# Hertford Lawn Tennis Club - HLTC

# Safeguarding Policy

**Reporting a Safeguarding Concern within the Tennis Environment**

****Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk****

### Useful Contacts

**British Tennis Services team: 020 8487 7000**

**Email:** [**safeandinclusive@lta.org.uk**](mailto:safeandinclusive@lta.org.uk)

**NSPCC: 0808 800 5000**

**Emergency Services: 999**

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. Make a note of anything you/the witness has seen/said, with dates and times

*If you are unable to contact the Welfare Officer or the LTA Safeguarding Team, please contact your Local Authority Children’s Services Team and follow their advice*

Appeal process

Outcome of disciplinary process (e.g. no case to answer, advice or warning/sanction)

Level 2/3 Serious Concern (i.e. suspected abuse)

LTA inform SPC, conduct investigation, inform Police/LADO

LTA await outcome of Children’s Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk). Full disciplinary investigation undertaken and SPC hearing held. Outcome i.e. removal of coach accreditation, further training, approved for accreditation.

Level 1 (Low level i.e. poor practice)

LTA investigate or tennis club investigate with support from the LTA

LTA consults with SPC re interim suspension and notifying other organisations. Consultation with Police/LADO and strategy discussion to agree investigative process. Internal Investigation may be delayed pending police enquiries.

Concern dealt with by club (internal discipline/appeals process). If LTA disciplinary investigation undertaken a hearing is held by LRC/SPC\*

Safeguarding Team in conjunction with SPC makes decision as to Level of concern.

Club Welfare Officer contacts the Safeguarding Team for advice and guidance and provides the completed Reporting a Concern Form

If your Club Welfare Officer is unavailable please report to the Safeguarding Team for advice and complete Reporting a Concern Form

YES

NO

Is the Club Welfare Officer available?

Medical:

Call an Ambulance

Crime/Immediate risk:

Call Police/ Social Services

YES

NO

Is there an immediate risk to a young person or vulnerable adult?

**\*SPC – Safeguarding and Protection Committee**

**\*LRC – Licensing and Registration Committee**

**Safeguarding Policy**

1. **Policy statement**

The HLTC is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including 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.

1. Use of terminology

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

Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise by the LTA Safeguarding Team.

**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)*.

1. **Scope**

This Policy is applicable to all staff, volunteers, committee members, coaches and club members. It is in line with national legislation and applicable across the UK.

Advice, guidance and support is available from the LTA Safeguarding Team.

1. **Responsibility for the implementation of the Safeguarding Policy, 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 (Judy Sharman)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 Policy and Code of Conduct
* The LTA Safeguarding 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 Reporting a Safeguarding Concern Procedure. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
* The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
* The LTA Safeguarding 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. Dependent on the concern/disclosure, a referral may be made to:
* The police in an emergency (999);
* Local Authority Children’s Services Call *0300 123 4043 24 hr line*
* Local Authority Adult Services *Call 0300 123 4042 24 hr line*
* Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer *[insert contact details]*
* Disclosure and Barring Service (or Disclosure Scotland; Adult Social Work Team or Health and Social Service Department (Channel Islands) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer *Call 0300 0200 190 24 hr line.*
* The LTA Safegurading and Protection committee for advice and guidance, 0208 487 7000.
* NSPCC 08088 005000

1. **Breaches of the Safeguarding Policy, 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 exclusion from the club, 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 players, parents or carers, 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.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club’s appeal procedure.

**Safe and Inclusive Code of Conduct**

1. **Code of conduct for adult members, staff and volunteers**

All adult members, staff and volunteers agree to:

- Prioritise the wellbeing of all children and adults at all times

- Help to create a safe and inclusive environment both on and off the court

- Respect the rights, dignity and worth of every person who comes to our club in whatever capacity

- Display high standards of behaviour, even when you think no-one is looking

- Help to create a safe and inclusive environment both on and off the court and promote the Fair Play values: enjoy and respect

- Not use any sanctions that humiliate or harm a child or adult at risk

- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (handshake or high five)

- Refrain from smoking and consuming alcohol during club activities or coaching sessions

- Value and celebrate diversity and make every effort to meet individual needs

- Keep clear boundaries between your professional and personal life, including on social media

- Check that you have the correct permission from parents/carers, children and adults before taking photos or videos

- Ensure your own roles and responsibilities, and those you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out

- Avoid being left alone with a child or adult at risk; if you have to be alone with a child or adult at risk, let someone such as a carer or club official know

- Not abuse, neglect, harm or discriminate against anyone; or act in a way that be interpreted as such

- Not have a relationship with anyone under 18 for whom they are coaching or responsible for

- Not have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

Doing nothing is NOT an option: report all concerns and disclosers as soon as possible, following the concern reporting procedure. If someone is in immediate danger, dial 999.

