Safeguarding Children

CLUB RESOURCE KIT

2017

tennis

Table of contents

Tennis Australia commitment statement 3

Definitions 4

About this resource kit 5

What is a child-safe organisation? 5

Screening 6

Your club's commitment to safeguarding children 6

Our club's commitment to safeguarding children 7

Our club's commitment to parent and carers 7

Our club's commitment to ensuring a child-safe organisation 8

Tennis Australia policies and guidelines 9

Member Protection Policy 10

Safeguarding Children Guidelines 11

Club resources 12

Employee/Volunteer/Committee Member Screening Checklist Form 13

Reference Check 14

Checklist for club administrators 15

Checklist for volunteers 16

Transportation approval form 17

Contact details 18

Tennis Australia commitment statement

Tennis Australia has a zero tolerance approach to any form of child abuse and is committed to ensuring the sport of tennis is a safe and friendly environment for children and young people. It is imperative that children and young people who access our activities, programs, events or services feel safe and supported.

We will ensure that child safety is embedded in our organisation's culture, reflected in our policies and procedures, and understood and practiced at all levels of our sport. We commit to making sure that everyone involved with delivering tennis in Australia, from club administrators, volunteers, parents and participants, understand the important responsibilities they have in relation to child safety.

Our commitment extends beyond creating an environment that minimises risk or danger. We are committed to building an environment that is both child-safe and child-friendly.

Together we can provide an environment in which children feel respected, valued and encouraged to reach their full potential.

Jayne Hrdlicka
Tennis Australia
President and Chair

Craig Tiley
Tennis Australia
CEO

Definitions

Affiliated Clubs means those tennis clubs, which are a member of, or affiliated to, a Regional Association and/or a Member Association.

Affiliated Organisations means those organisations (other than Member Associations, Regional Associations and Affiliated Clubs) which are affiliated to Tennis Australia from time to time in accordance with its constitution.

Australian Tennis Organisations or **ATO** refer to Tennis Australia, Member Associations, Affiliated Organisations, Member Affiliated Organisations, Regional Association and Affiliated Clubs.

Member Affiliated Organisations means those organisations (other than Regional Associations and Affiliated Clubs) which are members of or affiliated to Member Associations and/or Affiliated Organisations and by way of example include: Tennis Umpires Australia Queensland Division Inc and Tennis Seniors New South Wales Inc.

Member Associations means members of Tennis Australia in accordance with its constitution.

Member Protection Information Officer means a person appointed in accordance with clause 5.2 of the Tennis Australia Member Protection Policy, to act as the first point of contact for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour.

Officials include referees, court supervisors, chair umpires, lines people and other related tournament officials.

Regional Associations means those regional or metropolitan tennis associations which are members of, or affiliated to, a Member Association.

Tennis Australia (TA) means Tennis Australia Limited (ABN 61 006 281 125).

About this resource kit

In 2016, Tennis Australia engaged the Australian Childhood Foundation (ACF) to undertake a nation-wide review of the Tennis Australia Member Protection Policy and all child-related procedures.

The following resource kit is intended to provide club administrators with the tools they need to ensure their organisation is child-safe. The resources have been developed in association with the ACF and are based on nationally recognised standards for the ACF Safeguarding Children program.

This resource kit is not meant to act as a stand-alone document. It is part of a bigger safeguarding children training campaign.

All resources mentioned in this kit can be downloaded from the Tennis Australia website at **tennis.com.au/childsafe**

What is a child-safe organisation?

A child-safe organisation is committed to protecting children from physical, sexual, emotional and psychological harm and from neglect.

A club, ATO or group can only be classified as a child-safe organisation once all of its members are able to recognise and understand their moral and legal responsibilities to ensuring children, participating in their tennis services, activities, programs or events, are safe and have been provided with a safe and positive environment.

This approach will help your club to grow and prosper.

Screening

Tennis Australia encourages clubs / Associations to undertake the screening process outline in Clause 9 of the Member Protection Policy.

There are certain roles where the screening process is mandatory.

In some States / Territories a National Police check is not a legislative requirement.

When the Member Protection Policy is inconsistent with State / Territory law the relevant State / Territory law prevails to the extent of inconsistency.

Your club's commitment to safeguarding children

The ACF recommends an organisation clearly and publicly makes a commitment to safeguarding children and young people.

