



Killaloe Ballina Tennis Club

Child Protection Policy

January 2024

Contents

Killaloe Ballina Tennis Club Child Protection Policy	4
Child Protection Policy Statement	4
Equality Statement.....	6
Confidentiality Statement.....	7
Appendices.....	7
Appendix 1: Club Children’s Officers	9
Role and Responsibilities	9
Minimum Requirements (Child Protection Officer).....	10
Child Protection Officer:	11
Designated Liaison Person:	11
Appendix 2: Guidelines for Sports Leaders, Coaches, Officials, Convenors etc. including Code of Conduct.....	13
Being a role model	14
Protection for leaders	14
A Positive Environment.....	14
Positive Discipline	15
The use of Sanctions - guidance provided by Tennis Ireland.....	15
Recommended use of Sanctions.....	16
Sanctions	17
Form 1 - CODE OF CONDUCT (Appendix 2) for Coaches/Sports Leaders/Officials.....	19
Code of Ethics and Good Practice for Children’s Sport Undertaking.....	21
Appendix 3: CODE OF CONDUCT FOR CHILDREN.....	22
Appendix 4: Code of Conduct for Parents	23
Parents Code of Conduct:	23
Appendix 5: Club Recruitment Procedures.....	25
Section 1. The General Approach to Recruitment.	25
Section 2. The Specific Recruitment Procedures	25
Protection of Data provided by Volunteers	27
Form 2 (Appendix 5) - Volunteer / Coach Application Form	28
Form 3 (Appendix 5) - Disclosure of Criminal Convictions & Permission for Statutory Checks for Those Working with Children	31
Statement of non-discrimination:.....	31
Advice to Applicants:	31
Form 4 (Appendix 5) - Reference Form.....	33

Appendix 6: Club Complaints Procedure (Based on the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures document)	35
Appendix 7: Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials Club.....	38
Chairperson/President	38
Appendix 8: Members' Child Protection Undertaking	41
Appendix 9: Travel & Hosting Policy	42
Appendix 10: Adult Supervision of Children's Activities	47
Form 4 (Appendix 10) - Parental Consent Form	50
Appendix 11: Killaloe Ballina Tennis Club and Court Behaviour	53
Club Rules Relating to Child Protection:	53
Court Booking Rules	53
Appendix 12: Code of Ethics and Good Practice for Children's Sport	55
Appendix 13: Children First: National Guidelines for the Protection and Welfare of Children.....	56
Appendix 14: Tennis Ireland Complaints, Objections and Disciplinary Rules and Procedures.....	57
Appendix 15: Our Duty to Care	58
Appendix 16: Child Welfare and Protection Procedures	59
The Designated Person	59
Role and Responsibilities	59
Minimum Requirements	60
Desirable qualities and skills.	60
Responding to a Child Disclosing Abuse	61
Reporting Suspected or Disclosed Child Abuse.	61
Protection for the Person Reporting possible Child Abuse.	62
Allegations against Coaches/Club Employees/Sports Leaders.	63
Confidentiality.....	64
Anonymous Complaints/Rumours.....	65
Appendix 17: Bullying Policy	66
Appendix 18: Social Media Policy	70
Appendix 19: Mental Wellbeing Policy	73
Appendix 20: Use of Photos and Videos	75
Appendix 21: Missing Child Policy	78

Killaloe Ballina Tennis Club Child Protection Policy

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

Child Protection Policy Statement

Killaloe Ballina Tennis Club is fully committed to safeguarding the well-being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport. Killaloe Ballina Tennis Club supports the view that all children's sport should be conducted in an atmosphere of fair play. In this context the club undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993). "Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption."

In order to promote the best practice in children's sport, the club complies with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport as follows:

- The club has adopted and implemented the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club.
- The club is operated under its Constitution. This document has been approved and adopted by clubs' members at various Annual and Extraordinary General Meetings of the members of the club. Any changes to the Constitution have to be approved by the members of the club at a General Meeting of the members.
- The club permits all junior (i.e. under 18) members over 16 years of age to vote, where possible, in the running of the junior section of the club. One parent/guardian has one vote for all of their children under 16 years of age, where relevant.

