



BUNGAY TENNIS CLUB

Safeguarding Policy

Approved: 15 May 2023
Review by: 15 MAY2026

Safeguarding Policy

1. Policy statement

Bungay Tennis Club is committed to prioritising the well-being of all children and adults at risk of abuse, promoting safeguarding in our club at all times, including all programmes and events we run. All activities, events and trips arranged by the club run in accordance with the LTA's Safeguarding at Events and Competitions arranged by BTC are run in accordance with the LTA's Safeguarding at Events and Competitions guidance¹. 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 staff, contractors (including coaches, officials and consultants), volunteers, players and player support persons², and guests of Suffolk LTA. It is consistent with the law and the requirements of the Lawn Tennis Association (LTA).

¹ <https://www4.lta.org.uk/globalassets/counties/resources/appendix---guidelines-on-safeguarding-at-events-activities-and-competitions.pdf>

² Any coach, trainer, manager, agent, representative, team staff, official, nutritionist, medical or paramedical personnel, any other person working with, treating or assisting a player, or any parent, guardian, carer, family member, relative, or other associate or supporter of a player (as defined in the LTA Approved of Conduct April 2022)

Advice, guidance and support is available from the LTA Safeguarding Team³.

4. Responsibility for the implementation of the Safeguarding Policy

Safeguarding is everyone's responsibility. Not responding to a safeguarding concern is not an option and it would put you in breach of this policy.

- The Bungay Tennis Club Committee has overall accountability for this Policy and its implementation
- The Club Welfare Officer *is* responsible for updating this Policy in line with legislative, Club, County and LTA developments
- All individuals involved with Bungay Tennis Club are required to adhere to the Policy and the Code of Conduct⁴.

5. What to do if a disclosure from a child or adult at risk is made to you:

- **Listen** carefully and calmly to the individual
- **Reassure** the person that they have done the right thing and what they have told you is very important
- **Avoid questioning** where possible, and never ask leading questions
- **Do not promise secrecy.** Let the person know that you will need to share the information because it is in their best interest; and let them know who you intend to tell.
- **Record** details of the disclosure and allegation using the LTA's online Register a Concern form⁵ within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*
- **Report the concern.** Do not let doubt/personal bias prevent you from reporting the allegation.

6. Where there is a safeguarding concern/disclosure:

Whether or not the safeguarding concern originates from outside the tennis environment (for example home, school or in the community), if it is identified through tennis (in the broadest sense):

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

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 (see

³ https://safeguardingconcern.lta.org.uk/?_ga=2.252847113.1607372036.1636362707-40900648.1633946954&_gl=1*u5qrx6*_ga*NjM3NDU2NTEuMTY1NzUzMzA5Nw..*_ga_R8CDFT1V4H*MTY1ODIyOTE4NS4yMS4xLjE2NTgyMjk0NDcuMA..

⁴ <https://www.lta.org.uk/494b8d/siteassets/about-lta/file/lta-code-of-conduct.pdf>

⁵ https://safeguardingconcern.lta.org.uk/?_ga=2.252847113.1607372036.1636362707-40900648.1633946954&_gl=1*u5qrx6*_ga*NjM3NDU2NTEuMTY1NzUzMzA5Nw..*_ga_R8CDFT1V4H*MTY1ODIyOTE4NS4yMS4xLjE2NTgyMjk0NDcuMA..

Appendix B). Unless someone is in immediate danger, this involves informing the County Safeguarding Officer, who will inform the LTA Safeguarding Team.

The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and for working with the County Safeguarding Officer to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times.

If you are unsure whether or not to make a referral to Suffolk County Council, the Local Authority Designated Officer (LADO)⁶ or another organisation, the County Safeguarding Officer or LTA Safeguarding Team will advise.

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved.
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

7. What happens next?

All concerns raised about the well-being of a child or an adult at risk will be taken seriously, and every effort will be made to deal with each concern fairly, quickly and proportionately.

8. Breaches of the Safeguarding Policy

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 Suffolk LTA, exclusion from registered tennis clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by club members, parents, contractors (including coaches, officials and consultants) and volunteers that contradict this policy may be considered a violation of this policy.

