

OCEANIA TENNIS FEDERATION

OTF Safeguarding Policy for Children, Adults, and Adults at Risk

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1. INTRODUCTION: What is Safeguarding?

1.1 Safeguarding is the action taken to promote the welfare of all participants by helping individuals and organizations work together to identify, prevent, and reduce the risks of harm to health and well-being. It includes effective preventative measures and, when necessary, positive action to protect participants from harassment, abuse, violence, and exploitation. This Safeguarding Policy applies to all formats of tennis. The purpose of this policy is to protect children, adults, and adults-at-risk from harm.

1.2 Safeguarding in tennis applies to children, adults, and adults at risk, recognizing that different groups may face different forms of vulnerability and risk.

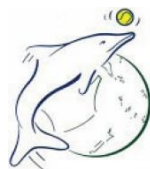
1.3 Children are particularly vulnerable because of power imbalances, developmental stages, and susceptibility to influence.

1.4 Adults may be at greater risk of abuse or neglect because of disability, age, illness, mental health, homelessness, domestic abuse, dependency, coercion, poverty, or power imbalance. Safeguarding adults means working with the person in a way that respects their dignity, choice, and rights, while taking action to prevent or reduce harm where necessary.

2. OTF COMMITMENT TO SAFE TENNIS

2.1 The Oceania Tennis Federation (OTF), in alignment with the World Tennis, is committed to safeguarding all participants in OTF tournaments, events, projects, and programs. We reject all forms of harassment, abuse, violence, and exploitation. Embedding robust safeguarding practice in all activities is essential to our mission of delivering tennis for future generations in the Pacific Region.

2.2 The OTF is committed to safeguarding children participating in tennis events, programs, and activities it delivers or sanctions, and aims to ensure a safe, inclusive, and positive environment for children.



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2.3 Child welfare is paramount. Children must be listened to, protected from harm, and supported to participate in tennis safely and confidently. Covered Persons must remain vigilant and report concerns about a child's safety or well-being.

2.4 The OTF is committed to a listening culture that prioritizes openness, transparency, and strong safeguarding governance. Accessible and confidential reporting systems, open communication, training for staff and volunteers, a child-centered approach, and proportionate action that minimizes harm and respects confidentiality are key elements of this culture.

2.5 The OTF will take into account the local cultures and customs across Oceania in the application of this policy, to the extent that they do not contravene the laws OTF is required to abide by or the requirements of this policy.

3. SAFEGUARDING LEGISLATION AND GUIDANCE

3.1 The OTF is subject to New Zealand laws and, in alignment with the World Tennis, recognizes the international standards that support child and adult protection.

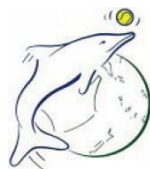
3.2 The International Bill of Human Rights underpins this policy. It supports the rights, dignity, and freedoms of every person. The OTF also recognizes the United Nations Convention on the Rights of the Child (UNCRC) as an important reference point for child safeguarding.

3.3 OTF operates across different countries, so host-country criminal laws take precedence over this policy. Safeguarding practice must always comply with the law in the place where the activity occurs.

4. SAFEGUARDING PRINCIPLES

4.1 The OTF's general safeguarding principles are:

- (a) The welfare of all participants is the highest priority.
- (b) Safeguarding is a shared responsibility across all stakeholders.
- (c) All participants have the right to a safe, inclusive environment free from harassment, abuse, and exploitation.
- (d) Participants must feel respected, valued, and protected during all tennis activities.
- (e) Covered Persons must remain alert to signs of abuse or neglect and report concerns to ensure effective intervention.



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4.2 The OTF's child-focused principles are:

- (a) The welfare of every child is paramount.
- (b) All children, from all backgrounds, have the right to protection from abuse and harm.
- (c) Children must participate in tennis in a safe, inclusive, and empowering environment.
- (d) Covered Persons must report any concerns about a child's safety or well-being.

5. SCOPE AND APPLICATION

Covered Persons

5.1 The Safeguarding Policy applies to all individuals involved in OTF activities, including players, coaches, officials, staff, parents, legal guardians, chaperones, employees, contractors, consultants, board members, volunteers, attendees, and participants in tournaments, events, training camps, sanctioned programs, and other OTF-delivered or OTF-sanctioned activities.

5.2 By participating, Covered Persons agree to adhere to this policy, accept OTF authority, and comply with decisions made under OTF safeguarding and case management procedures.

Jurisdiction

5.3 Where a safeguarding concern involves an international event, participants from multiple countries, or falls under World Tennis regulations, OTF may work with the World Tennis and relevant National Associations to ensure the matter is managed appropriately.

6. ROLES AND RESPONSIBILITIES

OTF Safeguarding Lead

6.1 The Safeguarding Lead provides strategic oversight and ensures safeguarding is integral to the organization by:

- (a) Implementing the Safeguarding Policy and associated procedures.
- (b) Strategically planning and monitoring safeguarding initiatives within OTF.
- (c) Advocating for safeguarding within the OTF Board.
- (d) Administering and reviewing criminal records checks and suitability assessments.
- (e) Overseeing recruitment processes to ensure safer recruitment compliance.



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- (f) Leading investigations into safeguarding cases in collaboration with police and statutory authorities where appropriate.
- (g) Promoting safeguarding education across OTF activities, including tournaments, training centers, and touring teams.
- (h) Providing support to Designated Safeguarding Officers and other personnel with safeguarding duties.

