



Child Safeguarding Statement



Section 1 – Youghal Lawn Tennis Club Information

- (a) **Name:** Youghal Lawn Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Kilcoran Road, Youghal, Co. Cork
- (d) **Size** (Number of members): 205 units of membership in 2023/2024
- (e) **Activities:** Youghal Lawn Tennis Club provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. The NGB is committed to safeguarding children and young people. All our affiliated stakeholders work under the guidance and policies of our Safeguarding Code. All our volunteers and staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

Section 2 - Principles to Safeguard Children from Harm

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

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

Section 3 - Risk Assessment

This **Youghal Lawn 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
CLUB & COACHING PRACTICES	
<ul style="list-style-type: none"> - Lack of coaching qualification - Supervision issues - Unauthorised photography & recording activities - Behavioural Issues - Lack of gender balance amongst coaches - No guidance for travelling and away trips - Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport) 	<ul style="list-style-type: none"> - Recruitment policy - Supervision policy - Photography and Use of Images policy - Code of Conduct; Safeguarding Level 1 (min); Complaints & Disciplinary policy - Supervision policy - Travel/Away trip policy; Child Safeguarding Training - Safeguarding policy; Complaints & disciplinary policy
COMPLAINTS & DISCIPLINE	
<ul style="list-style-type: none"> - Lack of awareness of a Complaints & Disciplinary policy - Difficulty in raising an issue by child & or parent - Complaints not being dealt with seriously 	<ul style="list-style-type: none"> - Complaints & Disciplinary procedure/policy
REPORTING PROCEDURES	
<ul style="list-style-type: none"> - Lack of knowledge of organisational and statutory reporting procedures - No DLP Appointed - Concerns of abuse or harm not reported - Not clear who YP should talk to or report to 	<ul style="list-style-type: none"> - Reporting procedures/policy; Code of Conduct - Reporting procedures/policy - Reporting procedures/policy; SG1 - Post the names of CCOs and DLP
FACILITIES	
<ul style="list-style-type: none"> - Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc. - Unauthorised exit from children's areas - Photography, filming or recording in prohibited areas 	<ul style="list-style-type: none"> - Supervision policy - Supervision policy - Photography policy

<ul style="list-style-type: none"> - Missing or found child on site - Children sharing facilities with adults e.g. dressing room, showers etc. 	<ul style="list-style-type: none"> - Missing or found child policy - Safeguarding policy
RECRUITMENT	
<ul style="list-style-type: none"> - Recruitment of inappropriate people - Lack of clarity on roles - Unqualified or untrained people in role 	<ul style="list-style-type: none"> - Recruitment policy
COMMUNICATIONS AND SOCIAL MEDIA	
<ul style="list-style-type: none"> - Lack of awareness of 'risk of harm' with members and visitors - No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors - Unauthorised photography & recording of activities - Inappropriate use of social media and communications by under 18's - Inappropriate use of social media and communications with under 18's 	<ul style="list-style-type: none"> - Safeguarding Statement - Safeguarding Statement; Code of Conduct - Photography policy - Code of Conduct - Code of Conduct
GENERAL RISK OF HARM	
<ul style="list-style-type: none"> - Harm not being recognised - Harm caused by <ul style="list-style-type: none"> • child to child • coach to child • volunteer to child • member to child • visitor to child - General behavioural issues 	<ul style="list-style-type: none"> - Safeguarding Policy; Safeguarding Training - Safeguarding Policy; Safeguarding Training - Code of Conduct

The Risk Assessment was undertaken in June 2024.

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice and Gateway Northern Ireland). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Youghal Lawn Tennis Club has the following procedures in place as part of our Safeguarding Policies:

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

Please note that all procedures listed are available on request.

The Relevant Person for Youghal Lawn Tennis Club is the Club DLP or Chairperson

Section 5 – Implementation

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

Please note the following:

- That all staff has been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by **Youghal Lawn Tennis Club**

This Child Safeguarding Statement will be reviewed on **1st July, 2026**

Signed: 
(On behalf of the **Youghal Lawn Tennis Club**)

Date: **21st June, 2024**

Name: **Gráinne Scully, Secretary**

Phone no: 086-8876683

For queries on this Child Safeguarding Statement, please contact - **Youghal Lawn Tennis Club Children's Officer Caroline Connelly**

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 1

CLUB CHILDREN’S OFFICERS

Introduction

The club’s Children’s Officers are responsible for leading the implementation of Child Protection Policies and Procedures. In this task they will have the full support of the Executive Committee of the club.

