Safeguarding **Policy**

CLUB SAFEGUARDING GUIDANCE

SUNDAY'S WELL BOATING & TENNIS CLUB

June 2023

Table of Contents

CLUB SAFEGUARDING POLICY **4**

Safeguarding Policy Statement 4
Safeguarding or Child Protection 4
Code of Conduct 4
Safe Recruitment 5
Monitoring 6
Training 6
Equality Statement 7
Confidentiality Statement 7
Appendices 7

RISK ASSESSMENT & CLUB SAFEGUARDING STATEMENT **9**

Section 1 – Sunday's Well Boating & Tennis Club Information 9
Section 2 - Principles to safeguard children from harm 9
Section 3 - Risk Assessment 10
Section 4 - Procedures 14
Section 5 - Implementation 14

ADULT SUPERVISION OF CHILDREN'S ACTIVITIES POLICY **16**

COACH EDUCATION POLICY **18**

RECRUITMENT POLICY **19**

Section 1: The General Approach to Recruitment 19
Section 2: Procedures 19

VETTING POLICY **21**

CLUB COMMUNICATION POLICY **22**

PHOTOGRAPHY & USE OF IMAGES POLICY **24**

SOCIAL MEDIA POLICY **26**

ANTI-BULLYING POLICY **28**

TRAVEL AWAY TRIP POLICY **32**

MISSING CHILD POLICY **34**

COMPLAINTS & DISCIPLINARY PROCEDURE/POLICY **35**

ACCIDENT REPORTING PROCEDURES **38**

ROLES & CONTACTS **39**

Role of Child Protection Officer 39
Role of Designated Liaison Person 39
Role of Mandated Person 39
Relevant Person 40
Club Contacts 40
Statutory Contacts Republic of Ireland 41

APPENDICES **42**

Volunteer/Coach Application Form 42
Confidential Reference Form 45
Coaches/Leaders /Volunteers/Committee Members Information Form 47
Club Code of Conduct for All Members (Adult and Junior) 49
Code of Conduct for Tennis/Squash Leaders 52
Code of Conduct for Tennis/Squash Coaches 55
Code of Conduct for Committees 57

ACCIDENTS AND INCIDENTS REPORTING FORM 59

Club Safeguarding Policy

This policy applies to all those involved in Sunday's Well including, but not limited to, coaches, administrators, officials, volunteer drivers, members, parents and young people.

Safeguarding Policy Statement

Sunday's Well Boating & Tennis Club is fully committed to safeguarding the well-being of its members. Every individual in the organisation 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 Tennis Ireland and the guidelines contained in this policy.

Safeguarding or Child Protection

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

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe and this is what Sunday's Well Boating & Tennis Club under the guidance of Tennis Ireland and Irish Squash have in place.

It includes:

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

Code of Conduct

Sunday's Well 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, Sundays Well has adopted and implements the guidelines as set out in Safeguarding Guidance for Children & Young People in Sport and as required by

law, has conducted a risk assessment of their facility and children's programmes and the potential for harm to come to young participants whilst they are in their care.

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

Sunday's Well's Safeguarding Statement is posted prominently on the Club's Website and on the premises. We require all adults associated with children's activities to have signed our relevant code of conducts.

Sunday's Well is operated under its Constitution. This document has been approved and adopted by the Club members at various Annual and Extraordinary General Meetings.

Any changes to the club's constitution, must be approved by the members of Sunday's Well at a General Meeting of the members.

The General Committee of Sunday's Well is elected by the members of the Club at the Annual General Meeting in accordance with the procedures set out in the Constitution.

Safe Recruitment

Sunday's Well has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Volunteers, Officials, Coaches and any other Employees or Contractors who have contact with children.

The club follows Tennis Ireland/Irish Squash procedures that are outlined in the Tennis Ireland and Irish Squash safeguarding manual.

Tennis Ireland and Irish Squash expects all affiliated clubs/organisations to adhere to their safe recruitment procedure.

The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.

Reporting Procedures

Sunday's Well has a Female Children's Officer, Male Children Officer and Designated Liaison Person:

Female Children's Officer: Ms. Carol-Anne O'Shea
Tel: 021-4272733 **Email: info@sundayswell.ie**

Male Children's Officer: Mr. Eoin O'Toole
Tel: 021-4272733 **Email: info@sundayswell.ie**

Designated Liaison Officer – Ms. Kalene Kenefick
Tel: 021-4272733 **Email: info@sundayswell.ie**

The General Committee appoints both a male and female child protection officer and a Designated Liaison 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 Tennis Ireland Safeguarding Guidance

Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Volunteer or Sports Leader. (See Complaints & Disciplinary Procedure/Policy)

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 following consultation and advice from statutory services and an internal Club assessment to ensure there is no risk to our members.

Monitoring

All groups in charge of Sunday's Well Children's activities are required to report to the General Committee on a regular basis.

Sunday's Well 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. (See Reporting Procedures: Accidents and Incidents Reporting Form)

Sunday's Well monitors both the use of the facilities and participation in their organised activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Liaison Person to the Committee.

The members are given notice of all Annual General Meetings of the Club in accordance with the procedures in that regard as set out in the club's constitution.

The minutes of all General Committee meetings are recorded, adopted as correct and safely filed.

Sunday's Well is committed to ensuring that adequate adult supervision of all activities involving children is provided.

Training

Sunday's Well is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. They are required to attend safeguarding workshops as part of their coach education and licensing and ensure their knowledge is updated.