OTF Safeguarding Committee

6.2 Safeguarding will be included in the terms of reference of an OTF Board Committee to provide ad-hoc operational support to the Safeguarding Lead and Executive Officer across activities such as:

- (a) Developing and reviewing policies, procedures, and record keeping.
- (b) Delivering safeguarding training, advice, and case management.
- (c) Assisting with investigations in collaboration with authorities.
- (d) Providing support to the Safeguarding Lead when handling distressing cases.

Designated Safeguarding Officers

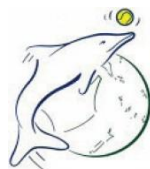
6.3 Designated Safeguarding Officers are the first point of contact for safeguarding issues at OTF-sanctioned or local tournaments, events, or other activities. Their responsibilities include:

- (a) Identifying and mitigating safeguarding risks.
- (b) Responding to safeguarding concerns and incidents.
- (c) Collaborating with the OTF Safeguarding Lead to manage cases as required.
- (d) Supporting the creation of a safe environment for all participants.

All Covered Persons

6.4 All individuals bound under this policy are expected to:

- (a) Create and maintain safe environments for participants.
- (b) Identify and support individuals at risk of harm.
- (c) Act promptly to protect participants from harm.
- (d) Report safeguarding concerns to the appropriate authorities.
- (e) Collaborate with safeguarding personnel to address issues effectively.



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6.5 All Covered Persons must adhere to the OTF Safeguarding Code of Conduct (Appendix 2).

Collaboration

6.6 Collaboration is central to ensuring that tennis remains a safe and inclusive sport. The OTF collaborates with sports integrity and safeguarding teams at the World Tennis, Tennis Australia, Tennis NZ, and other regional and national federations. Where relevant, OTF will also engage with local statutory authorities, law enforcement agencies, child protection organizations, and other sports governing bodies.

OTF Member Federations and Partners

6.7 Member Federations and Partners should demonstrate commitment by implementing policies consistent with this Safeguarding Policy.

6.8 Member Federations and Partners should lead safeguarding investigations in compliance with local laws and tennis regulations.

6.9 Member Federations and Partners should engage with the OTF Safeguarding Lead where appropriate to:

- (a) Ensure investigations are thorough and timely.
- (b) Avoid duplicating efforts or compromising evidence gathering.
- (c) Mitigate further risks to individuals involved in tennis.

6.10 Member Federations and Partners should share safeguarding information, such as notifying the OTF of individuals:

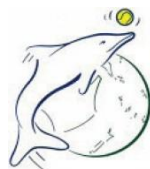
- (a) Under investigation (criminal or disciplinary).
- (b) Subject to provisional suspension or sanction for misconduct.

6.11 Member Federations and Partners should, together with OTF and WORLD TENNIS, recognize reciprocity in provisional suspensions. Where due diligence permits, they should mutually agree with relevant bodies to recognize and enforce provisional suspensions or sanctions for safeguarding violations across organizations.

7. WHAT THE POLICY REQUIRES

Safe Recruitment

7.1 The OTF Safe Recruitment Form (Appendix 3) must be used to ensure that Covered



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Persons working with vulnerable groups within tennis activities are appropriately qualified and suitable for their roles. The form sets out a simplified version of New



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Zealand Children's Worker Safety Checks, which includes criminal record checks and signed candidate disclosures.

7.2 Personnel working with children must receive safeguarding training tailored to their roles before they begin service.

7.3 If third-party organizations or partners deliver tennis activities, tournaments, or events on behalf of OTF, they must adhere to the OTF Safeguarding Policy and its minimum safeguarding standards and demonstrate compliance through contractual agreements or service level agreements.

Disabled Participants in Tennis

7.5 The OTF is committed to inclusivity and recognizes the importance of providing a safe and supportive environment for disabled participants.

7.6 A person is classified as disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to perform daily activities.

7.7 Covered Persons delivering tennis activities must recognize the additional needs of disabled participants and make reasonable adjustments to safeguard their well-being. These may include modifications to facilities, equipment, methods of communication, or program structures to ensure equitable participation.

7.8 Information regarding a participant's disability should be obtained before any activity to plan appropriate support measures. This information must be treated confidentially and shared only with personnel responsible for the safety of disabled participants.

Wheelchair Tennis

7.9 OTF aligns with the World Tennis's mission to create opportunities for wheelchair tennis players across all levels. This Safeguarding Policy applies to all OTF wheelchair tennis activities and must be read in conjunction with World Tennis Wheelchair Tennis Regulations and World Tennis Classification Rules. Best practice guidance may include supervision standards, accessibility measures, and protocols for travel, accommodation, and tournament environments.

Children in adult environments

7.10 Participants under the age of 18 engaged in adult environments at OTF tours, competitions, or training camps are subject to the provisions outlined in this Safeguarding Policy.



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7.11 Safeguarding measures for under-18 participants include age-appropriate accommodations, supervision, and protection from inappropriate behavior in predominantly adult environments.

7.12 Young players must be supported and supervised by qualified personnel to foster a safe environment, and children participating in adult settings must always remain subject to child safeguarding requirements.

Relationships of trust/abuse of trust

7.13 This policy aims to prevent the abuse of relationships of trust, particularly in cases involving children. Inappropriate or exploitative behavior with or towards children is not acceptable and may be unlawful.

7.14 A relationship of trust exists when a Covered Person has responsibility for advising, supervising, training, or supporting a child participating in tennis activities. This policy applies to all children under the age of 18, including those who have reached the legal age of consent but remain vulnerable to abuse or exploitation because of an imbalance of power.

7.15 Any sexual relationship between a Covered Person and a child is strictly prohibited, regardless of consent. Covered Persons must be aware of local legal restrictions and uphold professional boundaries at all times.

