



Child Protection Policy

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

CHILD PROTECTION POLICY STATEMENT

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

Stackallen Lawn Tennis Club supports the view that all children's sport should be conducted in an atmosphere of fair play. In this context the club undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993).

"Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption."

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

- The club has adopted and implemented the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club.
- The club is operated under its Constitution. This document has been approved and adopted by clubs members at various Annual and Extraordinary General Meetings of the members of the club. Any changes to the Constitution have to be approved by the members of the club at a General Meeting of the members.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

- The club permits all junior (i.e under 18) members over 16 years of age to vote, where possible, in the running of the junior section of the club. One parent/guardian has one vote for all of their children under 16 years of age, where relevant.
- The General Executive of the club is elected by the club members at each Annual General Meeting in accordance with the procedures set out in the Constitution
- The club has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.
- The club appoints one male and one female children's officer at the AGM as outlined in the Code of Ethics and Good Practice for Children's Sport. One of the Children's officers is an ex officio member of the Executive Committee.
- The Executive Committee appoints a member of the club to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the club the Executive Committee disseminates its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct is posted prominently around the club premises.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been vindicated.
- Where appropriate, Sports Leaders are required to report to the Executive Committee on a regular basis.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

- The club encourages regular turnover of committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/ incidents have been put in place.
- The club monitors both the use of the facilities and participation in club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Executive Committee.
- All club members are given notice of all General Meetings of the club in accordance with the procedures in that regard as set out in the Constitution.
- The minutes of all Executive and Committee meetings are recorded, adopted as correct and safely filed.

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

Stackallen Lawn Tennis Club is committed to ensuring that adequate adult supervision of all club activities involving children is provided.

EQUALITY STATEMENT

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

CONFIDENTIALITY STATEMENT

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

APPENDICES

Stackallen Lawn Tennis Club is committed to continual monitoring and development of this Child Protection Policy in the light of changing circumstances.

All Coaches and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices to this policy. The original signed document will be held by the club.

The following Appendices form part of the Child Protection Policy of Stackallen Lawn Tennis Club

- Appendix 1 Club Children's Officers**
- Appendix 2 Guidelines for Sports Leaders, Coaches, Officials etc incl. Code of Conduct**
- Appendix 3 Code of Conduct for Children**
- Appendix 4 Code of Conduct for Parents/Guardians**
- Appendix 5 Club Recruitment Procedures**
- Appendix 6 Club Complaints Procedure**
- Appendix 7 Roles & Responsibilities of Coaches, Sports Leaders & elected officials**
- Appendix 8 Member's Child Protection Undertaking**
- Appendix 9 Travel & Hosting Policy**
- Appendix 10 Adult Supervision of Children's Tennis Activities**
- Appendix 11 Club Rules**
- Appendix 12 Code of Ethics and Good Practice for Children's Sport**
- Appendix 13 Children First: National Guidelines for the Protection and Welfare of Children**



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Appendix 15 Our Duty to Care

Appendix 16 Child Welfare and Protection Procedures

Appendix 17 Bullying Policy

Appendix 18 Social Media Policy

Appendix 19 Missing Child Policy

Appendix 20 Photography and images policy

Appendix 21 Mental Wellbeing Policy

Appendix 22 Forms



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 1

CLUB CHILDREN'S OFFICERS

Introduction

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

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

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

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

Role and Responsibilities

- To establish and promote a child-centered ethos within the club.
- To make themselves known to all members of the club but particularly the junior members.
- To act as an advisory and support resource to those working with children and young people.
- To serve on the Executive Committee of the club and report at each meeting of the committee on matters pertaining to Child Protection within the club.
- To ensure that children, coaches/volunteers and parents/guardians know how to voice concerns within the club or to external agencies.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

