



# Policies and Procedures

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## DOCUMENT CONTROL

This policy is a living document that will require updating over time. It is the responsibility of the Chairperson to ensure necessary amendments occur in a timely manner, are communicated to all personnel, and that a record of any revisions is kept on an amendment list. The amendment list, along with any revised policy/procedure, is then circulated to all relevant parties.

### Adoption of Puckane & District Tennis Club Safeguarding Policy 2020

The following individuals, being for the time being personnel with management responsibility for child safeguarding within Puckane & District Tennis Club, hereby approve the adoption of this policy as being applicable to all activity within the Organisation.

Bred Coffey  
Chairperson,

Bred Coffey  
Signature

8/6/20  
Date

MARGARET KELLY  
Club Officer

Margaret Kelly  
Signature

8/6/20  
Date

MARGARET FINN  
Club Officer

Margaret Finn  
Signature

8/6/2020.  
Date

## SECTION 1: OVERVIEW OF THE NORGANISATION AND GUIDING PRINCIPLES

Set in the picturesque village of Puckane, our playing facilities consist of two LED floodlit all weather tennis courts beside our club house and onsite parking.

Our club was established in 1991 by a group of local people with a vision to having a sports facility for use by people of all ages. The courts were originally built in the late seventies as part of the Thatched Cottages development.

The courts were in need of repair by 1991 and with the cooperation of Tipperary Council the courts were leased by the Tennis Club. As the club has developed there have been several improvements to the facility over the years. Flood lighting was installed in 1999. Courts surface improved with addition of an Omni surface in in 2004. The clubhouse was developed in 2007 with addition of shower and toilet facilities.

Puckane & District Tennis Club is operated and guided by its Constitution.

## SECTION 2- CONSTITUTION

The name of the Club shall be Puckane & District Tennis Club (PTC).

### **Aims**

The primary aim of the Club shall be the promotion and development of tennis.

The Club may also promote any other social, cultural or sporting activity in so far as it contributes to the Club's primary aim.

### **Membership**

There shall be five categories of membership as defined as follows:

- a) Individual Senior Member
- b) Individual Student Member (i.e. students pursuing a full time course at a Third Level Institution)
- c) Individual Junior Member (i.e. those 18 years of age or under on the 1<sup>st</sup> of January in each particular year)
- d) Juvenile Member (i.e. those 12 years of age or under on the 1<sup>st</sup> of January in each particular year)
- e) Family Membership (i.e. Individual Senior Members, Student, Junior and Juvenile Members as defined at (i), (ii), (iii) and (iv) above.

Individuals and Families can become Members on the payment of the appropriate membership fee, which shall be determined by the Annual General Meeting and payment of which shall be made in advance as the Committee may direct, in any given year. To become a Member, an individual or family must be formally accepted as Members by the Committee. The names and addresses of person to be formally accepted as Members, shall be displayed in a conspicuous place in the Club premises for at least one week, before their acceptance as Members.

## **Trustees**

The property of the Club shall be held by the Trustees on behalf of the Club

Additional or substitutional Trustees of the property of the Club shall from time to time be nominated by a majority of the Committee of the Club at a Committee meeting and be ratified at a General Meeting of the Club by a majority of the Members present at the meeting and voting.

Such new or substitutional Trustees shall be appointed by Deed under Seal by the existing Trustees or Trustees of the property of the Club (or in the case of the death of all of them, the Personal Representative of the last surviving Trustee of the property of the Club). In accordance with the provisions of the Trustee Act 1893 or any statutory amendment, modification or re-enactment thereof the property of the Club, shall be duly vested in or conveyed to the continuing (if any) Trustees and new or substitutional Trustees (as the case may be) as Joint Tenants.

The Committee of the Club shall endeavour to ensure that there shall be at all times be at least three Trustees holding the property of the Club.

The Trustees shall hold the property of the Club upon trust for all of the Members of the Club and shall have the power to deal with the same, whether by sale, exchange, mortgage or disposition whatsoever as directed by a majority of Members of the Club, present at a General Meeting of the Club.

## **Dissolution of the Club**

The Club shall be dissolved by a decision of a two-thirds majority of the Members of the Club in General Meeting

Upon the dissolution of the Club, the property of the Club shall be divided between the Members of the Club, at the date of the dissolution.

## **Accounts**

Accounts shall be presented at each and every Annual General Meeting. The accounts shall show the financial affairs and receipts and disbursements of the Club. The Club may appoint an Auditor at each Annual General Meeting.

## **Organisation of the Club**

The governing body of Club shall be the Members in General Meeting.

The Annual General Meeting shall be held in the Spring of each year (i.e. 1<sup>st</sup> February to 30<sup>th</sup> April).

General Meetings shall be held as necessary at the request of the Committee or on the requisition of at least 10% of fully paid Senior or Family Members of the Club. The requisition of a meeting by 10% of fully paid Senior or Family Members must be in the form of a written request to the Honorary Secretary.

Notice in writing of a General or Annual General Meeting must reach Members seven days in advance of the Meeting. The quorum for a General Meeting shall be 15.

## **Annual General Meeting**

The Annual General Meeting shall elect the following officers:

President (2 years minimum)

Secretary

Treasurer

Club Captain

The Annual General Meeting shall elect a Committee of no fewer than 5 and no greater than 13 including the Officers and the immediate past President to run the affairs of the Club between the Annual General Meetings. Members over the age of 18 years of age at the date of the Annual General Meeting shall be entitled to vote at the General and Annual General Meeting of the Club.

## **Committee**

The quorum for Committee meetings, which must include at least one Officer, shall be five Members. The Committee may appoint sub-Committees to help in the running of the Club.

The Committee may raise money by overdraft or loan for current expenditure. Borrowing of capital nature must have the approval of a General Meeting as set out at Clause 4(e) above. The Committee may borrow for the purposes of the Club by way of overdraft, term loan, loan account or otherwise with interest in the category of the accommodation granted, such amount of money either at one time or from time to time as may deem proper. Such borrowings shall be affected in the names of the Trustees and to give security for such borrowings and the interest thereon by the issue of Bills of Exchange, Promissory Notes or other obligations securities of the Club or by Mortgage or Charge upon all or any of the part of the property of the Club and thereupon the Trustees shall make all dispositions of property of the Club or any part thereof or enter into such agreements in relation thereto as directed subject to the provisions of Clause 4(e) above.

A Committee Member who is absent from all meetings for four consecutive meetings shall unless his absence was due to illness or was approved by the Committee be disqualified from continuing to be a Member of the Committee. The Member shall however be eligible for re-election. The Committee shall hold at least four meetings between Annual General Meetings.

## **Safeguarding**

The Members of Puckane and District Tennis Club are fully committed to safeguarding the well-being of its Members. Every individual in the Club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principals of the Club and the guidelines contained in the “Code of Ethics and Good Practice for Children’s Sport”.

## SECTION 3- CHILD SAFEGUARDING POLICY

### **3.1 What is Child Safeguarding?**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. While protecting children from abuse is one part of safeguarding, children and young people also need safeguarding in order for them to grow, develop and achieve their full potential.

This document outlines our commitment to safeguarding children who use, or access, our service and to providing a safe environment in which they can play, learn and develop. It outlines the procedures to be followed when responding to and reporting concerns of a child protection and welfare nature.

For the purposes of this policy the definition of a “child” refers to someone under the age of 18 years of age, who is not, and has not, been married.

### **3.2 Guiding Principles**

Puckane and District Tennis Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport.

**(Please refer to Appendix 2 for our Safeguarding Statement)**

#### **Safeguarding or Child Protection**

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection.

