



Stirling Tennis Club – Child Protection Procedures Document October 2023

Scope of this document

Stirling Tennis Club is affiliated to Tennis SA (and through Tennis SA with Tennis Australia) and requires all members to familiarise themselves with Tennis Australia's Member Protection Policy and Code of Conduct, which sets out behavioural expectation for tennis club members. See links below.

This document sets out, in plain English, Stirling Tennis Club procedures that are in place to:

- A. Ensure the relevant child protection information is provided to members, including children
- B. Provide information about who members can contact to discuss any concern or query around behaviour or any other matter
- C. Lay out the process to be followed in the case of a query or report of an incident
- D. Who (at Stirling Tennis Club) is required to have a WWCC and how is this managed

Tennis Australia/SA Member Protection Policy and Code of Conduct

[1.-Member-Protection-Policy-CLEAN-FINAL-6-Oct-2021 .pdf \(tennis.com.au\)](#)

[2.-Safeguarding-Children-Code-of-Conduct-CLEAN-FINAL-6-Oct-2021.pdf \(tennis.com.au\)](#)

Stirling Tennis Club Procedures

- A. Ensure the relevant child protection information is provided to members, including children:
- B. Provide information about who members can contact to discuss any issue or query around behaviour or any other matter
 - Committee Members will email this information to all members and parents of child members at the start of the summer season.
 - Concerns can be discussed with a Committee Member, preferably President, Junior Coordinator or Child Protection Officer, but if unavailable, another Committee Member.
 - Children will be provided with information in an age appropriate way, so that if they would like to talk to an adult about any matter, they are aware they can approach whoever they feel most comfortable talking to (coaches, parents, committee members). This information is given to children at their training sessions.
- C. Process to be followed in the case of witnessing or disclosure of a report or incident
 - In an emergency or life-threatening situation always call 000 without delay
 - Remain calm, reassure and record anything you have been told or that you witness
 - Contact STCs designated staff - President or Junior coordinator or Child protection Officer to report and discuss any query or incident.

- For confidentially, disclose only required information, to those who need to know
- The reporting of an incident or disclosure should be recorded, then if deemed necessary, further action can be taken. Such action can include, but is not limited to:
 - Reporting to Tennis SA
 - Reporting to Child Protection Authorities
 - Reporting to Police
 - Discussing with Committee whether any action is required
- The above procedure does not change the fact that:
 - Any concerned citizen can report an incident to police or child protection and
 - That in an emergency, persons involved or witnessing said incident, should always act swiftly to contact any required emergency service (including, but not limited to police and ambulance service)

D. Who (at Stirling Tennis Club) is required to have a Working with Children Check (WWCC) and how is this managed

At Stirling Tennis Club all worker and volunteers are required to have a WWCC, except parents who volunteer to manage a team involving their own children.

- The Department of Human Services (DHS) is responsible for managing WWCCs in SA. They provide a list of all those who require a WWCC, including (but not limited to):
 - **Clubs and associations with significant membership or involvement of children - All workers and volunteers need a Working with Children Check regardless of whether they have direct contact with children.**
 - **An exception** is made for: Parents or Guardians do not require a Working with Children Check if the child-related work:
 - Is voluntary; and
 - Involves their own child
 - For example, if you volunteer to coach the under 10's netball team your child plays in, you do not require a Working with Children Check.
 - However, parents will require a check if the child-related work involves:
 - Accommodation and residential services for a child other than your own
 - Close personal contact (eg, helping a child get dressed, or go to the toilet) with a child other than your own child.

DHS WWCCs are organisation based (not just personal) and Tennis SA is the responsible body in the case of Stirling Tennis Club – therefore as well as keeping a list of all volunteers who have a WWCC, Stirling Tennis Club will send a list of volunteers to Tennis SA at the beginning of each season.

Accepted by Stirling Tennis Club Committee on 16/10/23