- The General Executive of the club is elected by the club members at each Annual General Meeting in accordance with the procedures set out in the Constitution
- The club has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.
- The club appoints one male and one female children's officer at the AGM as outlined in the Code of Ethics and Good Practice for Children's Sport. One of the Children's officers is an ex officio member of the Executive Committee.
- The Executive Committee appoints a member of the club to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the club the Executive Committee disseminates its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct is posted prominently around the club premises.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been vindicated.
- Where appropriate, Sports Leaders are required to report to the Executive Committee on a regular basis.
- The club encourages regular turnover of committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/ incidents have been put in place.

- The club monitors both the use of the facilities and participation in club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Executive Committee.
- All club members are given notice of all General Meetings of the club in accordance with the procedures in that regard as set out in the Constitution.
- The minutes of all Executive and Committee meetings are recorded, adopted as correct and safely filed.

Killaloe Ballina Tennis Club is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. Appropriate training and education opportunities will also be made available to club officials, non-coaching staff, and parents/guardians as appropriate. Killaloe Ballina Tennis Club is committed to ensuring that adequate adult supervision of all club activities involving children is provided.

Equality Statement

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

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

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

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

Confidentiality Statement

Killaloe Ballina Tennis Club recognises that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

Appendices

Killaloe Ballina Tennis Club is committed to continual monitoring and development of this Child Protection Policy in the light of changing circumstances. All Coaches and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices to this policy. The original signed document will be held by the club.

The following Appendices form part of the Child Protection Policy of Killaloe Ballina Tennis Club

Appendix 1: Club Children's Officers

Appendix 2: Guidelines for Sports Leaders, Coaches, Officials etc incl. Code of Conduct

Appendix 3: Code of Conduct for Children

Appendix 4: Code of Conduct for Parents/Guardians

Appendix 5: Club Recruitment Procedures

Appendix: 6 Club Complaints Procedure

Appendix :7 Roles & Responsibilities of Coaches, Sports Leaders & elected officials

Appendix 8: Member's Child Protection Undertaking

Appendix 9: Travel & Hosting Policy

Appendix 10: Adult Supervision of Children's Tennis Activities

Appendix 11: Club Rules

Appendix 12: Code of Ethics and Good Practice for Children's Sport

Appendix 13: Children First: National Guidelines for the Protection and Welfare of Children

Appendix 14: Tennis Ireland Complaints, Objections and Disciplinary Rules and Procedures

Appendix 15: Our Duty to Care

Appendix 16: Child Welfare and Protection Procedures

Appendix 17: Bullying Policy

Appendix 18: Social Media Policy

Appendix 19: Mental Wellbeing Policy

Appendix 20: Photos and Videos

Appendix 21: Missing Persons Policy

Appendix 22: Forms List of Forms

- Form 1 Coach/Sports Leader Code of Conduct Form (Appendix 2)
- Form 2: Coach/Volunteer Application Form (Appendix 5)
- Form 3: Disclosure of Criminal Conviction Form (Appendix 5)
- Form 4: Third Part Reference Form (Appendix 5)
- Form 5: Member's Child Protection Undertaking (Appendix 8)
- Form 6: Parental Consent Form (Appendix 10)
- Form 7 Accident Report Form
- Form 8: report Form

Killaloe-Ballina Tennis Club – Child Protection Policy

Appendix 1: Club Children's Officers

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 Officer requires 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 Protection Policy 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 Protection Policy 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 regarding 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 (Child Protection 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

Killaloe- Ballina Tennis Club Children's Officers 2021/2022

Child Protection Officer:

Sandra O'Malley: 086 388 9677. Sandraomalley31@gmail.com



Designated Liaison Person:

David Goode (087) 2237447 davidandjoannegoode@gmail.com



If any issues arise please contact either the Child Protection officer or the Designated Liaison Officer.

If the concern is about the Child Protection Officer, please contact the current Chairman of the Club, Patrick Seymour, (086) 8106202 patrick@ppg.ie

Killaloe- Ballina Tennis Club – Child Protection Policy

Appendix 2: Guidelines for Sports Leaders, Coaches, Officials, Convenors etc. including Code of Conduct

Killaloe Ballina 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 Protection Policy.