Appropriate training and education opportunities will also be made available to officials, non-coaching staff and parents/guardians as appropriate.

Equality Statement

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

Sunday's Well recognizes the additional vulnerability of some children and the extra difficulties they may face when seeking help. That is –

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

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

Confidentiality Statement

Sunday's Well recognises the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm.

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

Appendices

Sunday's Well is committed to continual monitoring and development of this Safeguarding Policy in the light of changing circumstances.

All Coaches, Volunteers and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices of the Safeguarding Guidance for Children & Young People in Tennis Ireland Manual & https://www.irishsquash.com/safeguarding-children/ In addition to this, all

members will be required to agree to the Club Code of Conduct for All Members**.** Examples of all codes of conducts are also included in the Appendices of this document.

The original signed documents will be held by Sunday's Well.

Risk Assessment & Club Safeguarding Statement

Section 1 – Sunday's Well Boating & Tennis Club Information

Branch details:

(a) **Name**: Sunday's Well Boating & Tennis Club

(b) **NGB:** Tennis Ireland

(c) **Sports**: Tennis/Squash

(d) **Location**: Mardyke Walk, Cork

(e) **Size**: 1000+ members, 5 Coaches, 10 staff

(f) **Activities**: Sunday's Well Boating & Tennis Club provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. The NGB is committed to safeguarding children and young people. All our affiliated stakeholders work under the guidance and policies of our Safeguarding Code. All our volunteers and staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

Section 2 - Principles to safeguard children from harm

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

(i) **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.

(ii) **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.

(iii) **Integrity in relationships** - Adults interacting with children in tennis are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.

(iv) **Fair Play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.

(v) **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.

(vi) **Competition** - Competition is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centered ethos will help to ensure that competition and specialisation are kept in their appropriate place.

(vii) **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

This **Sunday's Well Boating & Tennis Club** written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks.

For the purpose of this statement, our definition of 'risk of harm' is as per the definition contained in the Children's First Act 2015.

The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	**Procedure in place to manage risk identified**
Club and Coaching Practices	
— Lack of coaching qualification.	— Coach Education Policy/Recruitment Policy in place.
— Supervision issues.	— Supervision Policy/Coach Education Policy in place
— Unauthorised photography & recording activities.	— Photography & Use of Images Policy in place
— Behavioural Issues.	— Code of Conducts / Safeguarding 1 / Complaints & Disciplinary Procedure/Policy in place
— Lack of gender balance amongst coaches	— Coach Education / Supervision Policy in place.
— No guidance for travelling & away trips	— Travel/Away Trip Policy / Child Safeguarding Training.
— Lack of adherence with misc. procedures in Safeguarding policy	— Supervision Policy/ Complaints & Disciplinary Procedure/Policy in place

Complaints & Discipline — Lack of awareness of a Complaints & Disciplinary policy. — Difficulty in raising an issue by child & or parent — Complaints not being dealt with seriously	— Complaints & Disciplinary procedure/policy / Communications procedure in place. Safeguarding Statement on website and club notice board — Complaints & Disciplinary procedure/policy / Communications procedure in place — Complaints & Disciplinary procedure/policy in place.

Reporting Procedures — Lack of knowledge of organisational & statutory reporting procedures — No DLP appointed. — Concerns of abuse or harm not reported. — Not clear who young person should talk to or report to.	— Reporting procedures policy in place/ Coach Education policy / Code of Conducts in place — Reporting procedures policy in place. DLP appointed — Complaints & Disciplinary procedure/policy in place. Child Safeguarding Training – Level 1 — Names of CPO, DLP and Relevant Person posted on notice board and on website.
Use of Facilities — Unauthorised access to designated children's play & practice areas & to changing rooms, showers, toilets etc... — Unauthorised exit from children's areas. — Photography, filming or recording in prohibited areas. — Missing child. — Children sharing facilities with adults e.g., dressing room, showers etc.	— Supervision Policy/ Coach Education Policy — Supervision Policy/ Coach Education Policy — Photography & Use of Images Policy — Missing Child Policy. — Safeguarding Policy.
Recruitment — Recruitment of inappropriate people. — Lack of clarity on roles. — Unqualified or untrained people in role.	— Recruitment Policy/ Vetting Policy. — Recruitment Policy. — Recruitment Policy.

Communications — Lack of awareness of 'risk of harm' with members and visitors. — No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. — Unauthorised photography & recording of activities. — Inappropriate use of social media & communications by under 18's	— Child Safeguarding Statement / Supervision Policy and Code of Conducts. — Codes of Conducts are distributed via email to committees and coaches. Club Rules, Safeguarding Policy available to members through website and court booking System. Dedicated Safeguarding page on Club website. — Photography & Use of Images policy — Communications policy / Social Media Policy/ Code of conducts
General Risk of Harm — Harm not being recognised. — Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. — General behavioural issues. — Issues of Bullying. — Vetting of staff/volunteers. — Issues of Online Safety	— Safeguarding Policy / Child Safeguarding Training. — Safeguarding Policy / Child Safeguarding Training. — Code of Conducts. — Anti-Bullying policy. — Recruitment Policy / Vetting Policy — Social Media Policy.

The Risk Assessment was undertaken on **01/06/2023**.

Section 4 - Procedures

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

Sunday's Well Boating & Tennis Club has the following procedures in place as part of our Safeguarding Policies:

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

Please note that all procedures listed are available on request.

