



## Appendix 6: GLTC Child Protection Reporting Policy

### 1. Purpose

This policy outlines the procedures for reporting child protection concerns within Glenageary Lawn Tennis Club (GLTC), ensuring compliance with Tennis Ireland guidance and Irish statutory requirements.

### 2. Scope

This policy applies to all GLTC staff, volunteers, coaches, parents/guardians and members who may come into contact with children or young people under 18 years of age.

### 3. Principles

- The welfare of the child is paramount.
- All concerns, disclosures, or allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All individuals have a responsibility to report concerns about the welfare or safety of children.

### 4. Roles and Responsibilities

- **Designated Liaison Person (DLP):** Responsible for receiving and assessing child protection concerns and reporting to statutory authorities (Tusla or An Garda Síochána) if necessary.
- **Child Protection Officer (CPO):** Acts as a resource for children and supports the reporting process.
- **All Staff, Coaches, Volunteers, Parents/Guardians, and Members:** Must report any concerns about a child's welfare to the DLP or CCO without delay.

### 5. Reporting Procedure

#### Step 1: Recognising a Concern

- Concerns may arise from direct disclosure by a child, observation of signs or behaviours, or information received from another person.

#### Step 2: Immediate Action

- If a child is in immediate danger, contact An Garda Síochána directly (999/112).
- Otherwise, report the concern to the DLP or CCO as soon as possible.
- If a child makes a disclosure to you, explain that you cannot promise to keep the matter confidential, but will pass it only to people who understand the area and can help.

### **Step 3: Recording the Concern**

- Record all relevant details using the Child Protection and Welfare Report Form (Tusla template recommended).
- Include: date, time, nature of concern, parties involved, and any actions taken.
- Do not take possession of any indecent imagery of a child. The device should be passed to the Gardai instead.

### **Step 4: Assessment and Decision**

- The DLP will assess the concern and decide if it meets the threshold for reporting to Tusla or An Garda Síochána.
- The DLP may consult with Tusla for guidance.

### **Step 5: Reporting to Authorities**

- If the concern meets the threshold, the DLP will complete and submit the Child Protection and Welfare Report Form to Tusla.
- The DLP will inform An Garda Síochána if there is immediate risk.

### **Step 6: Confidentiality and Record-Keeping**

- All records are kept confidentially and securely, in compliance with GDPR.
- Information is shared only on a 'need to know' basis.

### **Step 7: Feedback and Support**

- The person who raised the concern will be informed whether it has been reported. If the matter has not been reported, the individual may still make a direct report themselves to Tusla or the Gardai.
- Support is available for children and adults involved in the reporting process.

## **6. Protection for Those Reporting**

- GLTC supports and protects individuals who report concerns in good faith.
- No person will be penalized for reporting a concern, even if it proves unfounded, provided the report was made honestly and without malice.