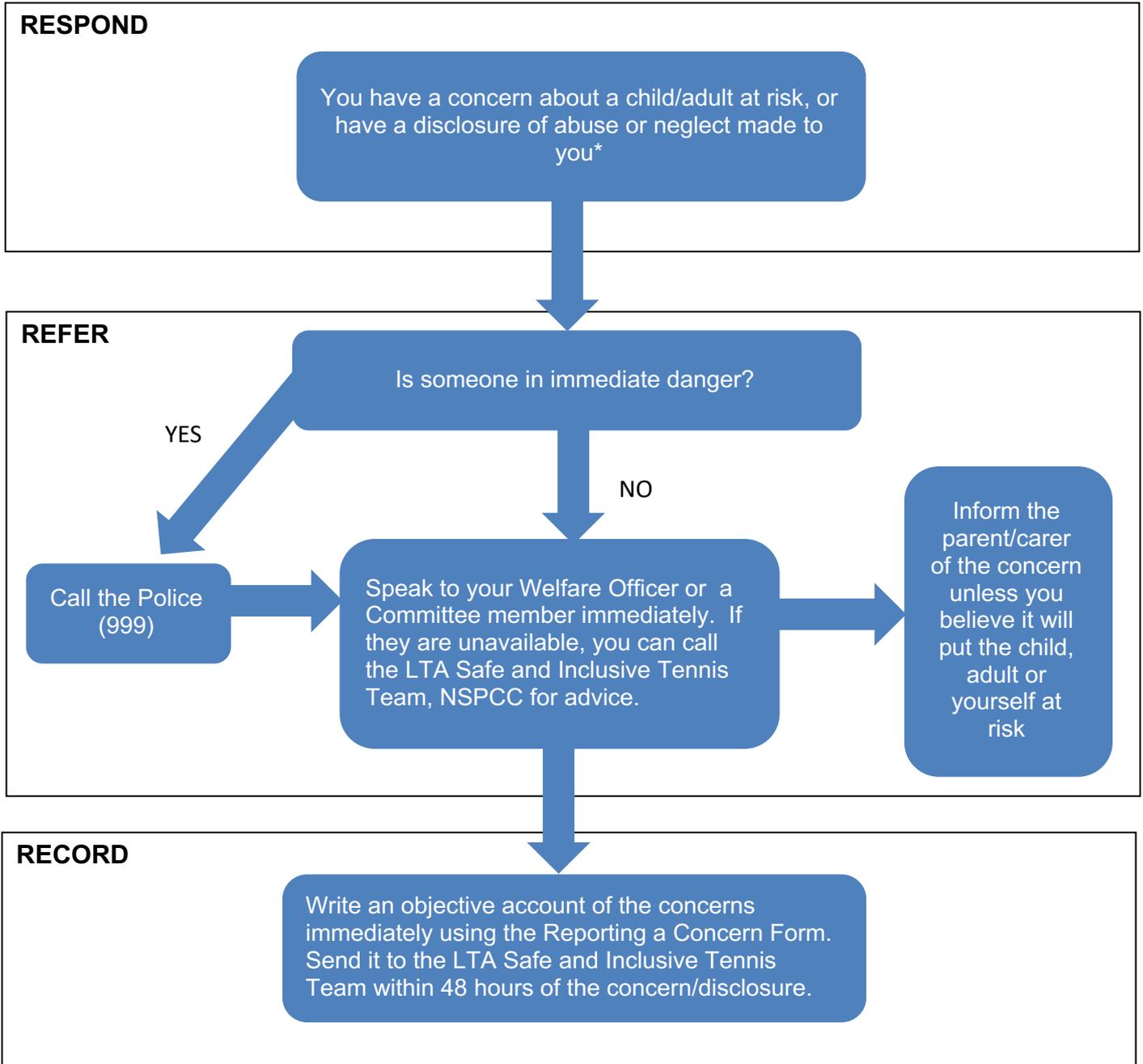


# **Shiplake Tennis & Social Club Safeguarding Policy September 2018**

# Safeguarding Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:



**LTA Safe and Inclusive Tennis Team**  
02084877000 / [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)

**NSPCC**  
08088005000

\*See Appendix B for guidance on how to respond to a disclosure and Appendix D for the Reporting a Concern Form

If you would like to raise a concern about your Club Welfare Officer contact the LTA Safe and Inclusive Tennis Team.