The Relevant Persons for Sunday's Well Boating & Tennis Club,

- **Mr. David Hannam (Secretary/Manager)**
- **Ms. Kalene Kenefick (Designated Liaison)**
- **Mr. Eoin O'Toole (Male Child Protection Officer)**
- **Ms. Carol-Anne O'Shea (Female Child Protection Officer)**

Section 5 - Implementation

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

Please note the following:

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

This Child Safeguarding Statement will be reviewed on **1st June 2024**

Date: 01/06/2023

On behalf of the **Sunday's Well Boating & Tennis Club**

Name: Mr. David Hannam SECRETARY/MANAGER

Signed:_____

Name: Mr. Eoin O'Toole CHILD PROTECTION OFFICER

Signed:_____

Name: Ms. Carol-Anne O'Shea CHILD PROTECTION OFFICER

Signed:_____

Name: Ms. Kalene Kenefick DESIGNATED LIASON PERSON

Signed:_____

Name: Mr. Donal Johnson CLUB CHAIRMAN

Signed:_____

Adult Supervision of Children's Activities Policy

Sundays' Well Boating & 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 organized by the club will be adequately and appropriately supervised by adults and will follow relevant Tennis Ireland/Irish Squash guidance on Supervisor/Child ratios. The following guidelines will apply to all club organized activities.

1) Leaders and adult supervisors should not be left alone with young people at the end of any activity.
2) Start and finish times for coaching, training and/or other activities will be clearly stated.
3) Parents are requested to collect their children as punctually as possible.
4) 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.
5) If a parent is unavoidably delayed, they should contact the club. In the event that no contact is made with the Club/Adult supervisor, the adult supervisor will:

    a) attempt to contact the parent using the contact number(s) provided by them on the completed consent form.
    b) If there is no answer, they will ask the child if there is another family member whom they can contact.
    c) 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.

6) Children attending for club-organized 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.
7) When children 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.
8) Under no circumstances should a child leave the club premises without informing the adult supervisor.
9) If a child suffers an injury or accident the parents/guardians will be informed, and an Accident Report Form will be completed.
10) Attendance records and records of any incidents or accidents that occur will be kept by the club.
11) The club welcomes and indeed encourages parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for technical expertise.)

12) Arrangements for supervision during home or away matches etc. will be discussed on a case-by-case basis to ensure adequate supervision.

Parents are advised that

1) Adequate adult supervision as described above is provided only during:

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

2) The details of the times of the above-listed activities are available from the Club Office/the Coaching Coordinator.

3) 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 their child outside of the specific activities listed above.

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

5) The parents of all children taking part in any of the activities organized by the club will be required to agree to the following statement upon sign up to any junior activities. This consent Statement will be reviewed annually.

Consent - Parental Consent

I hereby consent to all the above children participating in the tennis activities of Sunday's Well Boating & Tennis Club in line with the Code of Ethics & Good Practice for Children's Sport.
I have read the Club Code of Conduct for All Members and agree that both I and the child(ren) named above will abide by the guidelines as set out in this code.

I have provided contact details above and undertake to inform the Club Manager of any changes to this information. I confirm that all details are correct and I am able to give parental consent for above-named child(ren) to participate in all club activities.

I confirm that I have read the club rules and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child(ren).

I acknowledge that the club is not responsible for providing adult supervision for my child(ren) except as set out in the club's Safeguarding Policy (available from the club office)

Coach Education Policy

Sunday's Well Boating & Tennis Club is committed to creating and maintaining the safest possible environment for all young people who wish to participate in sport.

Members of the Club's Coaching Panel are required to:

- Be a Tennis Ireland/Irish Squash licensed coach and be approved by the Coaching Review Committee and voted onto the panel by the General Committee
- Be a member of the club
- Have completed Safeguarding 1 Course and any other Child Protection training as required by Tennis Ireland/Irish Squash regulations.
- Deliver quality coaching as part of the club's overall coaching programme as directed by the Coaching Review Committee and the Coaching Co-ordinator
- Participate in and help organise junior and adult events (coaching competitions, team events, social events)
- Pro-actively support the club's goals for the ongoing development of its coaching tennis/squash programme, in line with the Coaching Review Committee's policy
- Promote the club and its activities and events to others as appropriate.
- Be available for coaching of club teams. Provide equal opportunity coaching in a safe a respectful manner to all club members
- Commit to relevant Tennis Ireland Code of Conducts (e.g.: Code of Conduct for Tennis Coaches).

The club will ensure that all individuals involved in a meaningful way with teams have completed the procedures outlined above as per Tennis Ireland/Irish Squash guidelines. All documents associated with the above will be stored in main office and verified annually.

Recruitment Policy

Section 1: The General Approach to Recruitment

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 attached 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 these 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: Procedures

1. The Specific Recruitment Procedures Sunday's Well Boating & Tennis Club will ensure good recruitment procedures by following the necessary steps as appropriate outlined in this policy.

2. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.

3. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position and has or will completed all relevant safeguarding training as required. (See appendices for application form and Coach/Leader/Committee Member Information Form). All forms, training records and associated documentation will be stored on file.

4. Obtaining proof of identity of each person applying.

5. Obtaining the individual's signed permission to enable Tennis Ireland/Irish Squash to request a check from the Garda vetting service.

6. In the case of those who will have substantial access to children.
   - Assessing the individual's experience of working with children or young people and knowledge of child protection issues
   - Assessing their commitment to promoting good practice.
   - Assessing their ability to communicate with children. (i.e. be approachable). This assessment will be done in the way most appropriate to the particular position.

