

Reporting Procedures

Guidelines for reporting accidents

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

- IT IS ESSENTIAL TO MAKE CONTACT WITH PARENTS/GUARDIANS
- Fill in an Accident Form in folder for ALL accidents
- 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 :

- **Female Officer:** Erin O Reilly - **Email:** erin033333@gmail.com **Mobile:** 083 388 2609
- **Male Officer:** Mike Walters - **Email:** mmowalter@gmail.com **Mobile:** 087 220 0070
- **DLP:** Cara Davenport - **Email:** carafdavenport@gmail.com **Mobile:** 085 255 0625

Guidelines for responding to a child reporting an incident

DO's

- 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 /DLP
- Record your report

DON'Ts

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

CONTACTS:

- National Children's Officer: Roger Geraghty - roger.geraghty@tennisireland.ie
Contact: 087 231 6478
- North Leinster Children's Officer: Ann-Marie Breen - annmarie.rdo@tennisireland.ie
Contact: 087 931 0926

Statutory Contacts Republic of Ireland & Northern Ireland

TUSLA-Child & Family Agency

- If in the Republic of Ireland and you have any concerns about a child you should report it to the Child & Family Agency please see website for contact details
- <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

Any query or concern in relation to children out of hours should be reported immediately to An Garda Siochana, Northern Ireland Health and Social Care Trusts

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

Regional Emergency Social Work service - Available – 9.00 – 5pm - Monday to Friday.

There is a 24 hour cover over public holidays. Tel: 028 9504 9999

- 9.00 - 5.00 Gateway Numbers
- Northern HSC Trust Tel: 03001234333
- South Eastern HSC Trust Tel: 03001000300
- Southern HSC Trust Tel: 08007837745
- Belfast HSC Trust Tel: 028 90 507000
- Western HSC Trust Tel: 028 71314090

For further information see: <https://www.tennisireland.ie/child-protection/achieving-child-protection-compliance/>