It may be defined as “Doing everything possible to minimise the risk of harm to children and young people.”

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

*"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them "*

(Article 19; UN Convention on the Rights of the Child)

All children’s sport should be conducted in an atmosphere of fair play. Ireland and the UK have adopted and are committed to the European Code of Sports Ethics, which defines fair play as:

*“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.”*

(European Sports Charter and Code of Ethics, Council of Europe, 1993)

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

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

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

**Standards set by Puckane and District Tennis Club will be achieved through ensuring the club:**

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the Club.
- Have its constitution approved and adopted by club's members at an AGM or EGM.
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the Committee members, all Sports Leaders and parents / guardians.
- Appoint/ Reappoint at least one Children's Officer at the AGM as outlined in the Code of Ethics. In the event that a Club caters for both boys and girls, one children's officer of each gender should ideally be appointed.
- One of the Children's Officers and the Chairperson is tasked to act as the Designated Liaison Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code / Children First / Our Duty to Care.
- Ensure best practice throughout the club by disseminating its Code of Conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.

**Monitoring:**

- Ensure that relevant Sports Leaders report to the Club Committee on a regular basis.
- Encourage regular turnover of Committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer to Tennis Ireland.
- Ensure that all club members are given adequate notice of AGMs and other meetings.

- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

This policy applies to all those involved in Puckane and District Tennis Club, coaches, administrators, officials, volunteer drivers, parents and young people.

Copies of the full policy and detailed guidelines on recruitment, reporting, recording accidents/incidents, bullying, away trips and use of photography are available from the designated person or any club official.

## CHILDREN'S OFFICERS

The children's officers within Puckane and District Tennis Club are

<b>Name</b>	<b>Address</b>	<b>Telephone/ Mobile</b>
Lillian Gleeson		087-9638797
Catriona Gleeson		
Sinead Hogan		

Names of Children's Officers shall be made known to young members, coaches and parents alike as the designated persons to whom concerns will be addressed. If the concern is about the Children's Officer please report to Club Chairperson.

The club has procedures in place for dealing with any concern or allegation of abuse either within the club or externally, but the first point of contact for a child, parent/guardian or coach should be the Children's Officer, though any individual has the right to contact Social Services or the Police directly if they have a concern about a child's safety.

## Training

Puckane & Tennis Club is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. They are required to attend safeguarding workshops as part of their coach education and licensing and ensure their knowledge is updated. Appropriate training and education opportunities will also be made available to officials, non-coaching staff and parents/guardians as appropriate.

## Equality Statement

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000)

Puckane and District Tennis Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

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

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

### **Confidentiality Statement**

We at Puckane and District Tennis Club recognise that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis. Your statement of confidentiality should make this clear.

A full Child Safeguarding policy document is available within club premises (if the club have their own premises) for all interested parties to read.

### **Appendices**

Puckane & District Tennis Club is committed to continual monitoring and development of this Safeguarding Policy in the light of changing circumstances.

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

The original signed document will be held by Puckane & District Tennis Club

The following Appendices form part of the Safeguarding Policy of Puckane & District Tennis Club

#### **Appendix 1 - Legislation**

#### **Appendix 2 - Risk Assessment and Child Safeguarding Statement**

#### **Appendix 3 - Safeguarding Audit Framework**

#### **Appendix 4 - Safeguarding Review document**

## SECTION 4 – WORKING SAFELY WITH CHILDREN

### 4.1 Safe Recruitment Policy

#### RECRUITMENT PROCEDURES FOR TENNIS IRELAND

##### Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children’s Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003
- Children First 1999
- Tennis Ireland Guidelines

Tennis relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in the sport would not exist. Tennis Ireland and all its clubs will ensure good recruitment procedures by;

- Defining the role, the individual is applying for (job specification)
- Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form).
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Obtaining the individual’s signed permission to enable Tennis Ireland to request a check from both the Protection of Children (N.I.) Service (N.I. only), or from the Garda vetting service when this service is offered to voluntary organisations in the ROI.
- Setting a probationary period (6 months for staff or long term volunteers).
- Interviewing the individual either formally or informally by two members.
- 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.
- Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.

**VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS  
TO CHILDREN**

All information received in this form will be treated confidentially

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

Maiden Name: \_\_\_\_\_  
(If applicable)

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

Previous Address over the last 5 years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place of birth(Town/City) \_\_\_\_\_

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

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ DOB: \_\_\_\_\_

PPS Number (R.O.I): \_\_\_\_\_

NI Number (N.I): \_\_\_\_\_

Are you (Please tick):

- Employed       Unemployed       Student   
Homemaker       Retired       Other

Previous work experience & relevant qualifications:

Have you previously been involved in voluntary work?      YES  / NO

If yes, give details:

**How much time can you commit?** (Please tick)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
<b>Afternoon</b>							
Evening							

**Do you have any spare time hobbies, interests or activities?**

Do you agree to abide by Tennis Ireland's Code of Conduct (copy included with this form)?

Yes

No

Have you completed Child Protection Awareness Training?

Yes

No

If yes, who was it organised by and when approximately:

\_\_\_\_\_

Do you agree to undergo specific training on the role of the (*position being appointed*)?

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: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

---

**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  N/A

Proof of applicants identification received: Yes  No

Identification type: \_\_\_\_\_

Recommendation:  Approved Reasons  Not approved Reasons

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS  
FOR THOSE WORKING WITH CHILDREN**

*(Please read this information carefully)*

Statement of non-discrimination:

Tennis Ireland is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

\_\_\_\_\_ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering

(See Fact sheet 10 on Tennis Irelands web site for further details)

Advice to Applicants:

Please complete this form as accurately as possible and return it marked **“Confidential” in the envelope provided**. An arrangement will be made with you to discuss any clarification is required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration /

appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

**Have you ever been convicted of a criminal offence or been the subject of a caution; been given the benefit of the Probations Act; or are you at present the subject of criminal investigations?**

Yes

No

If so, please state below the nature, date(s) and sentence of the offence(s)

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**Please provide any other information you feel may be of relevance such as:**

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

**I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges.** I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Tennis Ireland, as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

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

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

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

Please return completed forms to: \_\_\_\_\_

Puckane & District Tennis Club

Puckane, Nenagh.

# Confidential

The following person:

---

has expressed an interest in working in Tennis.

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.

**1. How long have you know this person?**

---

**2. In what capacity?**

---

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

---

---

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

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					

<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

This post involves substantial access to children. As an organisation committed YES  to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with NO  children and young people.

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

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

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

**Position:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_

## **Person Specification**

### **For sports coach/ children's officer Working with U 18s**

**The person taking on this post should have the following skills and attributes**

- Communication skills
- Ability to engage with children
- Committed to engaging and communicating with others including parents
- Organisational Skills
- Have the values and attributes to ensure children's participation in the sport is enjoyable
- An understanding of the boundaries of confidentiality
- View the child's welfare as paramount

## **Person Specification**

### **For a Children's Officer**

**The person taking on this post should have the following skills and attributes**

- Communication skills to ensure the widespread dissemination of good practice
- Ability to engage with children and be accessible resource for them
- Committed to engaging and communicating with others including parents
- Organisational skills
- Have the values and attributes to ensure children's participation in sport is enjoyable
- A commitment to confidentiality with a clear knowledge of the restrictions and guidelines in relation to child protection
- Record keeping skills to ensure clear and accurate records are kept
- Knowledge of Our Duty to Care to enable them to act as an information source to others
- View the child's welfare as paramount

## 4.2 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 Ireland's Safeguarding 1, 2 & 3 workshops must be recognised across all sporting organisations.

