

Glenalbyn Tennis Club

Child Protection Policy

September 2026

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Child Protection Statement

Glenalbyn Tennis Club (hereinafter referred to as "the Club") is fully committed to safeguarding the welfare of all children and young people who participate in our activities. The Club is committed to implementing the safeguarding principles and practices as set out in the **Children First Act 2015** and the safeguarding policies and procedures of Tennis Ireland. The Club promotes best practice in safeguarding and child protection and will take all reasonable steps to ensure that the wellbeing of children is at the heart of all our policies, procedures and practices.

We recognise that the welfare of the child is paramount, and that safeguarding is the responsibility of everyone involved in the Club, including committee members, coaches, volunteers, parents, guardians, and members. We also recognise that every child has the right to enjoy tennis in a safe, positive, and inclusive environment where they are respected, listened to, and protected from harm.

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. It also appoints a member of the Club to act as Designated Liaison Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.

Procedures have been put in place to deal with concerns or complaints 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 if he/she has been vindicated.

Sports Leaders are required to report to the Committee on a regular basis. 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 is identified, checked out, and reported on by the Club Children's Officer to the Committee.

The Club is committed to ensuring that Sports Leaders are in a position to provide safe and rewarding experiences for all Junior members in their care. The Club aims to ensure that adequate adult supervision of all club activities involving children is provided.

The Club is committed to continual monitoring and development of this Child Protection Policy in the light of changing circumstances. Finally, all Coaches and Volunteers are 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.

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.

Confidentiality Statement

The 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 club, 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.

Club Children's Officers

The Club's Children's Officers are responsible for leading the implementation of Child Protection Policies and Procedures. In this task, they will have the full support of the Tennis Club Committee. 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 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 Tennis Club Committee and report at each meeting of the committee on matters pertaining to Child Protection within the Club.
- To ensure that children, coaches / volunteers, and parents/guardians know how to voice concerns within the Club or to external agencies.
- To implement, with support from the Tennis Club 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 the sign-up to the Club's Codes of Conduct by all coaches/volunteers, children and parents/guardians.
- To manage and report concerns and to advise on poor practice issues that need 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 engaged 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 ensure attendance records are maintained ~~to~~ for all junior events and stored with the Club Secretary
- 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 organisations.

Minimum Requirements

- 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.

Desirable Qualities and Skills

- A Children's Officer should have excellent 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).
- To be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material

Children's Officers 2026/27

	Gemma Mulligan gemmamulligan57@gmail.com +353 87 767 5732
	Joe Borinski Joeborinski@gmail.com 087 6552692

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

If the concern is about the Children's Officer, please contact the current Club Chairperson Martin Byrne on 087 9278677

The Designated Liaison Person

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

The Club has in place a Designated Liaison Person whose job it is to receive such reports from club members. They will then decide if a report should be made to TUSLA (the Child and Family Agency) 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

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 on 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 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 excellent 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.

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

It is important to realise that it is not the responsibility of anyone working within the tennis club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the statutory authorities.

However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Designated Liaison Person 2026/27

	Eimear Fox +353 87 945 1067 eimear.fox@hotmail.com

Child Welfare and Protection Procedures

Glenalbyn Tennis Club accepts that all organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. This section 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.

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 talk about the problem, rather than interviewing the child about details of what happened.
- Stay calm and do not 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 about the person against 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 Liaison 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 this information on immediately to the Club’s Designated Liaison Person.

Reporting Suspected or Disclosed Child Abuse.

The following steps will be taken by the Designated Liaison 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 Liaison Person. These notes will be retained by the Designated Liaison Person and destroyed when no longer required.
- If the Designated Liaison 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 Liaison 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 Liaison 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.

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

Protection for the Person Reporting 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 will not 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 TUSLA or the Gardai (directly or via a Designated Liaison Person). The act also covers the offence of 'false reporting.'

The main provisions of the Act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of the TUSLA or any member of An Garda Siochána.
- 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.
- 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 Employee

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

- The reporting to the statutory authorities by the Designated Liaison Person in respect of suspected or disclosed child abuse.
- The Club will also follow its own internal procedure in dealing with the Coach/Club Employee from a club perspective.

The Internal Procedure will be as follows.

- As soon as the Designated Liaison Person is made aware of allegations which concern a Coach/Club Employee within the Club, he/she will make the Club Chairperson aware of the situation. If the allegations concern the Chairperson, then the Designated Liaison 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 Liaison Person together with the Chairperson. Where the allegations

concern the Chairperson, the person will be selected by the Designated Liaison Person and the other club officers.

