

# **Ballymena Lawn** **Tennis Club –** **Child** **Protection Policy**



Reviewed April 2024

## Table of Contents

<b>1. Policy Statement</b>	<b>Page 3</b>
<b>2. Structure</b>	<b>Page 4</b>
<b>3. Code of Behaviour for Coaches / Volunteers</b>	<b>Page 5-6</b>
<b>4. Sharing Information</b>	<b>Page 7</b>
<b>5. Procedures for Identifying and Dealing with Allegations of Abuse</b>	<b>Page 8-9</b>
<b>6. Procedures for the Recruitment of Coaches / Volunteers</b>	<b>Page 10</b>
<b>7. Providing Effective Management for Coaches / Volunteers</b>	<b>Page 11-12</b>

## Appendices

<b>1. Designated Persons</b>	<b>Page 13</b>
<b>2. Procedure Flowcharts</b>	<b>Page 14-15</b>
<b>3. Incident Record Form</b>	<b>Page 16-17</b>
<b>4. Reporting Agencies</b>	<b>Page 18</b>
<b>5. Club Recruitment Form</b>	<b>Page 19-20</b>
<b>6. Statement of Non Discrimination</b>	<b>Page 21</b>
<b>7. Disclosure of Criminal Convictions</b>	<b>Page 22-23</b>
<b>8. Access NI Disclosure Template</b>	<b>Page 24-26</b>
<b>9. Ulster Tennis GDPR Privacy Notice</b>	<b>Page 27</b>
<b>10. Employment Approval Form</b>	<b>Page 28</b>
<b>11. Access NI Procedures and Documents</b>	<b>Page 29</b>
<b>12. Volunteer Reference Form</b>	<b>Page 30</b>
<b>13. Ballymena Lawn Tennis Club Privacy Notice</b>	<b>Page 31</b>
<b>14. Disclosure Information Security Policy</b>	<b>Page 32</b>
<b>15. Disclosure Information Policy Statement</b>	<b>Page 33</b>

<b>Child Protection Policy Approval Documentation</b>	<b>Page 34</b>
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## **Ballymena Lawn Tennis Club (B.L.T.C.)**

### **1. CHILD PROTECTION POLICY STATEMENT**

Ballymena Lawn Tennis Club is committed to the concepts of Fair Play and to taking every appropriate step to ensure the safety and well-being of the young people (i.e. anyone under the age of 18) it works with, regardless of race, religion or disability.

Fair Play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation and unequal opportunities, i.e. media sponsorship of elite athletes etc.

Ballymena Lawn Tennis Club has a Child Protection Policy. The Senior Club Committee, Designated Persons, staff, coaches and volunteers have to be aware of this policy and the Fair Play concept and it is their duty to guarantee its implementation. The Child Protection Policy states:

**All young people should enjoy the Ballymena Lawn Tennis Club's facilities and activities without the fear of any physical, sexual, emotional abuse or neglect.**

Ballymena Lawn Tennis Club is committed to good practice that protects children from harm.

Coaches and volunteers accept and recognise the club's responsibilities to develop awareness of the issues that cause children harm.

Ballymena Lawn Tennis Club will endeavour to safeguard children by:

- a) Putting in place a structure to facilitate the implementation of its Child Protection Policy.
- b) Adopting child protection guidelines through a code of behaviour for coaches and volunteers.
- c) Sharing information about child protection and good practice with children, parents, coaches and volunteers.
- d) Sharing information and concerns with agencies who need to know and involving parents and children appropriately.
- e) Following carefully the procedures for recruitment of staff, coaches and volunteers.
- f) Providing effective management of coaches and volunteers through supervision, support and training.

The club is also committed to reviewing the policy and including what constitutes good practice at regular intervals.

## 2. **BALLYMENA LAWN TENNIS CLUB CHILD PROTECTION STRUCTURE**

- 2.1 Ballymena Lawn Tennis Club will ensure that a number of 'Designated Persons' are appointed to operate its Child Protection Policy. These 'Designated Persons' will include the Child Protection Officers described in more detail below.
- 2.2 Ballymena Lawn Tennis Club will appoint a Children's Officer with a reporting relationship to the Club's senior Committee. The Children's Officer will have responsibility for co-ordinating Child Protection matters ensuring that:
- All Child Protection Officers and new members of Committees with responsibility to appoint Child Protection Officers, staff, coaches and volunteers are properly vetted in accordance with good practice and periodically complete self-declaration forms
  - All Disclosure information is maintained in accordance with best practice;
  - All Child Protection Officers are trained and kept up to date with relevant Child Protection matters;
  - Child Protection procedures are followed and all required documentation and reports are maintained;
  - All Child Protection matters are dealt with in a consistent manner;
  - Appropriate escalation procedures are in place to ensure that Child Protection matters are dealt with at the proper level.
- 2.3 Ballymena Lawn Tennis Club will ensure that the Senior Committee, where young children are registered as members, appoints Child Protection Officer(s) with responsibility for Child Protection matters. The Child Protection Officer(s) will be responsible for ensuring that:
- Coaches and volunteers are appointed by the relevant Committee;
  - A record of all coaches and volunteers is kept and coaches and volunteers are initially vetted and annually reviewed through self-declaration;
  - Coaches and volunteers are trained and kept up to date with Child Protection issues, health and safety matters etc.;
  - Coaches and volunteers are informed of the Ballymena Lawn Tennis Club's policy and have guidelines to enable them to deal with emergencies and Child Protection issues.

### 3. **CODE OF CONDUCT FOR COACHES AND VOLUNTEERS**

It is important for the protection of all concerned that coaches, volunteers and children have guidelines on what is expected and what is not acceptable with respect to their behaviour. This Code of Conduct should be issued to all coaches and volunteers on an annual basis.