OTF-sanctioned tournaments and events

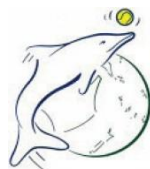
7.16 The OTF requires all sanctioned tournaments and events to implement robust safeguarding measures to protect children. National Federations and Associations hosting OTF events must align their safeguarding procedures with local legislation and this policy.

7.17 Each OTF-sanctioned tournament or event must appoint a local Designated Safeguarding Officer whose contact details will be included in the Tournament Factsheet.

7.18 Allegations of harassment or abuse should first be addressed by the relevant National Federation or Association. If local policies are inadequate or if the matter requires escalation, the OTF may assume jurisdiction and ensure a thorough investigation and appropriate action.

Touring teams and player development

7.19 All staff involved in the Grand Slam Player Development Programme (GSPDP) and OTF-affiliated touring teams must undergo and comply with the checks in the OTF Safe



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Recruitment Form, including police vetting and background checks, and they must do safeguarding training before working in their roles.

7.20 The OTF will also ensure that tours under its purview follow any bespoke safeguarding guidance issued by the relevant WORLD TENNIS safeguarding and security functions.

Child-specific conduct

7.21 Covered Persons must:

- (a) Model positive behavior in the presence of children.
- (b) Conduct sessions in observable, interruptible environments.
- (c) Use physical contact only with consent, in open environments, and for a legitimate sporting or safety purpose.
- (d) Respect privacy in changing rooms, locker rooms, and residential accommodation.
- (e) Avoid vehicle transportation of a child alone. Where unavoidable, the child alone should sit in the back seat of a vehicle if possible.
- (f) If travelling domestically or internationally with a child alone, avoid situations where conduct cannot be observed and interrupted by others.
- (g) Treat all children equally and confront bullying or discriminatory behaviour.
- (h) Record and report injuries, incidents, and concerns using official OTF forms.

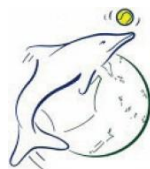
Accommodation and host families

7.22 Players under 18 must not share rooms with adults unless the adult is their parent or guardian, and players of different sexes are not permitted to share rooms. Each player must have their own bed.

7.23 Host family arrangements for under-18s must be approved, include background checks, home visits, and safeguarding training, and require written parental consent before the event.

Images and videos of children

7.24 Celebrating tennis through images and videos is important, but it must be done responsibly to protect children from potential abuse. Written parental consent must be obtained before capturing or publishing images or videos of children, and refusals of consent must be respected.



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7.25 Images must show children in appropriate clothing and settings, and photography must not be permitted in changing rooms, toilets, showers, or bedrooms. Only Covered Persons acting in an official capacity may capture images or videos.

E-safety and social media

7.26 Children's online activities expose them to risks such as inappropriate content, cyberbullying, and grooming. Covered Persons must follow the OTF Digital Communications Rules and Social Media Guidelines (Appendix 4) which comply with the New Zealand Harmful Digital Communications Act 2015 (HDCA). The Act is aimed at communications that are intended to cause harm, or that are likely to cause serious emotional distress to an individual.

Supporting LGBTQ+ young people in sport

7.27 LGBTQ+ young people may face bullying or emotional abuse related to their sexual orientation or gender identity. Tennis must provide a safe and supportive space for all children, including LGBTQ+ individuals.

Work experience and educational visits

7.28 Any involvement of persons aged under 18 in OTF organisational activities such as work experience or educational visits must be approved by the OTF Safeguarding Committee at the recommendation of the OTF Safeguarding Lead after an assessment of the proposed activities and supervision arrangements.

Olympic and Paralympic events

7.29 The OTF recognises that Olympic and Paralympic events require coordinated safeguarding arrangements. Where relevant, the OTF will work with the WORLD TENNIS and with IOC or IPC safeguarding officers to address reported concerns involving OTF-affiliated participants.

Regional Training Centres

7.30 In the event that the OTF oversees Regional Training Centres (RTCs) in partnership with National Federation/Associations, each RTC must appoint a Designated Safeguarding Officer (DSO) and develop safeguarding policies that comply with both local laws and WORLD TENNIS safeguarding standards.

7.31 The DSO must share any safeguarding concerns promptly with the OTF Safeguarding Lead, and immediately advise of safeguarding reports received.



8. RECOGNISING CONCERNS, REPORTING AND RESPONDING

Recognising

8.1 Covered Persons must act immediately if they witness, receive reports of, or uncover information indicating that a child, adult, or adult at risk is in danger or at risk of harm.

8.2 Recognising abuse and poor practice is not always straightforward. Appendix 5 outlines types of abuse or warning signs.

8.3 If a child or adult discloses abuse or a concern, stay calm, listen carefully, do not probe for details, reassure the person, avoid promises you cannot keep, record what was shared, and report it promptly.

Reporting

8.4 Record the incident using any advertised Safeguarding Report Form and channels provided.

8.5 The Designated Safeguarding Officer should be notified, and where necessary, police or statutory authorities must also be contacted without delay.

8.6 For OTF run activities reports may be made in person, online, by email, by phone/SMS, or by using the OTF Safeguarding Report Form.

8.7 Where there is no Designated Safeguarding Officer the OTF Safeguarding Lead should be contacted. The OTF Safeguarding Report Form may be used.

8.8 OTF record keeping must follow the OTF Data Privacy Policy (Privacy Statement).

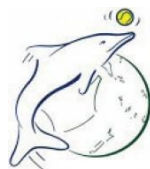
Responding

8.9 Safeguarding reports should be acknowledged and reviewed by the Designated Safeguarding Officer or OTF Safeguarding Lead, with acknowledgment within 24 hours where possible.

