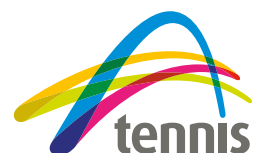


Safeguarding Children

**PARENT/GUARDIAN
RESOURCE KIT**

2017



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

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 you with information regarding child-safety initiatives in Australia tennis. 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 standalone 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/childsafes

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.

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.

Why we may ask you to provide or obtain a Working with Children check

Our club prides itself on providing a safe environment for all children and young people. If you are providing or intend to provide any child-related services at our club, regardless of whether it is paid or unpaid, such as coaching, or managing a team you will be asked to meet our commitment to

safeguarding children. As part of this commitment, we ask all parents / guardians / volunteers, regardless of whether they qualify for an exemption, to obtain a Working with Children check (or state equivalent).

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.

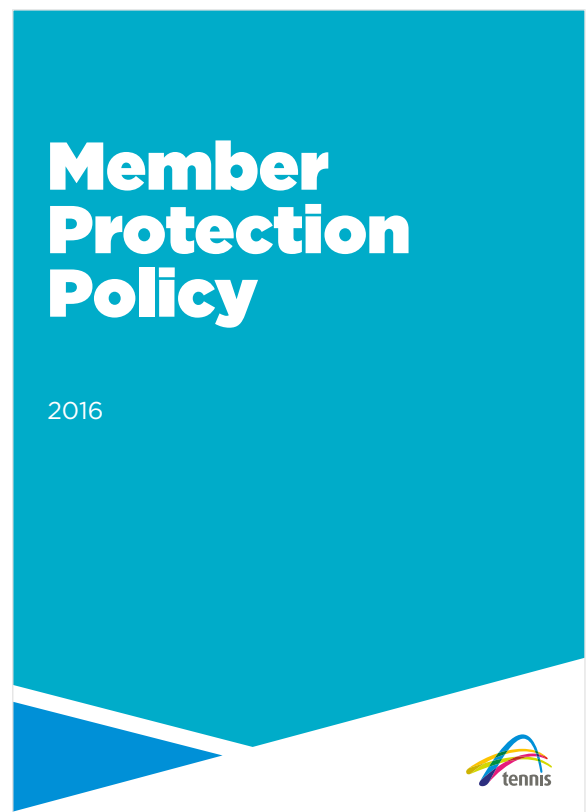
All clubs agree to be bound by and comply with the Member Protection Policy by virtue of their affiliation with Tennis Australia and as such must enforce the following:

- (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/childsafepolicy

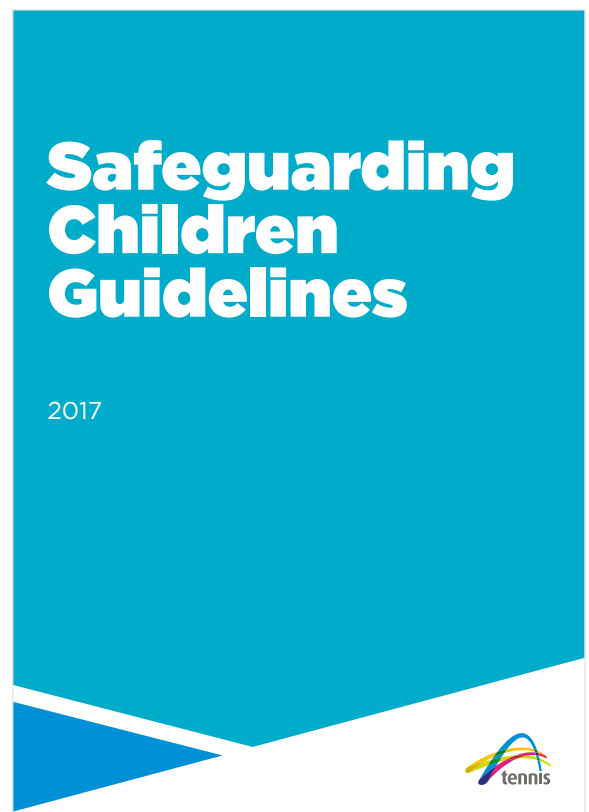


Safeguarding Children Guidelines

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/childsafes



Club resources

Checklist for Parents

This checklist will assist you with keeping children safe at your tennis club.

