**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