

## **APPENDIX 11 – ADDITIONAL FORMS & TEMPLATE DOCUMENTS**

In this Appendix we have included further useful forms and template documents that can be used to support the implementation of the policies and procedures required in the overall document for Safeguarding Children & Young People in our Sport.

### **Forms number 1 – 12 are in relation to Trips away**

- Form 1 – Template Letter to parents
- Form 2 – Template trip itinerary
- Form 3 – Parental consent form for the trip
- Form 4 - Trip & Medical Consent Form for Players
- Form 5 - Code of Conduct/Behavior Agreement for Juniors
- Form 6 - Photographic & Video Consent Form
- Form 7 - Adult Supervision of Children’s Activities
- Form 8 - Travelling with Underage Participants Permission
- Form 9 - Tennis Ireland ICT Acceptable Use Policy
- Form 10 - Trip Privacy Notice for Parents/Guardians
- Form 11 – Trip Managers report
- Form 12 – Trip Safeguarding Checklist

**Form 1 - Template Letter to Parents**

**Re - Tennis trip to -**

Dear Parent/Guardian

Date

From..... *include Dates, the Relevant Club, Branch or NGB* .....intend to take a group of *how many* (age group and gender) players to..... *Location, event and competition* .....

The focus will be on competing and improving the player's abilities .....

Provide a story of how the trip will unfold including any other activities arranged during the trip

Name of .....*Coach/Manager*, will lead the trip accompanied by .....*Name of Assistant(s)*.

Please reply as soon as possible to let us know if you are interested in your child travelling to the event.

We will need to book the flights as soon as we can to ensure we can get the best prices.

There will be a parents meeting on .....*Day, Date & Venue* ....to agree the Itinerary and answer any queries you may have.

*Signed by Trip Management*

## **Form 2 - Template Trip Itinerary**

### **Flights:**

Date out -

Date Back -

Approx cost

### **Hotel:**

### **Fun & Social Activities:**

### **Summary of cost per person:** (Cost based on X travelers)

Hotel and food and transfers -

Entertainment - depending on the nature of the trip – EG. Water Park & Cinema -

Flights -

Miscellaneous -

Total Approximate cost =

### **Timetable (TBC)**

### **Departure Day & Date**

Check in and Depart Ireland .....

Arrive in.....

### **Monday - Sunday Dates**

List Activities

### **Return Day & Date**

Return flight to Ireland

### Form 3 - Parents Consent Form for Away Trips

I/We .....  
consent to my child taking part in the overseas trip to .....and activities organised by *NGB, Branch, Club* under the supervision of the attending coaches and volunteers and in line with the Code of Ethics & Good Practice for Children’s Sport.

I am aware that *NGB, Branch, Club* strive to send the same gender supervisors, according to the participating players, but that in some circumstances this may not always be possible.

I acknowledge that *NGB, Branch, Club* will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the coaches & volunteers assigned have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the supervisors nominated by *NGB, Branch, Club* and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

I have provided contact details below and undertake to inform *NGB, Branch, Club* of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in all tennis activities on the trip.

I confirm that I have read the Tennis Ireland Child Protection Policy at  
and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

**Note: It is essential that this consent form is completed and returned to The Trip Manager. It is only upon receipt of this document by the relevant office that players are permitted to travel as a member of the Club/Branch/TI team.**

I confirm that I \_\_\_\_\_ am the parent/legal guardian of  
\_\_\_\_\_.

I hereby consent to the above child participating in the tennis activities during the..... Trip to .....

I acknowledge that The Trip Management Team is not responsible for providing adult supervision for my child except as set out in the trip's itinerary.

Name:(*please print*) \_\_\_\_\_

Signature \_\_\_\_\_

**Contact Details**

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Parent's Mobile Phone No. \_\_\_\_\_

Emergency Contact No. (1) \_\_\_\_\_

Emergency Contact No. (2) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**State Relationship to child:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Form 4 - Trip & Medical Consent Form for Players**

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend the ..... trip for training/competition.

**DATE OF BIRTH:** ..... **MALE/FEMALE (Please circle)**

**NAME AND TEL OF G.P.** .....

**CHILD'S MEDICAL NUMBER**.....

**DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN:**

.....  
.....  
.....

**ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES/MANAGERS TO KNOW ABOUT:**

.....  
.....  
.....