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.

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.***

Positive Discipline

No two children are ever the same and there is no exact science as to how a child will respond to certain coaching styles or discipline. One thing that is clear is that negative put-downs, shouting or even physical punishment (such as extra laps of the track / push-ups for misbehaving) will not improve a child's belief in themselves or how they value the opinion of their coach. It may well increase the child's fear of the coach, but it will not increase the child's desire to remain involved in the sport.

Tennis Ireland encourages clubs to be positive in their focus: encouraging young people to become more responsible for themselves and contributing to setting boundaries for behaviour.

The use of Sanctions - guidance provided by Tennis Ireland

The use of sanctions is an important element in the maintenance of discipline. However, Sports Leaders should have a clear understanding of where and when particular sanctions are appropriate. It should be remembered that effectively controlling organisations and successful Sport Leaders are characterised by the sparing use of sanctions. The age and developmental stage of the child should be considered when using sanctions.

Recommended use of Sanctions

Sanctions should be fair, consistent and in the case of persistent offence, should be progressively applied.

The following steps are suggested:

- Rules should be stated clearly and agreed
- A warning should be given if a rule is broken
- A sanction (for example, use of time out) should be applied if a rule is broken for a second time
- If a rule is broken three or more times, the child should be spoken to, and if necessary, the parent/guardian should be involved (the parent may need to be involved straight away if the issue is serious enough)
- Sanctions should be used in a corrective way that is intended to help children improve now and in the future. They should never be used to retaliate or make a Sports Leader feel better
- When violations of team rules or other misbehaviours occur, sanctions should be applied in an impartial way
- Sanctions should not be used as threats. If rules are broken sanctions should be implemented consistently, fairly, and firmly
- Sanctions should not be applied if a Sports Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible
- Once sanctions have been imposed, it is important to make the child feel s/he is a valued member of the group again
- A child should be helped, if necessary, to understand why sanctions are imposed
- A child should not be sanctioned for making errors when s/he is playing
- Physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life
- Sanctions should be used sparingly.

Constant sanctioning and criticism can cause a child to turn away from sport. Positive Discipline works by:

- Being a good role model – not swearing or being abusive to opponents
- Creating a good relationship with the young people in your charge
- Positive reinforcement – emphasising behaviour such as being honest, accepting defeat, shaking hands
- Listening to the view of child members and agreeing codes of conduct with them. Children like security and boundaries in which they know they are safe
- Avoid harsh punishment
- Having clear simple rules reducing the amount of 'grey areas' that children can manipulate
- The coach remaining calm and reasonable
- Acknowledging the young person's feelings that they may be or at least perceive themselves as being unfairly treated
- Keep criticisms to a minimum
- Criticising the behaviour not the child.

Do not become trapped in circular arguments which do nothing but reinforce the child's frustration. Allow children opportunities to 'escape' from a debate about poor behaviour i.e. asking how else they could have dealt with the situation. Remember bad behaviour is not a personal attack on you or your coaching style but may be more a reflection of the child's limited ability to obtain attention for positive behaviour.

Sanctions

As we mentioned these should be progressive, examples of these could be,

- Discuss the behaviour with the child. If necessary, agree a response to compensate for actions (clearing up equipment, washing up)
- Discuss the behaviour with the child and their parent. If something has been broken or damaged financial reimbursement should be considered (even as only a token gesture)

- Agree to review the matter again with child & parent. Depending on the age of the child & seriousness of the incident agree to monitor their behaviour
- Being dropped from the team for one game/match as a sanction should always be discussed with the parent as well as the child
- Being suspended from the team should only be used in extreme circumstances and reasons for doing this should be given in writing to the parents and children (in plain English)

Reference

- Code of Ethics & Good Practice for Children's Sport- SCNI & ISC
- Encouraging Better Behaviour - NSPCC

The following is the Code of Conduct to be signed by all club Coaches, Sports Leaders and Officials. In addition, all club Coaches, Sports Leaders and Officials will be required to formally sign the Code of Ethics and Good Practice for Children's Sport Undertaking below.