8.10 Confidentiality must be maintained, and information should only be shared on a need-to-know basis, with consent obtained unless it is unsafe or inappropriate.

8.11 Any information shared must be necessary, proportionate, relevant, accurate, timely, and secure. Covered Persons must keep a clear record of what was shared, with whom, why it was shared, and the decision-making process used.

8.12 The Safeguarding Information Sharing Checklist should be followed (Appendix 6).



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8.13 OTF may lead or coordinate investigations where incidents occur during OTF activities, where a National Association lacks resources or expertise, where there is a conflict of interest, or where cases span multiple jurisdictions.

Making safeguarding personal

8.14 Safeguarding concerns must be treated seriously, and participants should feel confident that their concerns will be acknowledged and addressed respectfully.

8.15 Whenever safeguarding action is required to protect adults, the views, wishes, and beliefs of the individual(s) affected will be prioritised. Covered Persons should support adults to make informed choices, involve them in decisions, and act in the least intrusive way consistent with their safety. Consent will normally be sought before sharing information or taking protective action. However, consent is not always required where there is a serious risk of harm, where another person may be at risk, where a crime has been committed or may be committed, where the adult lacks the capacity to make the decision, or where the adult is under coercion, duress, or undue influence. Covered Persons should preserve the adult's autonomy wherever possible while acting proportionately to prevent further harm.

8.16 Children have the right to be heard, and the views of the minor(s) affected should be included in decision-making where appropriate. For younger children, parental or guardian input may be sought, but actions must always prioritise the child's best interests and minimise risk of further harm.

8.17 Covered Persons should be open and honest from the outset about why information may need to be shared, what information will be shared, who it will be shared with, and the purpose of sharing it.

Safeguarding support and supervision

8.18 Dealing with safeguarding concerns can have significant mental and emotional impacts on those involved. Designated Safeguarding Officers should contact the OTF Safeguarding Lead to arrange a critical incident debrief when dealing with serious and distressing cases. When the OTF Safeguarding Lead handles a serious and distressing case, the OTF Safeguarding Committee will ensure that a critical incident debrief takes place.

8.19 Professional clinical input or counselling may be made available where required.

Crisis management plan

8.20 In the event of a serious safeguarding incident connected to OTF activities, media inquiries and communications will be managed by the OTF Executive Officer and OTF



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President. The priority will be to protect confidentiality, protect the identity of children or adults at risk, and avoid prejudicing any investigation.

Protected Disclosures

8.21 The OTF encourages employees and stakeholders to report safeguarding concerns through its Protected Disclosure Policy, without fear of retaliation. Concerns may be reported to the OTF Safeguarding Lead or escalated to the OTF Executive Officer, OTF President, or directly to law enforcement and statutory agencies where appropriate.

G. REVIEW AND VERSION CONTROL

9.1 To remain effective and relevant, this policy will be reviewed annually by the OTF Safeguarding Committee. Additional reviews may be conducted in response to a significant safeguarding incident, new legislation or statutory guidance, or recommendations from safeguarding case outcomes.

9.2 The most up-to-date version of this policy will be accessible on the OTF website for transparency and accountability.

9.3 Any material changes must be approved by the OTF Board.



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APPENDIX 1: DEFINITIONS AND TERMS

Abuse: Acts of commission or omission that lead to a child or adult experiencing harm.

Adult: Any person aged 18 years and over.

Adult at Risk: Any person aged 18 years or older who may need care services due to mental health, age, illness, or disability and who may be unable to protect themselves against significant harm or exploitation.

Child: Anyone under the age of 18.

Child/Adult Protection: A set of actions or activities required to ensure the safety of children or adults who are at risk of or have suffered significant harm.

Covered Person: Anyone bound by the OTF/World Tennis safeguarding policies.

Harm: Negative impacts or consequences arising from abuse or poor practice.

Safeguarding: Actions taken to ensure all children and adults are safe from harm when involved in OTF/World Tennis events and tennis activities.

Violence: All forms of physical or mental violence, injury and abuse, neglect, or negligent treatment, maltreatment, or exploitation, including sexual abuse.

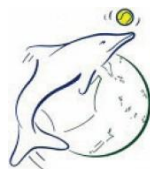
Child safeguarding terms

Neglect: The persistent failure to meet a child's basic needs, leading to impaired health or development.

Sexual Abuse: Forcing or enticing a child to participate in sexual activities, whether physical or non-contact.

Poor Practice: Behaviour falling below safeguarding standards, which may not be abusive in itself but may create risk or harm.

Relationships of Trust: Situations where a Covered Person has responsibility for advising, supervising, training, or supporting a child participating in tennis activities.



APPENDIX 2: OTF Binding Safeguarding Code of Conduct

Purpose

The Oceania Tennis Federation (OTF) is committed to providing a safe, positive, inclusive, and respectful environment for all participants in tennis activities, including children, adults, and adults at risk. This Code of Conduct sets out the minimum standards of behaviour expected of all Covered Persons and is a binding condition of participation in OTF-sanctioned activity.

Application

This Code applies to all players, coaches, officials, staff, volunteers, contractors, consultants, parents, guardians, chaperones, host families, board members, and any other person involved in OTF activities.