⁶ The LADO has management and oversight of the investigation process from beginning to end following an allegation against people in a position of trust who work with children. Telephone number 0300 123 2044:

<https://www.suffolksp.org.uk/working-with-children-and-adults/children/local-authority-designated-officers-lado/>

Where an appeal is lodged in response to a safeguarding decision taken by the club and ultimately the Suffolk LTA, the tenets of the LTA's What's The Score toolkit⁷ should be followed by the appellant, Club and Suffolk LTA.

9. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a Club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistle blowing?

In the context of safeguarding, 'whistle blowing' is when someone is concerned that action has not been taken to protect the wellbeing of a child or an adult at risk despite it having been reported. Whistle blowers making a report in good faith are protected from unfair treatment, harassment or victimisation in law and the Club, Suffolk LTA will take appropriate action to protect whistle blowers. A whistle blower may be:

Welfare Officer: Juliet Whyte - 07789602713

- a player
- a volunteer
- a coach
- a member of staff
- an official
- a parent or other player support person
- a member of the public.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the County and the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

10. Promoting a safeguarding culture

BTC promotes a safeguarding culture because it:

- Has a clear policy regarding children accessing its' services without parental supervision; filming/recording children; and not directly communicating with them digitally
- Has clear information about safeguarding and its safeguarding related policies on its website about safeguarding and how to contact the County Safeguarding Officer
- Makes new Committee members confirm they have read the Safeguarding Policy and Code of Conduct

⁷ <https://www4.lta.org.uk/globalassets/about-lta/safeguarding/whats-the-score---safe-and-inclusive-tennis.pdf>

- Has the Welfare Officer who is DBS checked, trained in Safeguarding and highly visible on the website and to club members.
- Routinely includes safeguarding on committee agendas and ensures all committee members have had safeguarding training
- Regularly asks member organisations about safeguarding in surveys
- Monitors its social media
- Includes safeguarding responsibilities in the Lead Performance Coach's contract to ensure the coaching workforce is LTA accredited, trained, aware and is policy compliant and engaged in good safeguarding practices
- Keeps information about safeguarding concerns strictly confidential, whilst sharing them with safeguarding authorities who need to know.

11. Review

This Policy will be reviewed every 3 years (or sooner if legislation or LTA guidance changes).

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 types of abuse and neglect

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.

Please note that:

- 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 a form of physical, sexual and emotional abuse that happens in the UK
- Child Sexual Exploitation is a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is child abuse in which children are 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, self-harm, offending and anti-social conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

APPENDIX B: REPORTING A SAFEGUARDING CONCERN

When concerns arise about someone's behaviour towards a:

Child(ren) ↔ Adult(s) at risk of abuse

1. If someone is in immediate danger call the Police on 999
2. Tell the parent/carer unless it would risk danger to the child(ren) or adult(s) at risk of abuse
3. Make a record of what was seen/said/heard with dates and times
4. If there is no immediate danger but you are worried about the safety of a child or adult at risk of abuse (and even if it is nothing to do with tennis) contact:

Suffolk County Council's Customer First: 0808 800 4005
The organisation with the statutory duty to safeguard children and adults

Children

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding/>

In addition, if you have concerns about an adult working on a paid or voluntary basis with a child(ren), please follow this link for the [Arrangements for Managing Allegations of Abuse Against People Who Work With Children](#), or email the Local Authority Designated Officer: LADO@suffolk.gov.uk or phone 0300 123 2044

Adults at risk of abuse

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/adult-abuse-and-safeguarding/>

5. Without delay, tell the County Safeguarding Officer (safeguardingslta@gmail.com) and Register the Concern with the LTA Safeguarding Team via: https://safeguardingconcern.lta.org.uk/?_ga=2.252847113.1607372036.1636362707-40900648.1633946954&_gl=1*u5qrx6*_ga*NjM3NDU2NTEuMTY1NzUzMzA5Nw..*_ga_R8CDFT1V4H*MTY1ODIyOTE4NS4yMS4xLiE2NTgyMjk0NDcuMA
6. The NSPCC will also always provide advice and support: 0808 805 5000 or help@nspcc.org.uk