

Venue Minimum Standards Audit Assessment Form

Venue name and contact	Buckden Tennis Club. Victoria Clipsham and Clare Fraser
Name of person completing audit	Alan Hodges
Role of person completing audit	Regional Safeguarding Officer
Date audit completed	23/04/1979
County Association venue located in	Cambridgeshire
Is this venue happy for their details to be shared with other venues to support them with achieving the standards?	

1. Safeguarding Policy and Procedures							
		Requirement	Score	Required Score	Justification	Actions needed to pass requirement (if applicable)	Recommendations to improve
1.1	Minimum	There is a robust safeguarding policy approved by the committee/management and reviewed every two years	Green	Amber	The Welfare Officer poster, the safeguarding policy and the diversity policy are all displayed in the clubhouse with a welfare officer poster also being displayed in the window so that is viewable from outside, 73% of those who responded to the survey new about the safeguarding policy. The clubs website also has all policies published and contact information for the welfare officer. It is clear that the welfare officer and the committee has been proactive in making safeguarding prominent in the club, by sending information out to existing and new members, this is reflected in the survey results which showed 76% confident on process to report a concern and 76% knew where to go and 86% felt the club has appropriate procedures in place for safeguarding.		1. Review the LTA Safeguarding at events, activities and competitions guidance document (Provided) to see if other policies should be adopted by the club. 2. Display the local authority contact information on the welfare officer poster 3. The club to consider displaying the codes of conduct in a prominent position either inside the clubhouse or on the outside noticeboard, the survey showed that 93% thought that they were important to members.4. The welfare officer to consider giving young tennis leaders a brief overview on what safeguarding is and the key indicators of possible abuse. 5. When appropriate, the club to consider introducing a young ambassador role, so that young people are able to represent the views of the young players that can be reported and considered by the clubs committee.
1.2	Minimum	There is a robust whistleblowing policy approved by the committee/management and reviewed every two years	Green	Amber			
1.3	Minimum	There is a summary statement of the safeguarding policy displayed (only applicable if the full policy is not displayed)	Green	Amber			
1.4	Minimum	The safeguarding policy is clearly displayed or easily available upon request (if displaying the summary statement)	Green	Green			
1.5	Minimum	The Welfare Officer poster and safeguarding posters are up to date, clearly displayed and promoted around the venue	Green	Amber			
1.6	Minimum	The venue has up to date contact details for local statutory agencies	Green	Green			
1.7	Minimum	Staff and volunteers are aware of their safeguarding responsibilities	Green	Amber			
1.8	Minimum	Staff and volunteers know how to report safeguarding concerns as per the LTA's procedure, or could easily find out	Green	Green			
1.9	Minimum	Members are aware about how they can report concerns and who they can contact, or could easily find out	Green	Green			
1.10	Minimum	Venue website (if applicable) contains up to date safeguarding information	Green	Green			
1.11	Minimum	Safeguarding is covered within inductions for members, staff and volunteers	Green	Amber			
1.12	Minimum	Behaviours, practices and attitudes from staff, volunteers and members are reflective of a positive safeguarding culture in the venue	Green	Green			
1.13	Exceeding	All staff and volunteers are provided with the safeguarding policy, code of conduct and whistleblowing policy	Green	Amber			
1.14	Exceeding	Codes of conduct are visible and promoted within the venue	Amber	Green			
1.15	Exceeding	All staff and volunteers who work with children receive safeguarding training	Amber	Green			
1.16	Exceeding	A record is kept of the date and type of safeguarding training completed by staff and volunteers	Green	Green			
1.17	Exceeding	The venue has a range of other relevant policies in place that fall under the safeguarding umbrella (e.g. anti-bullying policy, social media policy, travelling/trips policy, use of photography/video policy etc.)	Green	Green			
1.18	Exceeding	Where a service is provided on the venue's behalf, irrespective of location, the service operates to the same standards in respect of safeguarding	N/A	Green			
1.19	Exceeding	There are systems in place to gather feedback from members about their experience at the venue and safeguarding	Amber	Green			
Overall Result		Achieved					

2. Diversity and Inclusion Policy and Procedures

		Requirement	Score	Required Score	Justification	Actions needed to pass requirement (if applicable)	Recommendations to improve
2.1	Minimum	There is a robust diversity and inclusion policy approved by the committee/management and reviewed every two years	Green	Amber	The policy is available on the clubs website and on display in the clubhouse. The club have previously offered disability tennis, but no provision is offered currently		The club could consider contacting the local authority to see if there are local groups/education establishments that work with people with physical and mental health disabilities to see if they could work together to offer tennis activities
2.2	Minimum	The diversity and inclusion policy is displayed or easily available upon request	Green	Green			
2.3	Exceeding	The venue is inclusive in its provision of tennis opportunities and diversity of its staff and members	Amber	Amber			

