**Safeguarding Checklist for NZTEs**

**Governance**

The Board/Committee understands obligations the Tennis Participant Protection Policy places on all NZTEs

Board/Committee develops/adopts the following policies:

Tennis NZ Tennis Participant Protection Policy

Information Sharing and Confidentiality

Privacy

Safer Recruitment

Media (photographing, filming and use of images of children)

Transportation of Children and Vulnerable People

Billeting and Overnight Accommodation

Safe Use of Changing Facilities

*Sport New Zealand provide* [*examples*](https://sportnz.org.nz/resources/child-safeguarding-policies-and-procedures/) *of the above policies and procedures which can be tailored to tennis specific environments.*

The Tennis NZ General Code of Conduct is embedded into membership sign-up and casual play terms and conditions

Safeguarding is kept as a standing item in Board/Committee meeting agendas to ensure an ongoing focus on the topic

**Management**

Display communication/posters detailing to members/participants the safe tennis practices being followed

Code of Conduct embedded into tournament and event entry registration process

Recruit a male and a female safeguarding officer

Conduct screening as part of the recruitment process (both paid and volunteer if the role is to be working with children or vulnerable people)

Ensure any employee/contractor/volunteer is made aware of all relevant policies and procedures

Detail specific deliverer responsibilities relating to maintaining the safety of children and vulnerable people