

Broughton and District Tennis Club Safeguarding Newsletter 2023

New Welfare Officer

We would like to take this opportunity to introduce you to Alison McMichael, who has now taken over as Broughton and District Tennis Club Welfare Officer.

During our recent safeguarding standards report, the LTA informed us that Lisa Hawkins can no longer be our Welfare Officer, since she is also a level 1 coach at the venue, and it is not permitted to have a Welfare Officer who is also coaching at the venue. We would like to thank Lisa for her fantastic contribution to ensuring that we meet the required safeguarding standards and for her support in raising the profile of safeguarding at our venue.



Alison's background is working in the NHS as a Neuro Specialist Occupational Therapist. She has a special interest in Mental Capacity and Safeguarding and has been a Safeguarding Champion for 14 years. She has completed the relevant LTA training and been DBS checked. She plays tennis regularly on Weds and Sundays and we are delighted that she has agreed to take on this important role and sit on our Committee. Lisa Hawkins and Julie Drinkall will continue to support Alison in her role wherever necessary and when appropriate.

Alison can be contacted by telephone at:
+447887782354
or via email at:
safeguarding@broughtonanddistrictclub.co.uk



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Safeguarding Survey

We would like to say many thanks to everyone who completed the recent safeguarding survey, for which there was an excellent response. All your comments have been noted and they are already helping to shape and improve our safeguarding practices.

The responses were anonymous, but if anyone wants to follow up with Lisa, Alison or any of the committee members on a comment you have made - then please be assured that all conversations will be totally confidential and of no detriment whatsoever, to the person raising the concern. This is also the case for any queries or concerns you wish to raise at any time.





Broughton and District Tennis Club is committed to prioritising the wellbeing of all children and adults at risk, promoting safeguarding in our club at all times, including all coaching, programmes and events we run.

We have numerous safeguarding policies in place, which strive to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures. The link below is to the safeguarding page of our website where contact details of our Welfare Officer – Alison McMichael can be found at any time and where there are links to all our most up to date policies should you wish to read them.
<https://clubspark.lta.org.uk/BroughtonandDistrictTennisClub/Safeguarding>

Please be assured that all our coaches, coach volunteers and Friday night organisers over the age of 16 have current DBS checks in place and those who are Level 2 and 3 coaches (Wayne and Joe) are accredited with the LTA which means they have undergone safeguarding and emergency first aid at work training.



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IMPORTANT NEW REQUIREMENTS ALL PARENTS NEED TO BE AWARE OF...

We are required to include these new statements and request parents/guardians adhere to them, in order to meet LTA Safeguarding standards as an LTA registered club. The cooperation of all parents/guardians is needed to ensure these requirements are met.

NEW AGE LIMITS & PARENTAL RESPONSIBILITIES

As a result of the safeguarding standards report, we have been asked to set an age limit for unaccompanied children using our tennis courts, so the committee wish to advise that:

- **Children under the age of 12** are now required to have parent/guardian supervision whilst at our venue when not participating in any venue sessions, (such as coaching lessons, Friday night socials or tennis camps.)
- **Children aged under 12**, must now be delivered directly into the care of the coach, by the parent/guardian and picked up directly from the coach.

Please note - it is not enough to drop off outside or in the car park of the venue. Parents/Guardians must ensure that their child has been delivered to the coach.

- **Children under 12** will not be allowed to leave a session unattended, unless permission has been given in writing to the coach.



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Use of Changing Room Policy



Broughton & District Tennis Club strives to ensure that all children (anyone under 18) are safeguarded from abuse and have an enjoyable tennis experience. This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with Broughton & District Tennis Club. This document sets out our policy for the acceptable use of our changing rooms.

Supervision of Children

- ❑ Children under 9 who are using the changing rooms should be supervised by a parent
- ❑ Children under the age of 9 can change, when accompanied by a parent in the changing room of the opposite gender.
- ❑ Children over 9 should use the appropriate sex changing room.
- ❑ Parents of U18s may supervise their child whilst in the changing room. Should a parent need to enter the changing room to help an U18 of the opposite gender they should ensure that the changing room is empty of other members, before entering.
- ❑ Adults should avoid changing in the changing room when an U18 is present and vice versa, there should not be a time where an U18 is changing in the changing room with an adult other than their accompanying parent.
- ❑ Mobile phones, cameras or any other recording devices must not be used in changing rooms at any time.
- ❑ Adults should not be supervising children getting changed unless they are the child's parent/carer.