7. Obtaining written references.

8. Ensuring that any appointment, whether paid or voluntary, is approved by the club's General Committee, CPO's, DLP and relevant persons.

9. By providing suitable induction and appropriate probationary period.

10. Requiring all volunteers to provide undertakings to abide by the 'Code of Conduct' relevant to their particular position. The review of the information provided will be carried out by the Recruitment Subcommittee 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 Subcommittee they will absent themselves from the sub-committee for the duration of that particular review.

11. Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the relevant codes of conduct on an annual basis. The Club Office will ensure keep records of up-to-date Codes of Conduct.

See Appendices for:

- Volunteer/Coach Application Form
- Reference Form
- Coach/Leader/Committee Member Information Form
- Tennis Ireland Codes of Conducts
    - Club Code of Conduct for All Members (Adult and Junior)
    - Code for Tennis/Squash Leaders
    - Code for Coaches
    - Code for Committees

Vetting Policy

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

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

Responsibility for ensuring this policy is effectively implemented rests with the Club General Committee. All other staff members and volunteers in the club are expected to facilitate and support the implementation of this policy.

Who needs to be vetted?

All members in both a voluntary and a professional capacity, who are in direct contact with children or vulnerable persons on a **continuous** basis need to be vetted. This work is referred to as relevant work, in the case of Sunday's Well this will include:

- All Club Employees
- All Club Committee members
- All Coaches and Coaching Assistants
- Any volunteer/member who works with children on a ongoing basis.

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

Who may be exempted?

Persons who assist '**occasionally'** and on a voluntary basis in certain activities, as the Children and Vulnerable Persons Act recognises the occasional but necessary involvement or assistance of parents or other persons in certain activities for a particular event or 'now and again'. Such persons are covered by the "occasional assistance" exemption.

Where a person is providing a once off service at tennis events, the organisers will need to assess the individual positions involved and only conduct vetting where the position specifically involves working with children on an ongoing basis.

Vetting Records/Procedures

The Club office will monitor vetting records so as to ensure all garda vetting is in order for relevant members (as listed above). These records will be verified on an annual basis and re-vetting will be carried out as per the Tennis Ireland & Irish Squash Vetting Policy.

Club Communication Policy

General

The following document outlines Sunday's Well Boating & Tennis Club's communication policy commitments to our members. Electronic communication in its many forms are essential tools for sharing club news and information with our members.

Overview

- Our communications will be appropriate and related to club business.
- We will use an array of tools to communicate with members e.g., Clubhouse Noticeboard/Email/SMS/Messaging Apps and social media.
- All communications will protect our member's privacy per the Club's Privacy and Data Protection guidelines.
- All social media activity will be monitored by a member of the General Committee to ensure appropriate content is maintained and that bullying, or harassment does not occur.

Website

- We will post current information on club rules, competitions and social events.
- Photographs may be uploaded from events that take place in the club as outlined in the club's Photography and Use of Images Policy outlined later in this document.
- We will not publish offensive content or offensive photographs, (Photography and Use of Images Policy)
- We will remove any photographs of a member when asked.
- We will seek feedback from members to improve the information available on the website.

Email/SMS/Messaging Apps

Committee members, coaches and team captains will use these platforms to provide information about competitions, training, social events and any other club business.

- Messaging will be short and about club/team matters.
- Email communication will be used when more information is required.
- Communication involving children will be directed through their parents and the 'Photography and usage policy' should always be adhered to

Social media (See Social Media Policy below for further detail)

- We will treat all social media postings as public 'comment'.
- Postings (written, photos or videos) will be family friendly and feature positive club news.
- No personal information about our members will be disclosed.
- Any abusive, discriminatory, intimidating, or offensive material will not be tolerated. Offending material will be removed and those responsible blocked from the platform.

- The committee appointed moderator will ensure that these communication policies are adhered to on all social media platforms.

Club Noticeboard

The club noticeboard is used to communicate with our members. Typical information appearing on the noticeboard would be, club team announcements, social event announcements, signup sheets (Coaching/Team Tennis/Squash/League Players/Social Events) etc.

- Any unauthorised or offensive material will be removed.

The Role of the Club Member

We expect our members to conduct themselves appropriately when using any of the communication platforms to share information with other members or when posting material on online platforms connected to the club.

- Communication should be restricted to club matters.
- It must not offend, intimidate, humiliate or bully another person.
- It must not be misleading, false or injure the reputation of another person.
- It should respect and maintain the privacy of members.
- It must not bring the club into disrepute.
- Coaches and others who work with our Junior members (18 years and under) must direct all communication through their parents.

Photography & Use of Images Policy

Taking photographs of players, using web sites to publicise Club activities and the recording of events, games, training and coaching sessions are normal daily activities, as they are within Sports clubs all over the country. It's important that the Club can use such images to do justice to the array of sporting activities that take place under its domain but also the social and community spirit that is the hallmark of these activities.

At the same time, in undertaking such activities, the Club subscribes to the Filming and Photography Guidance outlined in the Tennis Ireland/Irish Squash Safeguarding Guidance for Children and Young People in Tennis.

The following club guidelines should be adhered for filming and photography.