- The senior club member will privately inform the Coach/Club Employee that an allegation has been made against him/her and 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 will be suspended from their position pending the outcome of the Statutory Authorities investigation. The senior club member will clarify that this suspension is a precautionary measure and will not prejudice any later disciplinary proceedings.
- The Club retains the right to initiate its own investigation in accordance with the provisions of its Complaints and Disciplinary Policy against the Coach/Club Employee once the Statutory Authorities investigation is completed.

Confidentiality

Given the sensitive nature of the issues covered by this, confidentiality will be a particularly 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 Liaison Person and appropriate personnel as decided by the Designated Liaison 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 Tennis Club Committee as soon as it becomes aware of such rumours. All concerns relating to inappropriate behaviour will be brought to the attention of the Designated Liaison 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 Liaison Person. The information will be checked out and handled in a confidential manner. In all cases, the safety and welfare of the child/children will be paramount.

Local Statutory Office, Tusla

Carysfort House, Carysfort Avenue, Blackrock, Co. Dublin, A94T2D5 | PH: 01 2155700

Junior Social Media Policy

Social media provides unique opportunities for tennis clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about events or campaign messages can be dissipated virally amongst supporters within online communities. However, we must also be aware that these sites plus apps 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.

Tennis Ireland Advice

- Consider using models or illustrations if you are promoting an activity
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Easy rules to remember

- If a photograph is used, avoid naming the child
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the club.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the club.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.

- Advise all parents that no photos or videos of junior members should be posted unless full permission is provided by the relevant parents or guardians
- Children and parents should be informed that if they have concerns, they can report these to the organiser.

Communications Policy

- Under no circumstances should a junior member be added to a WhatsApp Group that adults are part of. Important note, even if the parent gives permission for the junior to be added to a group, the parent should be informed that as part of the communications policy this is not permitted.
- If adults need to communicate with juniors to inform them of match times, locations, team updates etc. All communication needs to be done via the junior's parents.

Supervision of Children's Activities Policy

As part of its obligations in the protection of children, the Club sets out the details of adequate adult supervision of junior members provided by the Club.

- The Club will ensure that all children's activities organised by the Club are adequately supervised. Good practice dictates that, where possible, more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect the adults.

- The Club will ensure that coaches / supervisors are not left alone with any child participant. If an adult needs to talk separately to a child, this will be done in an open environment and in view of others.

- Children should arrive for club-organised activities at the appointed time and should let their coach/ supervisor know when they have arrived at the Club. It is the responsibility of parents to ensure that children do this.

- When the activity is finished, children should stay with their coach/supervisor until they are collected. Parents are requested to collect their children punctually.

- If late collections occur, coaches / supervisors will 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 fails to collect a child from an activity, the coach / supervisor will attempt to contact the parent / guardian by phone. If there is no answer, the coach / supervisor will then contact the emergency number provided. Should they be unable to make contact with either the parent / guardian or the emergency contact, the coach and another adult will wait with the child until they are collected.

- If a child suffers an injury or accident, the parent /guardian will be informed and an Accident Report Form will be completed and should be sent to the club secretary, secretary@glenalbyntennisclub.com with 24 hours. The club secretary will inform the tennis club committee.

- A sign-in sheet must be completed for every junior club event and coaching activity for the purposes of attendance and safeguarding. The sign-in sheet must clearly record the date of the event, the names of all participants, and the names and signatures of all adult supervisors on duty. Once completed, the sign-in sheet must be photographed or scanned and submitted by email to the Club Secretary for record-keeping purposes at: secretary@glenalbyntennisclub.com.

- Should very young children require a toilet break during activities, they will be accompanied to the conservatory by a coach / supervisor. Coaches / supervisors will not accompany the child into to the bathroom but will wait for the child in the Club Conservatory so that they can return safely and promptly to the activity.

- Arrangements for supervision during home or away matches etc. are outlined in the Travel & Hosting Policy of this document.

- The Club welcomes and encourages parents/ guardians to participate in Club Junior activities. If you are interested in getting involved, please contact the Club Junior Coordinator Miriam Gormally. Email: miriamgormally@gmail.com Phone: 0864085677

What activities are covered?

Adult supervision is provided only during the following:

- Your child's allocated coaching period; and

- Club junior activities and tournaments organised by the Junior Committee.

