

## Cork Parks Tennis– Safeguarding Policy

**APPENDIX 10 (d) Code for Committees'** Cork Parks Tennis Committee will follow the points as below:

Be familiar with the National Governing Body's and Cork Parks Tennis, Constitution and Rules. Cork Parks Tennis Committee will ensure and approve the appointments of Children's Officers and a Designated Liaison Person. Inform all members of who the person is through its communication channel. Carry out required duties for sports organisations understanding that the welfare of children is paramount.

Follow the tennis Organisation's policies & procedures so that all activities are in accordance with the safeguarding children and young people in tennis document:

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

Cork Parks Tennis Committee will ;

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

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

Additional Information:

Cork Parks Tennis Committee will

- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of the NGB. Rules should not contravene any NGB rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice Committees, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the various disciplines e.g. fun day out, trips away, fundraising.
  - Inform parents/guardians where a matter or problem arises relating to their child.
  - Monitor with the Children's Officer any changes in membership and any unusual dropout, absenteeism or transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
  - Children's Officers must be members of the committee and should attend the monthly meetings.
  - Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee.

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

Signature of Cork Parks Tennis Committee Member

\_\_\_\_\_ Date \_\_\_\_\_