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position (*refer to volunteer application pack*)
3. Obtaining proof of identity of each person applying.
4. Where necessary obtaining the individual’s signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. In the case of those who will have substantial access to children.
 - Assessing the individual’s experience of working with children or young people and knowledge of child protection issues
 - Assessing their commitment to promoting good practice.
6. Assessing their ability to communicate with children. (i.e. be approachable).
7. This assessment will be done in the way most appropriate to the particular position.
8. Where considered necessary obtaining written references.
9. Ensuring that any appointment, whether paid or voluntary, is approved by the Club’s Executive or Junior Committee

10. By providing suitable induction and where considered appropriate setting a probationary period.
11. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position.

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

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

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

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

Protection of Data provided by volunteers.

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

Safeguarding Training

Safeguarding Training Guidance for All

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

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

Sample Template

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

Accepted Workshops – Ireland

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

Basic Safeguarding Workshops

Safeguarding 1 (face to face workshop)

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

Safeguarding 1 Refresher (e-learning module)

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

Advanced Safeguarding Workshops – Role specific

Safeguarding 2 (Club Children’s Officer Workshop)

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

Safeguarding 3 (Designated Liaison Person workshop)

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

Sport Ireland Safeguarding workshops information and booking:

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

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

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

Typical Roles in Tennis who require Workshops

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

Sport Ireland Workshops Learning Outcomes

SAFEGUARDING 1:

Sports Leaders will be able to:

- Implement best practice in protecting the welfare of participants.
- Create a child-centred environment within the sports club.
- List categories of abuse and some indicators associated with abuse.

- Make appropriate response to a disclosure.
- Make a report to Designated Liaison Person or appropriate Statutory Authorities.

SAFEGUARDING 2:

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

SAFEGUARDING 3:

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

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

Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

Each 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 club will operate on the basis of good practice to include a complaints/ appeals procedure similar to the following:

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

The complaint should be in writing to the secretary or Club Children's Officer and should be responded to within 5 working days. The committee should consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.

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

The disciplinary committee should review any relevant paperwork 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>

BEST PRACTICE GUIDELINES

Supervision, Ratios & Environment

Adult Supervision of Children's Activities

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

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

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

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

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

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

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

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

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.

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 (Form 2).
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form.

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

Announcement at events regarding taking and the use of images

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

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

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

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

Taking images in certain environments

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

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

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

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

Types of appropriate images

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

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

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

Safe use of images

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

Types of images and appropriate use:

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

Use of images on social media

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

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

Storage of Images

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

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

- If storage of images is required the images must only be stored for the length of time for which they are needed

- If possible, avoid using the names of children, or any other identifying feature

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

Inappropriate Images

Taking inappropriate images

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

Non-authorised taking of images

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

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

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

Inappropriate use of images

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

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

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

Social Media

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

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

For a 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.

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

Facilities

NB – to be reviewed

Introduction

Clubs 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

- Children are not permitted to use the changing room facilities.
- Supervision in the toilet facility may also be necessary when a child is too young to be left alone. It is considered good practice to ensure that children are supervised by staff/volunteers of the same gender.
- No child under the age of 14 is allowed upstairs unaccompanied by an adult.

Missing Persons Policy

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

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

1. Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person.
2. Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child.
3. Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.

4. Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation's grounds.
5. Request all those searching to report back to you or to a nominated adult at a specific location and time.
6. This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful, you should then report the concern to the Garda Síochána.
7. The Gardai may recommend further action to be taken before they get involved; you should follow any guidance they provide.
8. If the Guards decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
9. At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers, and the Guards if they are already involved.

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