Killaloe- Ballina Tennis Club

Form 1 - CODE OF CONDUCT (Appendix 2) for Coaches/Sports Leaders/Officials

I, (Print Name) _____ agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes, or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and promote the objectives of the club.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed. • Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally, or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Hold current coaches' insurance.

Child Protection Policy

- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people do so under the guidance of the coach.
- As a coach keep my knowledge updated through the Tennis Ireland Continuous Professional Development.
- Protect myself from false accusation by
 - Not spending excessive amounts of time alone with children away from others.
 - Avoid taking children alone in a car on journeys, however short.
 - Never taking children to your home
 - Not administering First Aid involving the removing of children's clothing unless in the presence of others.

I accept that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club's Designated Liaison Person. Persistent breach of the code of conduct will result in dismissal from the club. I have read the Killaloe Ballina Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.

Signature of Coach/Sports Leader: _____

Date: _____

[Code of Ethics and Good Practice for Children's Sport Undertaking](#)

I agree to abide by and support the **Killaloe Ballina Tennis Club Child Protection Policy*** and agree to abide by the guidelines as set out in the Policy and in particular to abide by the **Code of Ethics & Good Practice for Children's Sport**.

I understand and agree to abide by the Rules of Killaloe Ballina Tennis Club.

Signature of Coach/Sports Leader: _____

Date: _____

*Killaloe Ballina Tennis Club Child Protection Policy is available on the club website or in hard copy format at the club house.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 3: CODE OF CONDUCT FOR CHILDREN

All junior members are required to abide by the following Code of Conduct.

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

The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian of junior members is deemed to be agreement on the part of the junior member

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 4: Code of Conduct for Parents

Killaloe Ballina Tennis Club believes that as parents you should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials, and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches, or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers, and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates, and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Please refer to bullying policy, Appendix 17, within the club's Child Protection Policy.

Parents Code of Conduct:

1. I will respect the rules and procedures set down by Irish Sports Council Code of Ethics and Good Practice for Children's Sport.

2. I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors, and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events whether within the club or outside.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

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.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 5: Club Recruitment Procedures

Section 1. The General Approach to Recruitment.

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

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

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

Section 2. The Specific Recruitment Procedures

Killaloe Ballina Tennis Club will ensure good recruitment procedures by utilizing some or all of the following.

- Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
- Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position. (see sample application forms at the end of this document)
- Obtaining proof of identity of each person applying.
- Where necessary obtaining the individual’s signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
- In the case of those who will have substantial access to children.

- o Assessing the individual's experience of working with children or young people and knowledge of child protection issues
- o Assessing their commitment to promoting good practice.
- o 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.

Where necessary

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

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

	Complete form	Provide Reference	Garda Vetting	CP Awareness Course	Qualifications	Code of Conduct	Under-taking	Induction	ID proof
Chairperson /President				X		X	X		
Club Secretary				X		X	X		
Club Treasurer				X		X	X		
Child Protection Officer	X		X	X		X	X		
Executive Committee Member				X		X	X		
Junior Sub-committee member			X	X		X	X		
Other Sub-committee member				X		X	X		
		X	X	X			X	X	X
Tennis Coach	X	X	X	X	X	X	X	X	X
Caretaker /Cleaner		X					X	X	X
Groundsman		X					X	X	X

Protection of Data provided by Volunteers

All information provided to Killaloe Ballina 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.

Killaloe Ballina Tennis Club

Form 2 (Appendix 5) - Volunteer / Coach Application Form (For Those with Substantial Access to Children)

All information received in this form will be treated confidentially

Name: _____ Maiden Name: (If applicable) _____

Address: _____

How long have you lived at this address? _____

Previous Address(s) over the last 5 years: _____

Tel: Mobile: _____

1. Are you over 18? Yes ☐ No ☐
2. Are you (Please tick): Employed ☐ Unemployed ☐ Student ☐ Homemaker ☐ Retired ☐ Other ☐

Previous work experience & relevant qualifications: _____

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

If yes, give details: _____

4. Do you agree to abide by the club's Coach Code of Conduct (copy attached)? Yes ☐ No ☐

Have you completed the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection or similar?

