

CHARLEVILLE LAWN TENNIS CLUB CHILD PROTECTION

Charleville Lawn Tennis Club has adopted and implemented the Code of Ethics and Good Practice for Children's Sport as set out by Tennis Ireland, as an integral part of club policy on children and club membership.

Upon joining the Club or renewal of membership, all members agree to abide by the Club's Child Protection Policy and Codes of Conduct. These policies and codes are set out below and all members and their children should read and become familiar with them.

Charleville Lawn Tennis Club is not responsible for providing adult supervision for children other than at organised junior coaching, junior camps and junior tournaments. Charleville Lawn Tennis Club does not accept responsibility for juniors that arrive to the club to play on their own. It is strongly recommended that if children are playing in the club independently of the club's organised activities that a parent/guardian stays with them for the duration of the activity.

The club's child protection officers are available should any member have any questions or require any assistance in relation to child protection in the club.

The Child Protection Officers for Charleville Lawn Tennis Club are: Annaba Kilfeather & Andrew Lawless. **The Designated Liaison Person for Charleville Lawn Tennis Club is:** Vasileo Lyritzis. Contact Details for the above can be found in the contacts page of the Clubs Smart Club Cloud.

Alternatively you can email Charleville LTC charvillelawntennisclub@gmail.com

Charleville Lawn Tennis Child Protection Documentation includes:

- Child Safeguarding Statement
- Child Safeguarding Risk Assessment
- Code of Conduct
- Notification regarding the Board of Management's review of the Safeguarding Statement

Our Child Safeguarding Statement and Risk Assessment are displayed on the clubs notice board, website and smart cloud.



Charleville Lawn Tennis Club Child Safeguarding Statement

Section 1 – Club information

- (a) **Name:** Charleville Lawn Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Whitworth Road, Drumcondra, Dublin 9
- (d) **Size:** c. 600 members including c. 200 junior members
- (e) **Activities:** Charleville Lawn Tennis Club provides tennis activities and opportunities for children and young people. We are committed to safeguarding children and young people. All our affiliated stakeholders work under the guidance and policies of our Safeguarding Code. All our volunteers and coaches working with children seek to create a safe environment for children and young people to participate in sport.

Section 2 - Principles to safeguard children from harm

Charleville Lawn Tennis Club is committed to safeguarding children and by working under the guidance of our national governing bodies' Safeguarding Policies. Our coaches and volunteers seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- (i) **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in junior tennis.
- (ii) **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- (iii) **Integrity in relationships** - Adults interacting with children in tennis are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- (iv) **Fair Play** - All children's sports should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- (v) **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- (vi) **Competition** - Competition is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- (vii) **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.



Section 3 - Risk Assessment

The Club's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> ● Inadequate coaching qualifications. ● Supervision issues. ● Unauthorised photography & recording activities. ● Behavioural Issues. ● Inadequate guidance for travelling & away trips ● Lack of adherence with procedures in Safeguarding policy 	<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> ● Coach education policy/Recruitment policy. ● Supervision policy/Coach education policy ● Photography & Use of Images policy ● Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. ● Coach education policy / Supervision policy. ● Travel/Away trip policy / Child Safeguarding Training. ● Safeguarding Policy / Complaints & disciplinary policy
<p>Complaints & Discipline</p> <ul style="list-style-type: none"> ● Lack of awareness of a Complaints & Disciplinary policy. ● Difficulty in raising an issue by child & or parent ● Complaints not being dealt with appropriately 	<ul style="list-style-type: none"> ● Complaints & Disciplinary procedure/policy / Communications procedure. ● Complaints & Disciplinary procedure/policy / Communications procedure. ● Complaints & Disciplinary procedure/policy.
<p>Reporting Procedures</p> <ul style="list-style-type: none"> ● Lack of knowledge of organisational & statutory reporting procedures ● No Designated Liaison Person (DLP) appointed. ● Concerns of abuse or harm not reported. ● Not clear who a child should talk to or report to. 	<ul style="list-style-type: none"> ● Reporting procedures/policy / Coach Education policy / Code of Conducts ● Reporting procedures/policy. ● Reporting procedures/policy / Child Safeguarding Training – Level 1 ● Publicise the names of Club Children's Officers (CCOs), DLP and Mandated Person (MP).
<p>Use of Facilities</p> <ul style="list-style-type: none"> ● Unauthorised access to club ● Unauthorised exit from children's areas. ● Photography, filming or recording in prohibited areas. ● Missing or found child on site. ● Children sharing facilities with adults e.g. dressing room, showers etc 	<ul style="list-style-type: none"> ● Access management and Supervision policy / Coach Education. ● Supervision policy / Coach Education. ● Photography policy and use of devices in private zones. ● Missing or found child policy. ● Safeguarding policy.



