



REPORTING PROCEDURES

Adapted from Tennis Ireland Child Protection Fact Sheet 16
http://www.tennisireland.ie/clubs/child_protection

Guidelines For Reporting Accidents

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form (available from club office) for ALL accidents
- Make contact with parents/ guardians
- One copy of form to incident book/ folder
- Forward 1 copy to Children's officer for record keeping/ action required
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witnesses etc.

Guidelines For Reporting Allegations/ Incidents

- Record all incidents reported or observed on an Incident Form (available from club office)
- 1 copy to the Club Youth Officer or Child Protection Officer
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause)

The designated person will be responsible for storing any report in a safe and secure environment.

Guidelines For Responding To A Child Reporting An Incident

DOs

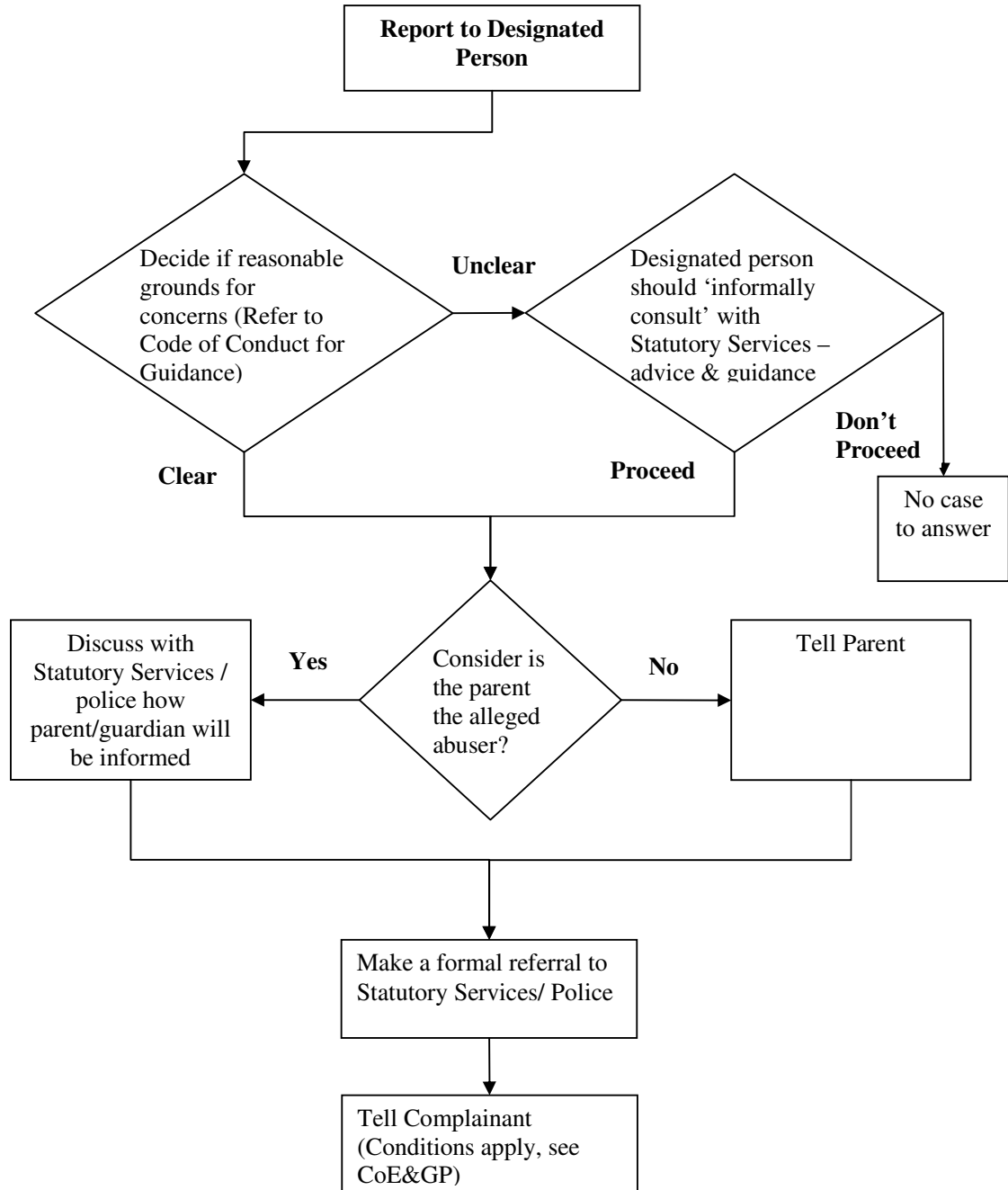
- Stay calm
- Listen & hear. Give the person time to say what they want
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to someone else in the organisation - "the designated person."
- Record your report.