# Shiplake Tennis & Social Club Safeguarding Policy

## 1. Policy statement

Shiplake Tennis & Social Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including at all programmes and events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

## 2. Use of terminology

**Child:** a person under the age of eighteen years.

**Adult at risk of abuse or neglect:** a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

**Safeguarding children:** protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

**Safeguarding adults at risk:** protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

*(See Appendix A for full glossary of terms).*

## 3. Scope

This Policy is applicable to all coaches, volunteers, committee members and Club members. It is in line with national legislation and applicable across the UK. Advice, guidance and support is also available from the LTA Safe and Inclusive Tennis Team.

## 4. Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

**\*\*\*\*\*SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION\*\*\*\*\***

- Our Club's committee has overall accountability for this Policy and its implementation.
- Our Club Welfare Officer is responsible for updating this Policy in line with legislative and Club developments.

- All individuals involved in/present at the Club are required to adhere to the Safeguarding Policy and the Safe and Inclusive Code of Conduct.
- The LTA Safe and Inclusive Tennis Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

**Where there is a safeguarding concern/disclosure:**

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform their Club Welfare Officer.
- The Club Welfare Officer is responsible for reporting safeguarding concerns to the Committee who will review concerns promptly and may decide to refer them to the LTA Safe and Inclusive Tennis Team if required.
- The LTA Safe and Inclusive Tennis Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the Club Welfare Officer and National Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/adult at risk at all times and involving external authorities if necessary.

**5. Breaches of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure**

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible dismissal and legal action.
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by staff, consultants, volunteers, officials, coaches inside or outside of the Club that are seen to contradict this Policy may be considered a violation of this Policy.

**6. Related policies and guidance**

- Diversity and Inclusion Policy
- The LTA Transgender Policy and Guidance
- Photography and Recording Opt-Out Form

These can be found on the Club website

## Safe and Inclusive Code of Conduct

- Prioritise the well-being of all children and adults at all times
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between your professional and personal life, including on social media
- Check if parents/carers, children and adults at risk have completed a Photography & Filming Consent Withdrawal Form before taking or using photos and videos
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Where possible, do not be alone with a child or adult at risk
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such\*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999). See *Appendix B for guidance*.

\*It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

***The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.***

## Safe and Inclusive Tennis Standards

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis.

### **Standard 1: We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches, club members and events**

- Everyone has read, understood and follows the Safeguarding and Equality Policies, Standards, Code of Conduct and Reporting Procedure contained in this document
- Our Safeguarding and Equality Policies and procedures are published, Club members are notified of their existence and they are monitored and updated to keep them relevant to everyone in our club and the programmes and events we run.

### **Standard 2: We empower children and adults to create safe and inclusive tennis environments, both on and off court**

- We support everyone to uphold the Fair Play values: Enjoy; Respect (*see Appendix C*)
- There is a Club Welfare Officer or named person responsible for safeguarding and equality at our club; their name and contact details are clearly displayed at the Club
- Children and adults know how to report any concerns they have about themselves or others; those who report concerns are protected and supported.

- Team Captains must ensure that transport of Juniors to away matches is arranged personally by the Junior's parent. The Club does not take any responsibility for transporting Juniors.

**Standard 3: We prioritise safe and inclusive recruitment, induction, training and support**

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes
- Only staff and volunteers who have a criminal records check are allowed to be alone/unsupervised with children and adults at risk.
- All our coaches are LTA-accredited
- Our Welfare Officer has the relevant skills and training to undertake the role
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the Safe and Inclusive British Tennis Toolkit on the LTA website.