I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

**I have been made aware that the *NGB, Branch, Club* has adopted the safeguarding policy developed by Tennis Ireland and they are committed to ensuring the safety of my child by having;**

- **Codes of conduct for (1) Coaches/Volunteer Leaders (2) Children (3) Parents/Guardians**
- **Clear recruitment policy which includes vetting all coaches & volunteers**

- **A transport policy**
- **An anti-bulling policy**
- **Disciplinary procedures**
- **A designated person for safeguarding**
- **Guidelines on confidentiality**
- **A photography policy.**

The *NGB, Branch, Club* is committed to ensuring that any information gathered in relation to our youth programme meets the specific responsibilities as set out in the Data Protection (Amendment) Act 2003 and the GDPR Act. The Trip Administrator will retain the above information for one year from the end of this trip. This information will be shared with relevant coaches and supervisors travelling as well as the relevant Child Safeguarding Officer, Trip Administrator and if necessary, the Tennis Ireland National Children’s Officer. If issues arise this information may also be shared with other bodies such as the Gardai, TUSLA, PSNI, the NSPCC or medical practitioners.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.

Child/Young Persons Signature .....

Parent/Guardian Signature\* .....

**Please return this form to Club/Branch/Tennis Ireland**

\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

## **Form 5 - Code for Young People**

Children have a great deal to gain from tennis in terms of their personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including child members of the organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Sport Leaders with fairness and respect.

### **In tennis you should:**

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults and other players.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect you within the club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

### **Your responsibilities are to:**

- Treat all sports leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.
- Respect other players and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.
- Keep to rules and guidelines set by Tennis Ireland, the Province and your Club and make sure you understand the rules.
- Take part in your tennis without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;

- Behave in a manner that is respectful towards your organisation and your club.
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children’s Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

***I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.***

Signature of Player \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/ Guardian\* \_\_\_\_\_ Date \_\_\_\_\_

\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

**Form 6 - Photographic & Video Consent Form**

**Please complete this form and return it to the event organiser.**

A signed consent form is a condition of inclusion in photographic & video footage material for those under the age of 18 years.

**Age:** \_\_\_\_\_

I permit for my child to be included in any photographic or video material, in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in the ..... .

**YES**

**NO**

**Parental Signature:** \_\_\_\_\_

Consent must be provided by the person with parental responsibility.

If you have any queries please contact:

## **Form 7 - Adult Supervision of Children's Activities**

As part of its obligations in regard to the protection of children, Tennis Ireland, *the Branch, the Club* sets out in this document the details of adequate adult supervision of junior members provided by the Management Team during the ..... trip to ..... on.....

Tennis Ireland, *the Branch, the Club* will ensure that all children's activities organized during the trip will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect adults. In this regard the Management Team will be guided by the recommendations contained in the safeguarding guide for children and young people in sport.

**When travelling to and from the accommodation and the tennis centre there will be at least one adult of each gender with a mixed party, there will be a good adult to child ratio, 1:6, and proper access to medical personnel. At the accommodation and tennis centre there will also be an adult to child ratio of 1:6.**

As a minimum all organized activities will be supervised by one male and one female adult. Adult supervisors will ensure that they are not left alone with young participants. If an adult needs to talk separately to a child this will be done in an open environment, in view of others.

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible from the venue. If late collections occur leaders/supervisors should remain in pairs until all participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge.

If a parent is unavoidably delayed they should contact ..... or one of the other coaches attending whose contact numbers will be provided to parents in advance of the trip. In the event that no contact is made with the Coach/es or the Trip Manager, we will attempt to contact the parent using the contact number(s) provided by them on the completed Consent Form. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made, the coach/supervisor plus another adult will wait with the child at the venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending the trip should let one of the adult supervisors know where they are at all times. It is the responsibility of parents to ensure that children do this. Under no circumstances should a child leave the club premises, accommodation or activity centres without informing the adult supervisor.

If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed by the coach/supervisor and returned to the relevant Tennis Ireland Manager. Attendance records and records of any incidents or accidents that occur will be kept by Tennis Ireland.

Supervision of changing rooms if necessary (where children are very young or need special assistance), will only be in pairs of the appropriate gender.

Tennis Ireland, the Branch, the Club welcomes and indeed encourages parents who wish to attend and supervise sessions, (for safety and supervision, not necessarily for their ‘technical’ expertise!)

Parents should note that adequate adult supervision as described above is provided only at the following times:-

- During your child’s attendance as part of the trip to....., including the accommodation, Club premises and activity centres.

The details of the times of the above-listed activities are available from the Trip Administrator at ..... If you have any difficulty getting this information please contact.....

**We wish to make it clear that while there may be adults present in on the premises at other times the, Tennis Ireland, the Branch, the Club does not regard their presence as the provision of adequate adult supervision and it is not responsible for the safety and protection of your child outside of the specific activities listed above.**

While we take every reasonable measure to ensure the safety and protection of all its members including our own members while they are on the trip such measures do not extend to the provision of adequate adult supervision other than for the activities listed above. In that regard it is the responsibility of each parent/guardian to ensure that their child is adequately supervised at all other times.