This code of conduct should be treated in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

1. **Code of conduct for parents and carers**

Parents and carers agree to:

- Encourage your child to learn and play by the rules of the game

- Encourage them to be fair and not argue with coaches and officials

- Encourage them to recognise good performance and not just the end result

- Encourage them to take part, but never force them

- Set a good example by recognising and applauding fair or good play by any player

- Never punish a child for losing or making mistakes

- Accept the decision made by the coach, official or umpire

- Support your child’s involvement and enjoyment of the game

- Use the correct tennis vocabulary and encourage your child to do the same

- Be patient, children make different progress to each other; peaks and plateaus are common

- Ask if your child enjoyed the match first, not ‘did you win?’

- Never interfere with the on-court coaching or umpiring; let the officials do their job

- Deliver and collect your child from the club or away club on time

- Ensure that your child is appropriately dressed for the weather conditions

- Ensure your child understands the club’s code of conduct

- Provide emergency contact details and relevant medical information

Doing nothing is NOT an option: report all concerns and disclosers as soon as possible, following the concern reporting procedure. If someone is in immediate danger, dial 999.

This code of conduct should be treated in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

1. **Code of conduct for junior members**

All junior members agree to:

- Play fairly and honestly

- Respect the coaching staff, club officials, parents and opposition teams

- Be friendly, supporting and welcoming to other children and adults

- Accept the decisions of others and take them on board with good grace

- Respect the rights and dignity of others regardless of age, ability, race, cultural background, religious beliefs, gender or sexual identity

- Attend training or matches on time; inform the coach or captain if they are going to be late

- Take care of your equipment and club property

- Be suitably dressed for the weather conditions, and have non-marking soles on their tennis trainers

- Not use bad or inappropriate or racist language, including on social media

- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events

- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policyis recommended for approval by:

Club Committee Chair *Adrian Povey*: Date:

Club Welfare Officer *Judy Sharman*: Date:

**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:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment);
2. protect a child/ adult at risk from physical and emotional harm or danger;
3. ensure adequate supervision (including the use of inadequate care-givers); or
4. 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.

1. A person who is being abused may experience more than one type of abuse
2. Harassment, and bullying are also abusive and can be harmful
3. Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
4. Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
5. 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
6. People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
7. 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
8. Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

**Appendix B: What to do if a disclosure from a child or 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 Safeguarding Team as soon as possible. Once reported, the 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 *(add link)*. 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 Safeguarding Team within 48 hours of the incident, who will store it safely.

**Appendix C: Reporting a Safeguarding Concern outside the Tennis Environment**

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child’s involvement in tennis

Member of staff, coach or volunteer made aware of concerns about child’s welfare or safety (e.g. suspicions of bullying at school, allegations of abuse within the family etc.)Make a note of anything the young person/witness has said, and what you have seen with dates and times

### Useful Contacts

British Tennis Services team: 020 8487 7000

Email: [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)

NSPCC: 0808 800 5000

Emergency Services: 999

Safeguarding Team consider need for support or advice for original referrer, Club Welfare Officer or others involved.

Does the young person require immediate attention?

NO

Is the Club Welfare Officer available?

Complete reporting a concern form and forward to the police/Social care and LTA Safeguarding Team within 24 hours

YES

Call an Ambulance and inform them you have a child protection concern

NO

YES

**Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk**

If your Club Welfare Officer is unavailable please contact police/social care without delay. The Safeguarding Team can be contacted for advice during office hours.

Club Welfare Officer reports to local police/Social Care without delay. The Safeguarding Team can be contacted for advice during office hours.