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

### Sample Template

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

### Accepted Workshops – Ireland

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

### Basic Safeguarding Workshops

#### Safeguarding 1 (face to face workshop)

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

#### Safeguarding 1 Refresher (e-learning module)

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

## **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/](http://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](mailto:contactus@sportireland.ie) or telephone - (01) 860 8800.

### **Renewing Safeguarding certificates:**

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

- Roles requiring Safeguarding 3 must be renewed by attending a Safeguarding 3 workshop.

## **Accepted Workshops – Northern Ireland**

### **Basic Safeguarding Workshops**

#### **Safeguarding Children & Young People in Sport (SCYPS)**

Validation period: Three Years

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

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

#### **Safeguarding 1 Refresher (e-learning module)**

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

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

### **Advanced Safeguarding Workshops – Role specific Designated Safeguarding Officer Workshop**

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

### **Typical Roles in Tennis who require Workshops**

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

### **Sport NI Training**

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

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

### **Safeguarding Children and Young People in Sport workshop**

During this training, you'll learn:

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

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

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

1 SCYPS = Safeguarding Children and Young People in Sport Workshop

2 DSCO = Designated Safeguarding Children Officer Workshop

### **Designated Safeguarding Children's Officer (DSCO)**

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

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

During this training, you'll learn to:

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

### **Sport NI workshop information and booking**

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

Name: Marie-Therese Higgins, Development Assistant

Tel: 028 9038 1222

Email: [marietheresehiggins@sportni.net](mailto:marietheresehiggins@sportni.net)

### **Sport Ireland Workshops Learning Outcomes**

#### **SAFEGUARDING 1:**

Sports Leaders will be able to:

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

## **SAFEGUARDING 2:**

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

## **SAFEGUARDING 3:**

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

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

### **4.3 Coach Education Policy**

We at Puckane and District Tennis Club recognises the key role leaders play in the lives of children in our club. We ensure that all our coaches create a positive environment for the children in their care, and they have a responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All coaches will adhere to the guidelines and regulations set out in The Code of Ethics and Good Practice for Children's Sport and the club's Child Safeguarding Policy.

We also ensure that they will have the appropriate experience and/or hold the necessary qualifications. Coaches should know and understand the club's Child Safeguarding Policies and Procedures and undertake to abide by them. Once appointed the Coach should act as a role model and promote the positive aspects of tennis and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Their behaviour to players, other officials and opponents will have an effect on the players in their care. They should report any concerns they have to the Designated Person on our Juvenile Committee.

## 4.4 Supervision Procedures

### Adult Supervision of Children's Activities

As part of its obligations in regard to the protection of children, Puckane and District 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.....

Puckane and District 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 2 Adult supervisors (one male and one female adult If at all possible). 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 Lillian Gleeson Juvenile Committee or one of the other Committee Members/ Coaches attending whose contact numbers will be provided to parents in advance of the trip. In the event that no contact is made with the Coach/es or the Trip Manager, we will attempt to contact the parent using the contact number(s) provided by them on the completed Consent Form. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made, the coach/supervisor plus another adult will wait with the child at the venue until the child has been collected by a parent or other adult nominated by the parent.

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

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

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

Puckane and District Tennis 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. If you have any difficulty getting this information, please contact any other Juvenile Committee Member.

We wish to make it clear that while there may be adults present in on the premises at other times the, Tennis Ireland, the Branch, the Club does not regard their presence as the

provision of adequate adult supervision and it is not responsible for the safety and protection of your child outside of the specific activities listed above.

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

The parents of all children taking part in any of the activities organized by Puckane and District 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

#### 4.5 Consent Form For The Use Of Photographs Or Video.

(Parents and children)

Puckane and District Tennis Club recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

Puckane and District Tennis Club will follow the guidance for the use of photographs, a copy of which is available from (DLP/CCO)

Puckane and District Tennis Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club immediately.

I \_\_\_\_\_ (Parent/Guardian) consent to Puckane and District Tennis Club photographing or videoing \_\_\_\_\_ (Child's name)

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

I \_\_\_\_\_ (Child) consent to Puckane and District Tennis Club photographing or videoing my involvement in tennis.

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

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

## 4.6 Guidelines for Use of Photographic Filming Equipment at Sporting Events &

### Practice Sessions

1. Amateurs Amateur photographers /film / video operators wishing to record an event or practice session should seek accreditation with the event organiser or leader of the practice session and have justifiable reason for wanting to video / photograph children. During competitions or practice sessions, children must not be photographed or filmed without the permission and the expressed permission of one of their parents or person acting for the parent. A record should be kept of any permission granted.
2. Professionals Professional photographers /film / video operators wishing to record an event or practice session should seek accreditation with the event organisers by producing their professional identification for the details to be recorded and have justifiable reason for wanting to video / photograph children. A record should be kept of accreditation.
3. Camera Phones Because camera phones can transmit an image discreetly and remotely, Junior Tournament organisers are advised that they should not be used under any circumstances on Junior Tournament sites.
4. Publication This information should be published prominently in event programmes and should be announced over the public address system prior to the start of an event. Recommended wording: "In line with the recommendations in the Tennis Ireland Code of Ethics, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. On no account should children be photographed or filmed without their permission and the permission of their parents. Camera phones cannot under any circumstances be used on the tournament site."
5. Use of video as a coaching aid Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent / carer.
6. Anyone concerned about any photography taking place at events or training sessions should contact the organisers and ask them to deal with the matter.

#### 4.7 ICT Acceptable Use Policy

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

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

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

Signature of young person \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

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

**Signature Parent/Guardian:** \_\_\_\_\_

## 4.8 Missing Persons Policy

Puckane & District 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 Puckane & District 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 Siochana.
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.
10. Complete the Incident Form and forward to Children's Officer.

## SECTION 5 – PUCKANE & DISTRICT TENNIS CLUB CODE OF BEHAVIOUR

### 5.1 Codes of Conduct

**Puckane & District Tennis Club has the right to:**

- Expect all leaders to comply with its Code of Conduct
- Expect all youth members to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Code of Conduct or Child Safeguarding Policy
- Expect all members to undertake appropriate training when advised to
- Expect Leaders will not abuse members physically, emotionally or sexually
- Take appropriate action in the event of accusations
- Acquire pre-employment checks on all coaches
- Maintain records on individuals in line with advise from the data protection agency i.e. only hold records on individuals what they have a justifiable reason for holding

## CODE OF CONDUCT FOR ALL MEMBERS

- Play fairly and have fun
- Abide by the rules set down by the Competitions Committee in all club or provincial events.
- Behave in a manner that avoids bringing Puckane and District Tennis Club and the game of tennis into disrepute.
- Respect officials and accept their decisions.
- Talk to the Children's Officer if you have concerns.
- Respect opponents and always shake hands at the end of a match (unless advised otherwise).
- Use his/her best efforts in competitive matches.
- Refrain from the use of bad language and inappropriate gestures.
- Refrain from ball/ racquet abuse.
- Refrain from the use of coaching during competition.
- Never use unfair or bullying tactics to gain advantage on or off the court.
- Never use bullying tactics to isolate another player.
- Never pass on gossip about another player or adult.
- Never make false allegations about another player or adult.
- Never keep secrets about anyone who has caused you harm.
- Win with grace and lose with dignity.