<p>Recruitment</p> <ul style="list-style-type: none"> ● Recruitment of inappropriate people. ● Lack of clarity on roles. ● Unqualified or untrained people in role. 	<ul style="list-style-type: none"> ● Recruitment policy. ● Recruitment policy. ● Recruitment policy.
<p>Communications</p> <ul style="list-style-type: none"> ● Lack of awareness of 'risk of harm' with members and visitors. ● No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. ● Unauthorised photography & recording of activities. ● Inappropriate use of social media & communications by under 18's ● Inappropriate use of social media & communications with under 18's. 	<ul style="list-style-type: none"> ● Child Safeguarding Statement / Training Policy. ● Child Safeguarding Statement (display) / Code of Behaviour (distribute). ● Photography & Use of Images policy ● Communications policy / Code of conduct ● Communications policy / Code of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> ● Harm not being recognised. ● Harm caused by: <ul style="list-style-type: none"> ▪ Child to Child. ▪ Coach to Child. ▪ Volunteer to Child. ▪ Member to Child. ▪ Visitor to Child. ● General behavioural issues. ● Issues of Bullying. ● Vetting of staff/volunteers. ● Issues of Online Safety 	<ul style="list-style-type: none"> ● Safeguarding policy / Child Safeguarding Training. ● Safeguarding policy / Child Safeguarding Training. ● Code of Conduct. ● Anti-Bullying policy. ● Recruitment policy / Vetting policy. ● Social Media / Online Safety policy
<p>The Risk Assessment was undertaken on 6 December 2022.</p>	



Section 4 – Procedures

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

The Club has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of coaches and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedures for managing trips away and hosting children.

Please note that all procedures listed are available on request. The Relevant Person for the Club is the Club Designated Liaison Person.



CHILDREN'S OFFICERS and MANDATED PERSON

The Children's Officers within Charleville Lawn Tennis Club:

Children's officers:

Annaba Kilfeather 086 8377418 & Andrew Lawless 086 1648742

Children's Officer and Designated Liaison Person:

Deirdre Ross 087 7155673

Mandated Person:

Roger Geraghty

roger.geraghty@tennisireland.ie

Photographs of the Children's Officers are displayed on the Club's notice board.

Names of Children's Officers shall be made known to young members, coaches and parents alike as the Designated Persons to whom concerns will be addressed. If the concern is about the Children's Officer, please report to the Club President or Committee member.

Section 5 – Implementation

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

Please note the following:

- That all coaches have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by the Club.

This Child Safeguarding Statement will be reviewed on the 6th December 2023

Signed: 

Date 10 /01/2023

Name: Breege Timoney

On Behalf of Charleville Lawn Tennis Club Committee

For queries on this Child Safe Guarding Statement please contact the Clubs Children's Officers



Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in the care of Charleville Tennis Club (the Club). 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 (ROI) 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 (ROI) 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 — 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 - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	L	<ul style="list-style-type: none"> Coach education policy Recruitment policy Code of conduct for coaches Permission letter provided by the club. 	Club/TI	<i>Ongoing Review</i>
Supervision issues	M	<ul style="list-style-type: none"> Supervision policy Coach education policy Code of Conduct for coaches 	Club	<i>Ongoing review and monitoring to identify coaches, club officers, parents and members who should attend Safeguarding Training and be Garda vetted</i>
Unauthorised photography & recording activities	M	<ul style="list-style-type: none"> Photography and Use of Images policy Social Media and Communications Policy 	Club	<i>Ongoing review</i>
Behavioural Issues	L	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	Club/ TI	<i>Ongoing review</i>
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club	<i>Ongoing review noting that the Club does not currently organize any travelling or away trips for children/junior members and</i>



				<i>currently no juniors involved in DLTC league teams</i>
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Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	L	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy Safeguarding Training Policy 	Club	<i>Ongoing review</i>
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COMPLAINTS & DISCIPLINE

Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	<i>Ongoing review</i>
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Difficulty in raising an issue by child & or parent Reason: Covered above	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	<i>As above</i>
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Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Club CCO DLP	<i>Ongoing review</i>
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REPORTING PROCEDURES