The Club is not responsible for the safety and protection of your child outside of the activities listed above. 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 when the child is receiving private coaching.

Junior 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.

Home Matches & Away Matches

In accordance with the Club's safeguarding obligations, it is a mandatory requirement that the parent(s) and/or legal guardian(s) of any junior member participating in a home league fixture remain present at the Club premises for the full duration of the match. Juniors may not be left unattended before, during, or after league play.

This requirement is in place to safeguard the welfare, safety, and wellbeing of junior members and to ensure appropriate supervision and support during competitive fixtures. It also serves to protect adult members, volunteers and team captains by clearly maintaining that primary supervisory responsibility rests with the parent(s) or legal guardian(s) at all times.

Responsibility for the supervision and welfare of junior players rests with their parent(s) or legal guardian(s), unless otherwise formally agreed in writing by the Club in exceptional circumstances. Failure to comply with this requirement may result in the junior being deemed ineligible to participate in the fixture.

Transport to Away Matches Up to 14 years of age

The transportation of junior members, up to 14 years of age, to and from away league fixtures is the sole responsibility of their parent(s) and/or legal guardian(s). The Club does not organise, coordinate, or assume responsibility for transport arrangements under any circumstances.

For safeguarding, insurance and child protection reasons, no other Club member, volunteer, team captain, coach, or representative of the Club is permitted to transport a junior player up to 14 years old to or from an away fixture in their private vehicle on behalf of the Club.

Parents and/or legal guardian(s) retain full responsibility for all transport arrangements and for ensuring that their child arrives safely at, and departs safely from, the designated venue. Non-compliance with this policy may result in the junior being deemed ineligible to participate in the fixture

Transport to away Matches for Players Aged 14–18

1. Purpose & Core Principle

The safety and well-being of our junior players (under 18) is paramount. This policy ensures that the club remains fully compliant with the **Children First Act 2015** and **Tennis Ireland Safeguarding Guidelines**.
The core principle governing all club travel is the **Avoidance of One-on-One Situations**. No adult volunteer, coach, or adult team member should ever be completely alone in a vehicle with a single player aged 14–18 who is not their own child.

2. Distinction of Travel Types

Our club distinguishes between two types of travel arrangements. The club's statutory liability and safeguarding protocols apply strictly to **Category A**:
Category A: Club-Approved Travel
Any transport organized by the club, a team captain, or a coach to represent the club at away fixtures, tournaments, or events.
Category B: Private Arrangements
Any transport arranged privately between parents/guardians entirely independent of the club committee or team captains. The club accepts no responsibility or liability for private transport arrangements.

3. Rules for Club-Approved Travel (Including Adult Leagues)

When players aged 14–18 are selected to play for adult teams or junior squads at away venues, the following rules apply to any adult team member or volunteer driving them:
Mandatory Vetting & Training: Any adult member driving players aged 14–18 on behalf of the club must hold current **Garda Vetting** through Tennis Ireland and have completed **Sport Ireland Safeguarding 1** training.
The Carpool Multiplier: An adult member may transport players aged 14–18 only if there are **at least two or more minors** in the vehicle for the duration of the journey.
Drop-Off Sequencing: Drivers must plan their route so that they are never left alone with the final remaining player. If necessary, the final two players must be dropped off at a central, public location where a parent is already waiting.
Prior Written Consent: No player aged 14–18 may enter an adult member's car without a signed **Annual Travel Consent Form** or trip-specific written consent from a parent/guardian.
Adult Team Environment Conduct: Adult team members must maintain a strictly age-appropriate environment while 14–18-year-olds are in the vehicle (including conversation topics, language, and media/music choices).

4. Emergency "Single Driver" Protocol

In an absolute emergency where a player aged 14–18 is left stranded (e.g., a parent's car breaks down, or an expected carpool vehicle fails) and a vetted adult member is the only option to get the player home safely:

1. **Transparency First:** The driver must call or text the player's parent/guardian **and** the Club Children's Officer (CCO) to explain the emergency before the journey begins.
2. **Route Logging:** The driver must state their exact departure location, destination, intended route, and estimated time of arrival via text to the CCO.
3. **In-Vehicle Seating:** The player must sit in the rear passenger seat, never the front passenger seat.

Trips

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

Bullying Policy

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

What is Bullying?

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

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

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

How would you know if a child is being bullied?

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

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

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

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 TUSLA 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.