## CODES OF CONDUCT FOR PARENTS

### Parents are expected to:

- Complete and return the Juvenile Yearly Membership & Medical Consent Form pertaining to their child's participation with Puckane and District Tennis Club
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc...
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the medical consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance
- Behave responsibly on the side-lines
- Show appreciation and support the coach
- Ensure their child is punctual
- Be realistic
- Provide their child with proper equipment
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun
- Not ignore or dismiss complaints expressed by a child
- Not treat the club as a minding service

## **Parents/Guardians have the right to:**

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Puckane and District Tennis Club officials regrettably asking the child to leave the club.

## **CODES OF CONDUCT FOR CHILDREN/YOUNG PEOPLE**

Children are expected to:

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

**Child/Youth members have the right to:**

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win

- Be believed
- Ask for help

I have read the Puckane & District Tennis Club Code of Conduct above and agree to abide by the guidelines set out in the code.

Signature of Player \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Parent/ Guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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

## **CODES OF CONDUCT FOR COACHES /VOLUNTEERS**

- Coaches/volunteers are expected to:
- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined / committed / time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Hold current coaches insurance
- Never ask anyone to keep secrets of any kind
- Ensure that car insurance is appropriate for transporting young people to and from events
- Ensure that all those working with young people do so under the guidance of the coach.

- As a coach keep my knowledge updated through the Tennis Ireland Continuous Professional Development
- Protect myself from false accusation by...
  - Not spending excessive amounts of time alone with children away from others
  - Avoid taking children alone in a car on journeys, however short
  - Never taking children to their home.
  - Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/organisation.
- Dismissals can be appealed by the coach/ volunteer with final decisions taken by the club/organisation appeals Committee.

## COACH AND VOLUNTEERS FORM

I understand the nature of my role and responsibilities at Puckane & District Tennis Club

I confirm that I have received a copy of the Induction Booklet outlining Tennis Irelands commitment to child safeguarding and good practice.

I have read and understood the Code of Conduct and I accept my responsibility to care for the children and young people with whom I come into contact.

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

Signature: \_\_\_\_\_

## 5.2 Anti-Bullying Policy

### Types of Bullying

Bullying can occur:

- child to child - includes physical aggression, verbal bullying, intimidation, damage to property and isolation
- adult to child - includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child
- child to adult – includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children

### The Individual

- 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 for every individual's feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

### Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
- sectarian/racial taunts, graffiti, gestures
- sexual comments and /or suggestions
- unwanted physical contact

- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the child, the parent, the coach, the youth worker, the sport's official
- Appropriate forums should be established within the organisation, including children, parents, youth workers and other agencies, to address, monitor and stop bullying
- Commitment to the early identification of bullying and prompt, collective action to deal with it
- Policy and practice should be agreed through consultation with clubs, parents and children
- Children should be encouraged to take a role in stopping bullying in their club
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)

### **Support to the Child**

- Children should know who will listen to and support them
- Any advice and assistance should be given by an appropriately trained and experienced worker
- Children should have access to Helpline numbers
- Children should be told what is being recorded, in what context and why
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying
- 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 involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided

### **Support to the Parents/Guardians**

- Parents/Guardians should be advised on local policy and practice about bullying
- Any incident of bullying will be discussed with the child's parent(s)/guardians
- Parental/Guardian advice on action will be sought and agreements made as to what action should be taken
- Information and advice on coping with bullying will be given

Support should be offered to the parent(s) including information on other agencies or support lines.

## **Anti-Bullying Policy Factsheet**

### **Factsheet 2 from Our Duty to Care, Dept. of Health and Children 2000**

This is adapted from the Scout Association of Ireland's Child Protection Policy and may provide a useful reference to organisation's considering an Anti-Bullying Policy

#### **What is Bullying?**

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

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion by one or more children against a victim.

#### **Is Bullying harmful?**

Persistent bullying can have a devastating effect on a child's self esteem. They may feel it's somehow their fault, or that there's something wrong with them, they may become withdrawn and insecure, more cautious, and less willing to take any sort of risk.

Being victimised in this way can cause days of mental anguish and leave lifelong emotional scars. It has driven some young people to try to murder their tormentors and others to suicide. A child who has suffered bullying often needs professional counselling to let out their feelings and rebuild their self-confidence. Bullying also affects any child who witnesses it.

What do children get bullied about?

Some of the factors involved in bullying include:

- Puberty
- Peer pressure
- Gender differences
- Stereotypes / prejudice
- Structure of the group – hierarchy of dominance
- Family background of victims and bullies

***Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around. So often it is due to lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involve young people wilfully setting out to hurt or victimise. Young people often grow out of this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent 'slagging', which has the same, devastating effects as bullying, shouldn't be ignored.***

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

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

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

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

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

### **What makes a person bully others?**

Bullies are often making a plea for help through their violent behaviour, which may reflect a sense of insignificance. Bullies whose activities go un-addressed often fail socially and academically in later life. They need to be taught all important negotiation and co-operative skills, working with others rather than competing.

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

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of the organisation where it is taking place.

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

Modules on raising awareness and developing techniques for dealing with bullying should be included in training.

An Anti-Bullying Policy and Code should be drawn up and enforced and procedures should be clearly established to deal with any incidents. While it is important to have rules about bullying, a whole group policy is the best solution. This means not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group. Group discussion methods have a big advantage over punishment in that they do not drive the problem underground or escalate it by making the bully more excluded or more of a social failure. This is known as the "No blame approach" (see below)

## **Are there any practical steps that can be used to counter bullying?**

- Use young people as a positive resource in countering bullying and to change the culture of the group to a permission to tell culture rather than a 'might is right' one
- Teach young people to negotiate, co-operate and help others, particularly new or different children
- It's a good idea to run poster campaigns and have stories and role-plays on how to deal with a bully included in ordinary group activities
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

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

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

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation

- Actively listen

### *Step 2 – Meet with all involved*

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those joined in and those who initiated the bullying.

- Just have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a ‘special’ meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

### *Step 3 – Explain the problem*

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

- Would they like it if it happened to them
- “Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?”
- Listen, watch out for reactions, and pick up on any without isolating anyone

### *Step 4 – Share the responsibility*

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will loose out as a result

### *Step 5 – Ask the group for their ideas*

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them

### *Step 6 – Leave it to them*

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done

*Step 7 – Meet them again*

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

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

## SECTION 6- REPORTING AND PROTECTION

### 6.1 Responding to Child Abuse:

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

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

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

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

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

### 6.2 Recording:

Your organisation/club's child safeguarding procedures should contain guidance on record-keeping.

- Records should be factual and include details of contacts, consultations and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with the statutory authorities where a child protection or welfare issue arises.
- Ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation/club.
- Records should only be used for the purpose for which they are intended.
- Records should only be shared on a need to know basis in the best interests of the child/young person.
- Clearly state who within your organisation/club has access to particular types of records.

- State the location where records are stored.
- Indicate how long the organisation will retain these types of records.
- Child protection records should be updated as required and reviewed regularly by the Designated Liaison Person (DLP).

