


Venue Safeguarding Standards Assessment Form

Venue name	Appleton Roebuck Tennis Club
Name and role of person completing form on behalf of venue	Kath Temple
,d i	8.11.22
Name of Welfare Officer (if different to above)	Christine Howat
Name of county the venue located in	North Yorks
Name of LTA Regional Safeguarding Officer	Hannah Knox

Safeguarding Policies		Appleton Roebuck Tennis Club 11/11/22					LTA			Updates on action plan	
		Rating	Rationale	Work needed to meet requirement	Supporting resources/guidance	Documentation submitted	Actual Rating	Comments (where applicable)	Actions	Venue Update on Action	LTA Update on Action
1.1	Does the venue have the following policies in place? Safeguarding policy -Inclusion and diversity policy -Whistleblowing policy -Changing room policy -Anti-bullying policy -Online safety and communication policy	Met	We have a: Safeguarding Policy, which includes Whistleblowing. Inclusion and Diversity. We have a Complaints and Compliments policy. We don't have Changing Rooms Policy as such only a Clubhouse Policy since we don't have designated Changing Rooms.		You will be required to supply the LTA with copies of these policies in advance of the physical visit. Templates are available to download from www.lta.org.uk/venuestandards.	Safeguarding. Inclusion & Diversity. Anti-bullying. Club house. Online safety.	Met				
1.2	Have these policies been issued within the last three years and been signed off by the committee?	Met	We have been working on policies prior to AGM on Nov 24.		Please share minutes of committee meetings	Agenda & minutes	Met			Committee minutes are shared on Committee webpage.	
1.3	How does the venue ensure it adheres to the following guidance? -Staying safe online guidance -Event, activities and competition guidance	In Progress	On-line safety policy. We point them to website. We risk assess events. Coaches provide safeguarding policies.	Ensure risk assessments are up to date for coaching/events. Refer to LTA risk assessment template.	Share example of this in practice, including communication to volunteers, staff, members and venue users	On line safety. Events risk assessment	Met	Recognised the need to ensure all those who access coaching receive relevant information. Damian is now leading on coaching and those present were really keen to develop new comms to ensure they receive this information.	This guidance can be found by clicking here and scrolling down to 'Resources'.	We have improved our website Safeguarding presence giving a transparent and detailed access for all members to access. We are now using the LTA template for risk assessments which will be needed for any events not covered in the examples.	
1.4	At what age can children access the venue without parental supervision and how has this been recorded and communicated?	Met	Juniors (under 18) need adult supervision to access the clubhouse unless attending coaching sessions. Juniors need to provide signatory of parent/carer on membership form. Juniors have access to court keys but not clubhouse keys.		This may be included within club rules, terms of membership, a risk assessment, welcome letters, court booking confirmations etc.	Junior membership form	Not Met	The junior membership form has been shared with me however does not document the age. Next committee meeting is 12th January 2023 and will be discussed and confirmed then. Please update the membership form to include this information and share with me as evidence.	Information in relation to supervision can be found by clicking here.	We have redesigned the Junior membership and it's found on the clubspark website. It includes DoB therefore age can be calculated. Evidence: Junior Membership Welcome Letter Risk assessments	
1.5	How does the venue keep up to date contact details for local statutory agencies?	Met	Within Safeguarding policy and with updates from LTA Northern region Safeguarding team.		Your safeguarding policy should have this information recorded within it. In addition, the Welfare Officer poster provides space for this to ensure everyone is aware of this information	Welfare Officer poster displayed in clubhouse. www.artc.org.uk Safeguarding Policy.	Met		The Welfare Officer template now provides space for this information to be included. This template can be found by clicking here.	The Welfare Officer poster is now displayed in the clubhouse/courts and on the website with a summary of the role.	