The club’s Children’s Officers will play a fundamental role in the creation of a child-centred ethos that promotes the positive aspects of tennis.

This will be achieved by communicating to every adult in the club that they have a duty of care to safeguard the welfare of children and young people in order to protect them from inappropriate behaviour and to promote a culture of safety and fun.

In order to do this the club’s Children’s Officers require certain knowledge and skills - some of which are a pre-requisite for the role and others that will be obtained through training and experience.

Role and Responsibilities

- To establish and promote a child-centred ethos within the club.
- To make themselves known to all members of the club but particularly the junior members.
- To act as an advisory and support resource to those working with children and young people.
- To serve on the Executive Committee of the club and report at each meeting of the committee on matters pertaining to Child Protection within the club.
- To ensure that children, coaches/volunteers and parents/guardians know how to voice concerns within the club or to external agencies.
- To implement, with support from the Executive Committee, the club’s Child Safeguarding Statement and Procedures and to ensure that they are communicated to all members and embraced at all levels within the club
- To ensure that the Child Safeguarding Statement and Procedures are ratified by the Executive Committee.
- To ensure the sign-up to the club’s Codes of Conduct by all coaches/volunteers, children and parents/guardians.
- To influence policy and practice in regard to Child Protection by serving on the Executive Committee of the club.
- To manage and report concerns and to advise on poor practice issues which might not reach the threshold of intervention by statutory agencies but nonetheless require to be addressed.
- To promote greater consultation with and participation in club activities by junior members. Further, to ensure that there are ways for junior members to express their views and concerns about their activities and experiences within the club.

- To develop and maintain a register of club personnel who are engaging in regulated activity (as defined by government legislation) with children and young people within the club.
- To implement the required training and vetting needs of club personnel engaging in regulated activity with children.
- To commit to attendance at training as required.
- The Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and therefore have no counselling or therapeutic role. This is the responsibility of statutory organizations.

Minimum Requirements (Children's Officer)

- Have completed the Garda Vetting process.
- Have attended the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection and Safeguarding 2 - Club Children's Officer Workshop.
- Have complied with the requirements of the club's Recruitment Procedures (Appendix 5 of the policy document).

Desirable Qualities and Skills

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



CHILDREN'S OFFICERS



The current Children's Officers are:

Caroline Connelly



Mobile No: 086-1722047

David O'Connell



Mobile No: 087-6177345

If you have any concerns in relation to child protection issues, please contact one of the above Children's Officers.

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

The current Chairperson is Patrick Corkery – 087-8110408

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 2

Guidelines for Sports Leaders, Coaches, Officials, Convenors etc. including Code of Conduct

Youghal Lawn Tennis Club recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of children in the club. Club coaches, sports leaders and officials will strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in *The Code of Ethics and Good Practice for Children's Sport* and the club's Child Safeguarding Statement.

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

Leaders appointed by the club to work with children will have the appropriate experience and/or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures (ref. Appendix 5), whether paid or unpaid. Vetting procedures must be followed to comply with legislation. For those in the Republic of Ireland Garda Vetting should be successfully completed for all those with on-going contact with young people and in Northern Ireland all those working unsupervised in 'regulated activity, 'frequently' or 'intensively' must complete an Access NI enhanced check.

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

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

Being a role model

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

Protection for Leaders

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

A Positive Environment

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

The following are the Codes of Conduct to be signed by all club Coaches, Sports Leaders and Officials.

Youghal Lawn Tennis Club

Form 1a - CODE OF CONDUCT for Tennis Leaders (Appendix 2)

Note: Form 1a relates to the code of conduct for Sports Leaders/Officials. Form 1b relates to the Code of Conduct for Coaches.

Code for Tennis Leaders

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

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

Signature of Tennis Leader: _____

Date_____

Youghal Lawn Tennis Club

Form 1b - CODE OF CONDUCT for Coaches (Appendix 2)

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

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

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

Signature of Sports Leader/Coach _____ Date _____

Youghal Lawn Tennis Club

Form 1c - CODE OF CONDUCT for Committees (Appendix 2)

Committees should follow the points as below:

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

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

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

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

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

Additional Information:

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

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

[illegible]

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 3

CODE OF CONDUCT FOR YOUNG PEOPLE

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

In Tennis you should:

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

Your responsibilities are to:

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

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

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

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 4

Code of Conduct for Parents/Guardians

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

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

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

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

The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian is deemed to be their agreement to abide by this code of conduct.