### **6.3 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.

### **6.4 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 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.

## 6.5 Reporting concerns about a Child

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

Procedures for your staff and volunteers on reporting concerns should include:

### Seeking advice and guidance:

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

### Reasonable grounds for concern:

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

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

### Informal consultation:

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

### How to report a concern:

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

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

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

<https://www.tusla.ie/children-first/publications-and-forms/>

**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**

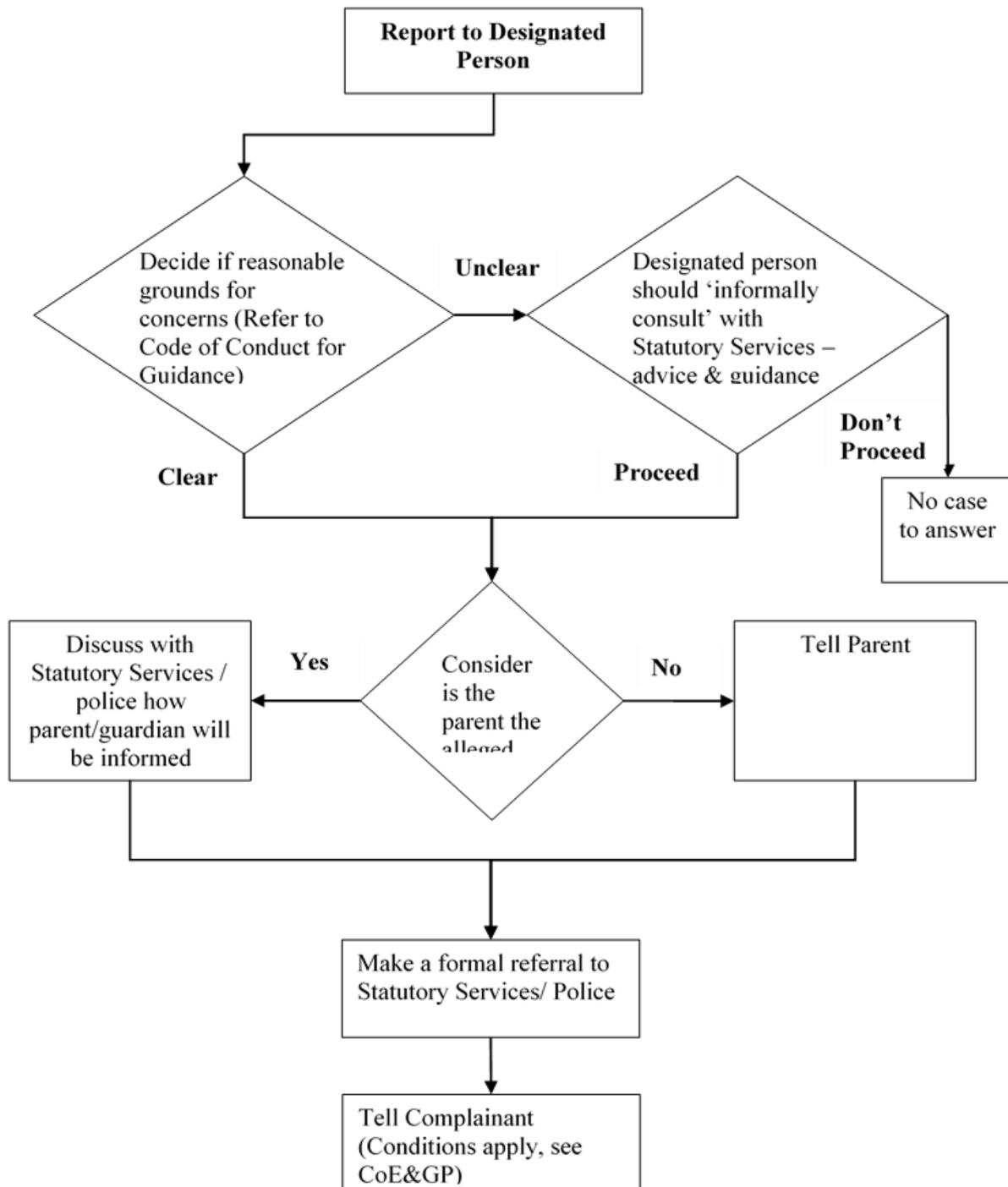
Each organisation/club should have agreed procedures to be followed in cases of alleged child abuse against a coach/ volunteer. If such an allegation is made, three steps should be taken:

- Responding to allegations of abuse made against a coaches/volunteers.

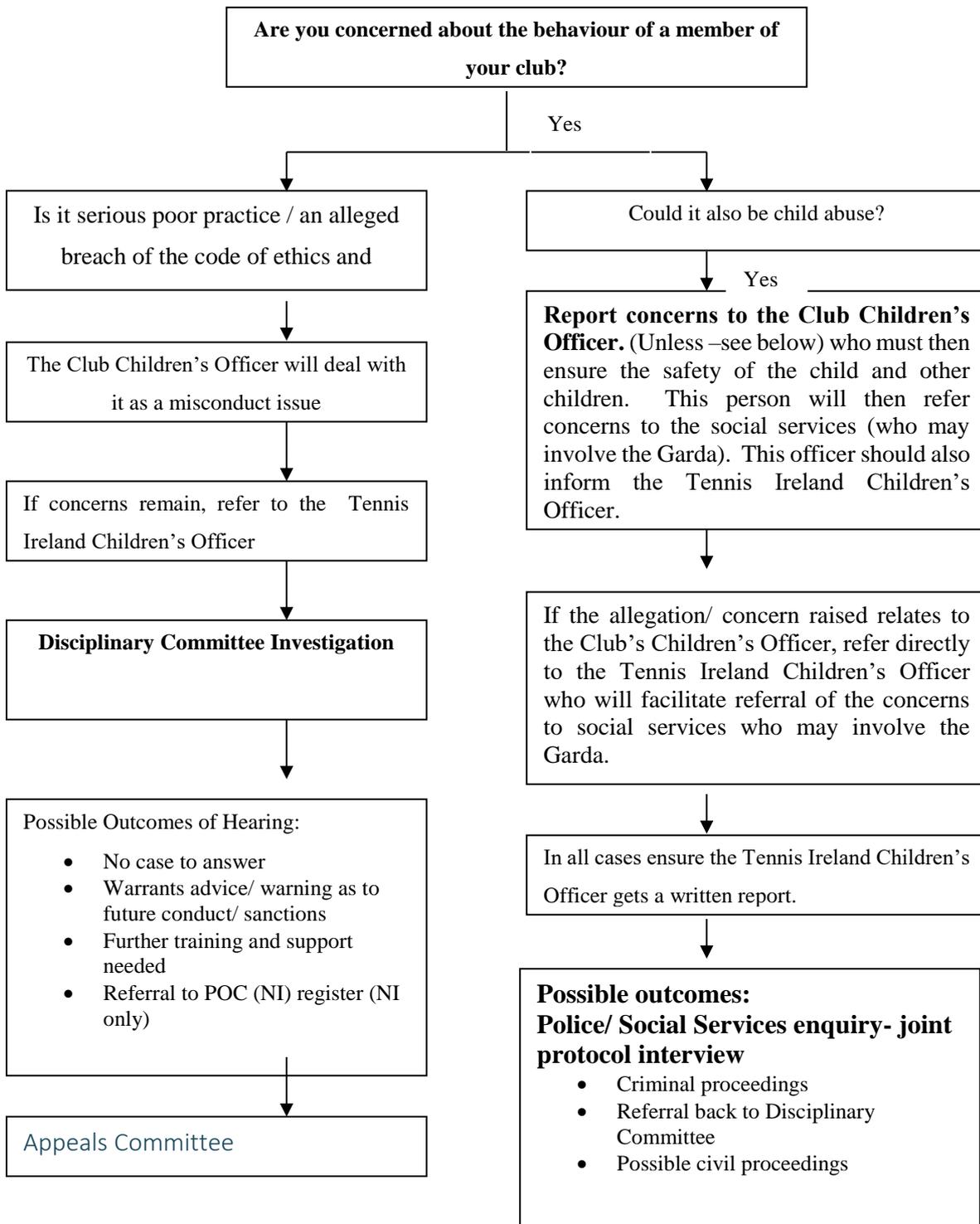
- Reporting allegations of abuse made against coaches/ volunteers to Tusla.
- Internal procedures for dealing with the coach/volunteer should to be clearly outlined.

