



# ASHBROOK CHILD PROTECTION POLICY

Issue 1- Updated 04/07/2021

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## Child Protection Policy

### Child Protection Statement

**Ashbrook Tennis Club** provides tennis playing opportunities and coaching for children and young people. The club is committed to their welfare. All our members, volunteers and coaches are committed to our child protection policy.

The club adheres to the following safeguarding principles:

- **Importance of Childhood** – Adults should understand the value and importance of childhood
- **Children's Needs** - Adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Relationships** - Adults interacting with children in tennis are in a position of trust and influence. They ensure that children are treated with integrity and respect, and aim to enhance the self-esteem of young people
- **Fair Play** - The club and its members should emphasise the principles of fair play and should give clear guidelines regarding acceptable standards of behaviour
- **Quality Atmosphere & Ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** - Competition is an essential element of tennis and should be encouraged in a age and level appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

The Risk Assessment for Children indicates the areas of risk, the likelihood of the risk occurring, and the required policy, guidance or process documents required to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices, Complaints and Discipline, Reporting Procedures, Use of Facilities, Recruitment, Communications, and General Risk of Harm.

Ashbrook Tennis Club's Child Safeguarding Statement has been developed in line with:

- [Children First Act 2015](#)
- [Tusla - Children First National Guidance 2017](#)
- [Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice](#)
- [Tennis Ireland - Safeguarding Guidance for Children](#)

Ashbrook Tennis Club has the following procedures in place as part of the Tennis Ireland Safeguarding Code.

- Managing allegations of abuse of a child availing of Ashbrook Tennis Club activities
- Safe recruitment of coaches, volunteers and others to work with children in the club
- Accessing child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to the Statutory Authorities
- Anti-bullying
- Equality
- Complaints and Discipline

This document will be reviewed in one year, by 30<sup>th</sup> June 2022.

## Risk Analysis

See [Appendix 3](#)

## Child Protection Contacts and Reporting

All concerns should be reported to the Designated Liaison Person (DLP).

The DLP, in consultation with the person who raised the report, will decide if reasonable grounds for concern exist. In that event the DLP will report to a Tusla duty social worker. If the DLP decides not to report a concern to Tusla, the DLP should:

- Record the reasons for not reporting.
- Record any actions taken
- Give a clear explanation to the person reporting the concern
- Advise the latter that if they remain concerned, they may make a report themselves to the Tusla or An Garda Síochána. (The individual employee or coach/volunteer has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.) Concerns not reported but recorded may reveal a pattern of behaviour giving rise to a heightened concern
- Have regard to General Data Protection Regulations (GDPR) in maintaining records, i.e.
  - Ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation/club.
  - Records should only be used for the purpose for which they are intended.
  - Records should only be shared on a need-to-know basis in the best interests of the child/young person.
  - Clearly state who within your organisation/club has access to particular types of records.
  - State the location where records are stored.
  - Indicate how long the organisation will retain these types of records.
  - Child protection records should be updated as required and reviewed regularly by the Designated Liaison Person (DLP).
- Records should be factual and include details of contacts, consultations and any actions taken.

Refer to the [Tennis Ireland Safeguarding Guidance for Children Document](#) for detailed advice on handling child abuse concerns.

### Reporting Contacts:

- **Tusla,**  
Child and Family Agency,  
Bridge House,  
Cherry Orchard Hospital,  
Dublin 10  
087 3981713  
[www.tusla.ie](http://www.tusla.ie)

### **Garda National Protective Services Bureau (GNPSB)**

An Garda Síochána Headquarters, Phoenix Park, Dublin 8, D08 HN3X

Tel: +353 1 666 0000

- **Rathmines Garda Station**, Rathgar Road, Dublin 6 Tel: +353 1 666 0000
- **Tennis Ireland National Children's Officer:** Roger Geraghty – Email: [roger.geraghty@tennisireland.ie](mailto:roger.geraghty@tennisireland.ie)  
Mob: 086 2316478
- **Leinster Children's Officer** – Rory Wilson - Email: [rwilson@iol.ie](mailto:rwilson@iol.ie) Mob: 0876776142
- **Tennis Ireland Designated Liaison Officer** - Richard Fahey - Email: [richard.fahey@tennisireland.ie](mailto:richard.fahey@tennisireland.ie) Mob: 087-2352198
- **Tennis Ireland Vetting Liaison Officer:** Ciaran Flynn - Email - [ciaran.flynn@tennisireland.ie](mailto:ciaran.flynn@tennisireland.ie)  
Phone: 01-8844010

## **Roles**

### **Club Children's Officer**

The Club Children's Officer promotes awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians. Their role is:

- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the Provincial and the National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders.
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders.
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for sports leaders and children and young people.
- Ensure Tennis Irelands Policies and Procedures for managing trips away and hosting children are implemented

### **Designated Liaison Person (DLP)**

- The DLP is a resource for volunteers/coaches and should ensure that the Ashbrook's reporting procedures are followed. The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Tusla or an Garda Síochána/ Gateway team.
- The DLP should also inform the NCO that a report has been submitted without identifying details.

- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3
- The DLP should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI) and Cooperating to Safeguard Children and Young People
- Perform the role of Relevant Person, i.e., be the first point of contact in respect of the Ashbrook's Child Safeguarding Statement, as defined in the Children First Act 2-15 (ROI)

## Codes Of Conduct

See [Appendix 2](#) for codes of conduct for children, coaches and parents

## Adult Supervision of Children

### Camps and Tournaments

For Junior camps and Junior tournaments, the club will arrange for the presence of a male and a female adult.

### Coaching

For individual, group or family Junior coaching, the parents/guardians and coach must arrange for the presence of a second adult of opposite gender to the coach. Alternatively, it will suffice if a member of opposite gender to the coach is on site (e.g., playing or on the grounds) for the duration of the session

### Casual/recreational play

In the case of casual /recreational play, juniors over the age of eleven may, with the permission of their parents/guardians, attend the club. In such cases, the club carries no responsibility for supervision.

### Code of Conduct

At all times Juniors are expected to obey the Code of Conduct, and act in accordance with current Covid19 sanitisation and social distance requirements. Until further notice, drinking water will not be available from the club water system.

### Court access for Juniors at Ashbrook TC

The courts are accessible to juniors during the periods indicated below. The particular times indicated will not apply on days of club events.

Age Group	Access
16 years and over	Full access as for Seniors
11 to 16 years	Full access up to 7 pm
10 years and under	Adult supervision at all times

## Recruitment Policy

Ashbrook Tennis Club is very much dependent on the professional coaches and on its volunteer helpers to carry out many of the tasks in the club. The club is also conscious of its responsibility to keep safe children who use and visit the club. A child is anyone under 18 years.

Our legal obligation is to ensure that persons recruited to roles interacting with children go through a process of formal recruitment.

Therefore, Ashbrook will utilize some or all of the following procedures:

- Define the roles and responsibilities of anyone interacting with children
- Ensures that the applicant/volunteer for such a role completes the attached form [Appendix 1](#)
- Obtain proof of identity of the applicant/volunteer
- Obtain the applicant's/volunteer's written permission to seek a Garda check
- Assess their experience of working with children and their knowledge of child protection issues
- Ensure they are committed to good practice
- Ensure they are good communicators with children
- Get references, written or verbal, as appropriate, and where necessary
- The Club Management Committee approve appointments
- Provide training and apply a probationary period where appropriate
- All recruits and professional coaches to sign the Code of Conduct for their role

The following table sets out the conditions to be fulfilled by the various roles:

	Complete Form	Provide Reference	Garda Vetting	SG 1 Course	Insurance	Qualifications	Code of Conduct Undertaking	Induction	ID Proof
Club Chairperson/President	X			X			X	X	
Club Secretary	X			X			X	X	
Club Treasurer	X			X			X	X	
Club Captain	X			X			X	X	
Executive Committee Member	X			X			X	X	
Junior Sub-committee member	X		X	X			X	X	
Other Sub-committee member	X			X			X	X	
Club Children's Officer	X		X	X	X		X	X	
Designated Liaison Person	X		X	X	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

## Safeguarding Training

The training as indicated in the above table is as follows:

### **Safeguarding 1** – Basic Awareness Workshop in Child welfare and protection (3hrs)

- Expected attendees: any person working with or interacts with or who is involved in the planning/ administration of activities or events with young people in tennis
- Renewal: Safeguarding 1 certificate may be renewed by attendance at Safeguarding 1 (face to face workshop) or Safeguarding 1 Refresher (e-learning module)

### **Safeguarding 2** – Club Children’s Officer Workshop (3hrs)

- Prerequisite: Valid Safeguarding 1
- Validation period: 3 years
- Expected attendees: any person taking on the role of Club Children’s Officer
- Renewal: Safeguarding 2 certificate may only be renewed by attendance at Safeguarding 2 (CCO workshop)

### **Safeguarding 3** – Designated Liaison Person Workshop (3hrs) Prerequisite: Valid Safeguarding 1, Safeguarding 1 Refresher

