



Dunboyne Tennis Club

Old Kilbride Road, Clonee, Co. Meath.

Child Safeguarding Role of Club Children's Officer

Club Children's Officer (CCO)

In line with guidance from Tennis Ireland, Dunboyne Tennis Club has appointed two gender specific Club Children's Officers, the establishment of a child centred ethos and thereby the creation of a safe and fun atmosphere for children at the Club being central to their role.

In this regard, the Club's Children's Officers are essentially responsible for the ongoing review of Club policies in relation to young people, and for advising on any concerns arising in relation to the protection of children and young people. In providing a link between children/young people and adults at the Club, our CCOs will monitor and report to the Club Management Committee on how Club policy impacts on young people and Sports Leaders.

A Club Children's Officer is a member of the Club Management Committee.

The role of Club Children's Officer's carries the following responsibilities:

- Promoting awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This will be achieved through: the production and distribution of information leaflets; the establishment of children's/age-group specific notice boards; regular information meetings for young members and their parents/guardians.
- Influencing policy and practice within the club in order to prioritise children's needs.
- Establishing contact with Tennis Ireland's Provincial and National Children's Officers.
- Ensuring children know how to make concerns known to appropriate adults or agencies.
- Encouraging the appropriate involvement of parents/ guardians in the club activities.
- Acting as an advisory resource to Sports Leaders on best practice in children's sport.
- Reporting regularly to the Club Management Committee.
- Monitoring changes in membership and following up any unusual dropout, absenteeism or club transfers by children or Sports Leaders.
- Ensuring that children have a voice in the running of the club and that there are steps young people can take to express concerns about their sports activities/experiences.
- Establishing communication with other branches of the club, e.g. by facilitating parent's information sessions at the start of the season.
- Keeping 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.



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- Ensuring each member signs an annual membership form that includes signing up to the Codes of Conduct for Sports Leaders and Children/Young People as appropriate.
- Ensuring Tennis Ireland's Policies and Procedures for managing trips away and hosting children are rigorously implemented

Club's Safeguarding Policies and Procedures

In conjunction with the Club Management Committee, the Club Children's Officers, along with the Designated Liaison Officer, will participate in the ongoing review of the Club's Safeguarding Policy & Procedures, the objective being to ensure compliance with regulatory requirements.