- Club coaches, mentors and designated volunteers are permitted to use photographic and video equipment as a legitimate coaching aid and as a means of communicating club activities and special events. However, care should be taken in the dissemination, storage and use of such material and the material should not be distributed outside of the specific use. Otherwise, parents and spectators who wish to take photographs or make recordings should first seek permission from the Club.
- When used in the newsletter, website or other club communications channels, all photographs and recordings should focus on the activity rather than a particular young person.
- No personal details relating to the young person should be revealed as accompanying materials to the photograph or recorded image.
- All children/young people featured in recordings should be appropriately dressed.
- Where group and team photographs are taken, a player's name should not be used to identify that player's position in the photograph without prior agreement of the parent/guardian.
- It is recognised that on certain occasions individual young people may receive recognition and may be presented with an award. When this happens in the case of an under-age player, certain levels of sensitivity and common sense are required and a balance should be drawn between the publication of a photograph of an individual, who may or may not be named, and the safety aspects of publication.
- Any instances of the use of inappropriate images by the Club should be brought to the attention of the Club's Children's Officer.
- Club members and third-party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases, it may be an offence to take such images. Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas include:
    - Changing rooms and open changing areas
    - Individual changing/private cubicles provided for personal use.
    - Toilets
    - Medical/Physio treatment rooms.
- Permission will be sought by the club to ensure that young people and parents/carers are aware of when and how their images may be used. Parents will be asked to agree/disagree to

the following statement upon sign up to any junior activities and the consent statement will be reviewed annually.

Consent - Photographic & Video Consent

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

Social Media Policy

Social media provides unique opportunities for tennis/squash 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 to not to breach the Club Safeguarding Policy of GDPR.

The following principles will apply to the Club's Social Media Accounts

- All social media accounts will be password-protected, and the password must be held by the Club Manager and at least two Club Officers.
- The accounts will be monitored by a member of the General Committee who will have login details for the sites.
- Any inappropriate posts will be removed by the designated moderator. The moderator will explain the reasons for removal to the person who posted the content.
- All posts will convey the same positive spirit that the club would instill in all its communications.
- All posts should be respectful and done in a polite manner that reflects well on the club.
- Parental and child's permission is required before pictures of videos of children or young people are posted online. (See Photography and Use of Images Policy).

Guidelines for Club Leaders Using Social Media Accounts

If a club leader 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.

In order to ensure this, leaders should consider the following:

- Changing the privacy setting on the profile so that content is only visible to those accepted as friends.
- Regularly reviewing who is on their 'friends list' and only accept friend requests from known individuals.
- Ensure that information published on social media sites complies with the club's Safeguarding Policy.
- How actions could be captured via images, posts, or comments online and how these would reflect on the club.
- Coaches should not have any under 18's whom they coach as friends and must not comment on individual players through their personal page.

Furthermore, all leaders should be aware of the potential problems associated with social media, which 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 or gifts
- 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.

Anti-Bullying Policy

Sunday's Well Boating & Tennis Club is aware of the potential for bullying behavior to take place within the club. This section 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 behaviors such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

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

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

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

The club

- Recognises its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seeks to ensure that bullying behaviour or discrimination of any sort on grounds of gender, ethnicity, sexual orientation, disability or religion is not accepted or condoned.
- Requires all members of the club to be given information about, and sign up to, this policy. • Take action to investigate and respond to any alleged incidents of bullying.
- Encourages and facilitates children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- Ensures that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions, and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.

To prevent bullying the club will

- Ensure that all members follow the Club Code of Conduct for All Members, 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 (the approach is outlined 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.

Reporting Bullying
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. More extreme forms of bullying would be regarded as physical or emotional abuse and are reported to Tusla or An Garda Síochana,

The 'No Blame' Approach

Step 1: Interview with the victim

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

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

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

Step 2: Meet with all involved

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

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

Step 3: Explain the problem

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

Try asking questions:

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

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

Step 4: Share the responsibility

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

Step 5: Ask the group for their ideas

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

Step 6: Leave it to them

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

Step 7: Meet them again

At the second meeting each member of the group will discuss how things are going, who is doing what and have there been other incidents. This will allow for continual monitoring and also keeps everyone involved in the process.
Again, the idea of the 'team' looking after each other will be reinforced at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

Travel Away Trip Policy

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

Overnight Trips & Away Matches

These require a more stringent level of supervision beyond that set out in the Supervision Policy.

- 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 proposed trip and associated supervision plan will include the proposed child to adult ratio and the names of the adults who will act as supervisors. These proposals will require approval by the Club General Committee.
- All adults who travel on away trips/matches will be carefully chosen, using the recruitment and selection procedures included in the Recruitment Policy.
- The club will appoint one adult to be the Group Leader (Overnight Trips) /Team Manager (for Away matches) 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).
- For Overnight trips, Children will be required to sign a behaviour agreement prior to taking part in the trip.
- For away matches, children will be reminded of their obligation to abide by the club's Code of Conduct for Children (Away Matches)
- 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.

Transport

There is an extra responsibility on adults and leaders when they transport young people to club organised events. They 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.
- Avoid being alone with one passenger.
- Ensure child passengers will travel only in the back seat.
- Agree central drop off location in advance including clearly stated times of pick-up and drop off.

If something happens to cause 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.
- 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 venues or go unsupervised without prior permission.
- Alcoholic drink, smoking and other illegal substances/activities are forbidden to participants.

Missing Child Policy

Sunday's Well Boating & 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 Sunday's Well Boating & Tennis Club were to go missing, the following actions should be taken:

1. Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person.
2. Inform the young person's parents/guardians 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 Gardaí may recommend further action to be taken before they get involved; you should follow any guidance they provide.
8. If the Gardaí 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 Gardaí if they are already involved.
10. Refer the concern as soon as possible to the Tennis Ireland/Irish Squash Child Safeguarding Team.