- To implement, with support from the Executive Committee, the club's Child Protection Policy and Procedures and to ensure that they are communicated to all members and embraced at all levels within the club
- To ensure that the Child Protection Policy and Procedures are ratified by the Executive Committee.
- To ensure the sign-up to the club's Codes of Conduct by all coaches/volunteers, children and parents/guardians.
- To influence policy and practice in regard to Child Protection by serving on the Executive Committee of the club.
- To manage and report concerns and to advise on poor practice issues which might not reach the threshold of intervention by statutory agencies but nonetheless require to be addressed.
- To promote greater consultation with and participation in club activities by junior members. Further, to ensure that there are ways for junior members to express their views and concerns about their activities and experiences within the club.
- To develop and maintain a register of club personnel who are engaging in regulated activity (as defined by government legislation) with children and young people within the club.
- To implement the required training and vetting needs of club personnel engaging in regulated activity with children.
- To commit to attendance at training as required.
- The Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and therefore have no counselling or therapeutic role. This is the responsibility of statutory organizations.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Minimum Requirements (Children's Officer)

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

Desirable qualities and skills.

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

CHILDREN'S OFFICERS 2023

The current Stackallen Lawn Tennis Club Children's Officers are:

Lorraine Galligan 087 - 4160496 & Paddy Gunn 083 – 0800612



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

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

(The current Chairperson is Frank Crinion 086-8321357)



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 3

CODE OF CONDUCT FOR CHILDREN

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 4

Code of Conduct for Parents

Stackallen Lawn Tennis Club believes that as parents you should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provides sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy, Appendix 17, within the club's Child Protection Policy.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Parents Code of Conduct:

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

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



Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 5

Club Recruitment Procedures

Section 1. The General Approach to Recruitment.

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Section 2. The Specific Recruitment Procedures

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

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Protection of Data provided by volunteers.

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club

Form 6 - VOLUNTEER / COACH APPLICATION FORM (Appendix 5)

(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)

All information received in this form will be treated confidentially

Name:

Maiden Name:

(If applicable)

Address:

Previous Address(s) over the last 5 years:

How long have you lived at this address? _____

Tel: _____

Mobile: _____

DOB: _____

Are you (Please tick):

Employed

Unemployed

Student

Homemaker

Retired

Other



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Previous work experience & relevant qualifications:

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

If yes, give details:

How much time can you commit? (Please tick)

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Do you agree to abide by the club's Coach Code of Conduct (copy attached)?

Yes

No

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

Yes

No

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

If No do you agree to undergo this 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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Course	Organising Body	Date completed
--------	-----------------	----------------

Any other relevant information?

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

Name:

Name:

Address:

Address:

Tel:

Tel:

Designation:

Designation:



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Existing Leaders Information Form

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

As a leader in Tennis _____

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 behavioural 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.

Tennis Leaders should not:

Stackallen Tennis and Pitch & Putt Club
Pighill
Slane
Co. Meath

Phone: +353 (0)86 3802167
Email: Stackallensclub@gmail.com
Website : www.stackallen.ie
Facebook : www.facebook.com/StackallenClub



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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?

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

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

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

Yes No



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club

Form 7 - DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN (Appendix 5)

(Please read this information carefully)

Statement of non-discrimination:

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

For the purposes of your application for the post of:

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

Advice to Applicants:

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

Thank you for your co-operation.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?

Yes

No

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: _____



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club

Form 8 - Third Part Reference Form (Appendix 5)

STRICTLY CONFIDENTIAL

This form should be returned only to the person who requested it's completion.

The following person:

has expressed an interest in working in Tennis.

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

Signed _____

Print Name _____

For Stackallen Tennis Club

Date _____

1. How long have you know this person?

2. In what capacity?



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

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

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

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

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Tennis and Pitch & Putt Club
Pighill
Slane
Co. Meath

Phone: +353 (0)86 3802167
Email: Stackallensclub@gmail.com
Website : www.stackallen.ie
Facebook : www.facebook.com/StackallenClub



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 6

Club Complaints Procedure

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

and the grounds of appeal. It should include all relevant documentation and be accompanied by a fee of €500.00 (refundable in the event of a successful appeal).