Lack of knowledge of organisational and statutory reporting procedures	L	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conducts 	TI DLP CCO MP	<i>Ongoing review</i>
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No Mandated Person appointed	L	<ul style="list-style-type: none"> Reporting procedures/policy 	TI MP	<i>Publicise identity of Mandated Person Train Mandated Person in their role</i>
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No DLP Appointed	L	<ul style="list-style-type: none"> Reporting procedures/policy 	Club TI	<i>Train all DLPs Publicise identity of DLPs</i>
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Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> ▪ Reporting procedures/policy ▪ Child Safeguarding Training – Level 1 	DLP MP	<i>Include in Safeguarding Training (L1)</i> <i>Publicise names of CCOs, DLPs, MP(s)</i> <i>Publicise internal and external reporting procedures</i>
Not clear who young person should talk to or report to	L	<ul style="list-style-type: none"> ▪ Post the names of CCOs, DLPs and MP 	CCO DLP	<i>Communicate in Club</i> <i>Include in Safeguarding Training (L1)</i>
FACILITIES				
Unauthorised exit from children's areas	M	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education 	Club	<i>Clarify responsibilities and ongoing review.</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> ▪ Photography policy and use of devices in private zones 	Club	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	L	<ul style="list-style-type: none"> ▪ Missing or found child policy 	Club	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	M	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Supervision Policy ▪ Codes of Conduct 	Club	<i>Maintain/Enforce policy that child access to shared facilities is restricted for their protection. Child has to go in a pair – never on their own.</i>
		<ul style="list-style-type: none"> ▪ 		
RECRUITMENT				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> ▪ Recruitment policy 	NGB Club CCO Appropriate personnel	<i>Ongoing review</i>



Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Permission letter in place</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check qualification Ongoing review</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	NGB Club DLP CCO	<i>Communicate Child Safeguarding Statement</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement – display Codes of Conduct - distribute 	Club DLP CCO	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities	M	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club	<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's	M	<ul style="list-style-type: none"> Social Media Policy Communications & Mobile Phone Policy Codes of conduct 	Club	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	L	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club	<i>Ongoing review</i>
Harm caused by - child to child - coach to child	L	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training Code of Conduct 	Club	<i>Ongoing review</i>



<ul style="list-style-type: none"> - volunteer to child - member to child <p>visitor to child</p>				
<p>General behavioural issues</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Codes of Conduct 	<p>Club</p>	<p><i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i></p>



Explanation of terms used:

Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Club/Province/NGB.

Likelihood of harm happening – the likelihood of the risk occurring in the club/ province/NGB measured by you as Low/Medium or 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 Charleville Lawn Tennis Club on 2/5/23

Signed	<i>Breege Timoney</i>
Name	BREEGE TIMONEY
Role	PRESIDENT
Date	02/05/2023

Signed	<i>Deirdre Ross</i>
Name	Deirdre Ross
Club Children's Officer	Designated Club Person
Date	2/5/2023



Code of Conduct for Juniors and Parents'

Code for Young People

Charleville LTC and Tennis Ireland Code of Conduct for Juniors and Parents' Code for Young People

As juniors you have a great deal to gain from tennis in terms of your personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including children and older members of the club. As Under 18s, you are encouraged to realise that you also have responsibilities to treat other children and Sport Leaders with fairness and respect.

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 and coaches when travelling to away events.
- Behave in a manner that avoids bringing the game of tennis into disrepute.
- Respect officials and accept their decisions.
- 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.
- Talk in confidence to one of the Children's Officers (Junior Liaison Office or Child Protection Officer) if I have any concerns at all about my club, activities in the club or any member of the club.

I have read the Charleville LTC Code of Conduct above and agree to abide by the guidelines as set out in the code.



Code of Conduct for Juniors and Parents'

Code for Young People

Code of Conduct for Parents/Guardians

Charleville LTC believes that parents and guardians should:

- Be role models for their children 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 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 their 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. Parents are welcome to observe coaching from the outside of the court. They may only remain courtside with the permission of the coach.
- Not interfere between junior players during matches. If there is a dispute on court, the parent must not get involved. A member of the coaching team will resolve the issue, not the parent.
- Not be present on court during junior matches, unless they are umpiring an U10 match. Parents are very welcome to watch from outside of the court.
- Encourage their child to play by the rules of tennis. Teach their 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.

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



Code of Conduct for Juniors and Parents'

Code for Young People

As a Parent / Guardian I will:

- Understand and ensure my child understands and abides by the Club Code of Conduct.
- Respect the rules and procedures set down by Charleville LTC and the Irish Sports Council Code of Ethics and Good Practice for Children's Sport.
- Respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will and I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
- Give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- Respect my child's leaders and coaches and support his/her efforts.
- Respect the officials and their authority during sessions and events whether within the club or outside.
- Never demonstrate threatening or abusive behaviour or use foul language.

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