- 3.1 Coaches and volunteers should not spend excessive amounts of time alone with children away from others, e.g.
  - do not go to the toilet alone with children;
  - do not allow themselves to be isolated with a young person..
- 3.2 Meetings with individual children should take place as openly as possible. Never take a child into or arrange to meet a child alone in your home. Coaches and volunteers should not meet with children outside organised activities, unless it is with the knowledge and consent of parents and the relevant Child Protection Officer.
- 3.3 If privacy is needed, the door should be left open and other coaches or volunteers informed of the meeting.
- 3.4 Coaches and volunteers are advised not to make unnecessary physical contact with children – for example never pat a child on the bottom. On occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or physical support following a playing injury or during coaching, physical contact should only take place with the consent of the child. In the event of any injury to a child, accident or otherwise, ensure that it recorded and witnessed by another adult. Be careful of extended hugs, and kisses from children. This is important not only for your protection but the child's as well. If a child touches you in an inappropriate place, record what happened and ensure that another adult also knows. As it could be a totally innocent touch, do not make the child feel like a criminal. However, remember that ignoring this or allowing it to go on may place you in an untenable situation. Neither is it a good idea for the child to go on doing this as the next person might take advantage and then say the child instigated it.
- 3.5 It is not good practice to take children alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents, and the relevant Child Protection Officer. Timings of journeys should be monitored.
- 3.6 Coaches and volunteers who are involved in relationships with other coaches, volunteers or children (e.g. as a parent or other relative) should ensure that their personal relationships do not affect their role in the Section where they are always in the role of a coach or volunteer. For example, they must not show favouritism in selecting teams or apply different standards of discipline to their own children from those applied to others. There are however occasions when being a parent volunteer can be an asset to the Section, for example when as

a parent a volunteer may take their own child to the toilet or provide a hug etc. leaving other coaches or volunteers free to continue coaching or supervising.

- 3.7** Never keep suspicions of abuse by a colleague to yourself. If there is an attempted cover-up you could be implicated by your silence. Why didn't she/he tell – something to hide.
- 3.8** Always report any concerns or fears you may experience during your work with young people to a Child Protection Officer or the Children's Officer.
- 3.9** When taking children on an outing think of how you appear to the public when dealing with the children. In one case a special needs teacher was reported for "abusing" a child by a member of the public who misunderstood her actions. This could apply to anyone taking out a group of children. It may mean that disruptive children cannot go on outings.
- 3.10** If you are taking a team or group of children away always have at least two coaches or volunteers along. If the trip is special (not a normal trip to play a match where parents have already given permission for the children to go) you must get written parental permission for the child to attend. If it is an overnight residential trip never under any circumstances take a child or children into your bedroom and always check the rooms in pairs. There are recommended adult/child ratios for trips – contact your respective Governing Body for details.
- 3.11** Coaches and volunteers should never:
  - engage in sexually provocative or rough physical games, including horseplay – apart from structured sports activities;
  - allow children to use inappropriate language unchallenged;
  - make sexually suggestive comments about, or to, a child, even in fun;
  - let allegations a child makes go without being addressed and recorded. This should include allegations against you including everything from "you're always picking on me" to "you hit me" or comments such as "don't touch me". Get another adult to witness the allegation if possible or take the child to a Child Protection Officer or the Children's Officer and explain what happened. A record of that meeting should also be kept.
  - do things of a personal nature for children that they can do themselves.

#### **4. SHARING INFORMATION**

- 4.1** Good communication is vital – anyone with concerns needs to be assured they will be listened to and taken seriously. Ballymena Lawn Tennis Club will ensure that relevant information is freely available to all involved in the Child Protection process. However, some information is confidential and should only be shared on a need-to-know basis. This could include for example, personal details or information about parents going through a divorce. The purpose of sharing information is not to provide a source of gossip.
- 4.2** Children have a right to any information which could make life better and safer for them. They should have information about how and with whom they can share their concerns, complaints and anxieties.
- 4.3** Parents are responsible for their children's welfare at all times and they should be assured their children are involved with credible organisations. Ballymena Lawn Tennis Club will publicise information about its activities, its Child Protection Policy and the name(s) of the designated person(s) to contact in the event of concerns or complaints. A copy of the Child Protection Policy will be provided on request.
- 4.4** Coaches and volunteers will be informed of Ballymena Lawn Tennis Club's policy and guidelines to enable them to deal with emergencies and child protection issues.
- 4.5** Other appropriate bodies such as sponsors will be provided with copies of the Ballymena Lawn Tennis Club's Child Protection Policy as appropriate.

## 5. **SHARING INFORMATION ABOUT CONCERNS WITH APPROPRIATE AGENCIES AND PROCEDURES FOR IDENTIFYING AND DEALING WITH ALLEGATIONS OF ABUSE**

Protecting children from harm requires maximum co-operation between children, their families, communities and professionals. The identification and confirmation of alleged and actual abuse should be left to the appropriate professionals.

**5.1** Ballymena Lawn Tennis Club will designate a Children's Officer (reporting to the Ballymena Lawn Tennis Club Committee) and a number of Child Protection Officers will be appointed. These Designated Persons will have responsibility for dealing with concerns and their names will be communicated to all coaches, volunteers, parents, adult members and junior members of the club. Further information is contained in *Appendix 1*. The procedures that the club will follow are outlined in flowchart form in *Appendix 2 (a&b)*.