Yes ☐ No ☐

If yes, Organisation providing training _____ Date completed _____

If No, do you agree to undergo this training? Yes ☐ No ☐

5. Have you ever been asked to leave a sporting organisation in the past? Yes ☐ No ☐

(if you have answered yes, we will contact you in confidence)

6. List all relevant training courses (coaching-any sport, Child Protection, etc.) that you have completed.

Course	Training Body	Date completed

7. Any other relevant information?

8. 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. no	Tel.no
Designation	Designation

Killaloe - Ballina Tennis Club

Form 3 (Appendix 5) - Disclosure of Criminal Convictions & Permission for Statutory Checks for Those Working with Children

Please read this information carefully

Statement of non-discrimination:

Killaloe Ballina 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 Killaloe Ballina Tennis Club 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? 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: _____, Killaloe Ballina Tennis Club

Killaloe Ballina Tennis Club

Form 4 (Appendix 5) - Reference Form

STRICTLY CONFIDENTIAL

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

The following person _____ has expressed an interest in working in Tennis. If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post if he/she is offered the position in question. We would appreciate you being extremely candid, open, and honest in your evaluation of this person.

Signed: _____

Print Name: _____

For Killaloe Ballina Tennis Club

Date _____

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
Maturity					
Self-Motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

Child Protection Policy

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

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

Signed: _____ Date: _____

Print Name: _____

Position: _____

Organisation: _____

Killaloe Ballina Tennis Club – Child Protection Policy

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 as and when required.
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. The Hearings Committee shall appoint a Chairperson to chair all its meetings.
5. The Hearings Committee shall follow the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures in dealing with issues brought to it.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 of 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.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 7: Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials Club

Chairperson/President.

- To chair Executive Committee meetings.
- To issue official correspondence on behalf of the club. (It is advisable to have all letters issued by the Chairperson/President)
- To endeavour to generate good communication between committee members to unite the group
- To encourage the full participation of all committee members
- To liaise with the other officers between committee meetings
- To officiate at club events

Club Secretary

- To record the minutes of the meetings
- To set the agenda for meetings in consultation with the Chairperson/President
- To issue notices of committee and General meetings
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the Chairperson/President as soon as possible)
- To maintain and manage all digital records

Club Treasurer.

- To record all financial transactions of the club
- To report on all transactions to the Executive Committee meetings

- To issue payment for all bills, wages, fees etc. as approved by the Executive Committee.
- To lodge all monies received.
- To liaise with sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank in relation to club accounts

Club Captain

- To organize all tennis activities within the club.
- To select club teams.
- To liaise with other sub-committees in relation to various events within the club.
- To report to the monthly meeting of the Executive Committee.
- To officiate at club events, prize-giving etc. as necessary

General Committee Member

- To attend committee meetings and to assist the President in the running of the club in whatever way is required.

Junior Sub-committee member

- To attend the Junior committee meetings and to assist in the organisation and running of junior activities.
- To ensure that all Child Protection protocols are observed.

Coaching Sub-committee member

- To attend the Coaching committee meetings and to assist in the organisation and running of coaching activities.
- To ensure that all Child Protection protocols are observed.

Competitions and team selectors Sub-committee

- To attend the competitions and team selectors committee meetings and to assist in the organisation and running of competitions
- To ensure that all Child protection protocols are observed

Tennis Coach

As per the terms of their contracts.

Cleaner.

- To carry out day to day cleaning and maintenance of the club house in accordance with the wishes of the club committee.

Groundsman

- To carry out routine maintenance of the club grounds and equipment and any repairs required and to facilitate the carrying out of repairs by an outside body as required.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 8: Members' Child Protection Undertaking

I/We agree to abide by and support the Killaloe Ballina Tennis Club Child Protection Policy* and agree to abide by the guidelines as set out in the Policy and in particular to abide by the Code of Ethics & Good Practice for Children's Sport.