Ideally you should answer yes to each question. If you answer no or are unsure, you should speak with you club.

Have you been advised of the Tennis Australia Member Protection Policy?	Yes / No
Do you have a copy of the Tennis Australia 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
Does your club have a Code of Behaviour for participants, parents, volunteers and staff? Do you know where to find a copy?	Yes / No
Are you aware of the Tennis Australia Safeguarding Children Guidelines? Have you read them?	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
Does your child know that they should tell you immediately if anything or anyone makes them feel unsafe or uncomfortable?	Yes / No
Does your child know who to report inappropriate behaviour to?	Yes / No
Do you feel able to report an incident or suspicion of child abuse even if the matter makes you feel uncomfortable?	Yes / No

Further information is available from the Tennis Australia Integrity and Compliance Unit via 1800 11 7233, Integrity@tennis.com.au or tennis.com.au/childsafes

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 via 1800 11 7233, Integrity@tennis.com.au or tennis.com.au/childsafes

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:

OUR COMMITMENT

OUR COMMITMENT TO CHILDREN

- We are committed to the safety and wellbeing of every child who participates in our activities, programs, events and services
- We are committed to providing children with positive and nurturing experiences.
- We support families and communities to promote the healthy development and wellbeing of children.
- We strive to ensure children are protected and not exploited, abused or harmed during their involvement with our activities, programs, events and services.
- We listen to children and will address any concerns they raise with us.
- We will ask for consent from children and their parent/guardian before providing information about them to other individuals or organisations.
- We may not ask for consent to disclose information to the police, regulatory authority or relevant statutory child protection agency if we have concerns about the safety or wellbeing of a child.

OUR COMMITMENT TO PARENTS AND CARERS

- We are committed to supporting parents/guardians protect their children.
- We 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.
- We are committed to communicating honestly and openly with parents/guardians about the wellbeing and safety of their children.
- We will promote and distribute information about our child protection commitment to children and parents as part of an introduction to our services and programs.
- We aim to be transparent in our decision-making as long as it does not compromise the safety of a child or breach confidentiality.

OUR COMMITMENT TO ENSURING A CHILD SAFE ORGANISATION

- We are committed to using best practice standards in recruitment, screening and employment of all personnel including volunteers.
- We strive to create an environment in which children are safe and feel safe.
- We strive to ensure children who are involved with our programs or services are not harmed, abused or exploited.

OUR CLUB'S COMMITMENT

TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE

AT OUR CLUB

We believe all children should be:



COMFORTABLE



**CARED
FOR**



SAFE

EVERYONE...

At our club does their best to make sure children are protected from harm.

REMEMBER:

- It is not okay for anyone to hurt your feelings or your body
- It is okay for you to say NO to an adult if they ask you to do something that makes you feel unsafe or uncomfortable
- If you ever feel unsafe or uncomfortable we will listen to you and act to help you
- It is always okay to tell someone if you are not feeling comfortable or safe or if you have been hurt
- If you are unhappy with the way you are being treated please tell a club member or a parent/guardian
- You can also contact Tennis Australia Integrity Compliance Unit.
integrity@tennis.com.au
1800 11 SAFE
(1800 117 233)
tennis.com.au/childsaf

DO YOU FEEL SAFE?

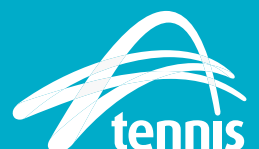
IF YOU EVER FEEL UNCOMFORTABLE OR UNSAFE PLEASE TELL A PARENT/GUARDIAN OR A CLUB MEMBER.

Or you can use the following confidentially:

Hotline: 1800 11 SAFE (1800 117 233)

Email: integrity@tennis.com.au

Website: tennis.com.au/childsafe



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
Tiarnna Spice
Phone: (02) 9024 7662
Email: tspice@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 Sahn
Phone: (08) 7224 8122
Email: dsahn@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/childsafes

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:

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