This commitment should:

- Address abuse and neglect committed within the community, as well as within an organisation by its personnel
- Articulate formally that an organisation's personnel must all respond appropriately should they have a concern for an incidence of abuse or neglect being committed by anyone within or outside of the organisation
- Be endorsed and approved by the most senior management authority/Board within the organisation.

Below is an example of a child-safety commitment statement which can be adopted by your club.

You can download a commitment to safeguarding children poster at **tennis.com.au/childsafe**

Our club's commitment to safeguarding children

> Our club is committed to the safety and wellbeing of every child who takes part in our activities, programs, events or services

> Our club is committed to providing children with positive and nurturing experiences

> Our club will support families and communities to promote the healthy development and wellbeing of all children

> Our club will strive to ensure that children are protected

> Our club will strive to ensure that children are not exploited, abused or harmed during their involvement with our activities, programs, events or services

> Our club will listen to children and address any concerns that they raise with us

> Our club will ask for consent from children and their parent or guardian before we seek out or provide information about them to any other individual or organisation

> Our club might not ask for consent to disclose information to police, regulatory authorities or relevant statutory child-protection agencies in the event we have concerns about the safety or wellbeing of a child

> All children, whatever culture/language or religion, shall be able to participate in tennis in a fun and safe environment

> Our club / Association will appoint and ensure a Member Protection Information Officer is trained on their obligations and responsibilities with respect to child-safety.[1]

1. The Tennis Australia Member Protection Policy provides a club / association with the option to appoint a MPIO in clause 5.3.
Tennis Australia encourages clubs / associations to appoint a MPIO. This allows the club members a central point of contact for all concerns and complaints.
Clause 5.3 allows a club / association to support the Member Association MPIO as a contact for concerns and complaints.

Our club's commitment to parent and carers

> Our club / Association is committed to supporting parents and carers to protect their children

> Our club / Association will offer assistance that builds on a family's strengths and make up, is sensitive to their culture and religious beliefs and empowers them to meet the changing needs of their children

> Our club / Association is committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.

> Our club / Association will promote and distribute information about our child-protection commitment to children and parents as part of an introduction to our services and programs

> Our club / Association will aim to be transparent in our decision-making, with parents and guardians, as long as doing so does not compromise the safety of a child or breach any confidentiality.

Our club's commitment to ensuring a child-safe organisation

> Our club / Association is committed to using best practice standards in the recruitment, screening and employment of any persons in a position of authority

> Our club / Association will work to create an environment in which children are safe and feel safe in all of our programs, activities, events or services

> Our club / Association will strive to ensure that persons in a position of authority do not harm, abuse or exploit children who are involved with our programs or services.

This commitment was endorsed and approved by our club on:

CLUB PRESIDENT	CLUB SECRETARY/COMMITTEE MEMBER
Signature	Signature
Name	Name
Date	Date

Tennis Australia policies and guidelines

Member Protection Policy

The purpose of this policy is to protect the health, safety and well-being of those who participate in the activities of Tennis Australia (TA), including those delivered by Member Associations, Affiliated Organisations, Member Affiliated Organisations, Regional Associations and Affiliated Clubs.

All clubs agree to be bound by and comply with the Member Protection Policy by virtue of their affiliation with Tennis Australia and as such must enforce the following:

(a) Adopt the practices and behaviour set by Tennis Australia as the expected standard when carrying out their roles

(b) Implement screening measures to ensure only appropriate persons work with children

(c) Report any abuse or neglect of which they become aware to Tennis Australia or their ATO and where necessary to external authorities responsible for child protection or to the police.

Regardless of whether that abuse is being perpetrated by personnel within their organisation, or by others within the wider community, including members of a child's family their extended network or strangers; and

(d) Deal with alleged offending behaviour of harassment, abuse and discrimination.