Standards of Conduct

All Covered Persons must:

- Act with fairness, respect, and inclusivity.
- Prioritise the safety, welfare, and dignity of all participants.
- Maintain appropriate professional boundaries, especially in relationships of trust.
- Use physical contact only when necessary, appropriate, and justifiable for a legitimate sporting or safety purpose.
- Communicate transparently and responsibly, including online.
- Use technology and social media safely and respectfully.
- Report safeguarding concerns immediately through OTF procedures.
- Co-operate fully with any safeguarding investigation or process.

When working with children, Covered Persons must also:

- Model positive behaviour and sportsmanship.
- Use observable and interruptible environments wherever possible, and avoid being alone with a child unless unavoidable and appropriately safeguarded.
- Ensure any physical contact is necessary, open, brief, and appropriate to the child's age and the sporting context.
- Respect children's privacy in changing rooms, locker rooms, accommodation, and similar settings.
- Treat all children fairly and challenge bullying, discrimination, or exclusion.
- Record and report injuries, incidents, and concerns promptly using OTF procedures.

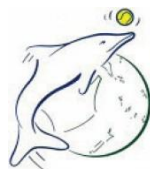
Prohibited Conduct

All Covered Persons must not:

- Discriminate against, harass, or abuse any participant.
- Exploit a position of trust or use their role for personal, sexual, emotional, or financial gain.
- Ignore, conceal, or fail to report safeguarding concerns.
- Engage in violence, bullying, intimidation, or behaviour that brings tennis into disrepute.

In addition, when working with children, Covered Persons must not:

- Bully, harass, exploit, or discriminate against a child.
- Engage in sexual communication, conduct, or relationships with a child.
- Use inappropriate or private electronic communications with a child.
- Share accommodation with a child unless they are the child's parent or legal guardian.
- Work with children while impaired by alcohol or drugs.
- Obstruct or discourage any safeguarding report or investigation.



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Images, video, and social media

Images or video of children may only be taken or shared in accordance with OTF consent and safeguarding requirements. Children must never be photographed or filmed in private areas such as changing rooms, toilets, showers, or bedrooms. Online communication must always be respectful and must not be used to harm, pressure, isolate, or exploit any participant.

Confidentiality

Safeguarding information must be handled confidentially and shared only on a need-to-know basis in accordance with safeguarding and data protection requirements.

Breaches of this Code

Breaches of this Code may result in disciplinary action, suspension, removal from OTF activities, referral to statutory authorities, termination of engagement, or any other sanction determined by OTF.

Declaration

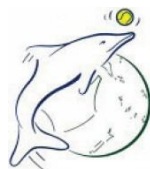
I acknowledge that I have read, understood, and agree to comply with the OTF Binding Safeguarding Code of Conduct.

Name: _____

Role/Organization: _____

Signature: _____

Date: _____



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APPENDIX 3: OTF SAFE RECRUITMENT FORM

Purpose

Use this form for staff, volunteers, contractors, coaches, managers, officials, chaperones, Safeguarding Officers, and other adults who may have regular, frequent, sole-charge, or other significant responsibility for others within the tennis community.

How to use

- Complete one form for each applicant.

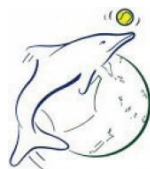
Section 1: Role Assessment

- Role title: _____
- Organisation / member body: _____
- Type of role: Staff / Volunteer / Contractor / Other
- Does the role involve regular or frequent contact with children or young people under 18? Yes / No / Unsure
- Does the role involve a position of trust or significant responsibility for children or vulnerable people? Yes / No
- Does the role involve working alone with children or primary responsibility for them? Yes / No / Unsure

If the answer is 'Yes' to any of the above questions, complete the remaining sections of the Safe Recruitment Form.

Minimum Practical Standard

Where capacity is limited, this form can still function if the organisation completes at least these steps: confirm the role risk, verify the applicant's identity, hold a suitability discussion, require a declaration, speak with referees, obtain all available background information, and record a final suitability decision with any restrictions to be followed.



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Section 2: Identity, Background and Police Check

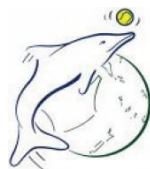
Applicant Name: _____

Identity and Professional Background	Yes	No	Notes
Primary photo ID sighted (Passport / Driver's License)			
Any name changes verified			
Identity confirmed as belonging to applicant			
Work or volunteer history obtained (5 years)			
Gaps in history discussed and explained (3 months)			
Relevant qualifications checked			
Relevant registration or practising certificate checked (Coach education, driver's license, medical reg. etc)			

Police Vetting: Criminal history checking appropriate to the role, plus recording of any serious concerns involving children, vulnerable adults, or serious violence.

Check type	Completed	Concerns	Notes
Police vet / criminal-history check	Yes / No	Yes / No	
Child protection / barred-list check	Yes / No	Yes / No	
Prior conduct checks within organisation or previous employer(s)	Yes / No	Yes / No	

Comments or concerns: Record only brief and relevant details. If official checks were not available, state what alternative verification was used



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Section 3: Referee Checks

The OTF safeguarding check requires referee checking. For roles working with children or adults-at-risk, at least one referee must have directly observed the person working with those groups.