- Validation period: 3 years
- Expected attendees: any person taking on the role of Designated Liaison Person
- Renewal: Safeguarding 3 may only be renewed by attendance at Safeguarding 3 (face to face workshop)

Training is provided by:

Dublin City Sport & Wellbeing Partnership:  
Sport & Recreation Services,  
Dublin City Council,  
Floor 4, 3 Palace Street,  
Dublin 2  
01 222 7870  
[sports@dublincity.ie](mailto:sports@dublincity.ie)  
[www.dublincity.ie](http://www.dublincity.ie)

## Anti-Bullying Policy

Bullying is defined by the Department of Education and Skills guidelines as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

### **Bullying can include:**

- Physical pushing, kicking, hitting, pinching etc...
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- Posting of derogatory or abusive comments, videos or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism, sexual comments, suggestions or behaviour.
- Unwanted physical contact.



All forms of bullying will be addressed. Everybody in the club has a responsibility to work together to stop bullying.

**Ashbrook Tennis Club will:**

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned,
- Take action to investigate and respond to any alleged incidents of bullying.
- Ensure that coaches are given access to information, guidance and/or training on bullying.

**Each participant, coach, volunteer or official will:**

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see to the club children's officer – by doing nothing you are condoning bullying.

**Support to the child:**

- Children should know who will listen to and support them.
- Children should have access to Helpline numbers.
- Anyone who reports an incident of bullying will be listened to carefully and be supported.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.

**Support to the parents/guardians:**

- Parents/guardians will be advised on the club's bullying policy and practice.
- Any incident of bullying will be discussed with the child's parent(s) or carers.
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken.
- Support should be offered to the parent(s) including information on other agencies or support lines.

## Useful Contacts:

Irish Society for the Prevention of Cruelty to Children (ISPCC): [www.ispcc.ie/shield](http://www.ispcc.ie/shield)

Anti-Bullying Centre DCU: [www.antibullyingcentre.ie](http://www.antibullyingcentre.ie)

Sticks and Stones: 087 9015199 or [www.sticksandstones.ie](http://www.sticksandstones.ie)

ChildLine Republic of Ireland: 1800 66 66 66 or Text Talk to 50101, [www.childline.ie](http://www.childline.ie)

## Equality Policy

Ashbrook LTC aims to ensure equal opportunity of access and participation as well as fair treatment and respect for all. Children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with a disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

The work of Ashbrook LTC is based on the following principles that guide the development of sport for children and are contained in the Code of Ethics and Good Practice for Children's Sport.

Sport for children should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place while at the same time providing fun, enjoyment and satisfaction.

All children's sport should be conducted in an atmosphere of fair play. Fair play is defined as a way of thinking, not just behaving.

Children's experience of sport should be guided by what is best for the child. The stages of development and the ability of the child should guide the types of activity provided within the group.

Adults interacting with children in sport should do so with integrity and respect for the child. All adult actions in sport should be guided by what is best for the child. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

## Discipline and Complaints

### Discipline

Ashbrook is pleased to support the definition of fair play published by the **European Sports Charter and Code of Ethics, Council of Europe (1993)** that states:

*"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."*

<http://www.coe.int/en/web/sport/european-sports-charter/>

It is important that children learn tennis in manner reflecting the above description of fair play. They then develop many valuable characteristics as well as the tennis skills they will enjoy for many years. The disciplinary models utilised by Ashbrook are specified in the **Codes of Conduct for Children, Parents and Tennis Coaches**. (See [Appendix 3](#)). All members should be familiar with, and act in accordance with these codes.

Tennis Ireland, in the document 'Complaint, Objection & Disciplinary Rules and Procedures' lists the following possible offences. <https://www.tennisireland.ie/wp-content/uploads/2021/03/Complaint-Objection-Disciplinary-Rules-and-Procedures.pdf> :

- Any breach of the Regulations
- Aggressive or threatening behaviour towards an Associate (mental or physical)
- Aggressive or threatening behaviour towards an Official (mental or physical)
- Verbal Assault
- Physical Assault
- Bullying
- Ineligibility
- Racial harassment
- Sexual harassment
- Discrimination
- Forgery or falsification
- Corruption
- Theft
- Alcohol or substance abuse
- Misconduct likely to bring the sport of Tennis or Tennis Ireland into disrepute
- Criminal investigation of a crime of a grave nature
- Criminal conviction – which is likely to bring the Club, Province or Tennis Ireland into disrepute.
- Mischievous or vexatious complaints

### *Complaints*

The Ashbrook Management Committee is determined that any Complaints, Objections or Disciplinary Actions are managed fairly and effectively to a high standard.

