

Cheshire County LTA

**SAFEGUARDING POLICY SUMMARY**

 **FOR USE AT COUNTY EVENTS**

**March 2021**

Next review date: March 2023

1. **Safeguarding within Tennis**

Full details of Safeguarding, including all the policies, are maintained on the Cheshire County LTA website <https://clubspark.lta.org.uk/Cheshire2/Safeguarding>. For anyone who wants a sound grounding of the explanation of what is meant by Safeguarding (including terminology, codes of conduct and a glossary of terms), in particular, there is a comprehensive document “LTA Safeguarding Policy” that should be read as an introduction. There is a link to this document on the Cheshire County LTA website.

Further information is available on the LTA website, where there is an entire section dedicated to Safeguarding [www.lta.org.uk/about-us/safeguarding-protection/](http://www.lta.org.uk/about-us/safeguarding-protection/)

1. **Policy statement**

In line with the LTA, Cheshire County LTA is committed to:

* the well-being of all children and adults at risk
* safeguarding in our county at all times
* safeguarding in all programmes and events we run

All activities, events and trips arranged by Cheshire County LTA are run in accordance with the LTA’s Safeguarding at Events and Competitions guidance.

This Policy:

* strives to minimise risk
* deliver a positive tennis experience for everyone
* offers guidance regarding safeguarding concerns and disclosures

This Policy is applicable to all staff and volunteers linked to Cheshire County LTA, as well as all competitors and parents (if appropriate).

1. **Safeguarding at Venues (used for Cheshire County LTA events & training programmes)**

The LTA website contains details of policies for all venues that are registered with Cheshire County LTA. Relevant Safeguarding policies will be available at the venue.

Any venue used by Cheshire County LTA for its programmes and events will be checked according to the criteria laid out in the document “Safeguarding at events, activities and competitions”. This can be found on the Cheshire County LTA website via the link at the top of this page.

1. **Responsibility for Safeguarding**

“SAFEGUARDING IS EVERYONE’S RESPONSIBILITY:

FAILING TO RESPOND TO A SAFEGUARDING CONCERN IS NOT AN OPTION.”

The statement above is supported by:

* The Cheshire County LTA Executive Committee, with overall accountability for this Policy and its implementation
* The County Safeguarding Officer, who is the link to the LTA’s Regional Safeguarding Officer and who is also a link to the LTA’s Safeguarding team
1. **Practical Advice when there is a safeguarding concern/disclosure**

Appendix A covers two parts:

* How to “report a concern”
* A guide through the process of investigating a safeguarding concern or disclosure

If you encounter a Safeguarding incident:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy**. Let the individual know that you will need to speak to other agencies, such as the LTA Safeguarding Team, the police and Social Services. Explain that you will be doing this because it is in their best interest.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA’s online reporting a concern form within 24 hours*. If possible, please write down as many details as possible at the time using what you have available then sign and date it. Otherwise, please write down as many details as possible as soon as you can*

If a referral needs to be made to the Local Authority Children’s services team, contacts are:

* 1. Cheshire East Consultation Service (ChECS) 0300 123 5012.
	2. Cheshire West and Chester: Integrated Access and Referral Team (i-ART) 0300 123 7047 or the Emergency Duty Team (EDT) 01244 977277
	3. Halton Borough Council 0151 907 8305 or 0345 050 0148
	4. Stockport: The Multi-Agency Safeguarding and Support Hub (MASSH) 0161 217 6028
	5. Trafford: Multi Agency Referral and Assessment Team (MARAT) 0161 912 5125
	6. Warrington Borough Council: Safeguarding/Social Work Team 01925 443322 or 01925 444400
	7. Wirral: 0151 606 2008 or 0151 677 6557
1. **Sign Off**

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

Chairperson

*John Doe* Date: 24th March 2021

County Safeguarding Officer

*Elizabeth Sweeting*  (07803052406) Date: 24th March 2021

**Appendix A: Safeguarding concern at a Cheshire County LTA event or programme**

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

### Useful Contacts

**Email:** safeguarding@lta.org.uk

**NSPCC: 0808 800 5000**

**Emergency Services: 999**

**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**

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

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

Appeal process.

Concern dealt with by venue/county (internal discipline/appeals process). If LTA disciplinary investigation undertaken a hearing is held by Safeguarding and Protection Committee or Licensing and Registration Committee.

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

LTA investigate or tennis venue/county association investigate with support from the LTA.

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

**LTA Online Concern Form:**

[**https://safeguardingconcern.lta.org.uk/**](https://safeguardingconcern.lta.org.uk/)

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

Contact the LTA Safeguarding Team and complete the [LTA’s online concern form](https://safeguardingconcern.lta.org.uk/). Inform the County Safeguarding Officer of the situation if they are not already aware.

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

LTA inform SPC, conduct investigation, inform Police/LADO.

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.

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.

Crime/Immediate risk:

Call Police/ Social Services

Medical:

Call an Ambulance

YES

 NO