



Guidance on Child Safeguarding & Protection

This document is for ICs promoting children's programmes and for parents, guardians and children.

For ICPF child protection purposes, a child is a person under the age of 18, regardless of what a particular country's law may state. All staff and volunteers are expected to uphold the Child Safeguarding & Protection Policy and Code of Conduct as applicable to everyone under 18 and to handle any concerns about someone under 18 as a child protection concern, following the ICPF child protection procedures.

For the purposes of clarification, the term "safeguarding" means being proactive, raising awareness and putting preventative measures in place. The need for protection is when abuse (verbal or physical), neglect or harm has happened or is likely to happen to a child.

This Guidance must be read in conjunction with the ICPF Child Safeguarding & Protection Policy and Code of Conduct, both of which can be found under Forms & Templates in our website www.icphilanthropy.ictennis.net.

Statement of Commitment to Child Safeguarding & Protection

The International Club Philanthropy Foundation (ICPF) aims to promote the participation in Tennis and Sport related activities by creating a culture of safety, fun and inclusion.

Children have the right to be safe. All local staff and volunteers must ensure that this fundamental principle takes precedence over all other considerations.

All managers and coaches of IC programmes and events have a responsibility to provide safeguards dedicated to the well-being of those under the age of 18 years.

The abuse of youth participants, by or from internal or external source, is not acceptable and the ICPF policy is that all incidents of such abuse are to be reported immediately to the identified Child Protection Officer and / or appropriate authorities in your country.

1. General Principles

- All children have equal rights to protection from abuse and exploitation.
- All children should be encouraged to fulfil their potential and inequalities should be challenged.
- Everyone has a responsibility to support the care and protection of children.
- ICs have a duty of care to children with whom they work and with whom their representatives work.
- Staff and volunteers shall not conduct themselves in a manner that will reflect unfavourably on the IC at any programme, event or tournament involved with the IC or involving those who are part of the programme.

2. Purpose

This is designed to protect children from abuse, and staff and volunteers from any false allegations about their behaviour in performing their designated roles. It will also assist all staff, coaches,

volunteers, parents and young people to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

3. Values

i. Children / Young People have the right to:

- Be safe
- Be listened to
- Enjoy activities in a protective environment
- Be protected from abuse by other participants or outside sources

ii. Children / Young People are expected to:

- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach
- Refrain from the use of bad language or racial/sectarian references
- Refrain from bullying or persistent use of rough and dangerous play
- Show respect to others
- Play fairly
- Not cheat
- Not use violence

Persistent misbehaviour may result in permanent removal from the scheme. Parents will be informed.

iii. Parents / Guardians of children are expected to:

- Detail any health concerns pertaining to the child
- Show appreciation and support for the coach
- Ensure their child's hygiene and nutritional needs are met
- Acknowledge the importance and role of the coaches who provide their time to ensure children's participation
- Promote their child's participation in playing tennis for fun

iv. Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips

4. What should ICs have in place?

Templates for the use of approved programmes are located under *Forms & Templates* in our website www.icphilanthropy.ictennis.net. These templates will incorporate the following requirements, when read in conjunction with this document.

i. Each individual IC must have a child safeguarding policy and procedures, to include the following:

- Clear and easily understandable wording
Details of the procedures for dealing with and recording of complaints, incidents and accidents
- Descriptions of the definition of abuse
- Details on what to do and who to contact if there is concern/suspicion of abuse to a child, i.e. the name of the child protection officer and external child protection agencies such as the police/children social services/welfare department

- The policy must state that all children have a right to protection and that the welfare of children is always the most important consideration
- The policy must clearly state which individuals or groups to which the policy applies

This policy must be read, signed off and distributed amongst the IC Member in charge of the programme, if applicable (i.e. if he or she is local to the programme), the coaches, staff and volunteers. The policy is to be reviewed annually and directly if there is an incident or legal challenge.

ii. Each IC must have safe recruiting procedures for staff and volunteers

- There must a safe recruitment procedure for staff/volunteers and their suitability to work with children must be assessed
- Staff who have regular contact with children or who are in positions of trust must sign a statement declaring any previous court convictions and appropriate official checks must be made to ensure all persons in contact with children are safe to do so
- All relevant staff and volunteers are expected to undertake appropriate training as and when advised

iii. Each IC must endeavour to prevent any harm to children by ensuring:

- All children to be treated equally
- Proper supervision of children with a satisfactory ratio of staff or volunteers to children
- A 'leader' (to be the designated Welfare Officer), suitably trained to identify inappropriate behaviour or abuse
- A first aider and first aid kit on hand in event of an accident
- All accidents to be reported to parents
- In the event of transport being required, this will be provided and supervised by staff or volunteers in possession of a driving licence and using a roadworthy vehicle only. Permission will be sought from parents prior to going to any external event
- Support to staff and volunteers who report incidents of abuse
- Appropriate action taken if staff and volunteers breach standards of reasonable behaviour (this could range from dismissal to suspension for a period or in minor, or marginal cases, a reprimand and warning. It could also be resolved in a report being made to the child protection authorities in your country). **N.B. It is important that each IC has in place a plan of action that accords with national law and which provides safeguards to victims, those who might be accused, as well offering a protection to their own IC**
- The setting of standards of good practice
- All children and young people to maintain standards of reasonable behaviour
- Staff/volunteers must ensure that children are not put in danger and exposed to abuse and exploitation using the internet and other technology such as emails, mobile phones, digital cameras

iv. Each IC must have a Code of Conduct

- All staff and volunteers must read and sign a code of conduct which outlines the ways to interact with children, how to behave around them and to find positive ways of managing behaviour rather than punishment
- All children must have a code of conduct of how to behave and to whom to report abuse

For any questions relating to this document and the grant application process, please contact Jane Hannon, Secretary of ICPF jane.hannon@icphilanthropy.com.