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

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

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

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

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

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

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

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

The "Rules" referred to above include the following:

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 7

Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials

Club Chairperson/President.

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

Club Secretary

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Club Treasurer.

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

Club Captain

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

Junior Sports Leader

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Junior Sub-committee member

- To organize junior tennis activities within the club.
- To select junior club teams.
- To liaise with other sub-committees in relation to various events within the club.
- To report to the Club Captain for the monthly Executive Committee meeting.

Tennis Coach

- Responsible for the club's junior and senior coaching programme
- The ensure effective progression of all club players
- The ensure effective and regular liaison with the senior and junior tennis committee, giving regular feedback
- To assist in the selection of team players

Caretaker/cleaner.

- To comply with the work terms outlined in their contract
- To liaison with the chairperson on any club issues



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 8

MEMBERS CHILD PROTECTION UNDERTAKING

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

Name of Adult Senior/Family Member _____

Signature 1 _____

Name of Adult Family Member _____

Signature 2 _____

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

Name of Junior Member _____ (please print)

This Undertaking must be signed by the member or in the case of a family by both adults (where applicable). Signature 1 is deemed to be the adult signing on behalf of the family members under 18 years. (see note below) In the case of individual juniors (i.e. not joined as part of a family membership) the undertaking should be signed (below) on their behalf by the parent or legal guardian having parental responsibility for the child.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

Signature _____

- The Club's Child Protection Policy is available on the club website or in hard copy format at the clubhouse.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 9

Travel & Hosting Policy

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

Overnight & Away trips

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

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

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

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Away Matches

The level of supervision for away matches will be 6 children per adult. There will be at least one adult of each gender with mixed groups. All adults who travel to away matches will be carefully chosen, using the club's recruitment and selection procedures.

One of the adults will be appointed as Team Manager. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors).

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

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

Transport

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

Adults should

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Accommodation for Away Trips.

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

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

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

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

General Requirements

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

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

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

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

Hosting

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Our Club as Host.

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

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

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

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

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

Club members being hosted.

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

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

The club will ensure that in all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child).

The sleeping arrangements will be agreed in advance with the host club. The club will require the assurance of the host club that the policy set out above in relation to accommodation on away trips will be complied with.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

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

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

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 10

Adult Supervision of Childrens' Activities

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

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

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

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

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible. If late collections occur leaders/supervisors should remain in pairs until all participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidably delayed they should contact the club on 087-4110143 or one of the Junior Committee whose contact numbers will be provided to parents at the beginning of the year. In the event that no contact is made with the club/Junior Committee the supervisor will attempt to contact the parent using the contact number(s) provided by them on the completed Consent Form. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made the supervisor plus another adult will wait with the child at the club or venue until the child has been collected by a parent or other adult nominated by the parent.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Children attending for club-organised coaching should let one of the adult supervisors know when they have arrived at the club – it is the responsibility of parents to ensure that children do this. When they are finished their coaching session and are leaving with the adult nominated to collect them they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child leave the club premises without informing the adult supervisor.

If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed.

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

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

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

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

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club

Form 3 - Parental Consent Form (Appendix 10)

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

_____.

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

I confirm that I have read Appendix 4 of the club's Child Protection Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except during arranged supervised activities or coaching.

Name:(please print)_____

Signature _____

Contact Details

Name of Child_____

Address_____

Parent's Mobile Phone No. _____

Emergency Contact No. (1)_____

Emergency Contact No. (2)_____



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Photographic & Video Consent

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

Name: _____

Age: _____

Signature: _____

Date: _____

Print Name: _____

State Relationship to child: _____

Phone No. _____

Stackallen Lawn Tennis Club Child Protection Policy



Appendix 11

STACKALLEN

Lawn Tennis and Pitch & Putt Club

Club Rules

STACKALLEN TENNIS CLUB Rules can be found in the club constitution



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Appendix 12 Code of ethics

<https://www.tennisireland.ie/wp-content/uploads/2016/06/3-Appendix-12A-Code-of-Ethics-Content.pdf>