Accident & Injury Policy

In the event of any accident or incident occurring during a coaching activity or club event, the coach or appointed activity leader must complete the relevant Accident/Incident Report Form. This form must be submitted to the Club Secretary within 24 hours of the occurrence.

Guidelines for Sports Leaders & Coaches

Glenalbyn Tennis Club recognises the key role leaders (professionals, coaches, captains, selectors, and team managers, etc.) play in the lives of children in the Club. Club coaches, sports leaders, and officials will strive to create a positive environment for the children.

They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in The Code of Ethics and Good Practice for Children's Sport and the Club's Child Protection Policy.

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

Leaders appointed by the Club to work with children will have the appropriate experience and/or hold the necessary qualifications. Vetting procedures must be followed to comply with

legislation. For those in the Republic of Ireland Garda Vetting should be successfully completed for all those with on- going contact with young people.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by The Code of Ethics and Good Practice for Children's Sport and sign up to the Club's Code of Conduct for Club Coaches and/or Volunteers.

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

Being a Role Model

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

Protection for Leaders

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

A Positive Environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a match. All young players are entitled to respect.
- Remember that young players play for fun and enjoyment, and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.

- Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment.
- It is advisable to get agreement from a parent/guardian when young players are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the Club must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment, and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.
- The nature of the relationship between a leader and a participant can often mean that a leader will learn confidential information about a player or player's family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

Appendix A – Risk Assessment

Appendix B - **Coach** Code of Conduct and Acknowledgement Form

I, (Print Name) _____ agree to:

Adult Supervision

- Ensure the safety of all children by careful supervision with 2 adults (Gardai Vetted) for any events, coaching, social event, using safe methods at all times.
- As a minimum all organized activities, including coaching will be supervised by two adults, both of whom are Garda Vetted.

Attendance Sheets

- A sign-in sheet must be completed for every junior club event and coaching activity for the purposes of attendance and safeguarding.
- The sign-in sheet must clearly record the date of the event, the names of all attendees.
- Once completed, the sign-in sheet must be submitted by email to the Club Secretary for record-keeping purposes at: secretary@glenalbyntennisclub.com.

Coach Stand Ins

- Where the Head Coach is unable to attend a scheduled event or coaching activity and a substitute ("stand-in") coach is required, written or verbal notification must be provided to the Club Secretary and or the Children's Officer at least 24 hours in advance of the event.
- The stand-in coach must also complete attendance sheets.
- All coaches will make themselves aware of the identity and contact details of both the Child Protection Officers and DLP
- All coaches, including stand-in coaches, will ensure that they have the relevant emergency contact details for parent/guardian of each junior player attending their sessions.
- Any stand-in coach must be fully briefed on and agree to adhere to this Code of Conduct.
- The stand-in coach must also provide all required documentation, including but not limited to Garda Vetting confirmation and valid Tennis Ireland coaching qualifications, which must be submitted to the Club Secretary and the Children's Officer no later than 24 hours before they take the coaching session.

Parental Consent Forms Required

- For all junior members under the age of 18, it is the responsibility of the coach in charge of any coaching event, camp or program or leader of any junior social activity or club hosted gathering to ensure that every junior participant and parent or guardian has completed Glenalbyn Tennis Club Parental Consent Form prior to their child's participation in said event
- Coaches & leaders must verify that the Parental Consent Form has been fully completed and signed by a parent or legal guardian before the junior is permitted to take part in any coaching activity or club event.
- Once completed, the Parental Consent Form must be submitted by the coach to the Club Secretary for record-keeping and safeguarding purposes.

Accident or Incident Reporting

- In the event of any accident or incident occurring during a coaching activity or club event, the coach or appointed activity leader must complete the relevant Accident/Incident Report Form. This form must be submitted it to the Club Secretary within 24 hours of the occurrence.

General

- Ensure careful planning and preparation before each coaching and playing session.
- Make sure all levels of participation are enjoyable and fun regardless of skill level or ability.
- Prioritise skill development and personal satisfaction over highly structured competition.
- Avoid favouritism
- Praise and encouraging effort as well as results.
- Show respect for all involved.
- Be positive and placing emphasis on fun and participation not on results.
- Never allow rough or dangerous play, bullying or use of bad language or inappropriate behaviour
- Not allow any allegations of abuse of any kind go unchallenged or unrecorded.
- Report any incident or disclosure of alleged abuse to one of the Club's Children's Officers.
- Administer minor first aid in the presence of others and where required for more serious incidents call an ambulance. Note there is a stocked first aid box in the Conservatory and a defibrillator at the main entrance to the Club.
- Have access to a phone stored with all relevant contact details to ensure immediate contact can be made with parents/guardians and emergency services, if required.
- Ensure that all those working with children do so under the guidance of a qualified coach or instructor or volunteer who is Garda Vetted.