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 5

Club Recruitment Procedures

Section 1. The General Approach to Recruitment.

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

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

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

Section 2. The Specific Recruitment Procedures

YLTC will ensure good recruitment procedures by utilising some or all of the following.

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

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

6. Where considered necessary, obtaining written references.
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club’s Executive Committee
8. By providing suitable induction and where considered appropriate setting a probationary period.
9. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position (*see Codes of Conduct in Appendix 2*)

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

The duties and responsibilities associated with all posts within the club are set out in Appendix 7 of this policy.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. (Ref Appendix 2)

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

	Complete Form	Provide Reference	Garda Vetting	SG 1 Course	Insurance	Qualifications	Code of Conduct Undertaking	Induction
Club Chairperson/President	X						X	X
Club Secretary	X						X	X
Club Treasurer	X						X	X
Club Captain	X						X	X
Executive Committee Member	X						X	X
Junior Sub-committee member	X		X	X*			X	X
Other Sub-committee member	X						X	X
Junior Sports Leader	X	X	X	X*			X	X
Tennis Coach	X	X	X	X	X	X	X	X
Caretaker/Cleaner	X	X	X	X			X	X
Groundskeeper	X	X	X	X			X	X

* Over 18s only

Protection of Data provided by Volunteers

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

Risk Assessment Safeguarding Committee

Youghal Lawn Tennis Club's Executive Committee will assist with the recruitment of new potential volunteers and professionals and assess any risks that may be involved with the recruitment process. Part of the recruitment process is to request that all applicants provide the results of their Garda Vetting application they received from Tennis Ireland. The committee will apply the recruitment process set out herein and employ a Natural Justice framework in dealing with any disclosures of convictions.

Criminal Record

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

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

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

Circumstances for the Withdrawal of the offer to Work/Volunteer.

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

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

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

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

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

Natural Justice

There are essentially two parts to the Rules of Natural Justice. The first being our obligation to allow persons affected by a decision to have a reasonable opportunity of presenting their case. The second part

being a duty to act fairly, to listen to arguments, and to reach a decision in a manner that is untainted by bias.

GDPR

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

Revetting

In accordance with national requirements, volunteers will need to be re-vetted after the three years. It is the responsibility of the individual and those they work or volunteer for to be aware when the current vetting status expires and when the re-vet date is due. Youghal Lawn Tennis Club, however, reserves the right to ask individuals for a re-vet at any time. Please be advised that applicants who mislead or provide false information on the vetting application can be prosecuted.

Youghal Lawn Tennis Club

Form 5 - VOLUNTEER/COACH APPLICATION FORM (Appendix 5)

(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)

All information received in this form will be treated confidentially

Name:	_____	Maiden Name: (if applicable)	_____
DOB:	_____	Contact No:	_____
Address:	_____	Previous Address(s) over the last 5 years	_____
	_____		_____
	_____		_____

How long have you lived at this address? _____

Are you (please tick)

Employed ☐ Unemployed ☐ Student ☐ Homemaker ☐ Retired ☐ Other ☐

Previous work experience & any relevant qualifications:

If you have previously been involved in voluntary work, please give details:

	Yes	No
Do you agree to abide by the club's Coach Code of Conduct (copy attached)?		
Have you completed the Safeguarding 1 (SG1) - Basic Awareness Workshop in Child Welfare & Protection or similar? (if yes, please supply copy of certificate)		
If you haven't completed SG1, do you agree to undergo this training?		
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)		

Please list all relevant training courses (coaching (*any sport*), Child Protection, etc.) that you have completed.

Course	Organising Body	Date Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any other relevant information:

Referees:

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:	_____

Youghal Lawn Tennis Club

Form 6 - DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN (Appendix 5)

(Please read this information carefully)

Statement of non-discrimination:

Youghal Lawn Tennis Club 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.

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 that may be 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; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?

Please circle: Yes No

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

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 club's Designated Liaison 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: _____

Youghal Lawn Tennis Club

Form 7 - Third Part Reference Form (Appendix 5)

STRICTLY CONFIDENTIAL

This form should be returned only to the person who requested its completion.

