

# RATHGAR TENNIS CLUB

## REPORTING PROCEDURES

### Guidelines For Reporting Accidents

In the event of an accident, the following procedure will be carried out:-

- Fill in an Accident Form in folder for ALL accidents
- IT IS ESSENTIAL TO MAKE CONTACT WITH PARENTS/GUARDIANS
- Keep copy of form in the incident book/ folder
- Children's officer to check and sign off/ action required
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witnesses etc.

### Guidelines For Reporting Allegations/ Incidents

- Record all incidents reported or observed on 1st page of Incident Form
- Make contact with and forward report to Children's officer for further action
- Ensure confidentiality - only "need to know basis"

### CHILDRENS OFFICERS

SUSAN MURPHY 0863390699 [sueandflav@hotmail.com](mailto:sueandflav@hotmail.com)

CORMAC O'REILLY 0862214484 [cor@vicoproperties.com](mailto:cor@vicoproperties.com)

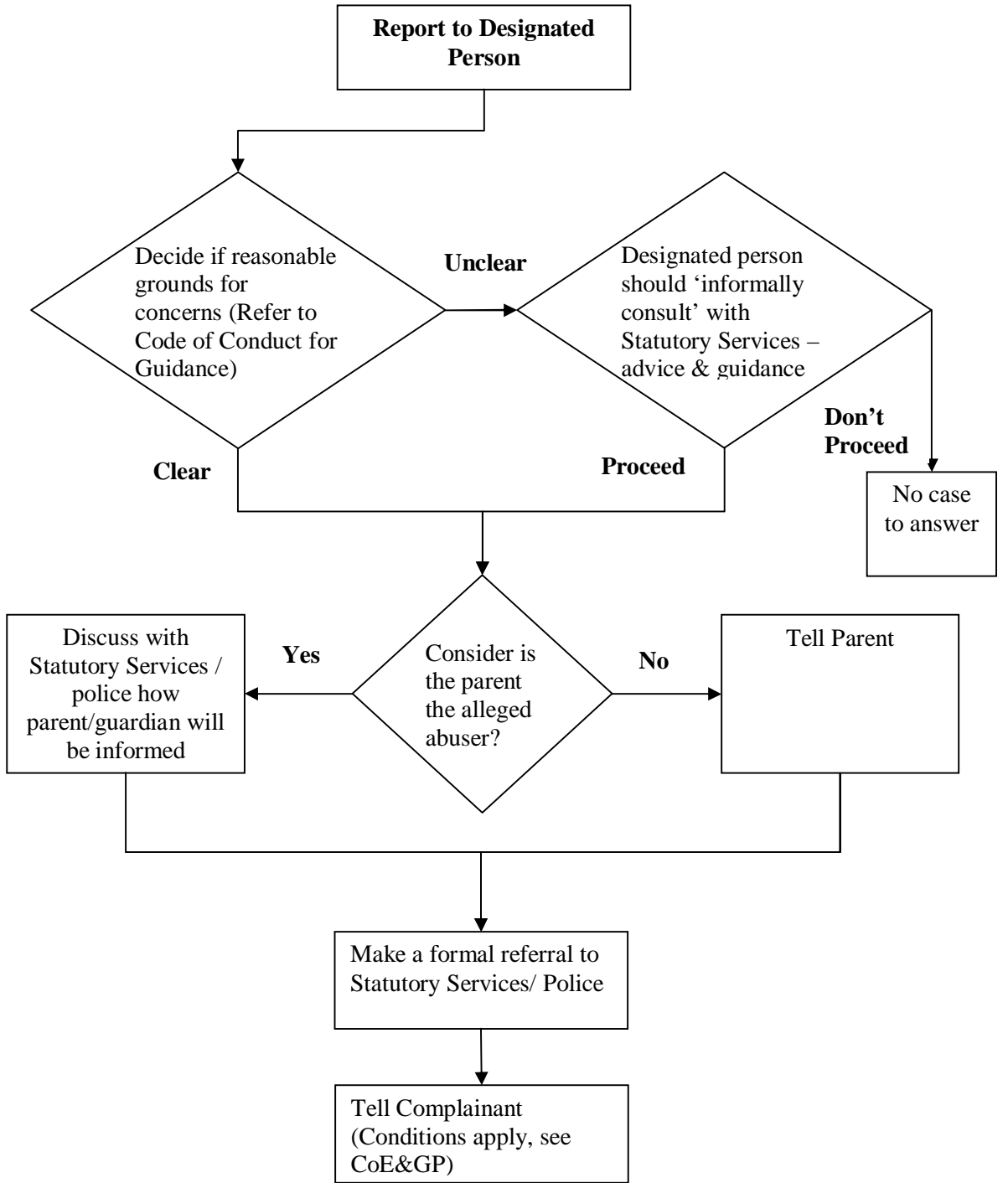
### Guidelines For Responding To A Child Reporting An Incident