DON'Ts

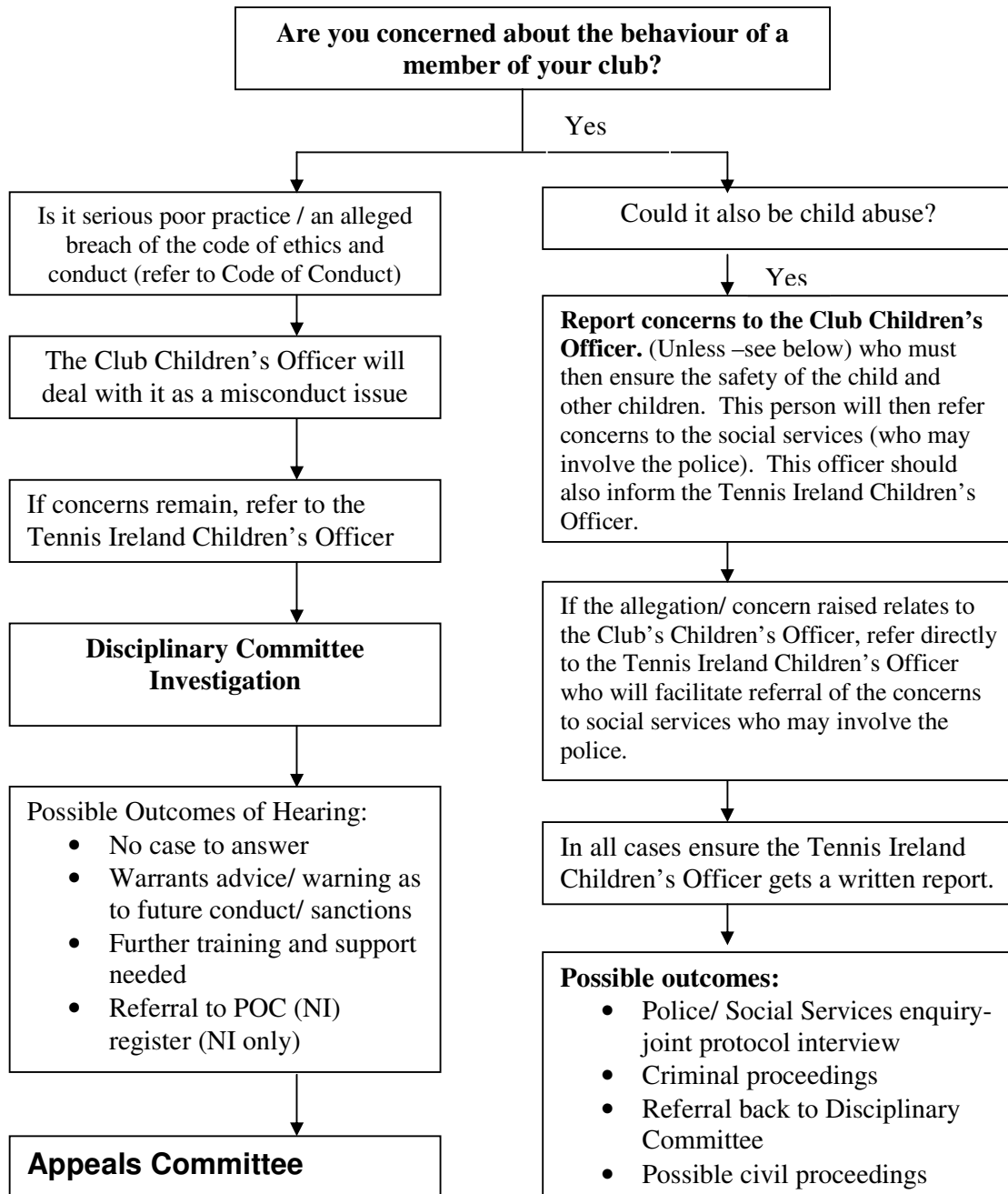
- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily.

Reporting Procedures About Possible Abuse Outside The Club

When the complaint is about possible abuse outside the organisation



Reporting Procedures About Behaviour Of A Club Member/ Coach



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Statutory Services direct (or the NSPCC/ISPCC or Childline.) At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.

Support is available to parents / Guardians including information on other agencies or support lines.

CHILD PROTECTION OFFICERS

The Child Protection Officers within Templeogue Tennis Club are:

	Name	Address	Telephone/ Mobile
1.	Mary Pat Prendergast (Club Youth Officer on the Executive Committee)	C/O Club Office	087 614 7402
2.	Glenn White	C/O Club Office	087 244 6511

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