Referee 1

- Name: _____
- Organisation / relationship: _____
- Date contacted: ____/ ____/ ____
- Referee is not a relative: Yes / No
- Referee identity confirmed: Yes / No
- Has directly observed applicant in a relevant role: Yes / No

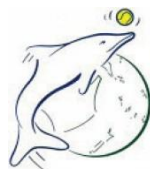
Notes from Referee: Key comments on behaviours, boundaries, reliability, and suitability around children or adults-at-risk

Referee 2

- Name: _____
- Organisation / relationship: _____
- Date contacted: ____/ ____/ ____
- Referee is not a relative: Yes / No
- Referee identity confirmed: Yes / No
- Has directly observed applicant in a relevant role: Yes / No

Notes from Referee: Key comments on behaviours, boundaries, reliability, and suitability around children or adults-at-risk

Referee Check Summary: Any concerns or inconsistencies from referees



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Section 4: Interview or Suitability Discussion

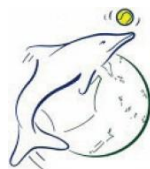
As part of the role interview process, test how the applicant would respond to safeguarding concerns, maintain boundaries, and challenge unsafe behaviour.

- Interview completed: Yes / No
- Format: In person / Online / Phone / Other
- Date: ____/____/____
- Interviewer(s): _____

Record summary responses:

1. Why do you want this role and to work with children?
2. How would you respond if a child or vulnerable person disclosed harm or abuse?
3. How do you maintain safe boundaries with children and parents?
4. How would you respond to unsafe behaviour by a colleague or volunteer?

Discussion Summary: Were any warning signs, concerns, or follow-up issues identified?



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Section 5: Applicant Declaration

The OTF Safe Recruitment Check requires all applicants to complete this declaration and make relevant disclosures before a final decision is made.

Applicant to answer:

Question	Yes	No	Details
Have you ever had a complaint, disciplinary finding, restriction, or removal from a role involving children or vulnerable people?			
Have you ever been convicted of an offence relevant to children, abuse, violence, sexual misconduct, or serious dishonesty?			
Are you currently under investigation for any matter relevant to your suitability to work with children?			
Is there any other matter the organisation should consider when assessing your suitability?			

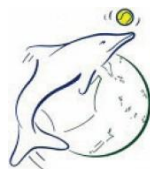
Declaration:

I declare that the information provided is true to the best of my knowledge and that I understand false or misleading information may result in non-appointment or removal.

Applicant name: _____

Signature: _____

Date: ____/____/____



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Section 6: Risk Assessment and Decision

Decision-makers should consider the seriousness of any concerns discovered and their relevance to the role, patterns of behaviour or one-off in nature, time since the event(s), evidence of change and the potential impact if the risks uncovered were to materialise. Decision makers must consult with the Safeguarding Officer.

Summary of information considered	Key points or concerns
Identity and Professional Background	
Police or criminal-history information	
Internal or external history	
Referees	
Interview	
Applicant declaration	
Risk Analysis Notes	

Decision (See Form Appendix for Guidelines)

- ☐ Cleared for roles subject to Safeguarding Checks
- ☐ Cleared with restrictions (see below)
- ☐ Not suitable for roles subject to Safeguarding Checks
- ☐ Deferred pending more information

Reasons for decision:
Restrictions on employment, if any
• Restrictions: • Restriction Review date: ____/____/____ • Person responsible for monitoring:

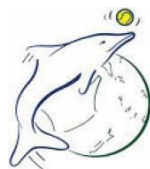
Decision Maker Sign-Off. Name: _____ Role: _____

Signed: _____ Date of decision: ____/____/____

☐ **Safeguarding Officer Consulted**

Name: _____

Signed: _____ Date of decision: ____/____/____



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Section 7: Safeguarding Induction, Training and Monitoring

Mandatory induction and training should be completed before or at the start of the role, with further refresher training arranged on a regular basis and any additional role-specific training recorded where needed

Induction and Training Checklist	Completed
Safeguarding Policy, associated policies and guidelines provided and explained	☐
Code of conduct provided, explained and signed by applicant	☐
Safeguarding Reporting procedure explained. Requirement to report concerns immediately understood by applicant	☐
Safeguarding Officer contact details provided	☐
Role-specific safeguarding risks discussed. Any restrictions and / or supervision requirements explained	☐
Safeguarding training completed	☐
Ongoing supervision / monitoring arrangements explained	☐
Review or refresher training date set	☐

Sign-off

I confirm that the induction and training checklist has been explained and completed.

Safeguarding Officer

Name: _____

Signature: _____

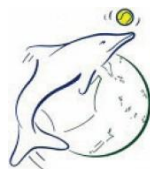
Date: ____/____/____

Applicant

Name: _____

Signature: _____

Date: ____/____/____



Recruitment Form Appendix: Guidelines for Decision Making

1. DO NOT APPOINT OR REMOVE FROM A CURRENT ROLE

OTF or a member organisation will **not appoint** a person to a role subject to safeguarding checks, and will usually **remove** a person from such a role, if there is reliable information that they have:

- Serious offending against a child or young person (for example, abuse, assault, serious sexual offending), or
- Other serious violence, or
- Been found through a formal process to have seriously harmed or abused a child, young person, or vulnerable adult, or
- Repeatedly broken safeguarding rules in ways that put people at risk.

In these situations, the outcome is recorded as **“Not suitable for roles subject to Safeguarding Checks”**, and the person must not be appointed to, or continue in, any such role.

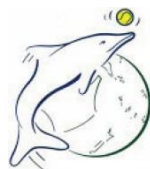
2. RESTRICTIONS ON DUTIES

If there are concerns but they do not reach the threshold above, OTF may approve the person **only with clear restrictions**, for example: No sole-charge with children or adults-at-risk, No overnight stays or trip management, Group work only, not one-to-one, No driving others.

These cases are recorded as **“Cleared with restrictions”**, and the form must state what the person can and cannot do, who will monitor the restrictions and when the decision will be reviewed.