Name of Adult Senior/Family Member _____

Signature 1 _____

Name of Adult Family Member _____

Signature 2 _____

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

This Undertaking must be signed by the member or in the case of a family by both adults (where applicable).

Signature 1 is deemed to be the adult signing on behalf of the family members under 18 years. (see note below)

In the case of individual juniors (i.e. not joined as part of a family membership) the undertaking should be signed (below) on their behalf by the parent or legal guardian having parental responsibility for the child.

Note: When a Junior reaches the age of 18, they must sign an Undertaking on their own behalf (whether joined as part of a family or as an individual junior).

Name (if signing on behalf of Junior member) _____ (please print)

Signature _____

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 9: Travel & Hosting Policy

This policy deals with a number of matters which come under the general heading of Travel and include travel, supervision and behaviour on away matches or on club-organised extended trips away. It also sets out the club's policy about 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 are 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 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

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.

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.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 10: Adult Supervision of Children's Activities

Killaloe Ballina Tennis Club is rightly proud of the welcome and support given to its Junior members of all ages. The Club encourages all members to make full use of its facilities as often as possible. As part of its obligations regarding 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, where possible, 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.

In so far as possible, all club-organized activities will be supervised by one male and one female adult. Where possible, adult supervisors will ensure that they are not left alone with young participants.

If an adult needs to talk separately to a child this will be done in an open environment, in view of others.

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible. If late collections occur coaches/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 the Coach, or 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 Coach/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 organized and run by the Junior Committee of the club
- During any of the closed club tournaments run by the Junior Committee of the club.

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 web-site 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 organized by the club will be required to complete and sign the Consent Form below.

Killaloe Ballina Tennis Club

Form 4 (Appendix 10) - Parental Consent Form

STRICTLY PRIVATE & CONFIDENTIAL

KILLALOE BALLINA TENNIS CLUB (KBTC) CONSENT FORM

SURNAME: _____

KBTC PARENTAL CONSENT & DISCLOSURE FORM FOR JUNIOR MEMBERS PARTICIPATING IN CLUB ACTIVITIES. TO BE COMPLETED BY PARENT/LEGAL GUARDIAN.

A. NAME & DATE OF BIRTH OF CHILD(REN):

B. PARENT(S)/LEGAL GUARDIAN(S) FULL NAME AND CONTACT NUMBER:

C. CONTACT NAMES AND NUMBERS IN THE EVENT OF AN EMERGENCY:

1. _____

2. _____

D. MEDICAL INFO:

Please disclose any medical details here that may be relevant in dealing with your child(ren) in a safe manner, such as allergies, medication, special needs etc.

For safety sake please distinguish the name(s) of the children with such information or use individual consent forms for each child.

E. GP NAME AND PHONE NUMBER

Please note that in the event of a child being injured or becoming ill, all efforts will be made to contact parents. In the event of not being able to contact the child's parents or legal guardian, in order to ensure the health, safety and welfare of the child, medical assistance will be sought.

F. PARENTAL/LEGAL GUARDIAN DECLARATION:

I confirm that I (print name) _____

am the parent/legal guardian of

- I hereby consent to the above named child(ren) participating in the tennis activities of Killaloe Ballina Tennis Club
- I have provided accurate & relevant contact and medical details and undertake to inform the executive secretary of the club of any changes to this information
- I confirm that all the details provided by me are correct and I am able to give parental consent for my child(ren) to participate in club activities.
- I confirm that I have read the updated (28th March 2019) club rules and Child Protection Policy (see kbtc.ie) and I shall abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child(ren); the mission statement, the code of behaviour, the anti-bullying code, general rules and guests of members
- I confirm that in the event of my child(ren) participating in private coaching that I (or my nominated supervising responsible adult) will be present for the entirety of the session(s).
- Communication: I consent **YES/NO (delete as appropriate)** to my mobile number being added to communication applications (e.g. WhatsApp) which the club believe are relevant to my child(drens) tennis activities.
- Media. I consent **YES/NO (delete as appropriate)** to the above mentioned child(ren) being included in any 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. I understand that the child(ren) will not be identifiable by having image and name used together at the same time unless specific consent is given for that instance.