**5.2** If a child gives an indication that he/she may want to tell you about a problem you should:

- arrange a time and place where you can talk confidentially as soon as possible after the child has initiated contact
- stay calm and reassuring
- explain that you cannot promise to keep what the child tells you a secret
- listen to and believe what the child tells you; never stop a child who is freely recalling significant events – explain that whatever the circumstances, he/she is not to blame for the incident
- do not press for details or interrogate the child – some cases of abuse need further and possibly extensive investigation. It is better for the child if he/she does not have to repeat the details unnecessarily:
- ask the child whether he/she has told anyone else
- if the child hasn't, ask him/her who would be a good person to tell
- tell the child that you will help him/her to tell that person
- explain that there are other people that you might have to contact. (Who these people are depends on the procedure adopted.)
- don't make any promises to the child – the situation may cause you to react emotionally. Whilst this is an understandable and natural reaction, at such times it is possible that you may make promises which cannot be fulfilled.



- tell the child that you are pleased that he/she decided to tell someone, and he/she was absolutely right to tell.
  - let the child know you understand how hard it is to talk about such experiences.
- 5.3** Record the discussion accurately as soon as possible after the event, even if it is information you do not understand fully or like writing down. It is important – stick with it. See *Appendix 3 (a&b)* for sample form.
- 5.4** Contact a Designated Person within the club for advice/guidance. The Designated Person will then discuss the concern/suspicion with the Child Protection Officer who will decide whether or not to discuss with Social Services and if appropriate make a direct referral.
- 5.5** Make direct contact with Social Services if the Children's Officer is not available or it is inappropriate to approach him/her. See *Appendix 4* for details.
- 5.6** Record any discussions or actions taken within 24 hours and ensure that a copy of this record is lodged with the Child Protection Officer.
- 5.7** Dealing with and reporting abuse can be a distressing experience for all concerned. This is not an excuse for not adhering to the guidelines.
- 5.8** A wide range of possible situations can fall into the category of a disclosure. Because it is impossible to know in advance what a child will say, it is always advisable to follow the above guidelines. Children will probably tell you about incidents involving bullying or bribes, perhaps from peers. Whilst they may have been important enough for the child to tell you about them, they may not require further action outside the club. However, these types of disclosures should be reported in case they are part of a pattern of series of events that need dealt with.
- 5.9** It is important to maintain confidentiality.
- (i). There needs to be trust between colleagues so the issues can be shared.
  - (ii). You do not speak to any unauthorised individuals.
  - (iii). Information should only be shared on a need to know basis. In the first instance it should be passed to the Child Protection Officer who will consider what to do next. The Chairman of Ballymena Lawn Tennis Club should be kept informed by the Child Protection Officer of any issues relating to child protection but does not necessarily need to know the details of individual cases. Where a decision is taken to share information it must be shared for a purpose and not for the sake of gossip.
  - (iv). Information should be accurate and not sensationalised.

## **6. PROCEDURES FOR THE RECRUITMENT OF COACHES / VOLUNTEERS**

The vast majority of people who want to work with children are well motivated. Nevertheless good procedures will help screen those who are not suitable.

- 6.1** Consider the skills needed for the job – is the person suited to the task.
- 6.2** Ask all coaches and volunteers to supply information in writing – see *Appendix 5*.
- 6.3** Confirm their identity.
- 6.4** Ask for written references – see *Appendix 12*.
- 6.5** Meet the coach or volunteer, explore the information contained in the documentation, check out attitudes and make sure the coach or volunteer is aware of the Child Protection Policy and guidelines.
- 6.6** All decisions should be ratified by the Senior club Committee. Decisions are the responsibility of the entire senior committee– not any one individual in it.
- 6.7** Seek a Disclosure Certificate for those positions that will have regular contact children through the AccessNI criminal records disclosure service (see *Appendix 8 for sample form*).

## 7. **PROVIDING EFFECTIVE MANAGEMENT FOR COACHES AND VOLUNTEERS THROUGH SUPERVISION, SUPPORT AND TRAINING**

Working with children is both worthwhile and fulfilling but also challenging. All coaches and volunteers should be well informed, trained, supervised and supported so that they are less likely to become involved in actions which can lead to harm or can be misunderstood.

Coaches and volunteers should be familiar with Ballymena Lawn Tennis Club's Child Protection Policy and code of behaviour as well as other policies such as health and safety.

Coaches and volunteers performance should be kept under review and they should have the opportunity to share concerns, anxieties or worries about any matter.

The Society should identify both individual and common training needs of coaches and volunteers and ensure that they are addressed. Training should include raising awareness in child protection, health and safety and particular skills training.

In order to address these needs Ballymena Lawn Tennis Club will undertake a series of activities and actions which will be subject to regular review, amendment and addition and which will be monitored for progress.

- Ballymena Lawn Tennis Club will maintain a written record of its child protection training activities and confidential records of matters dealt with under its Child Protection Policy.
- Coaches and volunteers must be members of the club or parents of young members and must have undergone the club's child protection vetting process.
- Ballymena Lawn Tennis Club will strive to keep comprehensive up to date records of all its members, coaches, volunteers and children including up to date addresses and telephone numbers. This information will be maintained and used in accordance with GDPR principles.
- All coaches and volunteers working with children will be provided with a full copy of the Child Protection Policy, and will be given a one to one or small group briefing on it by a Designated Person or other suitably informed person approved by a Designated Person.
- Ballymena Lawn Tennis Club will encourage Designated Persons to attend relevant training courses on child protection and if necessary and subject to a prior decision by the senior club committee, will pay course attendance fees.

- Ballymena Lawn Tennis Club will actively encourage coaches and volunteers to undertake appropriate Coaching courses identified within Northern Ireland or other recognised coaching courses of other governing bodies.
- Ballymena Lawn Tennis Club will actively encourage coaches and volunteers to undertake appropriate first aid training.
- Ballymena Lawn Tennis Club will seek to develop a close working relationship with its local District Council, particularly those sections dealing with sport and recreation and youth matters.