1.6	How does the venue keep a record of safeguarding concerns?	In Progress	This will be done through the Welfare Officer who will inform the Chair and Secretary (Safeguarding sub-committee). This information will be stored online and be password protected.	We need to have a written digital record stored by Secretary and password protected. We need to refer to this process in Recruitment Policy and incorporate LTA Emergency contact details template.	What systems do you have in place? Are concerns or near misses documented online or paper format. Who has access to this information and how is it stored securely?	Safeguarding Policy	Met	Those present were aware of the need to ensure this is in place and have confirmed this is in progress.	Supporting information from the NSPCC Child Protection in Sport Unit (CPSU) can be found by clicking here.	Emergency contact details are required on Juniors membership form which are held by the Secretary info@artc.org.uk and organising ARTC adult. Coaches will need details of non-members emergency contact details to share with ARTC organising adult. Using CPSU templates, we now have recording forms both on line and as paper copies in the clubhouse. These cover: Accident Safeguarding incident Bullying	

Safeguarding Awareness		Appleton Roebuck Tennis Club 11/11/22					LTA			Updates on action plan	
		Rating	Rationale	Work needed to meet requirement	Supporting resources/guidance	Documentation submitted	Actual Rating	Comments (where applicable)	Actions	Venue Update on Action 7.3.23	LTA Update on Action
2.1	How does the venue promote it's policies and ensure they are easily available?	In Progress	All policies displayed on website. New members signposted to website. Code of conduct on display in clubhouse.	Review current format for accessibility. Review LTA survey. Review Welcome letter.	Please share evidence of how this information is publicised and communicated to volunteers, staff, members and venue users, e.g. via welcome emails, newsletters, noticeboards etc.	New members email. Newsletter. Noticeboards Photos	Not Met	Those present recognised the need to develop pro-active comms to all members to highlight the importance of safeguarding and welfare at the club.	<u>As discussed, please update the club welcome letter to include links to the club website - specifically the safeguarding information and Welfare Officer details. Please also send an email to all members on the back of this process, reiterating the importance of safeguarding at the club and again signposting to the website. Please also ensure to include a link to the LTA Safe to Play campaign website, which can be found by clicking here. Please share evidence of both the updated welcome letter and this communication with me as evidence.</u>		
2.2	How does the venue provide support and information about safeguarding to its volunteers, coaches and staff?	In Progress	Regular agenda item. LTA Safeguarding video training. Coaches provide evidence of LTA accreditation.	Induction proforma to be detailed in Safer Recruitment Policy.	Is there an induction process or pack? How do you ensure staff are supported on an on-going basis?	Coaches accreditation. Committee minutes Oct 20	Not Met		As identified in the self assessment, please share with me the induction document for coaches and volunteers once completed.		
2.3	How does the venue ensure volunteers, coaches and staff know how to report a safeguarding concern in line with the LTA procedure?	Met	Safeguarding Policy details flow chart of actions displayed in clubhouse and on website.		What information is on display within your venue and on your website?	Safeguarding policy	Met				
2.4	How does the venue promote safeguarding information to members and other venue users to ensure they can report concerns?	Met	Posters displayed in clubhouse. Welfare Officer docs displayed		Please share evidence of how this information is communicated to members and venue users, e.g. via welcome emails, newsletters, noticeboards etc.	Newsletter www.artc.org.uk	Not Met	Information was seen on display at the time of my visit, however as detailed in 2.1, the club would benefit from proactive comms to promote further.	As per 2.1		
2.5	How does the venue promote safeguarding information on its website?	Met	Easy navigation to Policy tab on website		Please provide a link to your website and where the safeguarding information can be located. Consider whether it is easy to access?	www.artc.org.uk	Met	Policies are available under the Policies tab on the website as described, however there is no specific mention of safeguarding on any other area of the website.	Recommendation - Develop a Safeguarding tab and/or page which includes all relevant policies and easily displays the Welfare Officer name and contact details. Please share evidence of this with me when complete.		
2.6	How does the venue provide safeguarding information to people upon joining the venue?	In Progress	Welcome/induction package for new members via email referencing coaches details. Coaches share risk assessments with parents/members.	Find out how info is given to parents/new members via coaches.	Is there a welcome letter, induction process or pack, booking confirmation, etc. which includes this information? Does your Welfare Officer introduce themselves to new members?	Introductory email	Not Met	Please update welcome letter to include safeguarding information as per 2.1. In addition to this, as identified in self assessment please liaise with coach to identify how parents of children who attend coaching receive information and ensure safeguarding information is provided. Please share with me as	Details on how to include this information via ClubSpark can be found via this document. 	We have updated the Welcome Letter on website. We have a coaches Induction Programme. We have emailed coaches regarding provision of risk assessments/programmes. We have created consents on membership forms.	