## Reporting Procedures

When the complaint is about possible abuse outside the organisation



## Reporting Procedures About Behaviour Of A Club Member/ Coach



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Statutory Services direct (or the NSPCC/ISPCC or Childline.) At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.

# **CHILD PROTECTION OFFICERS**

BRID COFFEY 087-9520130  
LILIAN GLEESON 087-9638797

## **Phone Numbers**

Tusla Child Safeguarding for North Tipperary 061-588688

Garda Siochana Nenagh 067-50450

## **6.6 Responding to allegations of abuse made against coaches/volunteer**

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

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

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

There are two separate procedures to be followed:

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

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

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

### **Special Considerations**

The following points should be considered:

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

### **Steps to be taken within the Sports Organisation**

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

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

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

- In making an immediate decision about the coach/ volunteer's presence in the organisation/club, the Chairperson should as a matter of urgency take any measures necessary to protect the child/young person. These should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.
- Chairperson should privately inform the coach/ volunteer that an allegation has been made against him or her and the nature of the allegation.
- The coach/volunteer should be afforded an opportunity to respond.
- The Chairperson should note the response from the coach/ volunteer and pass on this information if making a formal report to Tusla.

- The coach/volunteer should be offered the option to have representation at this stage and should be informed that any response may be shared with Tusla.
- While Tusla will not provide advice on employment matters, advice and consultation with regard to risk to children/ young people can be sought from the local Tusla social work office.

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

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

### **Categories of Abuse:**

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

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

#### **Neglect:**

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

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

#### **Emotional Abuse:**

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

#### **Physical Abuse:**

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A

reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

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

### **Sexual Abuse:**

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

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

[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)

### **Signs of Abuse:**

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

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

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

**Parent/Carer Factors:**

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

**Child Factors:**

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

**Community Factors:**

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

Culture-specific practices, including:

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

**Environmental factors:**

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

**Poor motivation or willingness of parents/guardians to engage:**

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

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

**Statutory Contacts Republic of Ireland & Northern Ireland****TUSLA-Child & Family Agency**

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

<http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

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

**Northern Ireland Health and Social Care Trusts**

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

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

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

## **9.00 - 5.00 Gateway Numbers**

Northern HSC Trust      Tel: 03001234333

South Eastern HSC Trust      Tel: 03001000300

Southern HSC Trust      Tel: 08007837745

Belfast HSC Trust      Tel: 028 90 507000

Western HSC Trust      Tel: 028 71314090

## 6.6 Guidelines For Reporting Accidents/Incidents

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form (**see previous pro-forma**) for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated person for record keeping/ action required.
- Contact emergency services/ GP if required

Record in detail all facts surrounding the accident, witness's etc.



## 6.7 Accident Form

<i>COACH/ LEADER IN ATTENDANCE</i>
<b>INJURED PARTY</b>
<b>Name</b>
<b>Age/ DOB</b>
<b>School</b>
<b>Address</b>
<b>Accident Details</b> <ul style="list-style-type: none"><li>• <b>Date:</b></li><li>• <b>Time:</b></li><li>• <b>Exact Location</b></li><li>• <b>Injury</b></li><li>• <b>How happened</b></li></ul>
<b>Severity</b> <ul style="list-style-type: none"><li><input type="radio"/> <b>Minor</b></li><li><input type="radio"/> <b>Considerate</b></li></ul>

○ <b>Severe</b>	
<i>FIRST AID INVOLVED</i>	<i>YES / NO</i>
<i>MEDICAL ATTENTION REQUIRED</i>	<i>YES / NO</i>
<i>PARENTS INFORMED</i>	<i>YES / NO</i>
<i>BY WHOM</i>	
<b>FORM COMPLETED BY:</b>	
<i>REFERRED TO DESIGNATE PERSON</i>	<i>YES / NO</i>
<i>DESIGNATED PERSON SIGNATURE</i>	

## 6.8 Incident Form



### (CHILD SAFEGUARDING)

Club:
Your name:
Your position:
Are you reporting your own concern or that of someone else <ul style="list-style-type: none"><li><input type="radio"/> Own concern</li><li><input type="radio"/> Other Persons concern</li></ul> Name: Contact Details
Child's name:
Child's address:
Parents/carers names and address:
School
Child's date of birth:
Date and time of any incident:

Your observations/ What prompted concerns:	
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far:	
Have the child's parents been informed:	
<input type="radio"/> Yes <input type="radio"/> No	
External agencies contacted (date & time)	
<b>Police</b> yes/no	If yes – which:  Name and contact number:  Details of advice received:

<p><b>Health Board/ Social services</b></p> <p>yes/ no</p>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p><b>Tennis Ireland Children’s Officer</b></p>	
<p><b>Other</b> (e.g. NSPCC/, ISPCC)</p>	<p>Which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Signature:</p> <p>Print name:</p>	
<p>Date:</p>	

**Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**NB A copy of this form should be sent to social services after the telephone report and to the Tennis Ireland Child Protection Officer for monitoring purposes.**

## 6.9 Complaints Procedure

*(Based on the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures document)*

1. The Executive Committee shall appoint a club Hearings Committee at its first meeting.
2. The Hearings Committee shall consist of 5 members of the club who shall be 18 years or over.
3. The Children's Officers of the club shall not be members of the Hearings Committee.
4. A club member shall serve on the Hearings Committee for no more than 4 years.
5. The Hearings Committee shall appoint a Chairperson to chair all its meetings.
6. The Hearings Committee shall follow the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** in dealing with issues brought to it.
7. The Hearings Committee shall deal with all Complaints, Disciplinary Action and Objections as these are defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures.
8. **A Complaint** must be made within 14 days of the date of the alleged incident (save where exceptional circumstances are proven to the satisfaction of the relevant Hearings Committee). It must be in writing. It must refer specifically to an incident(s) and it must specify the Rule (*see definition below*) allegedly broken. The Complaint must be submitted to the Hearings Committee and be accompanied by a fee of € 30.00.
9. **A Disciplinary Action** may be initiated by a Leader or Official (*as defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures*) or by the Chairperson of the Hearings Committee.
10. **An Objection** can be made by a Participant by submitting in writing details of the Fixture, time of completion and the grounds for objection. It must be submitted within 30 minutes of completion of the fixture being objected to and be accompanied by a fee of € 10.00.
11. The decision of the club Hearings Committee can be appealed to the relevant provincial Branch Hearings Committee. An appeal must be made in writing within 5 days of receipt of the written decision of the club Hearings Committee. It must state the date of the decision being appealed, the aspects of the decision being appealed and the grounds of appeal. It should include all relevant documentation and be accompanied by a fee of €500.00 (refundable in the event of a successful appeal).

**DEFINITIONS** (extracts from the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures)

**Complaint:** means any written complaint made against any Participants, Individual Associate, Member, or Branch or Tennis Ireland or any subCommittee therein within the meaning of clause 3.2 of the Procedures

**Disciplinary Action** means the steps undertaken in initiating, investigating, prosecuting and administering disciplinary misconduct by a Participant, Individual Associate, Member, Branch and Tennis Ireland.

**Hearings Committee** means the Member, Branch or Tennis Ireland hearings Committee appointed by the executive Committee or boards to administer and hear Complaints, Objections or Disciplinary Actions.