APPENDIX 1

**Ballymena Lawn Tennis Club believes that all children have the right to feel **SAFE** and have **FUN** while playing sport.**

If there is something worrying you, don't keep it to yourself!

**There is always someone to turn to:**

- a parent
- a teacher
- a school counsellor
- a doctor
- a BLTC 'Designated Person'

**The BLTC 'Designated Persons' are:**

**Designated Child Protection Officers:**

*Mary Ireland (Female Child Safety Officer)*

*Ivan Waide (Male Child Safety Officer)*

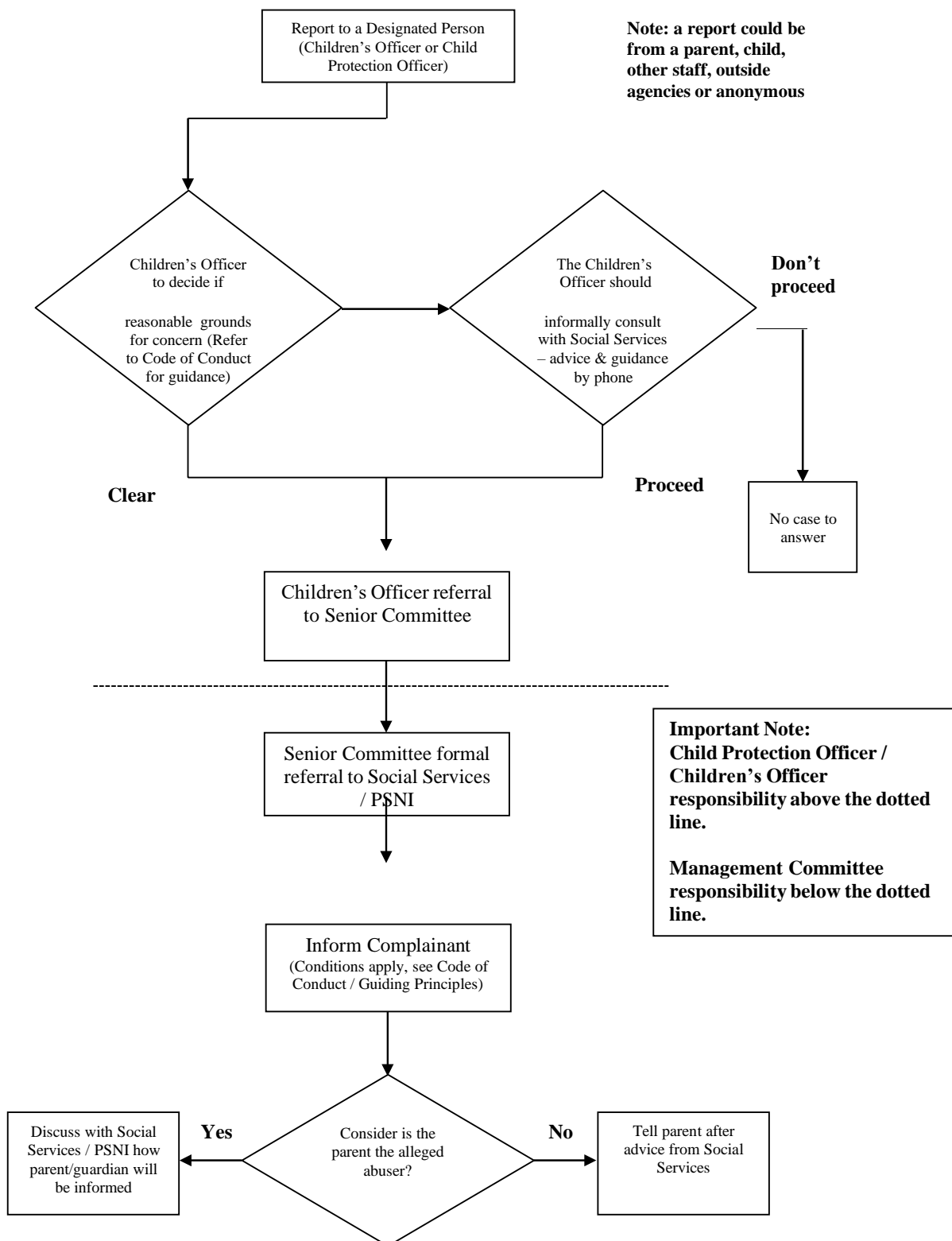
**Designated Childrens Officer:**

*Mary Ireland*

# **BLTC Procedures to follow when the complaint is about possible abuse outside the organisation**



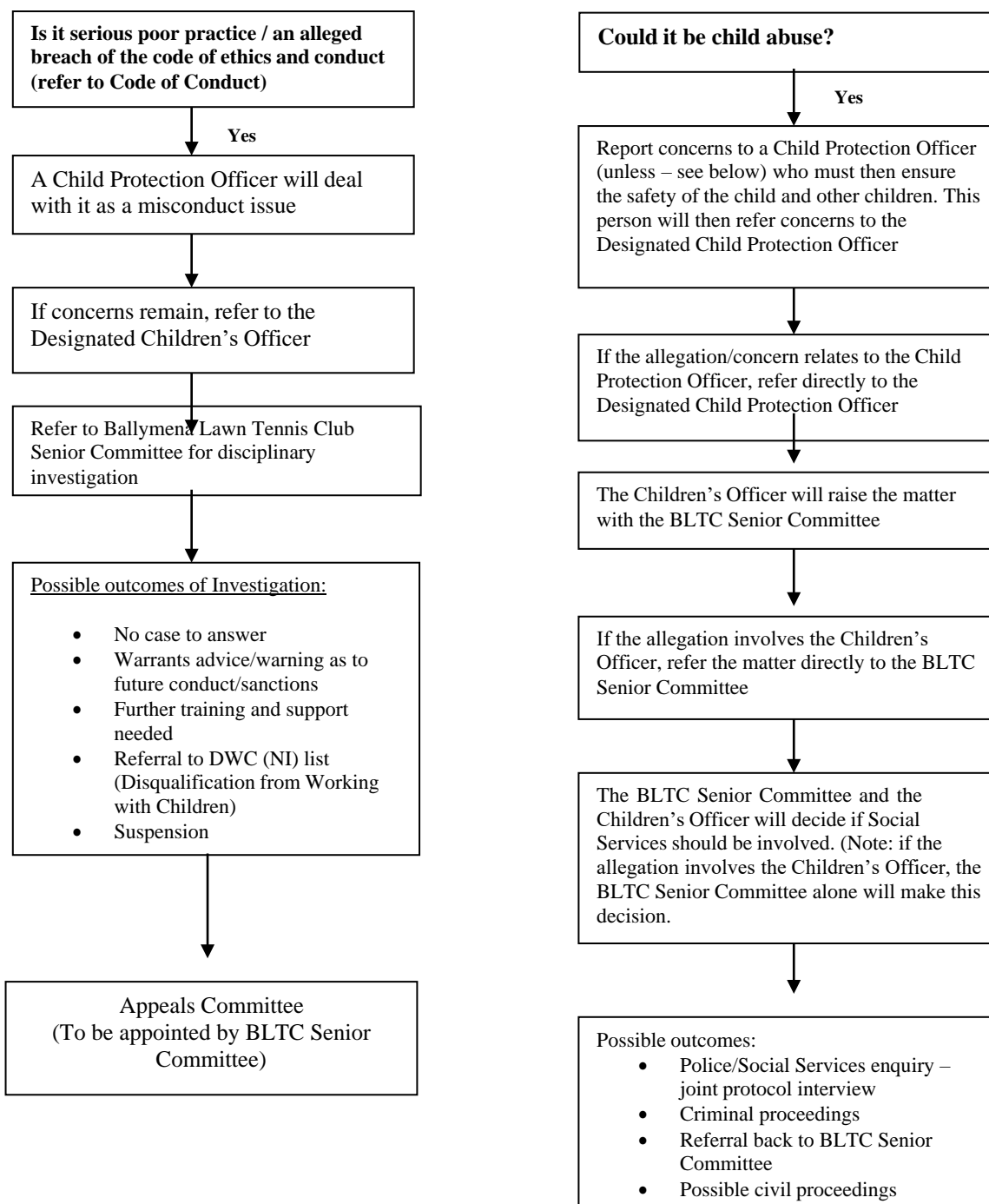
## **APPENDIX 2a**





**Ballymena Lawn Tennis Club Procedures to follow if  
you are concerned about the behaviour of a staff  
member/volunteer**

**APPENDIX 2b**



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's internal disciplinary process.



## APPENDIX 3a

## BALLYMENNA LAWN TENNIS CLUB INCIDENT RECORD FORM PART 1

<b>Name of Organisation:</b>
<b>Your Name:</b>
<b>Your Position:</b>
<b>Child's Name:</b>
<b>Child's Date of Birth:</b>
<b>Child's Address:</b>
<b>Parents/Carers Names &amp; Address:</b>
<b>School Attended:</b>
<b>Date and time of incident:</b>
<b>Your Observations: (What has prompted the concerns? – Include dates and times of any specific incidents)</b>
