



CONFIDENTIALITY AND INFORMATION SHARING

Policy Statements

- Ruthin Tennis Club recognises that all members/ coaches must act within the legal requirements of the Privacy Act, Children, Young Person's and their Families Act. Health Information Act and other statutes. There are provisions within each of these acts for sharing of information needed to protect children and enable other people to carry out their legitimate functions. In general, club members/coaches will not share information if they believe that by doing so this will endanger the child.
- Ruthin Tennis Club encourages the sharing of information when appropriate steps have been taken. Members/coaches may be asked to provide information to the Child, Youth and Family Social Services, the police. However, when sharing any information seek advice from the Tennis Wales Safeguarding Officer first.
- Information sharing will be restricted to those who have a need to know in order to protect children. All members /coaches will follow the detailed process as outlined in Responding to Requests for information which is contained in the British Tennis Safeguarding Policy.
- Ruthin Tennis Club believes that in order to keep children safe, people who suspect or uncover abuse should not be tempted to deal with cases themselves. It is best practice to report incidences of abuse to the appropriate safeguarding agencies for investigation to commence.
- Ruthin Tennis Club will maintain a list of specialist agencies and this will be kept updated by the welfare officer and placed in the notice board for members/coaches to view.

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| Club Committee Chair | Steve Blunt |
| Club Welfare Officer | Johanna Du Plat Jones. |
| Tennis Secretary | Pam Alford |