Overall Result	Achieved
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		3. Welfare Officer					
		Requirement	Score	Required Score	Justification	Actions needed to pass requirement (if applicable)	Recommendations to improve
3.1	Minimum	There is a Welfare Officer with a clearly defined role and responsibilities in relation to safeguarding.	Green	Green	It was clear on meeting the welfare officer and the club chairperson that they are knowledgeable as well as passionate about ensuring that safeguarding is a priority in the club. 67% of those who responded to the survey knew about the welfare officer role. The welfare officer is proactive within the club committee providing them with information on safeguarding and is now planning ways to communicate information to members.		1. The welfare officer to attend the Level 2 course as soon as possible. 2. It is recommended that another member of the club, is identified who can be the point of contact for safeguarding concerns during the welfare officers absence, ideally this person should have a safeguarding background. The creation of a Welfare@BuckdenTennis e mail account would enable both the welfare officer and the person providing cover to access any concerns raised by e mail.
3.2	Minimum	The Welfare Officer attends Level 1 safeguarding training at least every three years	Green	Amber			
3.3	Minimum	The Welfare Officer has completed Level 2 safeguarding training within three years of their Level 1	Amber	Amber			
3.4	Minimum	The Welfare Officer is engaged with the LTA's audit process	Green	Amber			
3.5	Minimum	The Welfare Officer has a satisfactory Criminal Record Check every three years approved by the LTA	Green	Green			
3.6	Minimum	Members are provided with relevant safeguarding information, including contact details for the Welfare Officer	Green	Amber			
3.7	Minimum	Safeguarding and diversity and inclusion are discussed at committee/management meetings	Green	Amber			
3.8	Exceeding	Arrangements are in place for planned and unplanned absences/leave	Red	Green			
3.9	Exceeding	The Welfare Officer actively engages with parents, players, members and staff (including volunteers) around safeguarding to increase awareness	Amber	Amber			
Overall Result		Achieved					

4. Criminal Record Checks

		Requirement	Score	Required Score	Justification	Actions needed to pass requirement (if applicable)	Recommendations to improve
4.1	Minimum	Relevant staff and volunteers are subject to a criminal record check	Green	Amber	The club have identified the key roles that require a DBS check, but need to review the age of their young helpers to ensure that all who are aged 16+ are also subject of a DBS check.		1. Review age of young leaders to ensure that all who are over 16 are DBS checked. 2. The club to proactively review all roles within the club to show that they have assessed the role against unsupervised access to young people/vulnerable adults and have a rationale for not undertaking a DBS check and references 3. The club to consider putting in place a formal recruitment policy and identifying which roles within the club it would apply to. Where a coach is provided by a coaching provider the club must check that safer recruiting polices have been followed.
4.2	Minimum	The venue keeps a secure log of when criminal record checks have been completed, the result (accepted/not accepted) and when they are due for renewal	Green	Amber			
4.3	Minimum	A list of the relevant roles within the venue which are eligible for a criminal record check is maintained	Amber	Amber			
4.4	Exceeding	Safer recruitment policy and processes are embedded within the venue	Red	Green			

Overall Result	Achieved
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5. Risk Assessment							
		Requirement	Score	Required Score	Justification	Actions needed to pass requirement (if applicable)	Recommendations to improve
1	Minimum	An annual risk assessment has been conducted in relation to the venue and its facilities	Green	Green	The club updated the LTA risk assessment portal 14/10/18 and all risk assessments are overseen by the club chairman		Whilst the club regularly undertake health and safety checks, they should also consider a risk assessment when any activity takes place at the club which is outside normal club tennis, such as open days.
2	Exceeding	Additional risk assessments are conducted during the year to take into account events and other activities?	Amber	Green			
3-	Exceeding	There is a designated individual within the venue responsible for overseeing risk assessments?	Green	Green			
Overall Result		Achieved					

6. Physical environment

This section is not formally assessed by the LTA, however these areas will be considered during the audit and feedback given to venues.

Requirement	Criteria	Score	Required Score	Justification	Recommendations to improve
	Applicable (Y/N)? <i>If yes, refer to criteria</i>				
Coaching activities take place in an open and visible environment	Y	Green	Green	The club is situated within the village recreation grounds and the courts are visible from the club house. Coaching at the club is delivered by a L3 coach provided by Over & In Tennis Coaching. The current coach has previously been LTA accredited, but his accreditation has lapsed.	It is recommended that the club liaise with Over & In to ensure that the current coach accreditation is brought up to date.
Coaching activities are delivered by LTA Accredited and Accredited+ coaches	N	Red	Green		
The venue has CCTV and/or other security features in place	N	N/A	Amber		
The changing rooms are appropriate for the venue type and size	Y	Green	Green		
Are there any areas in the venue which are considered blind spots (e.g. out of sight of staff)?	N	N/A	Amber		

Conclusion	Buckden Tennis Club are a good example of how a club can work together to promote promote safeguarding with members being kept up to date with all relevant information. The club have met all the minimum standers required by the LTA and the recommendations to improve are areas that the club could consider to further enhance safeguarding.
Overall Result	Green - minimum standards achieved
Follow up required?	Not Applicable