Coaches need to protect themselves from false accusations by:

- Not spending time alone with children away from others
- Avoid taking children alone in a car on journeys, however short
- Never taking children to your home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

It is accepted by all coaches and volunteers that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally and or in writing to the Tennis Club Committee who will decide on further action.

I have read the Glenalbyn Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.

Print Name: _____

Signature of Coach: _____

Date: _____

Appendix C - **Volunteer** Code of Conduct and Acknowledgement Form

I, (Print Name) _____ agree to:

Adult Supervision

- Ensure the safety of all children by careful supervision with 2 adults (Garda Vetted) for any events, coaching, social event, using safe methods at all times.
- As a minimum all organized activities, including coaching will be supervised by two adults, both of whom are Garda Vetted.

Attendance Sheets

- A sign-in sheet must be completed for every junior club event for the purposes of attendance and safeguarding.
- The sign-in sheet must clearly record the date of the event, the names of all attendees.
- Once completed, the sign-in sheet must be submitted by email to the Club Secretary for record-keeping purposes at: secretary@glenalbyntennisclub.com.

Parental Consent Forms Required

- Volunteers must ensure that a parent or guardian has completed the Glenalbyn Tennis Club-Parental Consent Form prior to their child's participation in a Junior social event.
- Once completed, the Parental Consent Form must be submitted by the lead volunteer to the Club Secretary for record-keeping and safeguarding purposes.

Accident or Incident Reporting

- In the event of any accident or incident occurring during a club event, the lead volunteer must complete the relevant Accident/Incident Report Form. This form must be submitted to the Club Secretary within 24 hours of the occurrence.

General

- Make sure all levels of participation are enjoyable and fun regardless of skill level or ability.
- Avoid favouritism
- Praise and encouraging effort as well as results.
- Show respect for all involved.
- Be positive and placing emphasis on fun and participation not on results.

- Never allow rough or dangerous play, bullying or use of bad language or inappropriate behaviour
- Not allow any allegations of abuse of any kind go unchallenged or unrecorded.
- Report any incident or disclosure of alleged abuse to one of the Club's Children's Officers.
- Administer minor first aid in the presence of others and where required for more serious incidents call an ambulance. Note there is a stocked first aid box in the Conservatory and a defibrillator at the main entrance to the Club.
- Have access to a phone stored with all relevant contact details to ensure immediate contact can be made with parents/guardians and emergency services, if required.
- Ensure that they are Garda Vetted.
-

Volunteers need to protect themselves from false accusations by:

- Not spending time alone with children away from others
- Avoid taking children alone in a car on journeys, however short
- Never taking children to your home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

It is accepted by volunteers that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally and or in writing to the Tennis Club Committee who will decide on further action.

I have read the Glenalbyn Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.

Print Name: _____

Signature of Volunteer: _____

Date: _____

Appendix D – **Committee** Code of Conduct and Acknowledgement Form

I, (Print Name) _____ agree to:

- Be familiar with and comply with the provisions of this Child Protection Policy.
- Ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person.
- Carry out my required duties for the club understanding that the welfare of children is paramount.
- Create a safe environment for young people.
- Ensure that Codes of Conduct are in place for all involved.
- Provide adequate supervision for training sessions and organised play/competitions with attendance record being kept.
- Recruit volunteers/employees ensuring vetting and training is completed.
- Understand and implement the Complaints and Disciplinary procedures.
- Ensure safe induction and supervision of volunteers/ employees.
- Ensure complaints including rumours are not ignored and are dealt with appropriately, in line with the provisions of this Child Protection Policy.
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings
- Monitor with the Club Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Ensure that the Club Children's Officers are members of the committee and attend the monthly meetings. Ensure that Club Coaches are invited to attend 50% of committee meetings to report and advise the Committee on matters relating to Junior coaching and any related issues.

I have read this Child Protection Policy and Code of Conduct and agree to abide by same.

Print Name: _____

Signature of Committee Member: _____

Date: _____

Appendix E - Accident Report Form

A physical harm sustained by a person that occurred in the club and required attention, treatment or recording.