<b>Record exactly what the child said and what you said: (Remember, do not lead the child and record actual details.) Record on a separate sheet if necessary.</b>
<b>Action taken so far:</b>
<b>Have the parents been contacted? If so, what was said?</b>





## APPENDIX 3b

## BALLYMENA LAWN TENNIS CLUB INCIDENT RECORD FORM PART 2

<b>External Agencies contacted (record date &amp; time):</b>	
<b>Police</b>  Yes / No	If "Yes" which location:  Name & Contact No.:  Details of advice received:
<b>Social Services</b>  Yes / No	If "Yes" which location:  Name & Contact No.:  Details of advice received:
<b>Governing Body</b>  Yes / No	Name & Contact No.:  Details of advice received:
<b>Local Council / Education Dept.</b> (if appropriate)  Yes / No	If "Yes" which location:  Name & Contact No.:  Details of advice received:
<b>Other (e.g. NSCPCC)</b>  Yes / No	If "Yes" which:  Name & Contact No.:  Details of advice received:
<b>Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	

Remember to maintain confidentiality on a *need-to-know* basis – only if it will protect the child.

Do not discuss this incident with anyone other than those that need to know.

**NB:** A copy of both parts of this form should be sent to Social Services and to the Governing Body Children's Designated Officer for monitoring purposes.