_____ 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.

Signed _____ Print Name _____

Date _____ for **Youghal Lawn Tennis Club**

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					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

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

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

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 6

Club 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 completed on the official Complaint Form*. 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 on the official Objection Form 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.

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 7

Roles, Responsibilities and Relationships in Sport

Club Children's Officer (CCO)

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

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

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

At least one of the Children's Officers should be a member of the Club Management Committee and should be introduced to the young people in the club in an appropriate forum.

The Club Children's Officer's role:

- To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by: - the production/distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians;
- To influence policy and practice within the club in order to prioritise children's needs;
- Establish contact with the Provincial and the National Children's Officer;
- To ensure that children know how to make concerns known to appropriate adults or agencies;
- To encourage the appropriate involvement of parents/guardians in the club activities;
- To act as an advisory resource to Sports Leaders on best practice in children's sport;
- To report regularly to the Club Management Committee;
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders;
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities/experiences;

- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season;
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders;
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for sports leaders and children and young people;
- Ensure Tennis Ireland's Policies and Procedures for managing trips away and hosting children are implemented;
- Ensure that the Club Rules and Regulations include:
 - A complaints, disciplinary and appeals procedures.
 - An anti-bullying policy.
 - A safety statement.
 - Rules in relation to travelling with children.
 - Supervision and recruitment of leaders.

Relevant Person

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

Designated Liaison Person (DLP)

The club must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer. It is strongly advised that the DLP should be one of the Club's Senior Officers.

- The DLP is a resource for volunteers/coaches and should ensure that the clubs reporting procedures are followed. The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Tusla or an Garda Síochána/Gateway team.
- The DLP should also inform the NCO that a report has been submitted without identifying details.
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3
- The DLP should familiarise themselves with the statutory and support services within their locality
- The DLP should have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 and the National Vetting Bureau Act 2012-2016).

Adult-Child Relationships Involved in Sport

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

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

Adult-Child Relationships in Sport should be:

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

Child to Child Relationships

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

Tennis Coaches

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

Youghal Lawn Tennis Club is committed to using Tennis Ireland Licensed Coaches only.

Youghal Lawn Tennis Club – Child Safeguarding Procedure

Appendix 8

Child Welfare and Protection Procedures

Youghal Lawn Tennis Club accepts that all organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. This Appendix sets out the procedures for dealing with any welfare or protection issue that may arise in the club.

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

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

The Designated Person

In certain limited circumstances it may be necessary to report suspected or known child abuse allegations to the HSE or An Garda Síochána.

The club has in place a Designated Person whose job it is to receive such reports from club members. They will then decide if a report should be made to the Health Service Executive (HSE) or indeed in certain circumstances to An Garda Síochána.

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 the DLP decides not to report a concern to Tusla, the following steps will 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 Designated Person has received specific training for this role. In addition the person chosen to fulfil the role will be a senior and experienced member of the club.

Role and Responsibilities

- To receive reports from club members (Senior or Junior) regarding suspected or known child abuse.
- To assess such reports and to seek advice from the HSE in regard to the particular circumstances.
- To make formal reports to the HSE and/or to the Garda Síochána regarding suspected or known child abuse.
- To inform the Chairperson of the club that such a report has been made or advice sought (without disclosing any of the details of the incident).

- To inform the family of an alleged victim of his/her intention to make such a report (unless doing so would endanger the child or undermine an investigation).
- Assisting the Chairperson/President and other Club Officers in relation to any internal procedures where an allegation concerns a Coach, Club Employee or Sports Leader.

Minimum Requirements

- Have attended the Safeguarding 1 – Basic Awareness Workshop in Child Welfare and Protection.
- Have attended the Safeguarding 3 – Designated Liaison Person Workshop.

Desirable Qualities and Skills

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

Details of the club's current Designated Person are on the Notice Board or can be got from any member of the Executive Committee.

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

It is important to realise that it is not the responsibility of anyone working within the tennis club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Responding to a Child Disclosing Abuse

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

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

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

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.
- Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Be honest with the child and tell them that it is not possible to keep information a secret.
- Make no judgmental statements against the person whom the allegation is made.

- Do not question the child unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as *“Can you explain to me what you mean by that”*.
- Give the child some indication of what would happen next, such as informing the Designated Person, parents/guardians, social services or the Gardaí. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details as soon as possible after receiving the report.
- Pass on this information to the club’s Designated Person.

