

CAVEHILL TENNIS CLUB

Safeguarding Children and Young People Policy

POLICY STATEMENT

We at Cavehill Tennis Club are committed to good practice which protects children¹ from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this, we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated Safeguarding Children Officer (DSCO)' to whom the children can turn if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt safeguarding guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will ensure that regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport, use of photography and communication through texting or social media forums.
- Have an induction document available for parents, coaches and children clearly outlining their rights, responsibilities and expectations.

DESIGNATED SAFEGUARDING CHILDREN OFFICERS (DSCO's)

The DSCO's within Cavehill Tennis Club are:

Deirdre Wilson (phone 07808169489, email deirdrewilkinson79@hotmail.com)
and
William Haddock (phone 02890596846, email william.haddock@ntlworld.com)

The DSCO's shall be made known to young members, coaches and parents alike as the people to whom concerns will be addressed. If the concern is about a DSCO it should be reported to Club Chairperson.

CONFIDENTIALITY STATEMENT

The welfare of children is of paramount importance and considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

However, information of a confidential nature will only be communicated on a "need to know" basis.

CODES OF CONDUCT

A code of conduct lets all our members and staff/volunteers in our club/organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the code. A written code of conduct will be prominently displayed or communicated to everyone associated with our club. It will be applied consistently. This club has a Code of Conduct for coaches/volunteers and young people and a Code of Expectations for parents/guardians.

¹ The terms children and young people will be used interchangeably through this policy to refer to anyone under 18 years of age.

ANTI-BULLYING POLICY

Definition:

Bullying has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Bullying is not an accepted behaviour towards anyone at Cavehill Tennis Club be they child, coach, volunteer or parent.

Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

The possibility of people being bullied should be discussed openly within the Club and all young people and staff informed of both the Clubs' views on bullying and ways in which bullying can be prevented/stopped. It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person.

Action to be taken if a child states they are being bullied:

- Child to be given time to say how they are being bullied and reassured they are right to tell.
- Adult/Designated Safeguarding Children Officer to keep the young person informed of their proposed action and to take into account child's feelings and perspective.
- The child's parents can be informed of your concerns and response.
- Chairperson to be informed of any incident of bullying so that policies and practices can be reviewed on a regular basis.

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/COACHES

- The tennis committee should approve the involvement of any new volunteers and coaches.
- All coaches and volunteers working with children or young people must have an enhanced Access NI Certification.
- All volunteers and coaches must agree to abide by the club's Safeguarding Policy and all are required to sign the Code of Conduct.

TRAINING FOR VOLUNTEERS/COACHES

- Education and training in the basics of Safeguarding will apply to all coaches and volunteers working with the children or young members.
- All coaches and volunteers working with children or young people must attend Safeguarding Children & Young People in Sport Awareness Training within six months of taking up their role
- Safeguarding training should include:
 - Basic awareness of Safeguarding issues
 - Our club's safeguarding policies and procedures including our code of conduct
 - Safeguarding refresher training <http://www.sportni.net/resources/>

Training should be updated and reviewed regularly for new coaches and volunteers and in line with changing legislation.

GUIDELINES RELATING TO AWAY FIXTURES

When transporting children/young people to away fixtures, the following procedures should be followed:

Communication with:

- **Children/ young people** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical or other relevant issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers/ parents and young people have an itinerary.

Transport

The following are the actions the club expects from those asked to transport young people.

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Ensure the driver is experienced in driving a mini-bus.
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure that the driver has undertaken an Access NI check.
- Ensure the appropriate booster seats are provided when required.

Date Agreed by Tennis Club Committee: 14 March 2019

Date for Review: 14 March 2022