SIGNATURE _____

DATE _____

Form to be returned to KBTC coaching / juniors subcommittee

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 11: Killaloe Ballina Tennis Club and Court Behaviour

(The following rules shall govern the use of the premises of Killaloe Ballina Tennis Club unless altered by the Executive Committee as it may see fit from time to time)

Club Rules Relating to Child Protection:

1. All players are required to register their name on the booking system prior to play.
2. Groups of children need to have an adult present during coaching/supervised tennis. This ensures that there is always someone present who can attend to the child for any reason such as injury/illness or to use the bathroom facilities. A coach/supervisor cannot leave the other children in their group to attend to an individual child.
3. Children are never to be dropped off or picked up from the carpark. Please instruct your child to wait for you, within the grounds of the tennis club in the event that you are ever to be delayed.
4. Junior members (i.e. under 18s) may not play tennis or otherwise be on Killaloe Tennis Club premises unless an accompanying adult (e.g. parent/guardian is present).

Court Booking Rules

- Time slots are of 1.5 hours (90 mins) duration, except between 3pm and 6pm Monday to Friday when time slots are of one hour duration.
- All players intending to play must be named on all court bookings, i.e., the players named on the court booking system must be the people playing at that time!
- Players not listed on the online booking system should be entered as 'guest' and named on the booking slot.
- A maximum of two slots only may be booked in advance at peak times. Peak times are considered as 6pm – 9pm and when coaching is taking place.
- Booking is only possible one week in advance.
- A maximum of two time slots per day may be booked by any member. Slots cannot be consecutive and a maximum of one booking before 6pm and one after 6pm is allowed.
- Juniors may not book courts from 7.30pm onwards. Over 16s, however, are allowed to play with a senior member.
- Senior players may not book courts to play with juniors under 16 years of age after 7.30pm.

- Players are required to cancel court bookings if they are not going to use the time slot. If players arrive more than 15 minutes late, their booking is forfeited.
- Competition matches have priority over all over court bookings.
-

General Rules

Members and visitors to our Club are always expected to behave in a sporting manner and respect the Club.

- Never walk behind a court when play is in progress, wait until there is a break in play before crossing a court and acknowledge the players when passing through.
- Appropriate tennis footwear and sports attire must be worn on court at all times.
- Return tennis balls to other courts promptly - but never while play is in progress.
- Do not try to retrieve tennis balls from other courts when play is in progress.
- Avoid excessive noise when playing or watching matches.
- Racquet abuse and foul language is not acceptable behaviour in court or in the Club at any time, either as a player, spectator or at a social occasion.
- Avoid distractions to your fellow players e.g. mobile phones should be put on silent when on court. Answering calls on court is not acceptable behaviour.
- Spectators must not interfere when matches are in progress – specifically no line calling or coaching by spectators or parents is permitted.
- During League Matches, have additional consideration for both fellow members and their visiting opponents – social tennis should not be played on adjoining court to a competitive match if possible. League matches take priority over all other games.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 12: Code of Ethics and Good Practice for Children's Sport

<https://www.tennisireland.ie/wp-content/uploads/2016/06/98-Appendix-12E-Code-of-Ethics-Practice.pdf>

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 13: Children First: National Guidelines for the Protection and Welfare of Children

<https://www.gov.ie/en/policy-information/d1b594-children-first/#children-first-guidance>

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 14: Tennis Ireland Complaints, Objections and Disciplinary Rules and Procedures

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

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 15: Our Duty to Care

https://www.tusla.ie/uploads/content/Our_Duty_To_Care_FactSheets_Eng.pdf

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 16: Child Welfare and Protection Procedures

Killaloe Ballina 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.

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 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 Gardai. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details as soon as possible after receiving the report.
- Pass on this information to the club's Designated Person.

Reporting Suspected or Disclosed Child Abuse.

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

- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.

- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSE which has a statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the Gardai will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist, she/he can informally consult with the local social services. She/he will be advised as to whether 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 Gardai (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.

Allegations against Coaches/Club Employees/Sports Leaders.

The following are the agreed procedures to be followed in cases of alleged child abuse complaints concerning a Coach, Club Employee or Sports Leader.