<https://www.tennisireland.ie/wp-content/uploads/2016/06/23-Appendix-12B-Code-of-Ethics-Principles.pdf>

<https://www.tennisireland.ie/wp-content/uploads/2016/06/38-Appendix-12C-Code-of-Ethics-People.pdf>

<https://www.tennisireland.ie/wp-content/uploads/2016/04/28-Appendix-12D-Code-of-Ethics-Policy-and-Procedures.pdf>

<https://www.tennisireland.ie/wp-content/uploads/2016/04/67-Appendix-12E-Code-of-Ethics-Practice.pdf>

<https://www.tennisireland.ie/wp-content/uploads/2016/04/96-Appendix-12F-Code-of-Ethics-Protection.pdf>

<https://www.tennisireland.ie/wp-content/uploads/2016/04/89-Appendix-12G-Code-of-Ethics-Appendices.pdf>

Appendix 13 Children First: National guidelines for the protection and welfare of children

<https://www.tennisireland.ie/wp-content/uploads/2016/04/8-Appendix-13-Children-First.pdf>

Appendix 14 Tennis Ireland Complaints

<https://www.tennisireland.ie/wp-content/uploads/2016/04/67-Appendix-14-Complaint-Objection-and-Disciplinary-Rules-and-Procedures.pdf>

Appendix 15 Our Duty to Care

<https://www.tennisireland.ie/wp-content/uploads/2016/06/1-Appendix-15-Our-Duty-to-Care.pdf>



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 16

Child Welfare and Protection Procedures

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

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

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

The Designated Person

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

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

The Designated Person has received specific training for this role. In addition the person chosen to fulfil the role will be a senior and experienced member of the club.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Role and Responsibilities

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

Minimum Requirements

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

Desirable qualities and skills.

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Responding to a Child Disclosing Abuse.

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

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Reporting Suspected or Disclosed Child Abuse.

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Protection for the Person Reporting possible Child Abuse.

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

The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of the Health Service Executive or any member of An Garda Síochána.
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

Allegations against Coaches/Club Employees/Sports Leaders

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

The Internal Procedure will be as follows.

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Confidentiality

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

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

Anonymous Complaints/Rumours

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

DESIGNATED PERSON 2023

The current Stackallen Lawn Tennis Club Designated Person is:

Susan Califf



Mobile No: 087-9544887

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



Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 17

Bullying Policy

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

What is Bullying?

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

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

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

How would you know if a child is being bullied?

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

There are of course other possible reasons for many of the above.

Who should deal with bullying?

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

How can it be prevented?

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

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

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

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

Step 2 – Meet with all involved

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

The Children's Officers should

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

Step 3 – Explain the problem

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 18

Social Media Policy

Introduction

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

Principles

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

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

Potential Problems

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.
- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.
- bullying and intimidating behaviour, such as threatening to expose the child or young person by contacting their parents/guardians to inform them of their child's communications, or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.
- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- asking to meet children and young people offline.
- sending sexually themed images to a child depicting adult content or the abuse of other children.
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.

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

Rules to Remember

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

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

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 19

Missing Child Policy

- ❖ Stackallen Tennis and Pitch & Putt Club is committed to a club environment in which all children participating in its activities are not at risk.
- ❖ If a child under the responsibility of the NGB/Branch/Club were to go missing, the following actions should be taken
- ❖ Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person.
- ❖ Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child.
- ❖ 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.
- ❖ Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation's grounds.
- ❖ Request all those searching to report back to you or to a nominated adult at a specific location and time.
- ❖ This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the Garda Siochana.

The Gardai may recommend further action to be taken before they get involved; you should follow any guidance they provide.

If the Guards decide to act upon the concern, follow their guidance in respect of further actions to take, if any.