2.7	How does the venue promote it's code of conduct(s)?	Met	Website Policies Displayed in clubhouse		Is this information on display and communicated to members and venue users?	Code of Conduct	Met			We have also developed a Junior Code of Conduct displayed at the courts and on the website.	
2.8	How does the venue (including volunteers, coaches and staff) manage communication with members, children and other venue users?	In Progress	Whatsapp groups -members request to join. Newsletter published on website. Email addresses held by Secretary. Doodles for events run through Secretary. Coaches communicate to members via designated committee members Chris Howat & Pauline Belt.	We need to make sure there is a clear process but that coaches are aware of our policies and we are aware of their procedures.	What processes are in place to ensure communications (e.g. newsletters, social media inc. whatsapp) are conducted safely?	Risk assessments from coaches. www.artc.org.uk Safer Recruitment Policy. Newsletter. Parish magazine	Not Met		As identified in the self assessment, please share with me evidence that the coaches have received the appropriate safeguarding information.	We have a Coaches Induction Agreement which they are required to complete before coaching begins. Coaches have requisite Level 3 Coaching documents that they are responsible for updating should any changes occur.	
2.9	Where does the venue display the Welfare Officer poster and other safeguarding promotional material around the venue?	Met	Posters are in Clubhouse-behind doors, visible through window, on noticeboard. Website		Think about where is appropriate to display this. Make it visible on noticeboards and in more discreet places should someone want to view this confidentiality - for example in changing rooms, backs of toilet doors etc	www.artc.org.uk	Met	This was seen on display at the time of my visit.	Recommendation - consider displaying on fences of courts for ease of access as comments within the survey suggest some members do not enter the clubhouse.	We have displayed Safeguarding info so it is visible beyond the clubhouse so that it can be viewed discreetly at a later time.	
2.10	How are members kept up to date on safeguarding within the venue?	Met	Regular agenda item. Newsletters. AGM agenda item		Please share evidence of communication to members - newsletters, social media etc	Committee minutes Newsletter Oct 20	Not Met		As per 2.1, please share this with members and adopt a similar structure for regular comms in newsletters.	We now have a Volunteer Induction Package for all committee members which is signed and dated and makes provision for support and mentoring by existing committee members.	

Safeguarding Culture		Appleton Roebuck Tennis Club 11/11/22					LTA			Updates on action plan	
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3.1	How does the venue create and promote a positive safeguarding culture?	In Progress	All committee trained on LTA Safeguarding video. Regular committee agenda item.	Review induction process/membership form. SEE Standard 2.	What information is shared with volunteers, staff, members and venue users. Emails, social media, posters, safe to play materials etc. It is recommended to record matters of good practice that are evident in your venue, e.g. safeguarding sub-committee, junior representatives	Committee meeting minutes.	Not Met	Those present demonstrated a proactive awareness of the importance of safeguarding at the club, including the development of the safeguarding sub committee.	With the progression of the identified actions this will be demonstrated further.	from this audit that will require all stakeholders to address club safeguarding guidelines. This includes: Coaches Players Committee Parents/carers	
3.2	How does the venue engage with and listen to children and adults at risk in relation to their experiences at the venue?	In Progress	Welfare Officer information displayed on website/displays in clubhouse windows and noticeboard. WO runs Friday Junior Club session.	Check coaches induction information to Juniors.	Has safeguarding at the venue been shared with children and adults at risk through talks, intros to coaching sessions and holiday camps? Does the Welfare Officer introduce themselves? How do children and adults at risk know who they can talk to? Are any feedback opportunities provided?	www.artc.org.uk	Met	Those present described a regular presence by the Welfare Officer, including the delivery of facilitated play. As part of wider actions, the venue are liaising with the coaching team to ensure attendees including their parents are able to receive relevant safeguarding information and those present confirmed they will ensure to continue attending sessions.		Welfare Officer now has direct email to www.welfare@artc.org.uk . Committee members are identified on Committee webpage. safetoplay@co.uk is signposted on Welcome Letter. Coaches have been asked to provide details of how they deliver safeguarding guidelines in line with ARTC expectations documented in induction package.	