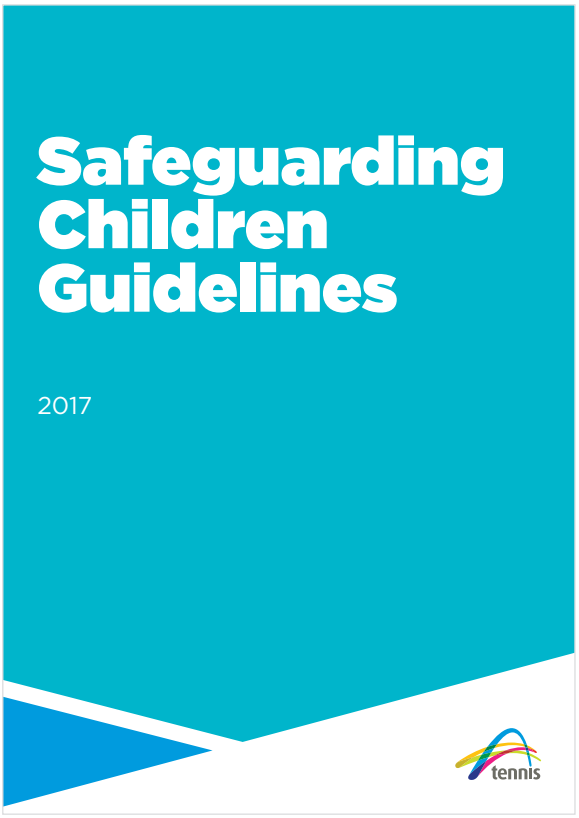
A copy of the current Member Protection Policy is available at **tennis.com.au/childsafe**

Safeguarding Children Guidelines

Tennis Australia has developed Safeguarding Children Guidelines to assist your club meet its obligations under the Tennis Australia Member Protection Policy specifically relating to children.

We encourage all clubs and associations distribute these guidelines so everyone involved with tennis is aware of what are acceptable behaviours and practices in relation to children.

A copy of the current Safeguarding Children Guidelines is available at **tennis.com.au/childsafe**



Club resources

Employee/Volunteer/Committee Member Screening Checklist Form

Screening should be reviewed on a yearly basis and all records should be retained for the entirety of.

Using this checklist can assist your club:

- Promote discussion about your club's screening requirement;
- Identify any remaining gaps which need action; and
- Help to set priorities

PERSONAL DETAILS			
Name			
Date of Birth	Contact No.		
Position held at the Club?			
Address			
SCREENING CHECKS			
Working With Children Check (or state equivalent)	Yes / No	Check No.	Expires
National Police Check (NPC)	Yes / No	NPC No.	Expires
Referees Checked	Yes / No		
Name of who conducted Referee checks?			
ADDITIONAL SCREENING			
Member Protection Declaration signed	Yes / No	Copy attached?	Yes / No
SCREENING NOTES			
AUTHORISED CLUB REPRESENTATIVES			
Club President		Secretary / Committee Member	
Signature		Signature	
Date		Date	

** Please be aware that once you complete this form it should be securely stored because it contains private information. It is recommended that clubs retain this information for a minimum of seven years.
For any enquiries please contact **privacy@tennis.com.au**

Reference Check

Applicant Name:	
Position applied for:	
Referee Name:	
Referee Position Title:	
Company:	
Referee contact details:	
Date reference provided:	

Privacy Act (please tell referee the following)

Under the Privacy Act candidates can obtain access to their files. Please be aware of this when answering the following questions: -

Position Applicant held:	
Relationship with Applicant:	
Dates employed:	
Reason for leaving:	

1. What were his/her key duties and responsibilities?

2. Would you have any concerns about the applicant working with children or young people?

3. Have there been any incidents, findings or allegations against the applicant in relation to allegations of inappropriate behaviour with respect to children or young people?

4. Describe his/her ability to work within a team? How did he/she relate to their peers/colleagues/supervisors?

5. Have you ever had any reason to question his/her honesty or integrity? If yes, why?

CLUB INTERNAL USE ONLY	
Name (Club member who conducted reference check)	
Position	
Signature	
Date reference completed	
Recommended for position with Club	Yes / No

Please include answers to all questions, and file this to ensure a record of this reference check is kept.

Checklist for club administrators

The following checklist will help you identify areas of child-safety which your club might need to work on.

Ideally you should answer yes to each question. If you answer no or are unsure, you should speak with your Member Association or Participation Leader.

Does your club have the Member Protection Policy available to all?	Yes / No
Does your club have a Code of Behaviour for participants, parent, volunteers and staff?	Yes / No
Does your club have a Member Protection Information Officer who is dedicated to ensuring the safety of children?	Yes / No
Has the Club fully adopted the 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
Has your club conducted screening of the club's Committee members or service staff / contractors in accordance with the MPPs screening requirements?	Yes / No
Have you maintained accurate screening records and stored them securely?	Yes / No
Is child-safety a regular discussion topic at your club's Committee Meetings?	Yes / No
Is your club prominently displaying the Tennis Australia "Our Commitment" and "Our Club's Commitment" posters?	Yes / No
Does your club know who to report suspicions or allegations of child-abuse to?	Yes / No
Do you feel if an incident or suspicion of child-abuse was to occur at your club it could ensure its obligations were met?	Yes / No
Are you providing information to new members regarding child-safety?	Yes / No

Further information is available from the Tennis Australia Integrity and Compliance Unit on 1800 11 7233 or email **integrity@tennis.com.au**

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 you club.