The following definitions are relevant in the context of this section.

**Complaint:** A written complaint to the club secretary made against any member, visitor or Club process.

**Disciplinary Action:** the steps undertaken in initiating, investigating, prosecuting and administering disciplinary misconduct. The steps are as follows:

- Ashbrook will appoint a three-person **Hearings Committee** to administer, hear and decide all Complaints, Objections and Disciplinary Action that occur.
- Should an appeal be submitted by either party the case in question will be revisited
- Should the Club fail to satisfy a complainant, the case will be re-managed by Leinster Tennis. If that process does not come to an agreed conclusion, the case then goes to Tennis Ireland.
- If the dispute is not resolved there, the case goes to the arbitration process of Sport Dispute Solutions Ireland ([sportdisputesolutions.ie](http://sportdisputesolutions.ie)). Cases cannot be taken to the Courts.

**Note:** Sport Dispute Solutions Ireland is an independent arbitral body.

Ashbrook's Complaints Procedure is an important element of our Child Protection Policy. It is necessary that all members, parents and guardians are aware of the procedure details.

The Complaints process is also applicable to visiting players who may submit a complaint about a tournament decision.

## Appendix 1 Recruitment Forms

### **VOLUNTEER / COACH APPLICATION FORM**

**(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)**

All information received in this form will be treated confidentially

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
(If applicable)

**Address:** \_\_\_\_\_ **Previous Address(s) over the last 5 years:** \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

*List any address outside of Ireland on additional sheet and submit.*

Place of birth (Town City): \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile \_\_\_\_\_

DOB \_\_\_\_\_ PPS Number \_\_\_\_\_ (Ireland Only) NI Number \_\_\_\_\_ (NI only)

Previous work/voluntary experience & relevant qualifications:

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

Yes  No

**Have you completed a Safeguarding 1 Course?**

Yes  No

If yes, please provide the Cert Number \_\_\_\_\_

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

Yes

No

Have you ever been asked to leave a sporting organisation in the past?

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

Yes

No

Any other relevant information?

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

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

### **For Official Use Only**

Date application received: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

References received and are satisfactory:

Yes  No

Comments:

Statutory check completed & returned (if appropriate):

Yes  No

Proof of applicant's identification received:

Yes  No

Recommendation: \_\_\_\_\_

\_\_\_\_\_

Approved Reasons: \_\_\_\_\_

\_\_\_\_\_

Not Approved Reasons: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Confidential Reference Form

*(This form can be used as a telephone reference or used as a written reference)*

The following person: \_\_\_\_\_

Expressed an interest in working in with (Name, Club, Organisation) \_\_\_\_\_

\_\_\_\_\_ as a (List Position)

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

**How long have you known this person?**

\_\_\_\_\_

**In what capacity?** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**Yes**       **No**

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_



# Application Form for new Junior Members

<https://ashbrooktennisclub.ie/membership%20form.php>

## Appendix 2 Codes of Conduct

### 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.

### Tennis Coaches

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

Create a safe and enjoyable environment for children by:

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

Recognise and ensure the welfare of children by:

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

#### Additional Information:

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

## Parents

Ashbrook 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 provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers, and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates, and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy within the club's Child Protection Policy.

- Appendix 3 Risk Analysis for Children

### **Risk Assessment for Children**

This risk assessment considers the potential for harm to come to children whilst they are in **Ashbrook LTC's** care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of *Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment)*.

*Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider—*

- (a)** *Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).*

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility	Action Implemented or Required
<b>COACHING PRACTICES</b>				
Lack of coaching qualification	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Assessment Procedure for coaches before they provide coaching in the club</li> </ul>	Club Committee	Proof of qualification to be confirmed. (Existing coaches have established their credentials, through long association with the club) Formal recruitment process introduced
Supervision issues	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>		Coaches to sign off on Code of Conduct
Unauthorised photography & recording activities	<b>M</b>	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>		Sign-off option implemented for parents for membership, coaching and camps
Behavioural Issues	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Safeguarding Level 1 (min)</li> </ul>	Club Committee Coaches	Complaints and Disciplinary policy introduced