Complaints & Disciplinary Procedure/Policy

IMPORTANT NOTE: Procedures to be followed in regard to all Complaints, Disciplinary Action and Objections are those given in Tennis Ireland Complaint, Objections & Disciplinary Rules and Procedures and also The Irish Squash Child Safeguarding Policy. It is strongly recommended that all members familiarise themselves with that document before initiating any of the above actions.

Sunday's Well Boating & Tennis Club are committed to providing the best possible service. However, there may be times when that has not been achieved and the following complaints and procedures/policy applies to all members whatever their age.

- All members and participants should have the right to complain and be listened to if they are not happy about something we have done.
- We undertake to ensure that all complaints are taken seriously and dealt with fairly and confidentially.
- We will endeavour to resolve complaints quickly and informally through discussion with the members, parents of members and members of staff as appropriate.
- The complaint should be in writing to the secretary or Club Children's Officer and should be responded to within 5 working days.

A complaint must be made within 14 days of the alleged incident (except where exceptional circumstances are proved to the satisfaction of the relevant Hearings Committee). It must be in writing. It must refer specifically to an incident(s) and it must specify the Rule (see definition below) allegedly broken. If a parent/guardian is not satisfied with any aspect of the club, they should first of all, seek to resolve the issue informally by:

- Discussion with the coach or committee member.
- If their issue is unresolved or reoccurs, they should put their complaint in writing to the Chairperson.
- The Chairperson will then nominate a committee member to meet with the parents and manager/leader (or other involved staff as appropriate) to try and resolve the issue at minimum by the next working week.
- Written records of discussion and agreements made, will be kept of this meeting and copies made available to parents, manager/leader, or other involved staff (as appropriate). If the issue remains unresolved, it may be necessary to form a Hearings Committee to mediate the complaint.
  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 & Irish Squash Child Safeguarding Statement. The committee should consist of a representative from the General Committee, the Club Children's Officer and ordinary registered members of the club.

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

- The hearing committee should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management

Committee of the progress of the disciplinary process. This should be done within 10 working days.

- The hearing committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the hearing committee.
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.
- Where it is established that an incident of misconduct has taken place, the hearing committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/ carers.
- If the member against whom the complaint was made is unhappy with the decision of the Hearing committee s/he should have the right to appeal the decision to an appeals committee (independent of a hearing committee). An appeal must be made in writing within 10 days of receipt of the written decision of the Organisation 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.
- The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.
- The appeals committee should have the power to confirm, set aside or change any sanction imposed by the hearing committee.
- If any party is not satisfied with the outcome the matter can be referred to the Provincial Branch of Tennis Ireland or Irish Squash.
- 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.

Efforts to resolve the issue at local level should be exhausted before the Branch or indeed the National Governing Body is engaged in attempts to resolve the matter.

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

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

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

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

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

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

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

Participant means any athlete or assistant such as a doctor, physiotherapist, parent, coach, trainer, mentor, psychologist, manager, advisor, agent or representative that accompanies an athlete to an Event The "Rules" referred to above include the following:

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

Accident Reporting Procedures

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

1. The adult supervisor/Club Secretary/Manager will contact emergency services/ GP if required
2. The adult supervisor/Club Secretary/Manager will make contact with the parents/guardians of the child/ren concerned.
3. The adult supervisor will complete the Accidents and Incidents Reporting Form available from the Club office. In doing so, they will record in detail all facts surrounding the accident, witnesses etc.. following the guidelines for reporting allegations/incidents
4. This form will be completed for all accidents The club will retain the completed form for its records in the club office.
5. The children's officers will be contacted (See Club Contacts) and required to verify and sign off the action required

Throughout this process confidentiality will follow a "need to know basis" only.

In the event of an accident adult supervisors/leaders should

- Stay calm.
- Listen & hear. Give the person time to say what they want.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.
- Record in writing what was said as soon as possible.
- Report to the relevant person and the children's officer.

They should not

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse (if applicable)
- Make a child repeat the story unnecessarily.

See Appendices for Accidents and Incidents Reporting Form

Roles & Contacts

Role of Child Protection Officer

A Club Child Protection Officer should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club.

She/he is the link between the children and the adults in the club. She/he also takes responsibility for monitoring and reporting to the Club General Committee on how club policy impacts on young people in the club.

A person appointed to the Club Children's Officer position in the club must

1. Complete Safeguarding Course 1
2. Complete Safeguarding Course 2
3. Be Garda Vetted with Sunday's Well Boating & Tennis Club

This Safeguarding 2 Children's Officer Training course will help the Club Children's Officer to carry out the function of their role in the club and support the implementation of best practice in the club.

The Club Child Protection Officers will be appointed by the Club General Committee.

Role of Designated Liaison Person

The designated liaison person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker – Tusla.

A person appointed to the Club DLP position in a club must:

1. Be Garda Vetted with Sunday's Well Boating & Tennis Club
2. Complete Safeguarding 1 Course
3. Complete Safeguarding 3 Course

Sunday's Well Boating & Tennis Club may appoint the same person to both the Child Protection Officer and Designated Liaison Person positions however best practice advises that they are kept as separate role.

The Club Designated Liason Person will be appointed by the Club General Committee.

Role of Mandated Person

The Mandated person is a person named under schedule 2 of Children First Act 2015 (ROI). They have a legal responsibility to report concerns or allegations that reach or exceed the threshold of

harm of abuse to the Tusla. The mandated person for Sunday's Well Boating & Tennis Club is a members of An Garda Siochana.