**APPENDIX 4**

**REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE**

**SOCIAL SERVICES OFFICE**

**Ballymena Social Services-Childcare**

**Slemish Community Services, Braid Valley Site, Ballymena,  
Telephone: 028 2563 5640**

**POLICE SERVICE OF N.I.**

**Ballymena Police Station  
26 Galgorm Road, Ballymena, BT43 5EX  
0845 600 8000  
<https://www.psni.police.uk/my-area/all-districts/mid-and-east-antrim/ballymena/>**

**NSPCC**

**24-Hour Helpline**

**☎ 0808 800 5000**

## APPENDIX 5



# CLUB RECRUITMENT FORM



## VOLUNTEER/STAFF APPLICATION FORM FOR THOSE IN REGULATED POSITION

All information received in this form will be treated confidentially

<b>Name</b>			
<b>Address</b>			
<b>Date of Birth</b>		<b>National Insurance Number</b>	
<b>Telephone Number</b>		<b>Mobile Number</b>	
<b>Have you previously been involved in voluntary work? If yes, please give details:</b>			
<b>Do you agree to abide by TENNIS IRELAND Code of Conduct? (copy attached)</b>			
<b>Have you completed Child Protection Awareness Training?</b>			

<p><b>If yes who was it organised by and when approximately</b></p>		
<p><b>Do you agree to undergo specific training if available on the role of the (position being appointed)</b></p>		
<p><b>Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)</b></p>		
<p><b>Any other relevant information?</b></p>		
<p><b>Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.</b></p>		
<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Telephone:</b></p> <p><b>Designation:</b></p>	<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Telephone:</b></p> <p><b>Designation:</b></p>	

**This form should be retained by the Club**

## APPENDIX 6

### **Statement of non-discrimination**

Ballymena Lawn Tennis Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients/customers and employees.

For the purposes of your application for the post of Coach/Volunteer it is our policy to ask for a check to be carried out by the AccessNI criminal records disclosure service. This will be completed through Ulster Tennis. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people.

The check will tell us whether you have a criminal record which might have a bearing on your suitability. Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

### **Advice to Applicants**

Please complete this form as accurately as possible and return it marked 'Confidential'. An arrangement will be made with you to discuss any clarification that is required.

Thank you for your co-operation.

**APPENDIX 7****DISCLOSURE OF CRIMINAL CONVICTIONS FOR  
THOSE WORKING IN NORTHERN IRELAND**

**Please read this information carefully.**

**Statement of non-discrimination**

Ulster Branch Tennis Ireland (UBTI)/Tennis Ireland is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

**For the purposes of your application for the post of:**

**it is our policy to ask for an Enhanced Disclosure with a Children's Barred List check to be carried out by Access NI for all posts in regulated activity. The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.**

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from Access NI will be destroyed. See UBTI Policy of Handling Access NI Disclosure Certificates, Access NI Code of Practice, UBTI Policy on the Recruitment of Ex-Offenders and Access NI Privacy Notice on Ulster Tennis website at <https://www.ulstertennis.co.uk/resources> under the Category Access NI.

**Advice to Applicants**

You have applied for a Role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from completing the course successfully unless the Ulster Branch of Tennis Ireland (UBTI) considers that the conviction renders you unsuitable. In making this decision the UBTI will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. UBTI will provide risk assessment advice for clubs. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of this role.

Have you ever been convicted of a criminal offence or been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and / or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

- ☐ YES
- ☐ NO

If so, please state below the nature, date(s) and sentence of the offence(s) date prevented from working in this area or allegations.

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Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

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Please continue on a separate page if necessary

### **Declaration**

I understand that I must also complete an online AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that Ulster Tennis, as the organisation carrying out the check, may share this information returned with the designated signatory at Tennis Ireland.

I declare that any answers given are complete and correct to the best of my knowledge and I will inform the Governing Body Children's Officer of any future convictions or charges.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

**This form should be retained by the Club**

## APPENDIX 8



### INFORMATION, PIN NOTIFICATION AND ID VALIDATION FORM

*It is standard good recruitment practice for employers or those appointing volunteers to satisfy themselves as to the identity of those applying for positions. The role of Ulster Tennis as an Umbrella Body who is assisting clubs through the checking process to ensure documentary evidence is validated, and that we can indicate on the ID Validation Form that the checks have been made. Ulster Tennis must comply with Access NI Code of Practice.*

#### Applicant instructions

**Before Starting you will need the following**

- 1. Address including postcode for last 5 years**
- 2. National Insurance No**
- 3. Driver's Licence No & Passport No**

1. Go to <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>
2. Click "Apply for an Access NI Check"
3. Click this option "Apply Online for an enhanced check through a registered body"

Create or log in to an nidirect account or apply  
for an enhanced check ➤

4. This will prompt you to log in if you have used the online application before or Create an account.
5. Enter the PIN number below at **Step 1** of the form completion. This Pin No will ensure that your application is allocated to Tennis Ireland Ulster Branch Account.

2	8	3	9	7	9
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6. Complete the remainder of the form and click on **SUBMIT** to finish the on-line process.
7. You must note the 10 digit Access NI reference number in the boxes below:-

Application Reference<sup>1</sup>

--	--	--	--	--	--	--	--	--	--

8. ID Validation Form must be completed
9. Return this form to the person who asked you to complete the Access NI application with the appropriate ID as indicated on the ID Validation form

Application Reference<sup>1</sup> This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the Access NI on-line system.



**IDENTITY VALIDATION** Please Note: Three documents should be produced in the name of the applicant; **one from Group 1 and two from Group 1 or 2a or 2b**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents must show the applicant's current address. The responsible Club Officers should tick the appropriate boxes on page 3 of this form to indicate what ID has been checked. Please contact Ulster Tennis if a ny applicant does not have the correct range of identity documents

1. Full name.....(include all names)

2. Date of Birth : 

		/			/				
--	--	---	--	--	---	--	--	--	--

3. Current postcode : 

--	--	--	--	--	--	--

4. Passport Number .....5. Driving Licence Number .....

6. National Insurance Number: .....

7. Name of Club ..... 8. Role Applied for (ie coach, junior club volunteer etc) .....

9. Applicant's Confirmation: 'I agree to passing written approval to the Club and UBTI' for the purpose of completing an Access NI Check and understand that the process will include a check against the Children's Barred List.