#### DOs

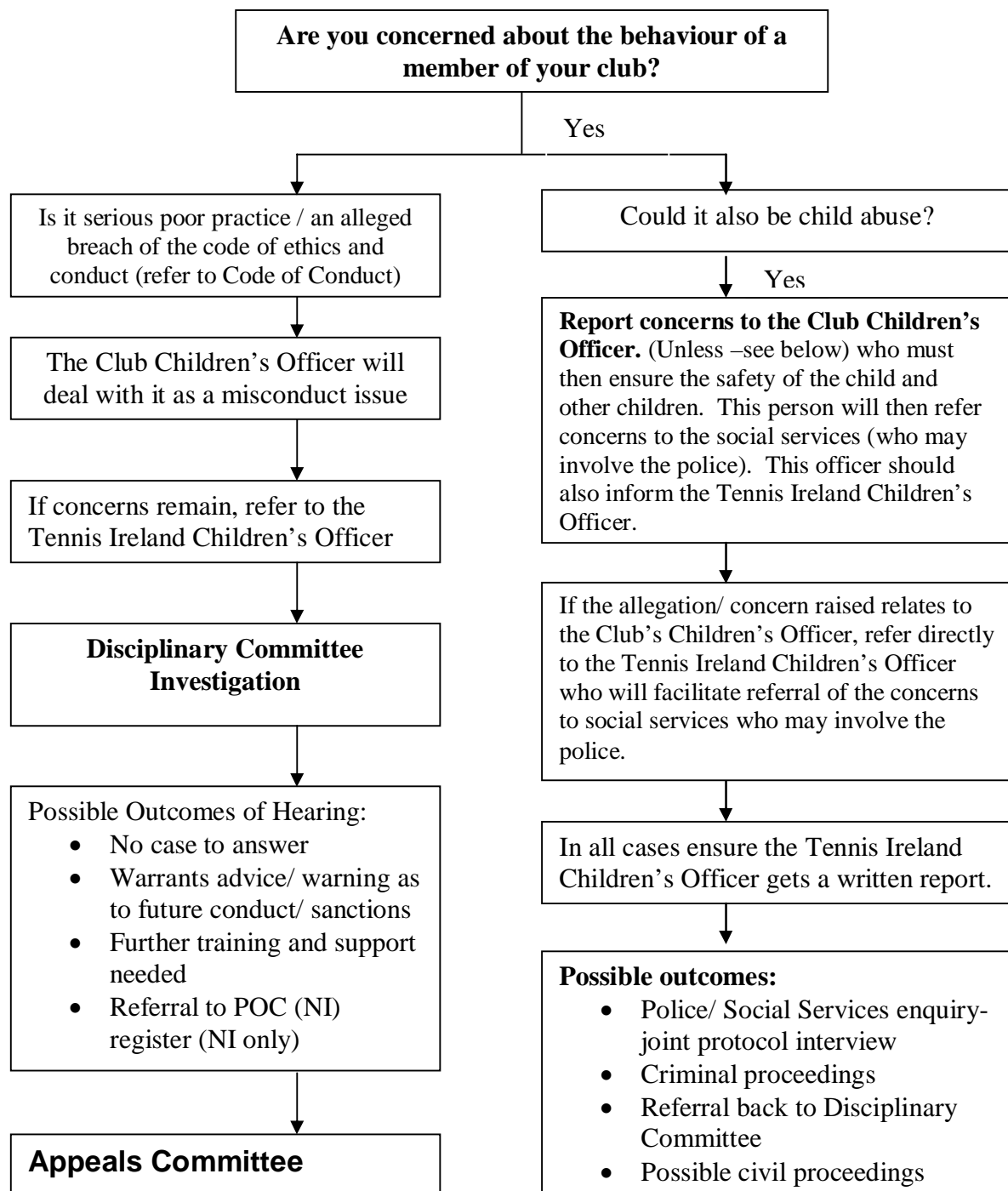
- Stay calm
- Listen & hear. Give the person time to say what they want
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to someone else in the organisation – the childrens officer
- Record your report.

#### DON'Ts

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily.



## Reporting Procedures About Behaviour Of A Club Member/ Coach



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 Statutory Services direct (or the NSPCC/ISPC or Childline.) 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 club's Disciplinary Committee.