A record of mandated person(s) will be kept by the Club Office and this document will be continuously updated.

Legal Obligations of a Mandated Person:

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

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

Relevant Person

A relevant person defined in the Children First Act 2015 (ROI) as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

The relevant person will be the Club Secretary/Manager. He/She is appointed by the Club General Committee.

Club Contacts

Female Children's Officer:
Ms. Carol-Anne O'Shea
Tel: 021-4272733

Male Children's Officer:
Mr. Eoin O'Toole
Tel: 021-4272733

Designated Liaison Officer:
Ms. Kalene Kenefick
Tel: 021-4272733

Relevant Person:
Mr. David Hannam (Club Secretary/Manager)
Tel: 021 4272733
Email: dave@sundayswell.ie

Mandated Person:
Mr. Eoin O'Toole

National Children's Officer for Tennis Ireland:

Mr. Roger Geraghty
Tel: 087 2316478
Email: roger.geraghty@tennisireland.ie

Statutory Contacts Republic of Ireland

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

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

Appendices

Volunteer/Coach Application Form

(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)

Sunday's Well Boating & Tennis Club

All information received in this form will be treated confidentially

Name: _____

Address:

_____

_____

_____

Telephone No: _____ **Mobile** _____
DOB _____

Previous work/voluntary experience & relevant qualifications:

Do you agree to abide by the Tennis Ireland's Coaching Code of Conduct/Irish Squash Coach/ Leaders Code of Conduct

Yes ☐ No ☐

Have you completed a Safeguarding 1 Course?

Yes ☐ No ☐

If 'Yes', please provide the Cert Number _____

If 'No' do you agree to undergo Safeguarding training?

Yes ☐ No ☐

Have you ever been asked to leave a sporting organisation in the past?
(If you have answered yes we will contact you in confidence)

Yes ☐ No ☐

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

For members applying for place on relevant committees, please supply the following:

Proposer:

Name: _____

Address:

_____

_____

_____

Tel:_____

Position: _____

Print name: _____

Date: _____

Seconder:

Name: _____

Address:

_____

_____

_____

Tel: _____

Position: _____

Signed: _____

For Official Use Only

Date application received: _____

Date of Interview: _____

Interviewed by:

1. _____

2. _____

References received and are satisfactory:

Yes □ No □

Comments:
Statutory check (Garda vetting) completed & returned (if appropriate):

Yes □ No □

Recommendation:

_____

Approved Reasons: _____

_____

Not Approved Reasons: _____

_____

Signed: _____ Date: _____

Signed: _____ Date: _____

Confidential Reference Form

Sunday's Well Boating & Tennis Club

The following person: _____

Expressed an interest in working with Sunday's Well Boating & Tennis Club

as a _____

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

How long have you known this person?

_____

In what capacity?

_____

_____

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

_____

_____

_____

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

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. 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:** _____

Coaches/Leaders /Volunteers/Committee Members Information Form

Sunday's Well Boating & Tennis Club

All should familiarise themselves with the Governing Bodies Code, in particular the relevant Code of Conduct and should read the below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

In my role as coach/leader/volunteer/committee member

Role Applied for: _____

Name: _____

I agree that I should

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put welfare of young person first, strike a balance between this and winning / results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately.
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this policy.
- Involve parents where possible and inform parents when problems arise.
- Keep record of attendance at training and competitions.
- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcomes, if behavioral problems arise.
- Report any concerns in accordance with this Code's reporting procedures.

Where possible I will avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children on journeys alone in the car.

I should not:

- Use any form of punishment or physical force on a child.
- Take children to their home or to a place other than the sport environment where the parent has given consent.
- Exert undue influence over a participant in order to obtain personal benefit or reward.

- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Self-Declaration

Do you agree to abide by the guidelines contained in the Children in Tennis Code of Conduct/ Irish Squash Children's Code of Conduct?

Yes ☐ No ☐

Do you agree to abide by the rules of the governing body / club?

Yes ☐ No ☐

Have you ever been asked to leave a sporting organisation?

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

Yes ☐ No ☐

Print Name: _____

Signed: _____ Date: _____

Club Code of Conduct for All Members (Adult and Junior)

Sunday's Well Boating & Tennis Club

Club members play a key role in the promotion of an ethical approach to our sport and young people's enjoyment in the game. All club members therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Club sports leaders need the support of members in conveying the Safe, Fun and Fair Play message. You should help and support the implementation of best practice policies in the Club by following the guidance below.

As a Club Member, your responsibilities are to:

- Be aware and abide by the Club Safeguarding Policy, the rules and constitution of Sunday's Well Boating & Tennis Club.
- Understand and ensure you abide by this Code of Conduct.
- Be a role model for children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Sunday's Well Boating & Tennis Club.
- Have an awareness of and respect for sports leaders, club staff and other adults and their roles within the Club.
- Respect and abide by the decisions made by the Committee and other leaders, these should be made in the best interests of the children in the Club.
- Ensure the environment is safe and enjoyable for children.
- Promote fair play and the positive aspects of sport.
- Promote participation for children that is fun, safe and in the spirit of fair play.
- If you wish to raise an issue with a club leader or staff member this should be addressed with the Leader, Secretary/Manager or Child Protection Officer in an appropriate manner and not in front of children and young people.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- You should have the opportunity to put forward suggestions and comments.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding children; some will be at the request of the Club.
- Abide by the procedures and policies in the Club Safeguarding Policy especially with regard to the use of smart phones, any type of camera and videoing equipment.
- Become a member of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.