**Leader** means the coach, manager and/or team leader that has responsibility for Participants at a particular Event.

**Objection** means any objection to the result of a fixture at an Event on the grounds of eligibility.

**Official** means any person who referees, umpires or officiates at an Event.

**Participant** means any athlete or assistant such as a doctor, physiotherapist, parent, coach, trainer, mentor, psychologist, manager, advisor, agent or representative that accompanies an athlete to an Event

The "Rules" referred to above include the following:

- Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures
- Memorandum and Articles of Association of Tennis Ireland
- Tennis Ireland Guidelines for safeguarding children
- The Rules of Tennis
- Regulations for the Conduct of Official Tournaments

**IMPORTANT NOTE:** The details of the procedures to be followed in regard to all Complaints, Disciplinary Action and Objections can be found in the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** – it is strongly recommended that all members familiarise themselves with that document before initiating any of the above actions.

## SECTION 7 - FIRST AID ARRANGEMENTS/ FIRE EMERGENCY PROCEDURE

### 7.1 First Aid Arrangements

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

- The club Committee will seek volunteer(s) who are willing to train as qualified 'first-aiders'. Where this is not possible, other local arrangements will need to be identified and organised by the local club.
- The names and contact details of the first-aiders must be notified to all members of the club. Details should be displayed at prominent locations.
- The first-aiders must all be trained by an approved body. Copies of the certificates must be retained by the club secretary.
- The certificates are valid for 3 years and arrangements must be made for first-aiders to receive refresher training before the current certificates expires.
- First-aiders are not authorised to administer any forms of medication. Any members reporting to the first-aiders that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is: MARGARET FINN
- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/ room should be easily identifiable by white lettering or a white cross on a green background.
- The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
- First-aiders will have access to fully stocked first-aid boxes. These are to contain only (the following is only guidelines and each organisation must review their own needs as there is no set of regulations as to what a first aid box should contain):

- Guidance note explaining first aid at work (Such as first aid at work by the HSE)
  - Pad and Pencil- to record condition of person requiring first aid
  - 20 individually wrapped sterile adhesive dressing of assorted sizes
  - 2 sterile eye pads, with attachments
  - 6 individually wrapped triangular bandages
  - 6 safety pins
  - 6 medium sized, individually wrapped sterile un-medicated wound dressings
  - 2 large, individually wrapped sterile un-medicated wound dressings
  - 3 extra large, individually wrapped sterile un-medicated wound dressings
  - 2 pairs of disposable gloves
  - Surgical tape
  - Medical Scissors
  - Face Shield- very basic such as 'Resuci Aid'
- First Aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/ equipment can be used e.g. disposable glove, vent-aids.
  - A list of the required contents (as above) and the name of the appointed person or first-aider should be kept within the first aid kit. First-aiders will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
  - Most of our facilities do not have a designated first aid room, however there should be a room available which could be converted for first aid purposes if required.
  - Notices must be displayed within each building informing people of the means of summoning first aid assistance and of the location of the first aid box.
  - For visitors to the Club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
  - Adult club members often take junior teams away. Where this is the case those members should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the club representative will then be able to cope with the situation.
  - Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first

aider's role is limited to helping them do so and contacting the emergency services as appropriate.

- Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving a life. The use of an EpiPen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an EpiPen if they are dealing with a life threatening emergency in a casualty who have been prescribed and is in possession of an Epi-pen and where the first aider is trained to use it.

### Legislation

- Health & Safety (First-Aid) Regulations (Northern Ireland) 1982.
- Health & Safety at Work (Northern Ireland) Order 1978 (Amendment 1998)
- The 1989 Safety, Health & Welfare at Work Act. (Republic of Ireland)
- The Safety, Health & Welfare at Work, General Application Regulation 1993, Part 10 (First-Aid)

## 7.2 Fire Emergency Procedure

All coaches/volunteers should receive instructions of the fire/evacuation procedures on their first day. The manager is responsible for seeing this is carried out and the procedures fully explained. All visitors to the premises should be advised of how to evacuate the premises in the event of an emergency.

Emergency evacuation skills should be held at least every six months and a written log kept of such drills. An evacuation gives the opportunity to make/ coaches/ child aware of alternative escape routes.

### **IN THE EVENT OF A FIRE THESE PROCEDURES SHOULD BE FOLLOWED**

On discovery of a fire, however small, the nearest fire alarm call point must be operated immediately. Advise responsible official of the location of the fire.

On hearing the alarm all people who have not been given specific responsibilities are to leave the building by the nearest emergency exit. **IF THE BUILDING HAS A LIFT IT MUST NOT BE USED FOR EVACUATION OF THE BUILDING.**

If it is safe to do so, turn machinery/computers off and close all doors and windows.

The **ASSEMBLY POINT IS Tennis Courts** . If you use the rear exit you should walk on the other side of the road to avoid falling glass/debris.

On arrival at the assembly point please **REPORT TO** the responsible official in charge. Re-entry to the building will be authorised by the responsible official, fire brigade or police. **DO NOT ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.**

#### **DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS:-**

- It is contained in a limited area for example waste paper bin.
- You can do so safely.
- You are trained in the use of fire equipment.



### 7.3 Fire Drill Procedure

## **FIRE DRILL**

**Assembly Point:** Tennis Courts

**Fire Drill:** Three long rings, three short rings using the Whistle.

### **The person discovering the fire will:-**

Immediately raise the alarm, then phone the Fire Brigade (Dial 999/112)

Attack the fire (IF) it is safe to do so with the nearest fire extinguisher.

### **On hearing the alarm:**

- The Fire Brigade will be called immediately by the person who discovers the fire.
- All people in Clubhouse will go in a quiet and orderly fashion to the place of assembly, closing all doors/windows behind them.
- Each Committee Member or Adult on duty will do a head count to be checked at point of assembly.
- Each Committee Member or Adult on duty will check toilets for occupants before leaving the building.
- Do not make any unnecessary noises
- Do not run or overtake others
- Do not re-enter the building, once clear of it.
- Do not collect belongings

### **PROCEDURE AT ASSEMBLY POINT:**

Another head count to be done to make sure everyone is out of the building.

Persons can return to Clubhouse once permission is given

# APPENDIX

## Appendix 1- Legislation & Policy

### Relevant Legislation

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

#### Child Care Act 1991

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

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

#### Protections for Persons Reporting Child Abuse Act 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015. This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege.

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

Protections for Persons Reporting Child Abuse Act 1998 –

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

#### Criminal Justice Act 2006

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

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

Criminal Justice Act 2006 -

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

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

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

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

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

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

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

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

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

### **Children First Act 2015**

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

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

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

### **Criminal Law (Sexual Offences) Act 2017**

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

Criminal Law (Sexual Offences) Act 2017 -

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

### **Child protection in Northern Ireland Legislation, policy and guidance**

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

The Safeguarding Board for Northern Ireland (SBNI) co-ordinates, and ensures the effectiveness of, work to protect and promote the welfare of children. The board includes representatives from health, social care, police, the probation board, youth justice, education, district councils and the NSPCC. The SBNI is responsible for developing policies and procedures to improve how different agencies work together.

