

# Checklist for volunteers

The following checklist will help you identify your awareness of your responsibilities regarding child-safety and help your club provide a child-safe environment.

As a volunteer your ideal response to these questions should be yes, however if you answer no or are unsure, you should speak with your club.

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| Have you completed the mandatory screening requirements for a volunteer at your club?   | Yes / No |
| Have you been made aware of a policy that covers child-safety and wellbeing?<br>(Tennis Australia Member Protection Policy)                                       | Yes / No |
| Do you have a copy of the Member Protection Policy or at least know where it is located?  | Yes / No |
| Does your club have a Member Protection Information Officer who is dedicated to ensuring the safety of children? Do you know who it is?                           | Yes / No |
| Are you aware of the Code of Behaviour for participants, parents, volunteers and staff?<br>(Code of Behaviour – Tournaments and Weekly Competitions)              | Yes / No |
| Are there guidelines for how coaches, club members, officials, club staff and Committee members should behave around children? (Safeguarding Children Guidelines) | Yes / No |
| Do you feel your club is doing all it can to create a child-safe and child-friendly environment?  | Yes / No |
| Do people in your club talk about ensuring the safety and wellbeing of children?  | Yes / No |
| Do children at your club know that they can report if anything or anyone makes them feel unsafe or uncomfortable?   | Yes / No |
| Do children at your club know that they can report unpleasant things without a negative reaction?   | Yes / No |
| Do you feel able to report an incident or suspicion of child-abuse even if the matter makes you feel uncomfortable? Do people know who they can report to?        | Yes / No |

Further information is available from the Tennis Australia Integrity and Compliance Unit on 1800 11 7233 or email [integrity@tennis.com.au](mailto:integrity@tennis.com.au)