Coach / Leader in Attendance			
Name			
Injured Party			
Name			
Age		Date of Birth	
Accident Details			
Date		Time	
Exact Location the accident happened			
Nature of the Injury			
Details of the Accident			
Severity	Minor	Considerate	Sever
Was First Aid administered	Yes	No	
Were emergency services called	Yes	No	
Parents / Guardians Informed			
Have the parents or emergency contact been informed	Yes	No	
Form Submission			
Form Completed by Please State Name			
Submission Date			
Please send form to the Tennis Club Secretary secretary@glenalbyntennisclub.com			
Received Form			
Date			
Referred to Designated Liaison Person	Yes	No	

Appendix F - Incident Report Form

A situation of event that occurred which could have caused harm, concern, or a rule breach, but did not result in a physical injury.

Coach / Leader in Attendance			
Name			
Incident Details			
Date		Time	
Exact Location the Incident			
Details of the Incident			
Form Submission			
Form Completed by Please State Name			
Submission Date			
Please ensure the physical form is provided to the Tennis Club Secretary and also an image of the form is submitted to secretary@glenalbyntennisclub.com			
Received Form			
Glenalbyn Secretary Signature			
Date			
Referred to Designated Liaison Person	Yes	No	

Appendix G - Parent / Guardian Consent Form (Coaching/Camp Sign Up Form)

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

_____

I hereby consent to the above child participating in the tennis activities of Glenalbyn 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/ We agree to abide by and support the Glenalbyn Tennis Club Child Protection Policy* and agree to abide by the guidelines as set out in the Policy and in particular to abide by the Code of Ethics & Good Practice for Children's Sport.

I confirm that I have read 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 as set in the Club's Child Protection Policy.

Details		
Specify Event		
Name of Child		
Address		
Parents/Guardians Mobile Num 1:		
Parents/Guardians Mobile Num 2:		
Emergency Contact Name(s)		
Emergency Contact Num 1:		
Emergency Contact Num 2:		

PLEASE INCLUDE ALL MEDICAL DETAILS THAT MIGHT BE RELEVANT IN DEALING IN WITH YOUR CHILD - ALLERGIES, MEDICATION, SPECIAL NEEDS ETC	

Please Print Name: Parent / Guardian	
Signature	
Date	

Appendix H - Photographic & Video Consent Form

Please complete this form and return it to the event organiser.

A signed consent form is a condition of inclusion in photographic & video footage material for those under the age of 18 years.

Age: _____

I permit for my child to be 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 the Glenalbyn Tennis Club.

Yes ☐

No ☐

Parental Signature: _____

Consent must be provided by the person with parental responsibility.

Appendix I- Activities, Social & Coaching Attendance Sheet

** This will be available online*** For use at ALL junior events, social and coaching

Attendance Sign in Sheet			
Date			
Time			
Activity	Coaching ☐	Social ☐	Other ☐

Juniors Names		
Print Name		Sign Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Adult Supervisors	
Print Name	
Signature	
Print Name	
Signature	

Appendix J- Parental Consent & Travel Form for Juniors aged 14-18 in Adult Leagues

This form must be completed by a parent/guardian before any player aged 14–18 can be selected to play for adult league teams or travel to club-approved away fixtures.

1. Player & Parent Information

Player's Full Name: _____

Player's Date of Birth: _____ / _____ / _____ (Age: _____)

Parent/Guardian Name: _____

Contact Number 1: _____

Contact Number 2: _____

2. Adult League Participation Consent

I hereby give permission for my child (aged 14–18) to be selected for and play in adult league matches representing the club. I understand that they will be playing alongside and against adult players and operating within an adult team environment.

Parent/Guardian Initials: _____

3. Club-Approved Transport Consent

I have read and understand the Club Travel Policy. I give permission for my child to travel to away matches in vehicles driven by adult club members or team captains, provided that:

The driver is fully Garda Vetted and Safeguarding trained through Tennis Ireland.

The "Carpool Rule" is maintained (at least two minors are in the vehicle at all times), or the Emergency Protocol is explicitly followed.

Parent/Guardian Initials: _____

4. Medical & Emergency Consent

In the event of an injury or illness during an away fixture, and if I cannot be reached immediately, I authorize the team captain or designated adult leader to sign any medical consent forms required by medical professionals on behalf of my child.

Any Known Medical Conditions/Allergies:

_____

Parent/Guardian Initials: _____

5. Signatures

By signing below, I agree to all terms outlined in this document and the club's safeguarding policies.

Parent/Guardian Signature: _____

Date: _____ / _____ / _____