3.3	How does the committee support and engage with their Welfare Officer on safeguarding and ensure it remains on their agenda?	Met	Regular agenda item. WO supported by Safeguarding Subcommittee. Whole committee access Safeguarding training video. Updates policies relating to Safeguarding.		Evidence of completing the LTA's safeguarding training for committees (https://www.lta.org.uk/4abe46/site-assets/about-lta/file/lta-safeguarding-training-for-committees-guidance.docx) Evidence of committee meetings involving safeguarding discussion	Committee meeting minutes re LTA Safeguarding video training.	Not Met		Having completed the Safeguarding Training for committees, please submit details of this via our training log which is available by clicking here.	The whole committee is now trained using the LTA Safeguarding video and the details have been submitted. In addition, members have to sign to say they are familiar with all ARTC Safeguarding guidelines.	
3.4	How does the Welfare Officer engage with members, children, adults at risk and other venue users in relation to safeguarding?	In Progress	Welfare Officer organises Junior club nights, addresses agenda items which are recorded in minutes, organises committee training, reviews policies.	Ensure venue users are aware that WO is supported by subcommittee.	Regular updates in newsletters, video notes, social media, attending sessions	Newsletters www.artc.org.uk	Not Met	As per previous actions.	As per previous actions, please develop comms including safeguarding email on the back of this process and regular newsletters.	Safeguarding is now established as agenda item. CH (Welfare Officer & Chair) has written to all members with details of Safeguarding Audit results & Actions taken. Full Audit is published on website on Safeguarding webpage.	
3.5	How does the venue reassure members, children, adults at risk and other venue users that they will not be subject to a detriment by raising safeguarding concerns and/or complaints in good faith?	In Progress	Complaints and Compliments Policy going to AGM Nov 24 for membership approval.	Maybe we could have a direct email address such as referred to in next text box e.g. welfare@artc.org.uk .	Are the Welfare Officer contact details clearly identified as role specific and that no one else has access – for example is there a dedicated email address welfare@tennisclub.com ? Is the LTA reporting a concern portal promoted?	Complaints and Compliments Policy. Code of Conduct Safeguarding Policy.	Not Met		Please confirm when this email address is in place.	We have a dedicated email at welfare@artc.org.uk . Safe to play posters on display in clubhouse and signposted on Welcome letter. Coaches are expected to share risk assessments and Safeguarding guidelines as condition of them using ARTC courts.	
3.6	How does the venue ensure that concerns are dealt with confidentially and that members, children, adults at risk and other venue users are aware of this?	In Progress	be discussed and dealt with unless escalation necessary following LTA guidelines. SEE Safeguarding Policy.	SEE 3.4 and highlight in newsletter for adults. Ensure contact details held by coaches are shared with WO	What information is shared to provide reassurance of this?	Safeguarding Policy	Not Met		As identified in self assessment, please include reference to this in previously detailed comms.	Welcome letter shares coaches details and sign posts to LTA Find a coach.	

Staff, Coaches and Volunteers		Appleton Roebuck Tennis Club 11/11/22					LTA			Updates on action plan	
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4.1	What are the names, roles and qualification level of the coaching team (including any coaches through a coaching provider)	Met	Junior Coach : Damian Galloway renewing accreditation DBS Level 3 Rob Jones :Adult Coach DBS 001738061779 Level 4 Chris Howat :Welfare Officer / Junior facilitator DBS 001748001850		Please confirm these details and LTA will verify against their database	RJ Docs DG docs CH docs	Met	Salesforce checks confirm this.	Facilitated play for Chris.		
4.2	Is there a Welfare Officer who understands their role and responsibilities?	Met	Chris Howat ARTC Welfare Officer. Safeguarding Sub committee (Kath Temple, Suzanne Webb)		Please confirm these details and LTA will verify against their database	CH docs	Met		Information on how to achieve the Welfare Officer role can be found by clicking here.		
4.3	Has the Welfare Officer completed level 1 safeguarding training within the last three years?	Met	Completed on line training Oct 2021.		LTA will check this on their database	CH docs	Met	Salesforce checks confirm this.	This course can be booked by clicking here.		
4.4	Has the Welfare Officer completed any other safeguarding training?	Met	Completed Safeguarding training course in person in August 2018. LTA Safeguarding training video.		Please provide details of any other training or CPD that may have been undertaken	Committee mins	Met	Salesforce checks confirm this.			
