



Naas LTC – Child Safeguarding Policy

Procedure for Disciplinary, Complaints & Appeals of Code of Conduct Breaches.

(This procedure is for Code of Conduct breaches relating to Safeguarding Children & Young People in Tennis)

Naas LTC has a disciplinary, complaints and appeals procedure in place to deal with breaches of any of the Codes of Conduct as they apply to Tennis Coaches, Tennis Leaders, Volunteers, Parents or other members.

Codes of Conduct are in place and all Tennis Coaches, Tennis Leaders, Volunteers, Parents and members should be aware of their requirements. Codes of Conduct are published on the Club website and are available from any member of the Club Executive Committee. On joining Naas LTC or upon renewal of membership all members are deemed to have agreed to follow the relevant Code of Conduct.

The investigation of suspected child abuse is the responsibility of the Statutory Authorities and will not be undertaken by Naas LTC or its officers.

Complaints Procedure

Any complaint should be made in writing to either or the Club Children's Officers or to the Club Secretary. It will be responded to within five working days.

Upon receiving a complaint the Club will appoint a disciplinary committee to resolve the problem relating to the conduct in question. This includes bullying. The committee will consist of a representative from the Executive Committee, the Club Children's Officer and at least two ordinary registered members of the Club.



If the disciplinary committee decides that the complaint involves suspected abuse or a criminal offence the Club Children's Officer or Designated Liaison Person (DLP) will be consulted and the disciplinary committee will be disbanded. The statutory authorities will then be informed, using standard reporting procedures as outlined in the relevant guidelines.

If the complaint involves suspected misconduct that does not relate to child abuse the disciplinary committee will review any relevant written reports and hold meetings with all parties. The disciplinary committee will provide the individual(s) with details of the complaint being made against him or her. He or she will be invited to respond to the complaint at a meeting with the disciplinary committee, or in writing, if it is not possible to attend a meeting.

The disciplinary committee will report to the Executive Committee on the progress of the disciplinary process within ten working days of the start of the process. Updates will be provided as required.

If the disciplinary committee decides that an incident of misconduct has taken place the member will be notified in writing of this fact and of any sanction to be imposed. Reasons for the sanction will also be provided. If the member is under eighteen years of age the correspondence will be addressed to the parents / guardians.

Appeals Procedure

Appeals against any decision of a disciplinary committee may be made in writing within ten days of the decision. Appeals should be addressed to the Secretary.

An Appeals Committee will be appointed. The Appeals Committee will be independent of the disciplinary committee. The Chairperson of the Appeals Committee will be a member of the Executive Committee. The Appeals Committee may consult with the Club Children's Officers in relation to issues of child welfare and codes of conduct.

The Appeals Committee has the power to confirm, set aside or change any sanction imposed by the disciplinary committee.