Reporting Suspected or Disclosed Child Abuse

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

- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.
- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSE which has a statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the Gardaí will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist she/he can informally consult with the local social services. She/he will be advised whether or not the matter requires a formal report.

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

Protection for the Person Reporting possible Child Abuse.

It is important to reassure anyone who is in the position of receiving information or directly becoming aware of possible child abuse that in making a report they won’t be subject to litigation. In this regard the **Protection for Persons Reporting Child Abuse Act, 1998** provides immunity from civil liability to persons who report child abuse **‘reasonably and in good faith’** to the Health Services Executive or the Gardaí (directly or via a Designated Person). The act also covers the offence of ‘false reporting’.

The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of the Health Service Executive or any member of An Garda Síochána.
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.

3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

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.

Allegations against Coaches/Club Employees/Sports Leaders

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

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

The Internal Procedure will be as follows.

- As soon as the Designated Person is made aware of allegations which concern a Coach/Club Employee/Sports Leader within the club he/she will make the Club Chairperson/President aware of the situation. If the allegations concern the Chairperson/President then the Designated Person will convene a meeting of the other officers of the club and brief them on the situation.

- The first thing to consider at this stage is the safety of the child making the allegation and the safety of any other children who may be at risk. The club will immediately take any steps considered necessary to protect children in its care.
- The next step will be to appoint a senior member of the club to deal with the matter. Under normal circumstances this person will be selected by the Designated Person together with the Chairperson. Where the allegations concern the Chairperson/President the person will be selected by the Designated Person and the other club officers.
- The senior club member will privately inform the Coach/Club Employee/Sports Leader that
 - (a) an allegation has been made against him/her
 - (b) the nature of the allegation.
 He/she will be afforded an opportunity to respond and informed that any response will be noted and passed on to the statutory authorities.
- The Coach/Club Employee/Sports Leader will be suspended from their position pending the outcome of the club's investigation. Any investigation of the allegations by the statutory authorities will take precedence over any separate investigation by the club into the allegations. The senior club member will clarify that this suspension is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- The club will retain the right to take disciplinary action against the Coach/Club Employee/Sports Leader on foot of the allegations.

Confidentiality

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

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

Records

- 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.
- Records on child protection concerns, allegations and disclosures will be kept securely and safely by the DLP as there is no appropriate location within the club grounds.
- 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.
- The DLP is the only person who will have access to records in relation to allegations of abuse.
- Records will be retained for a period of three years unless further allegations are made within that timeframe which require a longer period.
- Child protection records will be updated as required and reviewed regularly by the Designated Liaison Person (DLP).

Anonymous Complaints/Rumours

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

Statutory Contacts

TUSLA-Child & Family Agency - If 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/>



DESIGNATED PERSON



The current Designated Person is:

Gráinne Scully



Mobile No: 086-8876683

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

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 9

Travel & Hosting Policy

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

Overnight & Away Trips

Trips away (including away matches) require a more stringent level of supervision beyond that set out in Appendix 10 (Adult Supervision of Children's Activities).

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

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

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

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

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

Away Matches

The level of supervision for away matches will be no more than 6 children per adult. There will be at least one adult of each gender with mixed groups. All adults who travel to away matches will be carefully chosen, using the club's recruitment and selection procedures. One of the adults will be appointed as Team Manager. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors).

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

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

Transport

Many organisations/clubs could not operate without the goodwill of volunteers and parents ensuring that children are transported to events and returned home in a private car. Sport Ireland and Sport NI do not state that coaches/volunteers can never transport a young person by themselves. They do, however, recommend individuals and organisations recognise the risks and put in place appropriate measures to reduce these risks.

The Risks

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

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

There is an extra responsibility on adults and leaders when they transport young people to club-organised events.

Adults should

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Ensure they do not carry more than the permitted number of passengers.
- Avoid being alone with one passenger. Child passengers will travel only in the back seat. A central drop off location will be agreed in advance including clearly stated times of pick-up and drop-off. If something happens to cause a delay to the drop-off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point. Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car. Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

Easy Rules to Remember when the Club is Organising Transport

- It is good practice to receive informed consent from parents and young people who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.