		<ul style="list-style-type: none"> <li>▪ Complaints &amp; Disciplinary policy</li> </ul>		
<b>Lack of gender balance amongst coaches</b>	<b>M</b>	<ul style="list-style-type: none"> <li>▪ Recruitment policy</li> <li>▪ Supervision policy</li> </ul>		Recruit female coach when vacancy occurs
<b>No guidance for travelling and away trips</b>	<b>NA</b>	<ul style="list-style-type: none"> <li>▪ Travel/Away trip policy</li> <li>▪ Child Safeguarding Training</li> </ul>		The club does not currently organise away trips.
<b>COMPLAINTS &amp; DISCIPLINE</b>				
<b>Lack of awareness of a Complaints &amp; Disciplinary policy</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Complaints &amp; Disciplinary procedure/policy</li> <li>▪ Communications procedure</li> </ul>		Complaints and Disciplinary policy published to members
<b>Lack of knowledge of organisational and statutory reporting procedures</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Reporting procedures/policy</li> <li>▪ Coach education policy</li> <li>▪ Code of Conduct /Behaviour</li> </ul>		Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training
<b>Child Protection Officers Appointed</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Recruitment Procedures</li> </ul>	Club Committee	Child Protection Officers appointed and Trained
<b>Designated Liaison Person Appointed</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Recruitment Procedures</li> <li>▪ Reporting procedures/policy</li> </ul>	Club Committee	Train Designated Liaison Person appointed and trained Safeguarding 1 and 2 completed Safeguarding 3 required
<b>Concerns of abuse or harm not reported</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Reporting procedures/policy</li> <li>▪ Child Safeguarding Training – Level 1</li> </ul>		Include in Safeguarding Training (L1) Child Protection Officers, Designated Liaison Person published on website and Notice board. Publicise internal and external reporting procedures

<b>Not clear who young person should talk to or report to</b>		<ul style="list-style-type: none"> <li>Post the names of Child Protection Officers and Designated Liaison Person</li> </ul>		<p>Child Protection Officers and Designated Liaison Persons are identified and posted on the club website and on the Club Noticeboard and issued to members and parents</p> <p>Include in Safeguarding Training (L1)</p>
<b>FACILITIES</b>				
<b>Unauthorised access to designated children’s play &amp; practice areas and to changing rooms, showers, toilets etc.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>		<p>Clarify responsibilities before session starts.</p> <p>Clarify policy for toilet visits</p>
<b>Unauthorised exit from children’s areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>		Clarify responsibilities before session starts
<b>Photography, filming or recording in prohibited areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Photography policy and use of devices in private zones</li> </ul>		Juniors do not use club changing rooms except to access toilets
<b>Missing or found child on site</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Missing or found child policy</li> </ul>		Refer to policy and inform Garda or Parents
<b>Children sharing facilities with adults e.g. dressing room, showers, toilets etc.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safeguarding policy</li> </ul>		Two juniors at a time should attend toilets.
<b>RECRUITMENT</b>				
<b>Recruitment of inappropriate people</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Management Committee	Formal Recruitment Process Introduced
<b>Lack of clarity on roles</b>		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>		Job Descriptions Defined
<b>Unqualified or untrained people in role</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>		Check qualifications/references Ongoing review
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				

Lack of awareness of 'risk of harm' with members and visitors	H	<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement</li> <li>▪ Training policy</li> </ul>		Communicate Child Safeguarding Statement
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	M	<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement – display</li> <li>▪ Code of Behaviour - distribute</li> </ul>		Child Safeguarding Statement published on notice board and on website Distribute Code or Sections as appropriate
Unauthorised photography & recording of activities	M	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>		Policy issued to members and parents
Inappropriate use of social media and communications by under 18's	M	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct</li> </ul>		Ongoing review
Inappropriate use of social media and communications with under 18's	M	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct</li> </ul>		Ongoing review
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	H	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>		Ongoing review
Harm caused by <ul style="list-style-type: none"> <li>- child to child</li> <li>- coach to child</li> <li>- volunteer to child</li> <li>- member to child</li> <li>- visitor to child</li> </ul>	H	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>		Ongoing review
General behavioural issues	H	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> </ul>		Take disciplinary action where necessary Sign code of conduct

### Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club
- **Likelihood of harm happening** – the likelihood of the risk occurring in the Club measured as Low/Medium/High
- **Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed and completed by *Ashbrook Lawn Tennis Club* on 30/06/2021

### Appendix 4 Useful Links

- Children First Act 2015:  
<https://data.oireachtas.ie/ie/oireachtas/act/2015/36/eng/enacted/a3615.pdf>
- Tusla - Children First National Guidance 2017:  
[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)
- Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice:  
[https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf](https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf)
- Tennis Ireland - Safeguarding Guidance for Children:  
<https://www.tennisireland.ie/wp-content/uploads/2019/10/Safeguarding-Guidance-for-Children-DIGITAL.pdf>
- European Sports Charter:  
<http://www.coe.int/en/web/sport/european-sports-charter/>