If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing arrangements to suit their needs. For more information on this please refer to <https://thecpsu.org.uk/resource/library/webinars/safeguarding-lgbtq-plus-young-people-in-sport/> •

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Guidance on Transporting children or young people to and from tennis matches.

Broughton and District Tennis Club DO NOT organise travel for juniors to and from tennis matches.



It is the full responsibility of parents to ensure appropriate transport arrangements are made. Ideally parents/carers should transport their own child/children, if this is not possible, they may choose to make private arrangements with another adult (such as a friend or parent of another child) to transport their child. In this instance parents/carers are responsible for their children's safety and for the suitability of any travel arrangements.

Guidance to Parents transporting someone else's child:

- Avoid transporting someone else's child alone, make sure there is another person in the car with you. This could be your own child, preferably it should be the parent/carer of the child you are transporting.
- Inform the parent/carer of transport arrangements how long the journey will take.
- Make sure you have a point of contact and mobile phone should you break down or the match runs on.
- Always ensure all the children in your car wear seatbelts



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ACCEPTABLE USE POLICY FOR INTERNET AND SOCIAL MEDIA USE BY JUNIOR MEMBERS

We are required to request parents/guardians spend a few minutes reading through the following points with their Under 18's to ensure they understand their responsibilities for internet and social media use. The cooperation of all parents/guardians is needed to ensure this requirement is met please.

- Children will be responsible for their behaviour when using the internet and social media at the venue/county, including the content accessed and how they conduct themselves.
- Children should not deliberately create, browse or access material that could be considered offensive, inappropriate or illegal. If children accidentally come across any such material, they will report this to a member of staff (such as a member of the Venue Management Committee, Coach or Team Captain). Children should understand that electronic devices may need to be temporarily confiscated if they are found to have deliberately accessed such material.
- Children will not use social media or the internet to send anyone data, images or other material which could be considered inappropriate, threatening, offensive, upsetting, bullying or illegal.
- Children should understand that they should only use the venue/county official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
- Children should ensure any messages sent to coaches, volunteers or other members of staff are about their tennis activity and nothing else.
- Children should understand that all use of internet and social media is potentially visible to everyone and that any issues involving their behaviour online may be addressed by their coach or other staff or committee members at the venue/county.
- Children should not give out any personal information (such as name, age, address or telephone number online), or that of anyone else.
- Children should not share passwords with anyone else.
- Children will not arrange to meet someone that they have met online unless accompanied by an authorised member of staff or parent/carer.
- Children must understand that these rules are designed to keep them safe, and if they are not followed their parent/carer may be contacted.
- Children must avoid using a mobile, tablet or any device during activities or after the agreed bedtime curfew as they should understand that it will have an impact on their safety and opportunities to learn and achieve.



Further LTA guidance for staying safe online can be found at
<https://www.lta.org.uk/4abb53/siteassets/about-lta/file/lta-staying-safe-online-printer-friendly.pdf>

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Contact details

Alison McMichael our Welfare Officer can be contacted on <tel:+447887782354> or via email at safeguarding@broughtonanddistrictclub.co.uk

You can contact the LTA Safeguarding Team on safeguarding@lta.org.uk
Please also find a link below to the LTA Safe To Play Campaign.
<https://www.safetoplaytennis.co.uk/>

The LADO - The Local Authority Designated Officer can be contacted on
Children Services 0300 123 6720
Adult Services 0300 123 6720



How to raise a concern about a child or an adult at risk at the club

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their wellbeing should be made without delay to Alison McMichael – the Tennis Welfare Officer for Broughton and District Tennis Club.

Alison will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, a whistle-blower does not feel comfortable raising a concern with the Tennis Section Welfare Officer, they should contact the LTA Safeguarding Team directly, the Local Authority Designated Officer (LADO) or the NSPCC on 0800 800 5000.

We have a safeguarding area on the noticeboard inside our tennis pavilion which has details of all our policies, procedures and contact details of our welfare officer. They are also available to read on the safeguarding page of our website <https://clubspark.lta.org.uk/BroughtonandDistrictTennisClub/Safeguarding>