- Driver should have a point of contact/mobile phone.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- Drivers representing and volunteering on behalf of a club should be vetted through National Vetting Bureau if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats. From 2006, the law requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm or whichever comes first with very few exceptions.
- Parents and coaches can also download Sport Irelands Safe Sport App at https://www.sportireland.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App.
One of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home, for example after a training session, to permit the child's parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

Personal Arrangements Between Parents

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

Accommodation for Away Trips

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

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

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

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

General Requirements

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

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

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

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

Hosting

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

Our Club as Host

Special care will be taken in the selection of homes for hosting overnight stays. The club will be guided by the general principles of child protection and by the specific procedures set out in the club's Recruitment procedures outlined in Appendix 5 when making these selections.

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

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

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

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

Club Members Being Hosted

The club will ensure that the host club/sporting body has carried out the selection of hosting families using similar procedures to those set out in the club's own Recruitment Procedures outlined in Appendix 5.

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

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

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

The club will require the assurance of the host club that the policy set out above in relation to transport being provided to the visiting children by the host family/club will be complied with.

Whether being hosts or being hosted the club will expect families to:

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

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

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

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

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 10

Adult Supervision of Children's Activities

Youghal Lawn Tennis Club is rightly proud of the welcome and support given to its Junior members of all ages. The Club encourages all members to make full use of its facilities as often as possible. As part of the its obligations in regard to the protection of children the club sets out in this document the details of adequate adult supervision of junior members provided by the club.

The club will ensure that all children's activities organised by the club will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect adults. In this regard the club will be guided by the recommendations contained in Chapter 4 of the Code. As a minimum all club-organised activities will be supervised by one male and one female adult.

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

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible. 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. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidably delayed they should contact one of the Junior Committee whose contact numbers will be provided to parents at the beginning of the year. In the event that no contact is made with the club/Junior Committee the supervisor 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 supervisor plus another adult will wait with the child at the club or venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending for club-organised coaching should let one of the adult supervisors know when they have arrived at the club – it is the responsibility of parents to ensure that children do this. When they are finished their coaching session and are leaving with the adult nominated to collect them they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child leave the club premises 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.

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

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

The club welcomes and indeed encourages parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise!)

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

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

Arrangements for supervision during home or away matches etc. are outlined in the Travel & Hosting Policy (Appendix 9).

The details of the times of the above-listed activities are available from any member of the Junior Committee. If you have any difficulty getting this information please contact the Hon Sec. of the club (details on the club website or on the Notice Board).

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

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

The parents of all children taking part in any of the activities organised by the club will be required to complete and sign the below Consent Form.

Youghal Lawn Tennis Club

Form 3 - Parental Consent Form (Appendix 10)

I confirm that I am the parent/legal guardian of _____.

I hereby consent to the above child participating in the tennis activities of Youghal Lawn Tennis Club in line with the Code of Ethics & Good Practice for Children's Sport. I have provided contact details below and undertake to inform the Hon. Sec. of the club of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in all tennis activities in the club.

I confirm that I have read the club's Child Safeguarding Statement and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except as set out in Appendix 10 of the club's Child Safeguarding Statement.

Photographic & Video Consent

I **consent/do not** consent to the below-mentioned child being included in any photographic or video material, in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in tennis.

Name: *(please print)* _____ Signature _____

Contact Details

Name of Child _____ Date of Birth _____

Address _____

Parent/Guardian's Mobile Phone No. _____

Emergency Contact No. (1) _____ Emergency Contact No. (2) _____

Please also include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

Youghal Lawn Tennis Club – Child Safeguarding Statement

Appendix 11

Photography and Use of Images Policy

Definitions:

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

Permission to take images

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

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

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

Announcement at events regarding taking and the use of images

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

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

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

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

Taking images in certain environments

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

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

- Changing rooms.
- Toilets.

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

Types of Appropriate images

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

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

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

Safe Use of images

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

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

Use of images on social media

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

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

Storage of Images

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

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

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

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

Inappropriate Images

Taking inappropriate images

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

Non-Authorised Taking of Images

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

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

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

Inappropriate Use of images

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

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

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

Social Media

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

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

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

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

For Leaders Using a Social Networking Site

- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].

- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. facebook messenger, WhatsApp, etc,. This should be done only through 'Group Chat.'
- Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.
- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Parents/carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
- Parental and child's permission is required before pictures of videos of children or young people are posted online.
- Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.

Use of Mobile Phones

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

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

Texting – Communication not Conversation!