3. OTHER REASONS FOR NON-APPOINTMENT

Even without a conviction, OTF may still **not appoint** or may end a role if the overall information shows the person is not suitable—for example, serious concerns from referees about behaviours, or refusal to complete required checks or training.



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APPENDIX 4: OTF DIGITAL COMMUNICATION RULES AND SOCIAL MEDIA GUIDELINES

OTF operates across diverse Pacific nations with different local laws and access to technology. These rules and guidelines establish the minimum standards expected across all OTF activities regardless of location or local legislation. Digital communications include emails, texts, social media posts, app messages, images, videos, and other online content. Platforms include Facebook and Facebook Messenger, Instagram, WhatsApp, TikTok, X/Twitter, YouTube and similar tools. The rules apply to:

- Official channels and accounts
- Personal accounts where your tennis role is visible (e.g. bio, photos in team kit)

Digital Communication Rules

Based on the principles of the Act, digital communication should not:

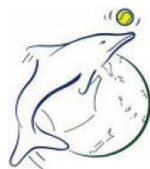
1. Disclose sensitive personal facts.
2. Be threatening, intimidating, or menacing.
3. Be grossly offensive.
4. Be indecent or obscene.
5. Be used to harass another person.
6. Make a false allegation.
7. Breach confidence.
8. Encourage other people to send harmful messages.
9. Encourage or support suicide.
10. Denigrate a person on the basis of race, religion, gender, sexual orientation, disability, or similar protected grounds.

All Covered Persons should follow this practical guidance:

- Think before posting, forwarding, or replying, especially when emotions are high.
- Do not share private, humiliating, threatening, sexual, or discriminatory content about players, families, officials, or volunteers.
- Do not repost screenshots, images, or videos of a conflict, complaint, or personal dispute unless there is a legitimate safeguarding, disciplinary, or legal reason.
- Use federation digital channels respectfully and only for their intended purpose.
- Keep junior player messaging and group chats closely supervised and moderated.
- Use privacy settings and restrict access to closed groups where appropriate.

If harmful digital communication occurs:

- Save the evidence immediately, including screenshots, links, dates, times, usernames, and any replies.
- Do not continue the argument online.
- Report the matter promptly to the Designated Safeguarding Officer or OTF Safeguarding Lead.
- If the matter may involve criminal behaviour or an immediate risk of harm, contact Police or the appropriate authority without delay.



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Everyday best practice online

All Covered Persons should follow this guidance:

- Think before posting, forwarding, or replying, especially when emotions are high.
- Use respectful language and remember you are representing tennis.
- Protect children and vulnerable adults in all online contact.
- Protect the reputation of your organisation, OTF and tennis.
- If unsure whether something is appropriate, do not post it; ask a supervisor or safeguarding contact.

Do not:

- Share private, humiliating, sexual, threatening or discriminatory content about anyone connected with tennis
- Repost screenshots, images or videos of a conflict, complaint or personal dispute unless there is a legitimate safeguarding, disciplinary or legal reason

Official accounts

Only authorised people post on official channels and only use them for their intended purposes. When using official accounts:

- Share clear, factual information about tennis activities, programmes and results
- Avoid using official accounts to discuss conflicts, selection disputes, discipline or complaints
- Do not share internal or confidential information or documents

Where possible, more than one person should have access to official accounts to support oversight and continuity.

Contact with children and young people

Digital contact with children must be professional, necessary for tennis activities and as open as possible.

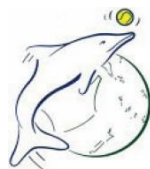
- Use group chats (e.g. team groups) for team information; avoid one-to-one private messaging where possible
- Include parents or another responsible adult in messages for under-18s where practical
- Keep messages short, clear and activity-focused (times, venues, equipment)

Adults must not ask for personal photos or use digital channels for romantic, sexual or intimate contact with children.

Photos and videos

When taking, sharing or posting images and videos:

- Get consent before taking or posting images, especially of children and vulnerable adults
- Use images that show tennis activity, not close-ups that may be seen as inappropriate or sexualised
- Do not post addresses, contact details or schools with images
- Remove images promptly if a player or parent requests this



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Personal accounts and tennis roles

Where personal social media connections exist between coaches, officials, players and families, interactions should remain appropriate, transparent and consistent with safeguarding expectations. If people know you are linked to tennis:

- Do not post or share content that could harm your organisation, OTF or tennis
- Avoid public arguments about selection, officiating or internal disputes
- Remember that liking or sharing can be seen as supporting a post

Raise concerns through internal or safeguarding channels rather than using social media as a forum for grievances.

Online groups and meetings

When using group chats, online meetings or similar tools:

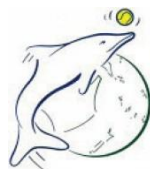
- Use platforms approved by your organisation where possible
- Set simple rules for each group (what it is for, who can post, who moderates)
- Ensure children have appropriate adult supervision during online sessions where possible

Responding to harmful digital communication

If potentially harmful digital communication occurs:

- Save the evidence immediately (screenshots, links, dates, times, usernames and any replies)
- Do not continue the argument online; move the issue offline
- Report the matter promptly to the Designated Safeguarding Officer, OTF Safeguarding Lead or nominated official
- If there may be criminal behaviour or immediate risk of harm, contact Police or the appropriate authority without delay

If the issue is within the jurisdiction of New Zealand law and meets the HDCA threshold, Netsafe can assess and investigate the complaint and help consider next steps.



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Quick Reference Guide for Digital Communications Social Media

1. Before you post or send, ask yourself:

- Would I say this in person in front of the player, parents and my manager?
- Could this message or photo embarrass, harm or put someone at risk?
- Am I using the right account (official vs personal) for this message?