Child protection in Northern Ireland Legislation, policy and guidance -

<https://learning.nspcc.org.uk/child-protection-system/northern-ireland/>

**and also see -**

### **Access NI Code of Practice (NI)**

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

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

[http://www.legislation.gov.uk/nia/2015/10/pdfs/nia\\_20150010\\_en.pdf](http://www.legislation.gov.uk/nia/2015/10/pdfs/nia_20150010_en.pdf)

**Club Framework for Safeguarding Standards in Sport**

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

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

[https://www.safeguarding.ie/images/Pdfs/National\\_legislation-NI/co-operating-safeguard-children-young-people-NI.pdf](https://www.safeguarding.ie/images/Pdfs/National_legislation-NI/co-operating-safeguard-children-young-people-NI.pdf)

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

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

**Part V of the Police Act 1997 (NI)**

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

**Protection of Freedoms Act 2012 (NI)**

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

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

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

**Safeguarding Board Act (Northern Ireland) 2011 (NI)**

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

**Safeguarding Vulnerable Groups (NI) Order 2007 (NI)**

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

**Sexual Offences (NI) Order 2008**

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

**General Data Protection Regulation (GDPR)**

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

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

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



## Appendix 2-Puckane And District Tennis Club Risk Assessment And Child Safeguarding Statement

### Section 1 – Puckane and District Tennis Club information

Club details:

- (a) **Name:** Puckane and District Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Puckane, Nenagh, Co. Tipperary.
- (d) **Size:** 16 Family, 41 Single, 2 Student & 40 Juvenile Members.
- (e) **Activities:** Puckane and District Tennis Club provides tennis activities and opportunities for children and young people through participation in Easter and Summer Coaching Sessions. The Club is committed to safeguarding children and young people. All our affiliated members work under the guidance and policies of our Safeguarding Code. All our volunteers and club members working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

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

**Puckane and District Tennis Club** is committed to safeguarding children and by working under the guidance of our *Club* Safeguarding Policies our club Committee members and volunteers, working with our young people, throughout the club, 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

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

Risk Identified	Procedure in place to manage risk identified
<p><b>Club and Coaching Practices</b></p> <ul style="list-style-type: none"> <li>a) Lack of coaching qualification</li> <li>b) Supervision issues</li> <li>c) Unauthorised photography &amp; recording activities</li> <li>d) Behavioural Issues</li> <li>e) Lack of gender balance amongst coaches</li> <li>f) Lack of adherence with misc procedures in Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>a) Supervision Procedures/Coach education policy</li> <li>b) Supervision Procedures /Coach education policy</li> <li>c) Consent for use of photographs/video</li> <li>d) Codes of Conduct / Safeguarding Training / Complaints &amp; Disciplinary policy.</li> <li>e) Coach education policy / Supervision procedures</li> <li>f) Safeguarding Policy / Complaints Procedure</li> </ul>
<p><b>Complaints &amp; Discipline</b></p> <ul style="list-style-type: none"> <li>a) Lack of awareness of a Complaints &amp; Disciplinary policy</li> <li>b) Difficulty in raising an issue by child &amp; or parent</li> <li>c) Complaints not being dealt with seriously</li> </ul>	<ul style="list-style-type: none"> <li>a) Complaints procedure</li> <li>b) Complaints Procedure</li> <li>c) Complaints Procedure</li> </ul>
<p><b>Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>a) Lack of knowledge of organisational &amp; statutory reporting procedures</li> <li>b) No DLP appointed.</li> <li>c) Concerns of abuse or harm not reported</li> <li>d) Not clear who You should talk to or report to</li> </ul>	<ul style="list-style-type: none"> <li>a) Guidelines for Reporting of Accidents / Coach Education policy / Codes of Conduct</li> <li>b) Guidelines for Reporting of Accidents / Safeguarding Training – Level 1</li> <li>c) Post the names of CCO, DLP and Mandated person</li> </ul>

<p><b>Use of Facilities</b></p> <ul style="list-style-type: none"> <li>a) Unauthorised access to designated children’s play &amp; practice areas &amp; to changing rooms, showers, toilets etc.....</li> <li>b) Unauthorised exit from children’s areas.</li> <li>c) Photography, filming or recording in prohibited areas.</li> <li>d) Missing or found child on site</li> <li>e) Children sharing facilities with adults e.g. dressing room, showers etc</li> </ul>	<ul style="list-style-type: none"> <li>a) Supervision procedures / Coach Education Policy</li> <li>b) Supervision procedures/ Coach Education Policy</li> <li>c) Consent for use of photographs/video</li> <li>d) Missing child policy</li> <li>e) Safeguarding policy</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>a) Recruitment of inappropriate people.</li> <li>b) Lack of clarity on roles.</li> <li>c) Unqualified or untrained people in role.</li> </ul>	<ul style="list-style-type: none"> <li>a) Safe Recruitment policy</li> <li>b) Safe Recruitment policy</li> <li>c) Safe Recruitment policy</li> </ul>
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>a) Lack of awareness of ‘risk of harm’ with members and visitors.</li> <li>b) No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors.</li> <li>c) Unauthorised photography &amp; recording of activities.</li> <li>d) Inappropriate use of social media &amp; communications by under 18’s</li> <li>e) Inappropriate use of social media &amp; communications with under 18’s.</li> </ul>	<ul style="list-style-type: none"> <li>a) Child Safeguarding Statement / Safeguarding Training</li> <li>b) Child Safeguarding Statement (display) / Codes of Conduct</li> <li>c) Consent for use of photographs/video</li> <li>d) ICT Acceptable Use Policy / Codes of conduct</li> <li>e) Codes of conduct</li> </ul>
<p><b>General Risk of Harm</b></p> <ul style="list-style-type: none"> <li>a) Harm not being recognised.</li> <li>b) Harm caused by: <ul style="list-style-type: none"> <li>• Child to Child</li> <li>• Coach to Child</li> <li>• Volunteer to Child</li> <li>• Member to Child</li> <li>• Visitor to Child</li> </ul> </li> <li>c) General behavioural issues</li> <li>d) Issues of Bullying</li> <li>e) Vetting of staff/volunteers</li> <li>f) Issues of Online Safety</li> </ul>	<ul style="list-style-type: none"> <li>a) Safeguarding policy / Safeguarding Training</li> <li>b) Safeguarding policy / Safeguarding Training.</li> <li>c) Codes of Conduct</li> <li>d) Anti-Bullying policy</li> <li>e) Safe Recruitment policy</li> <li>f) ICT Acceptable Use Policy</li> </ul>

The Risk Assessment was undertaken on **14<sup>th</sup> February, 2020**

**Section 4 – Procedures**

Puckane and District Tennis Club 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. **Puckane and District 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 Committee or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of Committee and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- Procedures for hosting children.

*Please note that all procedures listed are available on request.*

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

#### **Section 5 – Implementation**

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

Please note the following:

- This statement is available to Members, parents/guardians, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by **Puckane & District Tennis Club**

This Child Safeguarding Statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: Brid Coffey  
Chairperson of Puckane and District Tennis Club

Date: 8/6/20

Name: Brid Coffey

Phone no: 087-9520130

Designated Liaison Person for Child Safeguarding Concerns:	Brid Coffey, Chairperson Puckane & District Tennis Club (087-9520130)
Childrens Officer:	Lillian Gleeson (087-9638797)

*For queries on this Child Safeguarding Statement, please contact – Lillian Gleeson, Club Children’s Officer*

## Appendix 3- Safeguarding Audit Framework

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

### **The Audit Framework is:**

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

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

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

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

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

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

## Appendix 4 – Safeguarding Review Document

### To Whom it may Concern

Puckane and District Tennis Club wish to inform that :-

Puckane and District Tennis Club’s annual review of the clubs Child Safeguarding was completed at the AGM of the Club on \_\_\_\_\_.

The review was conducted in accordance with the “Checklist for Review of Child Protection Compliance Statement” published on the Tennis Ireland website.

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

Chairperson/DLP

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