The parents of all children taking part in any of the activities organized by Tennis Ireland, the Branch, the Club will be required to complete and sign the below Consent Form.

Signature of Parent/ Guardian\* \_\_\_\_\_

\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

**Form 8 -Travelling with Underage Participants Permission**

EVENT:

VENUE:

DATES:

**Parent / Guardian of Participant**

I have read and accept the conditions and rules set down by tennis for young people travelling to matches and events.

Parents/Guardians signature \_\_\_\_\_

**Young Participant**

I have read and accept the conditions and rules set down by Tennis Ireland for children travelling to matches and events. I agree to abide by these rules.

Young Participant's signature \_\_\_\_\_

## Form 9 - Tennis Ireland ICT Acceptable Use Policy

Tennis Ireland/ the Branch /the Club understand the importance of technology for children and young people's development. We also recognize, however, that relevant safeguards need to be put in place by sports organisers to ensure children and young people remain safe whilst online or using social media. We ask that all parents/carers spend a few minutes to read through and discuss this policy with their child/children and then sign and return this form to the relevant Administrator at.....

- I will be responsible for my behaviour when using the internet and other online media at the sports club, including the resources I access and my use of language.
- I will not deliberately browse, download or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to an adult.
- I will not use social networking or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- I understand that my use of the internet and other online media on sports organisers equipment can be monitored, logged and made available to my coach and other staff members at the Club/Branch/Tennis Ireland.
- I will not give out any of my personal information such as name, age, address or telephone number.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone unless accompanied by a member of staff or parent/carer.
- I understand that these rules are designed to keep me safe and if they are not followed my parents/carers may be contacted.

We have discussed this policy and \_\_\_\_\_ (Child)  
agrees to support the safe use of ICT on the trip to .....

Signature of young person \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

I permit \_\_\_\_\_ (Name of Player) to be  
contacted by text message by the Coaches/Managers in relation to the  
Club/Branch/Tennis Ireland programme and activities on the trip to  
..... (Permission only required for Under 18's)

**Signature Parent/Guardian:** \_\_\_\_\_

**Form 10 - Trip Privacy Notice for Parents/Guardians**

Tennis Ireland/Branch/Club is collecting the personal information of children travelling on the ..... Trip to..... from parents/guardians in these forms to ensure Child Safeguarding requirements are met.

This information will be retained by Tennis Ireland/Branch/Club for 1 year from the end of the trip.

This information will be shared with the relevant coaches and supervisors travelling as well as the relevant Safeguarding Officer, Administrator and If necessary, the Tennis Ireland Children’s Officer. If issues arise this information may also be shared with other bodies such as the Gardaí, TUSLA, PSNI, NSPCC or medical practitioners.

***IF YOU AGREE WITH THIS PLEASE CAN YOU SIGN & DATE THE FOLLOWING STATEMENT TO PROVIDE YOUR CONSENT:***

***"Do you agree that the information you have given on these appendices and on this form are accurate and are you content to provide information to Tennis Ireland/the Branch/the Club on the basis outlined above?"***

**Parent/Guardian Name :**

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**Parent/Guardian Signature :**

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## **Form 11 – Trip Manager’s Report**

All trips away must include a post-event evaluation report, to be received within 10 days of the event. If a reportable incident happened during the event, this report must be done immediately.

The purpose of this report is to look at what went right, what went wrong, and what could be done better next time. It is similar to a Risk Assessment in that respect. Its purpose is to safeguard all participants and to make the events a more enjoyable and safe experience for everybody.

By highlighting unsafe or irresponsible practices, you are *not* ensuring the event does not happen again. You are instead working with the NGB, Province or Club to ensure these practices are discussed openly and rationally, and safeguards put in place for the future to protect all involved.

If a follow-up meeting is warranted, or requested from either side, this can be easily arranged.

**Being safe does not mean not having fun!!!**

### **Post Event Evaluation Form:**

Team

Venue

Event

Location

Date

How was the location?

How was the organisation?

Do you feel it helped the event accomplish its goals?

Why or why not?

What worked well during the trip?

What didn't work well during the trip?

Did we face any conflict during the trip?

What should be done differently next time?

Are you satisfied with the team's overall performance?

Have you anything you want to report on any individuals on the trip?

How were your Assistants ?

