



# Dunboyne Tennis Club

Old Kilbride Road, Clonee, Co. Meath.

## *Child Safeguarding Supervision Policy*

Dunboyne Tennis Club supports its Junior members in ensuring a fun and safe playing environment. As part of its obligations with regard to the safeguarding of children, the Club's Supervision Policy set out below discusses the scope and requirements of adult supervision of junior members.

This document forms just one element of the Club's Child Safeguarding Policy and it should therefore be read in conjunction with that policy and in particular with the Club's Code of Conduct for Parents/Guardians & Carers and Code of Conduct for Young People. In addition, and with respect to supervision arrangements for home and away matches, the Club's Travel Policy should be consulted.

### ***Parental Consent***

Please note that parental consent will be sought for all children taking part in the activities organized by the club, parents/guardians being required to complete and sign two parental consent forms:

- Parental Consent Form 1 - *Participation in Tennis Activities*;
- Parental Consent Form 2 - *Photographic & Video Material and Publications*.

Copies of these forms are attached and are available at Clubhouse and on the Club's website.

### ***Scope of Supervision Provided***

While the club welcomes and indeed encourages parents who wish to contribute in supervising junior tennis sessions, it is important that parents/guardians note that the scope of adult supervision provided by the Club will extend only to the following activities:

- (i) Internal junior activities - organised and run by the Club;
- (ii) Junior coaching sessions - organised as part of the Club's Junior Coaching Programme;
- (iii) Junior club tournaments - organised and run by the Junior Committee of the Club.

Please note that while the Club takes every reasonable measure to ensure the safety and protection of all its members including Junior members while they are on the premises, such measures do not extend to the provision of adequate adult supervision other than for the activities listed in (i) to (iii) above. In this regard, it is therefore the responsibility of each parent/guardian to ensure that their child is adequately supervised at all other times that they are on the club premises including times when the child is receiving private coaching organized by the child's parent/guardian.

The minimum level of supervision (i.e. the number of adults) considered as adequate for the above activities, as well as the responsibilities of parents in delivering/collecting children will now be discussed.

### ***Adequate Level of Supervision***

The club will ensure that all children's activities organized by the club will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect adults.



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As a minimum, all club-organized activities under (i) to (iii) above will be supervised by one male and one female adult. Adult supervisors will ensure that they are not left alone with young participants. If an adult needs to talk separately to a child this will be done in an open environment, in view of others.

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated and parents are requested to collect their children as punctually as possible.

## ***Late Collections***

If late collections occur then leaders/supervisors should remain in pairs until all junior participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidably delayed they should contact the club coach or a Committee member whose contact numbers will be provided to parents at the beginning of the year. In the event that no contact is made with the Club Committee or Junior Committee the supervisor will attempt to contact the parent using the contact number(s) provided by them on the completed Parental Consent forms discussed below. If there is no answer they will ask the child if there is another family member whom they can contact. If contact cannot be made with that family member then the supervisor plus another adult will wait with the child at the club or venue until the child has been collected by a parent or other adult nominated by the parent.

## ***Inform Adult Supervisor on Arrival***

Children attending for club-organised coaching should let one of the adult supervisors know when they have arrived at the club – it is the responsibility of parents to ensure that children do this. When they are finished their coaching session and are leaving with the adult nominated to collect them they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child leave the club premises without informing the adult supervisor. If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed. Attendance records and records of any incidents or accidents that occur will be securely kept by the club.

## ***Supervision of Changing Rooms***

Please note that supervision of changing rooms necessary where children are very young or need special assistance, will only be available where pairs of supervisors of the appropriate gender are present.

## ***Child's Medical Details***

Please note that, where appropriate, parents should also provide all medical details that might be relevant in dealing with their child in a safe manner, such as allergies, medication, special needs, etc.



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## *Form 1 - Parental Consent*

### *Child's Participation in Tennis Activities*

I confirm that I \_\_\_\_\_ am the parent/legal guardian of \_\_\_\_\_.

I hereby consent to the above child participating in the tennis activities of Dunboyne Tennis Club which comply with the Code of Ethics & Good Practice for Children's Sport. I have provided contact details below and undertake to inform the Secretary of the club of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in all tennis activities in the club.

I confirm that I have read the club's Child Safeguarding Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except as set out in the club's Child Safeguarding Policy.

**Name:** *(please print)* \_\_\_\_\_ **Signature** \_\_\_\_\_

#### Contact Details

**Name of Child** (please Print) : \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Parent Mobile Phone No.** \_\_\_\_\_

**Emergency Contact 1** \_\_\_\_\_

**Mobile Phone No.** \_\_\_\_\_

**Emergency Contact 2** \_\_\_\_\_

**Mobile Phone No.** \_\_\_\_\_

#### Child's Medical Details

*Please attach all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, special needs, etc.*



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## *Form 2 - Parental Consent*

### *Photographic & Video Material and Publications*

I ..... consent/do not consent to the below mentioned child being included in any photographic or video material or in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in tennis.

**Name of Child** (please Print) : \_\_\_\_\_

**Age:** \_\_\_\_\_

**Name of Parent/Guardian** (please Print) : \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please State Relationship to child:** \_\_\_\_\_

**Parent/Guardian Mobile Phone Number :** \_\_\_\_\_