



# C.W.L.T.C.

## 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

Davida Geraghty	<a href="mailto:davidageraghty@gmail.com">davidageraghty@gmail.com</a>	0872117272
Joe Flynn	<a href="mailto:joeflynn16@cloud.com">joeflynn16@cloud.com</a>	0863338789

### 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.

## **CONTACTS:**

National Children's Officer:

Roger Geraghty – Email: roger.geraghty@tennisireland.ie Mob: 087 2316478

Leinster Children's Officer

Rory Wilson - Email: rwilson@iol.ie Mob: 087 6776142

### **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/>