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? (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? (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**

Transportation approval form

I,

(Parent / Guardian)

of

(Child's full name)

hereby give permission for
(coach or other adult's name)

to be responsible for the transportation of my child, subject to the following conditions:

WHEN: (select one)

- ☐ If a one off please specify date:
- ☐ If for an extended period of time (e.g. every Wednesday for term 1), please specify. Please note that a school term is the longest period of time that can be approved:

MODE OF TRANSPORT (select one or more)

- ☐ Car (coach or authorised adult) – please specify:
- ☐ Public transport. Please specify what your understanding of this is:
- ☐ Other, please specify:

Locations of the start and end of journey:

Reason for journey:

Parent / Guardian Name:

Parent / Guardian Contact Number:

Parent / Guardian Signature:

Date:

APPROVAL

Club Committee Member Name:

Club Committee Member Signature:

Date Approved:

Contact details for advice or to report an allegation of child-abuse

Australian Capital Territory

Tennis ACT MPIO
Lenka Greenhalgh
Phone: (02) 6160 7803
Email: lgreenhalgh@tennis.com.au

ACT Police
Phone: 131 444
Website: afp.gov.au

Office for Children, Youth and Family Services
Phone: 1300 556 729
Website: communityservices.act.gov.au

New South Wales

Tennis NSW MPIO
Melissa Achten
Phone: (02) 9024 7624
Email: machten@tennis.com.au

New South Wales Police
Phone: 131 444
Website: police.nsw.gov.au

Department of Family and Community Services
Phone: 132 111
Website: community.nsw.gov.au

Northern Territory

Tennis NT MPIO
Sam Gibson
Phone: (08) 8981 5609
Email: sgibson@tennis.com.au

Northern Territory Police
Phone: 131 444
Website: pfes.nt.gov.au

Department of Children and Families
Phone: 1800 700 250
Website: childrenandfamilies.nt.gov.au

Queensland

Tennis Queensland MPIO
Mark Handley
Phone: (07) 3120 7910
Email: mhandley@tennis.com.au

Queensland Police
Phone: 131 444
Website: police.qld.gov.au

Department of Communities, Child Safety and Disability Services
Phone: 1800 811 810
Website: communities.qld.gov.au/childsafety

South Australia

Tennis SA MPIO
Darren Sahb
Phone: (08) 7224 8122
Email: dsahb@tennis.com.au

South Australia Police
Phone: 131 444
Website: sapolice.sa.gov.au

Department for Education and Child Development
Phone: 131 478
Website: families.sa.gov.au/childsafe

Tasmania

Tennis Tasmania MPIO
Darren Sturgess
Phone: (03) 6108 8202
Email: dsturgess@tennis.com.au

Tasmania Police
Phone: 131 444
Website: police.tas.gov.au

Department of Health and Human Services
Phone: 1300 737 639
Website: dhhs.tas.gov.au/children

Victoria

Tennis Victoria MPIO
Tim McGrath
Phone: (03) 8420 8141
Email: tmcgrath@tennis.com.au

Victoria Police
Phone: (03) 9247 6666
Website: police.vic.gov.au

Department of Human Services
Phone: 131 278
Website: dhs.vic.gov.au

Western Australia

Tennis West MPIO
Brooke Koenig
Phone: (08) 6462 8305
Email: bkoenig@tennis.com.au

Western Australia Police
Phone: 131 444
Website: police.wa.gov.au

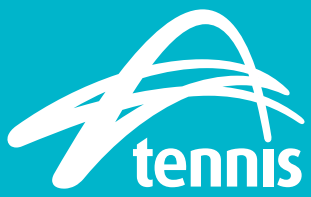
Department for Child Protection and Family Support
Phone: (08) 9222 2555 or 1800 622 258
Website: dcp.wa.gov.au

This resource has been prepared by the Tennis Australia Integrity and Compliance Unit.
If you have any questions regarding the content please contact:

Ann West
Head of Integrity and Compliance
awest@Tennis.com.au
+61 3 9914 4116

Rhys Harrison
Integrity Officer
rharrison@Tennis.com.au
+61 3 9914 4014

Peter Peterson
Integrity Officer
ppeterson@Tennis.com.au
+61 3 9914 4000


tennis