Other remarks

Form 12 -Trips Away Safeguarding		Checklist		
Point	Action Required	Person Responsible	Target Date	Completed
1.	<b>Safeguarding plan drafted and approved by</b> (Name of Club, Branch or Tennis Ireland) including documents to be signed.	Trip Coach/Manager		
2.	<b>Safeguarding Officer to sign off on trip details</b>	Club, Branch, National Children's Officer or DLP		
3.	<b>Lead Coach, Assistant Coaches, Supervisors and volunteers to be appointed and ensure -</b> <ul style="list-style-type: none"> <li>• Garda Vetting/Access NI Check within last 3 years through NGB</li> <li>• Reference check</li> <li>• Formal/Informal interview</li> <li>• Attended child safeguarding training or refresher in last 3 years.</li> </ul> Appropriate insurance in place	Relevant Club, Branch or NGB Administration		
4.	<b>Organise and conduct a meeting with the parents and the participants to present all or part of the following as relevant</b> <ul style="list-style-type: none"> <li>• Communicate travel times,</li> <li>• Ensure Passports are in date for 6 months following trip;</li> <li>• If the Children require their own valid travel insurance,</li> <li>• Child requires valid E111 form,</li> <li>• Competition details (where applicable),</li> <li>• Gear/kit requirements,</li> <li>• Other activities,</li> <li>• Contact details,</li> <li>• Codes of conduct, etc.</li> <li>• Special needs (medical or dietary),</li> <li>• Any other necessary details.</li> </ul>	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		

5.	<p><b>At the Parents Meeting Highlight the following</b></p> <ul style="list-style-type: none"> <li>• All the necessary consent forms should be signed by parents and participants. Emergency contact number(s) should be requested</li> <li>• Young participants should sign a behavior agreement</li> <li>• Rooming arrangements. The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance. (Sleeping arrangements must follow the Tennis Ireland Policy on this)</li> <li>• Adults will not share rooms with children. Children will share rooms with those of same age and gender, they will not share a bed with another child and adults should knock before entering rooms</li> <li>• All group socialisation will take place in communal areas (i.e. no boys in girls' rooms and vice versa)</li> <li>• Alcoholic drink, smoking or any illegal substances are forbidden to players.</li> <li>• When travelling there will be at least one adult of each gender with a mixed party, there will be an adult to child ratio of 1:6 and proper access to medical personnel.</li> <li>• Lights out times will be enforced at xxx pm each night (<i>Adults in charge to confirm</i>)</li> <li>• Mobile phone limitations will be enforced from x to x time (<i>Adult in charge to confirm</i>). All phones will be taken and held by the group leader overnight and returned at breakfast the next morning. This will need to be discussed at the meeting and agreed between the trip management, the parents and the children prior to departure.</li> <li>• Young players will be under supervision at all times and should never leave the venue or go anywhere unsupervised without prior permission.</li> <li>• Photographic/Video consent for the child will be required form parents.</li> <li>• The Lead Coach/Manager will handle the cash of players and will be stored securely. He/she will also handle the</li> </ul>	<p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p> <p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p> <p>Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators</p>		
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	passports of the players and will be stored securely			
6.	<p><b>Documentation to be issued by the trip management and where required signed copies to be returned to the relevant Club, Branch or NGB as follows</b></p> <ul style="list-style-type: none"> <li>• Official Trip Sign Off</li> <li>• Code of Conduct for Coaches/Leaders</li> <li>• Parents Consent Form for Away Trips</li> <li>• <b>Trip &amp; Medical Consent Form for Players</b></li> <li>• <b>Code of Conduct for Children</b></li> <li>• Photographic &amp; Video Consent</li> <li>• Adult Supervision of Children’s Activities</li> <li>• Travelling with Underage Participants Permission</li> <li>• ICT Acceptable Use Policy</li> <li>• Trip Privacy Notice for Parents/Guardians</li> </ul>	<p>Coach Manager/Trip Coordinators/ Administrators</p> <p>Coach Manager/Trip Coordinators/ Administrators</p>		
7.	Lead Coach/Manager to have copies of accident & incident forms and return any reports to the relevant Club, Branch or NGB via email within 24 hours of accident/incident.	Coach/ Manager		
8.	Flights to be booked by the relevant Club, Branch or NGB	Relevant Club, Branch or NGB Administration		
9.	Accommodation to be booked by Trip Management	Relevant Club, Branch or NGB Administration		
10.	Lead Coach/Manager to make a full report on trip to the relevant Club, Branch or NGB within 1 week of returning home.	Trip Coach/Manager		

***NB - Any changes to the trip that affect the logistics, for example, accommodation, must be made known to the parents/carers immediately***

Signed by

Trip Manager \_\_\_\_\_ Date \_\_\_\_\_

Children’s Officer/Assistant \_\_\_\_\_ Date \_\_\_\_\_