**Standard 4: We protect people's confidential information about safeguarding and equality**

- Confidential information relating to safeguarding and equality is:
  - Stored securely
  - Accessed and processed securely
  - Shared securely and appropriately

**Standard 5: We address safeguarding and discrimination concerns immediately, prioritising the wellbeing of children and adults at risk**

- All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to.
- All safeguarding and discrimination concerns/allegations made regarding a Club member of staff, volunteer, coach or visitor are reported to our Club Welfare Officer and may be reported to external authorities, following the Safeguarding Reporting Procedure
- We foster a collaborative approach to safeguarding across British Tennis and with other agencies.

This Policy is reviewed every 3 years.

## Appendix A: Glossary of Terms

**Safeguarding:** protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling **adults at risk** to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

### Abuse and Neglect

**Physical Abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

**Emotional Abuse:** The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Neglect:** The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/ adult at risk from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

### Additional examples of abuse and neglect of adults at risk

**Financial abuse:** having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

**Discriminatory abuse:** treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

**Domestic abuse:** includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

**Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Organisational abuse:** where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

**Self-neglect:** behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

**Modern slavery:** encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are usually adults, male and female but child-to-child abuse also takes place.

## **Appendix B: What to do if a disclosure from a child/adult at risk is made to you**

1. Reassure the child/adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the LTA Safe and Inclusive Tennis Team (and the police in an emergency) because it is in his/her best interest
5. **REPORT IT!** If someone is in immediate danger call the police (999), otherwise talk to the LTA Safe and Inclusive Tennis Team as soon as possible. Once reported, the LTA Safe and Inclusive Tennis Team will work with you to ensure the safety and well-being of the child/ adult at risk
6. Do not permit personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation using the Reporting a Concern Form (see Appendix D). Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safe and Inclusive Tennis Team within 48 hours of the incident, who will store it safely.

## **Appendix C: Fair Play Guidelines**

Just as relevant in a fun game with friends as it is in a Grand Slam or major tennis tournament, Fair Play includes:

- Good sportsmanship, honesty and respect whether you win or lose
- Learning to challenge yourself and improve social skills
- Taking responsibility for your actions, calling scores and lines clearly and fairly even if it costs you the point
- Learning and following the rules and being a role model to younger people
- Enjoyment of the sport

It is important for everyone to uphold Fair Play both on and off court whether it be players, parents, coaches, officials or volunteers.

## Appendix D: Reporting a Concern Form for Committee to Notify LTA

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and return to the Safe and Inclusive Tennis Team at [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) within 48 hours of the concern.

<b>Date concern raised:</b>		<b>Today's date:</b>	
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### Section 1) Details of those involved in concern

	Your details	Welfare Officer / Referee (if different)
<b>Name</b>		
<b>Name of venue based at</b>		
<b>Role at venue (if applicable)</b>		
<b>Contact details (including address)</b>		

	Person you are concerned about	Alleged perpetrator
<b>Name</b>		
<b>Date of birth (if known)</b>		
<b>Name of venue based at</b>		
<b>Role at venue (if applicable)</b>		
<b>Contact details (including address)</b>		

<b>Is the Welfare Officer/Referee aware of the concern?</b> <i>(please delete)</i>	
Yes	No

### Section 2) Details of the concern

<p><b>What happened?</b> Please include:</p> <ul style="list-style-type: none"> <li>• When</li> <li>• Where</li> <li>• Who told you about the concern</li> <li>• Who was involved</li> <li>• Any visible injuries?</li> </ul>	
<p><b>Additional comments</b> Is there any other information which you think is relevant to the concern?</p>	

### Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

<b>Name(s)</b>	
<b>Contact details (including address)</b>	
<p><b>Have they been informed of the concern?</b> <i>(please delete)</i> The parent/carer should not be informed if doing so would put the child/adult at risk of harm</p>	Yes
	No
	If they have not been informed of the concern, please give your reason why:

**Section 4) Actions taken**

<b>Who has been informed about the concern? (e.g. Children’s Services, Police, LTA, etc.)</b>			
<b>Name</b>	<b>Organisation and role</b>	<b>Contact details</b>	<b>Date informed</b>

<b>What did they say/do?</b>	
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<b>What else has been done about the concern (if anything)?</b>	
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