- ❖ At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers and the Guards if they are already involved.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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



Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 20

Filming & Photography policy

- ❖ The Filming and Photography guidance provides assistance for organisation/club members on taking and using appropriate images. This guidance is not about preventing parents/ guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.
- ❖ Definitions:
- ❖ Event: may include competition, training session, social function or any activity organised at any level of (Enter Name of Sport).
- ❖ Image: refers to all photographic and film/video footage.
- ❖ Responsible person: may include the children's officer, head coach, event manager, event controller or facility manager at an event.
- ❖ Young people: refers to all people U18; whilst this guidance is designed to minimise risk to U18's this guidance should be used to minimise risks for all athletes of any age.
Permission to take images
Permission is sought by the sports organisation/club to ensure that young people and parents /carers are aware of when and how their images may be used.
Permission can be obtained through:
- ❖ Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means.
- ❖ General permission granted through completion of membership /competition entry/other contract where permission is included as part of the form.
For third party photographers, film/videographers or other organisations employed



STACKALLEN

Lawn Tennis and Pitch & Putt Club

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

Announcement at events regarding taking and the use of images

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

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

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

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

- ❖ Taking images in certain environments
- ❖ Sports organisation/club members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.
- ❖ Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:
 - ❖ • Changing rooms.
 - ❖ • Open changing areas such as ‘villages’
 - ❖ • individual changing/private cubicles provided for personal use.
 - ❖ • Toilets.
 - ❖ • Medical/physio treatment rooms.
- ❖ Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.
- ❖ Types of appropriate images
- ❖ Only appropriate images of children should be used, for example:
 - ❖ • Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits.
 - ❖ • Action shots of young people where the focus is on the participation in the sport, not the athlete.
- ❖ Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.



STACKALLEN

Lawn Tennis and Pitch & Putt Club

- ❖ Safe use of images
 - ❖ Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.
 - ❖ Types of images and appropriate use:
 - ❖ • Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publically.
 - ❖ Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young persons coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.
 - ❖ Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.
 - ❖ Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.
- Use of images on social media
- Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:
- ❖ Personal details of a young person should not be included.
 - ❖ Captions should be in keeping with the sport represented.
 - ❖ The posting and any purpose should not breach the codes of conduct.
 - ❖ The type of image should not breach guidance in this policy.

Storage of Images



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents /guardians with their child/young person. All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- ❖ If storage of images is required the images must only be stored for the length of time for which they are needed
- ❖ If possible, avoid using the names of children, or any other identifying feature
Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.
- ❖ Inappropriate Images
- ❖ Taking inappropriate images
- ❖ If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the sports clubs/ organisations Safeguarding Policies and Procedures.
- ❖ Non-authorized taking of images
- ❖ If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non- authorized taking of images to the appropriate statutory authorities.
- ❖ The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.
- ❖ Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non- authorized taking of images to the facility manager.
- ❖ Inappropriate use of images
- ❖ Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:



STACKALLEN

Lawn Tennis and Pitch & Putt Club

- ❖ The parent /carer of any young person involved.

- ❖ The person responsible for posting the image.

- ❖ The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.

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



Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 21

Mental Wellbeing Policy

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

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

Policy statement

It is the policy of Stackallen Lawn Tennis Club to:

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Responsibility of Coaches/Volunteers/Committee

Coaches/Volunteers/Committee Members are expected to:

- maintain a non-stigmatising, supportive community.
- treat each member with a mental health difficulty as an individual, not a problem or a condition.

- take advantage of training and information sources.
- uphold confidentiality (wherever safety is not at risk).
- recognise the limits to what they can do.
- Ensure relevant partnerships are in place with community partners responsible for mental wellbeing so that the club is in a position to signpost people to community support services.
- Promote an ethos of talking about mental health issues

Stackallen Lawn Tennis Club recognises that where individuals help a member experiencing mental health difficulties, each person has boundaries or limits to his/her knowledge, responsibilities and competence, and that these boundaries must be respected. The club will provide for its coaches/volunteers/committee suitable advice and training on:

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Responsibility of members

All club members are required to:

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



STACKALLEN

Lawn Tennis and Pitch & Putt Club

Stackallen Lawn Tennis Club – Child Protection Policy

Appendix 22 – Forms

List of Forms

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