Yes ☐ No ☐ (please tick as appropriate)

10. Applicant's Signature: .....

ID CHECK BY (NAME OF CLUB CHAIRMAN/RESPONSIBLE OFFICER) please complete sections 11 -

11. PRINT NAME: .....

12. Role in Club: ..... 13. Date ID Check: .....

14. Name of Club Contact (to notify when Access NI Disclosure Completed) .....

15. Email Address of Club Contact .....

16. Telephone No/Mobile No of Club Contact .....

Confirmation I have seen the original ID documents as indicated on Page 3 of this form.

I confirm the applicant has the right to work in the UK.

17. Signed: ..... Date: .....

18. Payment Enclosed: Yes ☐ No ☐ (Volunteers No Charge/Paid Position £33(Please tick as appropriate))

19. Please forward a copy of all ID provided for completing this form to A McCartan (details on bottom of page 3) WARNING: It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure. PAYMENT: Disclosures are free for all volunteers. However Access NI levy a charge, currently £33 for person in a paid capacity either staff or coach. Cheques payable to Tennis Ireland re Ulster Branch or bank transfer to Tennis Ireland re Ulster Sort Code 950679 A/C No 10120588 quoting club name as a reference.

**GROUP 1 : Primary identity documents**

- |   |  |
|---|--|
| <input type="checkbox"/> Current passport (any nationality)   | <input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth        |
| <input type="checkbox"/> Biometric Residence Permit (UK)  | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country) | <input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)                                     |

**GROUP 2a : Trusted government documents**

- |   |   |
|---|---|
| <input type="checkbox"/> Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only)  |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside the EEA)   |
| <input type="checkbox"/> HM Forces ID card (UK)   | <input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)                                       |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man)                                 | <input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |

**GROUP 2b : Living and social history documents**

- |  |  |
|--|--|
| <input type="checkbox"/> Mortgage Statement (UK, EEA)  | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK)      Council tax statement (Great Britain, Channel Islands) | <input type="checkbox"/>   |
| <input type="checkbox"/> P45 or P60 statement (UK, Channel Islands)  |  |

**Above documents must be issued within the last 12 months**

- |  |   |
|--|---|
| <input type="checkbox"/> Credit card statement (UK,EEA)      Bank or <input type="checkbox"/> building society account opening confirmation letter (UK, EEA)   |   |
| <input type="checkbox"/> Bank or Building society statement (UK, EEA)  | <input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) <input type="checkbox"/>               |
| <input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) Channel Islands)   | <input type="checkbox"/>  |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK, Channel Islands) |

**Above documents must be issued within the last 3 months**

- |  |  |
|--|--|
| <input type="checkbox"/> EU National ID card Cards carrying the PASS accreditation logo (UK, Isle of Man, 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI)   | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application)                              |

**Above documents must be valid at the time of checking**<https://www.nidirect.gov.uk/publications/guide-identity-checking-signatories-0>

**APPENDIX 9****GDPR- INFORMATION, PIN NOTIFICATION & VALIDATION FORM PRIVACY NOTICE**

The General Data Protection Regulations were introduced on 25<sup>th</sup> May 2018 and UBTI respect the privacy and data security of our affiliated Tennis Clubs. The relationship that UBTI hold with your Club is important to us. The privacy statement below covers how UBTI collects and processes personal data from our Tennis Clubs.

**How we use your information & how long we will retain it**

UBTI will retain the following information on the Information, PIN Notification & Validation form for 6 months and will use the information to;

- ☐ Administer, process and acquire the Access NI check on behalf of Clubs

**Please Note:** Access NI Check application responses will be held by UBTI for 3 years.

**Personal Data**

- The personal data that we normally hold on the Information, PIN Notification & Validation is;
  - Name of applicant
  - Date of Birth of applicant
  - Club of applicant
  - Contact details of applicant (email address and telephone number)
  - Permission of the applicant for the Club and UBTI to complete an Access NI check
  - Two copies of ID from applicant
  - Club Responsible person contact details (email address and telephone number)

UBTI hold special categories of personal data on the Information, PIN Notification & Validation form as above and will not hold longer than 90 days after the recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved.

**Data Controller**

- The data controller for your personal information is UBTI.
- We will not share any of your data with third parties unless we have a data sharing agreement in place.
- We will never sell any of this data to a third party.

**Your Rights**

- UBTI respects your rights in relation to your data and if you wish to update, access, erase or limit the use of your information please let us know by emailing [info@ulstertennis.co.uk](mailto:info@ulstertennis.co.uk)

***The information that you have given on the UBTI Information, PIN Notification & Validation form is a true and accurate record and you are content to provide information to UBTI on the basis outlined above.***

To provide your consent to this statement please tick ☒ I agree or please tick ☐ I do not agree if you do not consent.

**GDPR Section Approved 14<sup>th</sup> November 2018**



## APPENDIX 10



<b>FOR CLUB USE ONLY:</b>	
<b>Applicant Name:</b>	
<b>Date Application Received:</b>	
<b>Date of Interview:</b>	
<b>Interviewed By:</b>	1. 2.
<b>References received and are satisfactory:</b>	Yes No
<b>Access NI check completed &amp; Returned</b>	Yes No
<b>Comments:</b>	
<b>Proof of Applicants Identification received:</b>	Yes No
<b>Identification Type</b>	Group 1. Group 2a Group 2b
<b>Recommendation (with reasons)</b>	Approve Not Approved

\_\_\_\_\_Signature

Print Name

\_\_\_\_\_Date

\_\_\_\_\_Position in Organisation

**APPENDIX 11****WARNING**

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

**PAYMENT**

Disclosures are free for all volunteers. However Access NI levy a charge, currently £33, on any disclosure application for a person in a paid capacity either staff or coach. If payment is required the applicant should make the cheque payable to Tennis Ireland re Ulster Tennis.