Members who are Parents/Guardians have additional responsibilities with regard to their child/children these are to:

- Understand and ensure you and your child/children abide by this Code of Conduct, the Club Safeguarding Policy, and the Rules and Constitution of Sunday's Well Boating & Tennis Club.
- If you have a child enrolled in one of the club's programmes know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.

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

In Tennis/Squash you should:

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

As a junior member, your responsibilities are to:

- Treat all sports leaders/coaches and club staff with respect.

- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.
- Respect other players and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong.
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.
- Keep to rules and guidelines set by Tennis Ireland, the Province and your Club and make sure you understand the rules.
- Take part in your tennis/squash without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents.
- Behave in a manner that is respectful towards your organisation and your club.
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

By agreeing to this document, I am declaring that

- **I will abide by the rules and constitution of Sunday's Well Boating & Tennis Club and Tennis Ireland.**
- **I will abide by the guidelines contained in the Club Safeguarding Policy**
- **that I have never been asked to leave a sporting organisation and that if I have, I will make the Secretary/Manager aware of this.**

  Please note: this matter will be dealt in complete confidence by the club.
- **I have read this Club Code of Conduct in full and agree to abide by the guidelines as set out above.**

  Please note that the person agreeing to the code on behalf of a junior member must ensure they have parental responsibility for the child.

Code of Conduct for Tennis/Squash Leaders

Sunday's Well Boating & Tennis Club

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

Self-Declaration

Do you agree to abide by the guidelines contained in the Children in Tennis Code of Conduct/ Irish Squash Children's Code of Conduct?

Yes ☐ No ☐

- **Do you agree to abide by the rules of the governing body / club?**

  Yes ☐ No ☐

- **Have you ever been asked to leave a sporting organisation?**

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

- Yes ☐ No ☐

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

Print Name: _____

Signature of the Tennis/Squash Leader _____ Date _____ _____

Code of Conduct for Tennis/Squash Coaches

Sunday's Well Boating & Tennis Club

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

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

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

Additional Information:

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

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

Self-Declaration

- **Do you agree to abide by the guidelines contained in the Children in Tennis Code of Conduct/ Irish Squash Children's Code of Conduct?**
- Yes ☐ No ☐

- **Do you agree to abide by the rules of the governing body / club?**
- Yes ☐ No ☐

- **Have you ever been asked to leave a sporting organisation?**

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

- Yes ☐ No ☐

Print Name: _____

Signature of Coach _____ Date _____

Code of Conduct for Committees

Sunday's Well Boating & Tennis Club

Committees should follow the points as below:

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

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

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

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

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

Additional Information:

- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of . Rules should not contravene any NGB/ Branch/ Club/Organisation rules and must be communicated to the relevant members.

- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice boards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the various disciplines e.g. fun day out, trips away, fund-raising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officer any changes in membership and any unusual drop-out, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Club Children's Officer must be members of the committee and should attend the monthly meetings.
- Club Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee.

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

Self-Declaration

Do you agree to abide by the guidelines contained in the Children in Tennis Code of Conduct/ Irish Squash Children's Code of Conduct?

Yes ☐ No ☐

Do you agree to abide by the rules of the governing body / club?

Yes ☐ No ☐

Have you ever been asked to leave a sporting organisation?
(If you have answered yes, we will contact you in confidence)

Yes ☐ No ☐

Print Name: _____

Signature of Committee Member_____ Date _____

Accidents and Incidents Reporting Form

Sunday's Well Boating & Tennis Club

Name: _____
Name of Organisation / Club: _____
Role: _____
Contact Information (you): _____
Address: _____
Eircode: _____
Telephone numbers: _____
Email address: _____
Child's Name: _____
Child's DOB: _____

Is there any additional, relevant information to add? YES □ NO □ If yes please state

_____
_____
_____
_____
_____

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

Contact Information (parents/carers):

Address: _____
_____
_____

Eircode: _____
Telephone numbers: _____
Email address: _____

Have parent's / carer's been notify of this accident / incident?

Yes □ No □ If YES please provide details of what was said/action agreed

_____
_____
_____

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

Responding to my own concerns □
Responding to concerns raised by someone else □

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

Name: _____
Position within the sport or relationship to the child: _____
Telephone numbers: _____
Email address: _____

Date and times of accident / incident: _____

Details of the accident / incident or concerns:
_____
_____
_____

Include other relevant information, such as description of any injuries and whether you are recording this accident / incident as fact, opinion or hearsay. Child's account of the accident / incident:
_____
_____
_____
_____

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

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

Name: _____
Position within the sport or relationship to the child: _____
Date of birth (if child): _____
Address: _____
Eircode: _____
Telephone number: _____
Email address: _____

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

Name: _____

Position within the sport or relationship to the child: _____
Date of birth (if child): _____
Address: _____
Eircode: _____
Telephone number: _____
Email address: _____
Please provide details of action taken to date: _____
_____
_____
_____
_____
_____

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

If YES please provide further details:

Name of organisation / agency: _____
Contact person: _____
Telephone numbers: _____
Email address: _____
Agreed action or advice given _____
_____
_____
Your Signature: _____
Date: _____
Print name: _____

Contact the organisation's Designated Child Protections Officer in line with Sunday's Well Boating & Tennis club's reporting procedures