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

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

Smart Phones

Smart phones should be used safely and responsibly.

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

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

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

The leader should then:

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

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

- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young person concerned was winning a prize worthy of publication.

- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Use of Mobile Phones during Activities

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

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

Youghal Lawn Tennis Club – Child Safeguarding Policy

Appendix 12

Bullying Policy

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

What is Bullying?

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

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

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

How would you know if a child is being bullied?

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

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

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings).
- Stress-caused illness – headaches, and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- Frequent loss of, 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 of course other possible reasons for many of the above.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Health Services Executive or An Garda Síochána, dealing with bullying behaviour amongst young people in the club will, in the first instance, be the responsibility of the club's Children's Officers.

How can it be prevented?

- ❖ Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- ❖ Deal with any incidents as they arise.
- ❖ Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of children, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group (see below).
- ❖ Reinforce that there is 'a permission to tell' culture rather than a 'might is right' one.
- ❖ Encourage children to negotiate, co-operate and help others, particularly new or different children.
- ❖ Offer the victim immediate support and put the 'no blame approach' into operation.
- ❖ Never tell a child to ignore bullying.
- ❖ Never encourage a child to take the law into their own hands and beat the bully at their own game.
- ❖ Tell the victim there is nothing wrong with them and it is not their fault.

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

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

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

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

Step 2 – Meet with all involved

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

The Children's Officers should

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

Step 3 – Explain the problem

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

Try asking questions:

- Would they like it if it happened to them?

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

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

Step 4 – Share the responsibility

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

Step 5 – Ask the group for their ideas

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

Step 6 – Leave it to them

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

Step 7 – Meet them again

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

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

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Appendix 13

Missing Persons' Policy

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

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

1. Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person;
2. Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child;
3. Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully;
4. Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the club grounds;
5. Request all those searching to report back to you or to a nominated adult at a specific location and time;
6. This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the Garda Síochána;
7. The Gardaí 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. Refer the concern as soon as possible to the Tennis Ireland Child Safeguarding Team.

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Appendix 18

Social Media Policy

Introduction

Social media provides unique opportunities for tennis clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach the club's Child Safeguarding Policy or the Data Protection Act.

Principles

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

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

Potential Problems

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

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

Online grooming techniques include:

- gathering personal details, such as age, name, address ,mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.
- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.

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

Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Rules to Remember

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

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

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

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

- ❖ change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.
- ❖ review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned.
- ❖ ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of the club.
- ❖ ensure that information published on social media sites complies with the club's Child Protection Policy.
- ❖ beware of how your actions could be captured via images, posts, or comments online as these will reflect on the club.
- ❖ respond to online bullying - what is said online must be treated as if said in real time.
- ❖ coaches must not have any under 18's whom they coach as their friends and must not comment on individual players whom they are coaching through their personal page.

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Appendix 14

List of Forms

- Form 1 Coach/Sports Leader Code of Conduct Form (Appendix 2)
- Form 2 Accident Report Form
- Form 3 Parental Consent Form (Appendix 10)
- Form 4 Incident Report Form
- Form 5 Coach/Volunteer Application Form (Appendix 5)
- Form 6 Disclosure of Criminal Conviction Form (Appendix 5)
- Form 7 Third Part Reference Form (Appendix 5)

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Form 2 – Accident Report Form

COACH/ LEADER IN ATTENDANCE	
INJURED PARTY	
Name	
Age/ DOB	
Address	
Accident Details	
<ul style="list-style-type: none">• Date:• Time:• Exact Location• Injury• How happened	
Severity	
<ul style="list-style-type: none">○ Minor○ Considerate○ Severe	
FIRST AID INVOLVED	YES / NO
MEDICAL ATTENTION REQUIRED	YES / NO
PARENTS INFORMED	YES / NO
BY WHOM	
FORM COMPLETED BY:	
REFERRED TO DESIGNATED PERSON	YES / NO
DESIGNATED PERSON SIGNATURE	

Youghal Lawn Tennis Club – Child Safeguarding Statement
Form 4 – Incident Form

COACH/ LEADER IN ATTENDANCE	
Club	
Address	
Incident Details <ul style="list-style-type: none">• Date:• Time:• Exact Location	
What happened -	
FORM COMPLETED BY:	
REFERRED TO DLP	YES / NO
DESIGNATED PERSON SIGNATURE	