4.5	What are the name and roles of anyone involved in regulated activity who requires a DBS check?	Met	Junior Coach : Damian Galloway Level 3 DBS 0017440985 Rob Jones :Adult Coach Level 4 DBS 001738061779 Chris Howat :Welfare Officer / Junior facilitator DBS 001748001850		Please provide these details Information about regulated activity can be found here. https://www.lta.org.uk/about-us/safeguarding/criminal-record-checks/dbc-overview/	RJ docs DG docs CH docs	Met	Exploring new volunteers for the facilitated sessions. Aware of need for 16 and over to have DBS.		KT is going to get LTA DBS certificate.	
4.6	Does the Welfare Officer have a satisfactory Criminal Record Check completed within the last three years through the LTA?	Met	SEE ABOVE		Please provide these details		Met	Salesforce checks confirm this.	Information on how to maintain the role of the Welfare Officer, including the DBS process can be found by clicking here.	CH is to remain in Welfare Officer post but committee will discuss succession planning for role at 9.3.23 meeting.	
4.7	What are the names and roles of anyone who requires a DBS check but is not in regulated activity? For example, this might include a tennis hitter who works with children, or volunteers who help run activities with children	In Progress	Volunteers may be needed to help with regulated activities who might not be DBS LTA checked.	Ask Hannah Knox for advice.	Please provide these details Information about regulated activity can be found here. https://www.lta.org.uk/about-us/safeguarding/criminal-record-checks/dbc-overview/		Met	There are no current volunteers in place, but those present are now aware of the need for LTA DBS checks. Further information is available via the link in column F.	Establish protocol for any new volunteers wishing to work with children or vulnerable adults.	DBS offer will be made to committee members if potentially working with Juniors. In the event of no DBS certified adult the event will have to be cancelled. Referral to LTA to determine what qualifications are applicable for different roles for committee awareness.	
4.8	How does the venue manage situations where the Welfare Officer is away or absent?	In Progress	There is a Safeguarding sub-committee of 3 where other 2 have DBS checks but not through LTA.	Do we need to go on LTA safeguarding training?	Have you got a process to ensure there is temporary cover if your Welfare Officer is unavailable?	Self assessment www.artc.org.uk	Met	We have 2 members of the Safeguarding Sub-Committee to support the work of the Welfare Officer.	DBS pending for those wanting to stand in if CH is away.	Members are directed to welfare@artc.org.uk in first instance. If Welfare Officer is unavailable info@artc.org.uk can share enquiry with Safeguarding sub-committee (KT & SW)	
4.9	How does the venue ensure that any coaching activity delivered by coaches qualified to Level 2 or above is performed by LTA Accredited Coaches only	Met	In process of recruiting coaches they must comply with the process specified in the Safer Recruitment Policy.		How do you recruit/identify coaches for your venue? If they are self-employed, is there a coaching agreement in place – does this include the necessity to be accredited?	RJ accreditation. DG accreditation	Met	All our coaches have been recommended by word of mouth.	Coaches are signposted to ARTC Safer Recruitment Policy as part of Induction.	We now have a coaching agreement in place which has been circulated to last year's coaches who are self-employed. They will be required to sign it in order to use ARTC as a coaching venue.	
4.10	How does the venue ensure they adhere to the LTA deployment guidelines when using tennis leaders, tennis activators and Level 1 coaching assistants?	Not Met	Currently only using Level 3/4 coaches. In the past Junior coaching was provided by www.lcanplaytennis. Level 1 coaches have been supervised by Matt Ward LTA accredited coach who runs scheme.	We would need to review our policy in light of this occurring in the future and would follow LTA guidance.	Has this information been shared with the committee, volunteers and coaches – please provide evidence of this	Certificates	Not Met	As discussed, please review at next committee meeting and share with me minutes to evidence.	LTA Deployment Principles. Information can be found by clicking here and following 'Club and Coach Relationships' > 'Coach Deployment Principles'.	ARTC Volunteer Induction Programme & Coaches Induction Programme signposts: Club & Coach Relationships Coach Deployment Principles as a training focus.	