**Please return the following:-**

1. Copy of Club Recruitment Form Page 1 & 2(original to be held by Club)
2. Information, Pin Notification & ID Validation Form ( Pages 5 & 6 & 7& 9(GDPR Section)
3. Copy of Original ID submitted by the Applicant
4. Fee of £33 (if applicable) payable to Tennis Ireland re Ulster Tennis
5. Please ensure the applicant receives copies of the following appendices:
  - Appendix 3 – UBTI Policy on the Secure Handling, use, storage and retention of Disclosure Information
  - Appendix 4 – UBTI Policy on the Recruitment of Ex-Offenders
  - Appendix 5 – Access NI Code of Practice
  - Appendix 6 – Access NI Revised Privacy Notice
  - Appendix 7 – Access NI Website Links

All these documents can be found on the Ulster Tennis website at <https://www.ulstertennis.co.uk/resources> under Access NI

Send applications as indicated 1-4 for the attention of Anna McCartan to:  
Ulster Tennis, 2a Upper Malone Road, Belfast, BT9 5LA and mark Confidential

**APPENDIX 12****BALLYMENA LAWN TENNIS CLUB VOLUNTEER REFERENCE FORM**

Mr/Mrs/Miss (delete as appropriate) \_\_\_\_\_ has expressed an interest in becoming a volunteer working with children in Ballymena Lawn Tennis Club and has given your name as a referee. The position involves substantial access to children and as an organisation committed to the welfare and protection of children, we are anxious to know – do you have any reason at all to be concerned about this applicant being in contact with children or young people?

Yes ☐ No ☐ ( If you have answered “Yes” we will contact you in confidence.)

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be made available to members of the club’s Senior Committee on a need-to-know basis. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

In your opinion, what attributes does this person have to make them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following (please tick as appropriate):

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Motivation of Others					
Energy					
Trustworthiness					
Reliability					

Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

**APPENDIX 13****Ballymena Lawn Tennis Club Privacy Notice****Ballymena Lawn Tennis Club is collecting personal information from members for the following reasons:**

- to ensure that the club member has paid annual fees.
- to enable the club to monitor club membership levels and share figures with UBTI (Governing Body) and this will be retained for 7 years.
- to highlight to members that member names and achievements may be contained in committee reports, AGM reports & Club noticeboard and these will be retained forever.
- to advise that if members undertake an Access NI check through the Club their name, role, Access NI number and date of check will be added to the Club Access NI monitor for 3 years.
- to advise members that personal information may be shared in the event of a child safeguarding issue (to be retained for 7 years) or disciplinary issue (to be retained for 6 years from the end of the complaint) with relevant bodies including e.g. PSNI, NSPCC, UBTI.
- to advise members if they put themselves forward for team selection their name, date of birth and results will be used for selection purposes by the Club Selection Committee and will be retained for 1 year.
- to advise members that if selected for a league team, UTA squad and/or Ulster Team their name will be shared with the league, squad or team organisers.
- to inform members that personal information added will be on the Club website until 7 years after the website contract ends.
- to inform members that the membership form will be retained by the Club for 7 years.
- advise members that Club Committee Post Holders and Safeguarding Officer names, telephone number and email address may be shared with UBTI in the annual Club Declaration Form and this will be retained for 7 years.

**Ballymena Lawn Tennis Club is also seeking your consent to collect the following personal information from members for the following reasons. Please tick if you consent to each reason:**

- ☐ your name, results and/or key achievements, including photographs, to be included on the **Club Website** to promote the Club in line with the privacy policy (<https://clubspark.lta.org.uk/PrivacyPolicy>) and these will be retained forever.
- ☐ your name, results and/or key achievements, including photographs, to be included in the **Club Social Media Platforms** (Facebook and Instagram) to promote the Club; in line with their privacy policy (<https://en-gb.facebook.com/about/privacy/>) and these will be retained forever.
- ☐ your name and telephone number to add you to relevant **Club WhatsApp Groups** and these will be retained for a year.

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

*"I agree that the information I have given on the membership form is accurate and I consent to provide information to the Club on the basis outlined above"*

*For those who provide hard copy – "I hereby give permission for the Membership Secretary to input my details online as detailed above"*

**Member Name:** \_\_\_\_\_

**Member Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to Junior Member (if applicable)\*:** \_\_\_\_\_

\*Where the club member is under 16, the form must be signed on their behalf by a Parent/Guardian.

**Appendix 14****Ballymena Lawn Tennis Club Disclosure  
Information Security Policy**

Ballymena Lawn Tennis Club will ensure that:

- Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
- Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
- It will not retain Disclosures or a record of Disclosure information for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
- All sensitive and personal Disclosure information is stored when not in use in a locked and non-portable container in a secure environment;
- It co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and
- It reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.



## **Ballymena Lawn Tennis Club**

### **Disclosure Information Policy Statement**

#### **General Principles**

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust and volunteers, Ballymena Lawn Tennis Club complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. Ballymena Lawn Tennis Club also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

#### **Storage and Access**

Disclosure information is to be kept securely, in a lockable, non-portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. Ballymena Lawn Tennis Club maintains a record of all those to whom Disclosures or Disclosure information have been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **Retention**

Once a recruitment (or other relevant eg volunteering) decision has been taken, Ballymena Lawn Tennis Club does not keep Disclosure information for any longer than is necessary.

#### **Disposal**

Once the retention period has elapsed, Ballymena Lawn Tennis Club will ensure that any Disclosure information is immediately destroyed by secure means. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle. Ballymena Lawn Tennis Club will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, Ballymena Lawn Tennis Club may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment, volunteering or otherwise decision taken.

**Ballymena Lawn Tennis Club – Official Child  
Protection Policy Approval**