



Dunboyne Tennis Club

Child Safeguarding Code of Conduct for Club Committee

The safeguarding and welfare of junior members of Dunboyne Tennis Club is paramount and, in this regard, the Club Committee must abide by the Code of Conduct set out below in ensuring a safe, secure and fun environment for its junior members.

Code of Conduct for Committee

Dunboyne Tennis Club's Committee, and its individual members, are required to:

- Be familiar with Dunboyne Tennis Club and Tennis Ireland child safeguarding policies.
- Ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person.
- Carry out your required duties understanding that the welfare of children is paramount.
- Follow the Club's policies and procedures so that all activities are conducted in accordance with Tennis Ireland's "Safeguarding Children and Young People in Tennis" guidelines.
- Create a safe environment for young people and ensure that the required codes of conduct are in place for all involved.
- Ensure adequate supervision is in place for training sessions, organised play and competitions with attendance record being kept.
- Recruit volunteers/employees in accordance with Club recruitment policy ensuring vetting and training is completed.
- Ensure safe induction and supervision of volunteers/employees.
- Understand and implement the Club's complaints and disciplinary procedures.
- Ensure Club activities follow procedures e.g. transport of young people, ensuring that the Club's policy on away matches is implemented.
- Ensure complaints including rumours are not ignored and are dealt with appropriately, following the relevant procedures including:
 - Recording of all incidents;
 - Reporting the incident/accident or injury;
 - Informing the parent or guardian where a child is involved.
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings, General Meetings, including the Treasurer's report.
- Set up, maintain, revise and implement rules in the best interests of young people, taking into consideration the best interests of the Club and Tennis Ireland.
- Rules should not contravene any Club or Tennis Ireland rules and must be communicated to the relevant members.
- Ensure effective communications with parents through recognised means e.g. e-mail, web posting, use of notice boards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities e.g. fun day out, trips away, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- In conjunction with the Club's Children's Officers, monitor changes in membership, including any unusual dropouts, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Ensure Club Children's Officers are members of the Committee and attend its monthly meetings.
- Liaise with Club Coaches who should be invited to at least 50% of committee meetings per annum to report and advise the Committee.

Declaration

As a committee member, I have read the Code of Conduct for the Committee above and agree to abide by the guidelines set out in the code.

Name of Committee Member

(please print)

Signature

Date