Procedure		Appleton Roebuck Tennis Club 11/11/22					LTA			Updates on action plan	
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5.1	Has the venue circulated the LTA safeguarding survey as part of the support visit process?	Met	It will be circulated on 17.11.22.	It will go out on 17 Nov with AGM agenda as a link. Our Secretary is away on holiday until 16 Nov.	Please share a copy of the email sent	Copy of email to be sent.	Met	13 responses have been received to the survey, with positive comments in relation to the club and processes in place. Recommendations include a proactive comms to all members and this is something identified within this process.		CH (Chair) has informed all members of the Safeguarding Audit outcome.	
5.2	How does the venue manage its social media presence, including that of any volunteers, coaches and staff?	In Progress	We did have a facebook page but it was not followed by many people. The person who did it has stopped posting so it's now dormant. We did not feel that it was widely used. Our facebook site was administered by 1 person. We use opting into Whatsapp groups to communicate with members and volunteers.	Direct coaches to our On-line policy. We should maybe remove ourselves from facebook? Reformat opting in on membership to tick that members signposted to Online Safety Policy. Agenda item for next committee meeting.	Who is responsible for this? How are permissions and usage monitored? How are the users identified?	A previous committee member, KH, managed our facebook account.	Not Met	As identified in self assessment, please progress those actions you have described and share with me as evidence.	The LTA Template Online Safety and Communication Policy can be found by clicking here.	KH has agreed to maintain the facebook page .We have emailed KH signposting updated policies regarding internet use and parents/carers needing to sign agreement. We will also forward ARTC policies to DG (Junior Coach) for information. All images for social media will be emailed to info@artc.org.uk prior to use online including any images from coaches.	
5.3	Which parts of the venue have undergone a safeguarding risk assessment?	In Progress	We have a committee member who is responsible for a monthly Maintenance check which is posted in the clubhouse and includes safeguarding measures	We provided risk assessments during Covid but need to get up to speed now. Risk assessments need to be provided by coaches, for events-basically anything that involves the club and members. Refer to LTA risk assessment template.	Please share completed risk assessments (including any completed by a coaching provider)	Coaches risk assessments. Health and Safety Audit. Risk Assessments.	Not Met	As identified in self assessment, please progress those actions you have described and share with me as evidence.	The template risk assessment which includes wider safeguarding considerations can be found by clicking here.	We have adopted the LTA safeguarding template. We now have risk assessments for: Junior coaching Junior Club sessions Adult Coaching Adult Club sessions Specific events In addition we require RA from coaches prior to the start of the season.	
5.4	What activities (e.g. open days, holiday camps, trips, etc.) have undergone a safeguarding risk assessment?	In Progress	We have not had any open days etc since lockdown.	It is not applicable at the moment. However, we may plan some open days and would provide a safeguarding risk assessment to comply. Self-employed coaches would need to submit RA for holiday camps etc.	Please share completed risk assessments (including any completed by a coaching provider)	Health and Safety . Risk Assessments from Covid.	Not Met	As identified in self assessment, please progress those actions you have described and share with me as evidence.	The template risk assessment which includes wider safeguarding considerations can be found by clicking here.	We have adopted the LTA safeguarding template. We now have planned risk assessments pending for: Junior Open days Adult open days	
5.5	How does the venue ensure coaching activities take place in an open and visible environment?	Met	Courts are open with a car park adjacent to the perimeter. There is a public footpath round one side of the courts. There is good visibility all round apart from behind the clubhouse.		Please provide details	SEE Photos on website.	Met	I have been able to see the courts as part of this process.		The lack of visibility behind the clubhouse is now referred to in the Junior risk assessments.	

Summary of findings	<p>Those present as part of this process have demonstrated an effective understanding of safeguarding and the relevance of this to their club. The self assessment document has been completed with clear reflection and identified actions by those completing it.</p> <p>Whilst there are a few actions to complete, these primarily relate to a more proactive comms to members and I am confident that these actions will be completed efficiently and effectively to allow the club to continue to strive to meet the minimum safeguarding standards.</p>
Standard 1	Not Met
Standard 2	Not Met
Standard 3	Not Met
Standard 4	Not Met
Standard 5	Not Met
Overall Rating	Amber - improvement required
Follow up required?	Yes- Friday 10th February 2023
Update on completion	