If you are unsure DO NOT POST. Check with your supervisor or safeguarding contact.

2. Key “Do’s”

- Use respectful, simple language.
- Use official channels for tennis information (times, venues, teams, results).
- Use **group chats** for team communication; include parents/caregivers where practical.
- Get **consent** before taking or posting photos or videos, especially of children.
- Share positive stories that promote safe, inclusive tennis.
- Keep a record (screenshots, dates, usernames) if you see harmful or worrying content.

3. Key “Don’ts”

- Don’t disclose sensitive personal facts or private information.
- Don’t threaten, bully, harass or shame anyone online.
- Don’t use social media to argue about selection, officiating or internal disputes.
- Don’t ask children for personal photos or engage in romantic or sexual chat.
- Don’t post conflicts, complaints or disciplinary issues on official pages.
- Don’t repost content of disputes unless there is a clear safeguarding or legal reason.

4. Contact with children - “3 simple rules”

1. **Group not private:** use team/group channels, not one-to-one, wherever possible.
2. **Adult in the loop:** include parents/caregivers or another responsible adult if you can.
3. **Tennis only:** keep messages short, clear and about tennis activities (no personal chat).

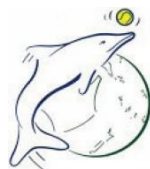
5. Photos and social media posts

- Choose “action” or group tennis photos, not close-ups that could be misused.
- Avoid posting addresses, contact details or school names with photos.
- Remove images if a player or parent asks.

6. If something goes wrong

If you see or are involved in harmful digital communication:

1. **Pause** – do not reply in anger or continue the argument online.
2. **Record** – take screenshots and note dates, times, links and usernames.
3. **Report** - contact your Designated Safeguarding Officer, OTF Safeguarding Lead or nominated official as soon as possible.
4. **Urgent risk** - contact Police or the appropriate local authority immediately



APPENDIX 5: TYPES OF ABUSE AND WARNING SIGNS

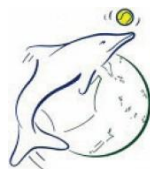
Types of Abuse	Warning Signs of Abuse
Physical abuse - Hitting, shaking, kicking, pushing, or causing injury. - Excessive or dangerous training methods. - Forcing someone to participate while injured or unwell.	Physical signs - Unexplained bruises, cuts, burns, fractures, or repeated injuries. - Poor hygiene, poor nutrition, inappropriate clothing, or signs of exhaustion. - Injuries or symptoms that do not match the explanation given.
Sexual abuse - Any sexual act, contact, or non-contact behaviour without genuine consent. - Grooming, sexualised communication, or sharing sexual images. - Exposure to sexual content or sexual exploitation.	
Emotional or psychological abuse - Humiliation, intimidation, threats, isolation, or constant criticism. - Making someone feel worthless, ashamed, or afraid. - Unrealistic pressure, bullying, or controlling behaviour.	Behavioural signs - Withdrawal, anxiety, aggression, fear, confusion, secrecy, or extreme compliance. - Sudden changes in mood, performance, attendance, or social behaviour. - Reluctance to be with certain people or go to certain places.
Neglect - Failing to meet basic needs such as food, shelter, clothing, supervision, medical care, or emotional support. - Leaving someone unsafe, unsupported, or unattended.	
Discrimination - Abuse or harassment based on race, ethnicity, disability, gender, age, religion, nationality, or sexual orientation. - Exclusion, slurs, unfair treatment, or hostile behaviour.	
Financial or material abuse - Taking money, prize money, or property. - Pressuring someone into spending, paying, or handing over resources. - Misusing someone's financial position or access.	Emotional signs - Low self-esteem, shame, sadness, hopelessness, or distress. - Fearfulness, tearfulness, or seeming unusually quiet or on edge.
Domestic abuse and coercive control - Repeated controlling, threatening, violent, or coercive behaviour in close relationships. - Pressure, fear, dependency, or manipulation used to control someone.	Social signs - Isolation from peers, unexplained absences, dependence on one person. - Lack of support, poor supervision, or being left out of normal activities.
Online abuse and cyberbullying - Hurtful messages, harassment, grooming, humiliation, or threats online. - Misuse of social media, messaging apps, or other digital platforms.	Online signs - Secretive device use, distress after being online, or unexplained messages. - Sexualised language, harassment online, contact from unknown adults.

WHAT TO DO

- Stay calm.
- Listen carefully.
- Do not probe for details.
- Reassure the person.
- Record what was said as soon as possible.
- Report concerns promptly through the safeguarding process.

IF THERE IS IMMEDIATE DANGER

- Contact the police or local emergency services immediately.
- Then notify the Safeguarding Officer.



APPENDIX 6: SAFEGUARDING INFORMATION SHARING CHECKLIST

- ☐ Decide whether sharing information is necessary to protect a child, young person, or adult at risk.
- ☐ Share only the minimum information needed to keep the person safe.
- ☐ Consider whether sharing could increase risk, cause harm, or interfere with an investigation.
- ☐ Consider whether the person should be consulted before sharing information.
- ☐ If possible and safe, explain what information will be shared, why, and with whom.
- ☐ Verify the recipient is the correct person or agency and use secure contact details.
- ☐ Use secure methods, such as password-protected files or phone instead of email, when appropriate.
- ☐ Avoid sharing full records when a summary will do.
- ☐ Record what was shared, why, with whom, when, and under what authority.
- ☐ Keep a clear note of any decision not to share information and why.
- ☐ Make sure information shared is accurate, current, and not misleading.