If such an allegation is made against a Coach/Club Employee/Sports Leader working within the club, two separate procedures will be followed in tandem:

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

The Internal Procedure will be as follows:

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

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

Confidentiality

Given the sensitive nature of the issues 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.

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.

Local Statutory Office Tusla: Child and Family Agency, Unit 3, Camillus Hospital, Shelbourne Road, Limerick. Telephone: 061 588688. Monday to Fri 9a.m.–5p.m. Saturday Closed Sunday Closed

DESIGNATED PERSON

The current Killaloe Ballina Tennis Club Designated Person is:

David Goode,

Mobile No: 087 223 7447

Email: davidandjoannegoode@gmail.com



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

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 17: Bullying Policy

Killaloe Ballina 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.
- Anxiety (shown by nail-biting, fearfulness, tics).
- In extreme cases it could be attempting suicide or hinting at suicide. 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 Síochana, 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 because 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 whether there have been other incidents. This will allow for continual monitoring and 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 behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim is not acceptable.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 18: Social Media Policy

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, Killaloe Ballina Tennis Club is 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 Protection 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 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.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 19: Mental Wellbeing Policy

Killaloe Ballina Tennis Club recognises that mental health is as important as physical health and accepts that, on average, one in four people will experience a mental health difficulty in the course of a year and that such problems can cause real and lasting damage, both to the individual and to the community. The Club also recognises that many people who experience mental health difficulties can get over them or learn to live with them especially if they are supported early on.

This Policy applies to members, volunteers, and coaches and aims to ensure that everyone feels supported in the club environment.

Policy statement

It is the policy of Killaloe Ballina Tennis Club to:

- promote mental health and wellbeing through its management policies, support services, information networks and regular health promotion campaigns (including alcohol awareness, diet, exercise, self-management, suicide awareness), and by liaising appropriately with external agencies;
- prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing;
- provide an environment in which members who have mental health difficulties receive suitable support and adjustments to allow them to achieve their fullest potential.

Responsibility of Coaches/Volunteers/Committee Coaches/Volunteers/Committee Members are expected to:

- maintain a non-stigmatising, supportive community.
- treat each member with a mental health difficulty as an individual, not a problem or a condition.
- take advantage of training and information sources.
- uphold confidentiality (wherever safety is not at risk).
- recognise the limits to what they can do.

- ensure relevant partnerships are in place with community partners responsible for mental wellbeing so that the club is in a position to signpost people to community support services.
- Promote an ethos of talking about mental health issues

Killaloe Ballina Tennis Club recognises that where individuals help a member experiencing mental health difficulties, each person has boundaries or limits to his/her knowledge, responsibilities and competence, and that these boundaries must be respected.

The club will provide for its coaches/volunteers/committee suitable advice and training on:

- identifying mental health difficulties and making initial responses to individuals.
- recognising the need to refer an individual to support services.
- accessing the Clubs support services.

Responsibility of members All club members are required to:

- Encourage the establishment and maintenance of a non-stigmatising, supportive community.
- Recognise the limits to what they can do.
- Refer to support and advice services within the Club when assistance is required.
- Inform the club of difficulties that may be affecting their mental wellbeing, in order that the club can deal fairly with them and support them where appropriate.
- Buy into the ethos of talking about mental health issues

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 20: Use of Photos and Videos

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 Protection 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 make contact with them via social media platforms or comment on individual players whom they are coaching through their personal page.

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 21: Missing Child Policy

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

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

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

Killaloe Ballina Tennis Club – Child Protection Policy

Appendix 21: List of Forms

- Form 1: Coach/Sports Leader Code of Conduct Form (Appendix 2)
- Form 2: Coach/Volunteer Application Form (Appendix 5)
- Form 3: Disclosure of Criminal Conviction Form (Appendix 5)
- Form 4: Third Part Reference Form (Appendix 5)
- Form 5: Member's Child Protection Undertaking (Appendix 8)
- Form 6: Parental Consent Form (Appendix 10)
- Form 7: Accident Report Form
- Form 8: Incident report Form