



Coylton LTC

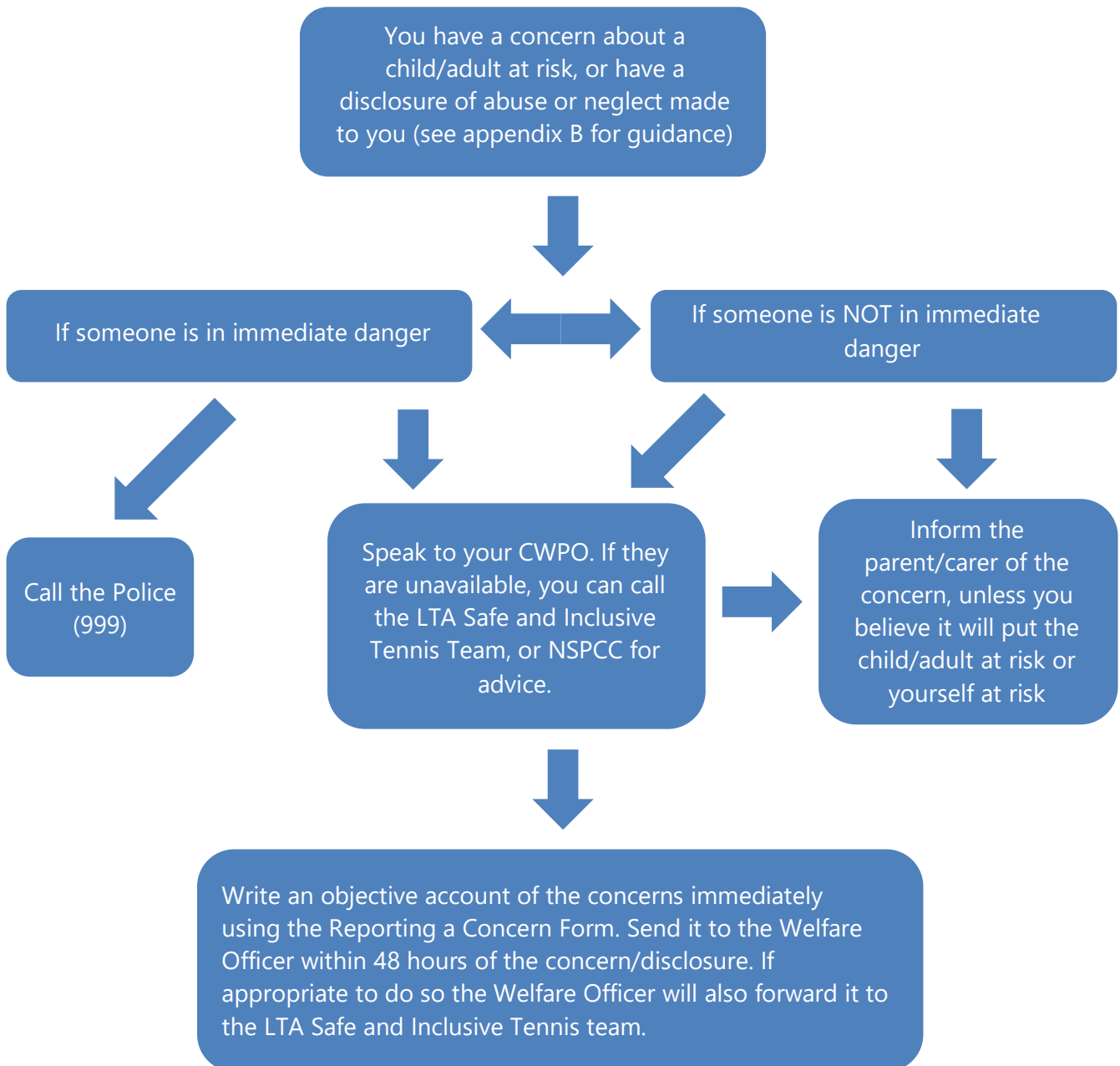
Safeguarding Policy

Coylton LTC is a Scottish Charitable Incorporated Organisation (Charity no. SC052814)

Version 1.0	21/09/18	Original issue based on LTA template
Version 2.0	27/03/22	Review late due to lockdown; Contact details updated
Version 3.0	13/02/24	Updated with SCIO details and new Safeguarding guidelines as per LTA
Version 4.0	31/03/25	Next review due

Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:



Contact details:
Coylton LTC Welfare Officer: coyltonwelfare@gmail.com
Tennis Scotland Safeguarding Lead: 01786 641716 ext 2012 (Monday to Friday, 9am to 5pm)
07949 500458 (out of hours)
LTA Safe and Inclusive Tennis Team: 0208 487 7000 / safeandinclusive@lta.org.uk (Monday to Friday, 9am to 5pm)
NSPCC: 0808 800 5000



Safeguarding Policy

1. Policy statement

Coylton LTC is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. 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.

Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise by the LTA Safeguarding Team.

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, volunteers, committee members, coaches and club members. It is in line with national legislation and applicable across the UK.

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

4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- Our club's committee has overall accountability for this Policy and its implementation
- Our Club Child Wellbeing and Protection Officer (CWPO) is responsible for updating this



- Policy in line with legislative and club developments
- All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct
 - The LTA Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

Where there is a safeguarding concern/disclosure:

- 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. Unless someone is in immediate danger, they should inform their Club Child Wellbeing and Protection Officer (CWPO), LTA Safeguarding Team or Tennis Scotland Safeguarding Lead.
- The Club CWPO and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
 - The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the Club CWPO and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency (999);
 - Local Authority Children's Services (Social Work Services 01292 267675 or out of hours 0800 328 7758)
 - Local Authority Adult Services (Social Work Community Care Team 01292 616102)
 - Disclosure Scotland for concerns/disclosures about a member of staff, consultant, coach, official or volunteer (03000 200 040)

5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible exclusion from the club, dismissal and legal action
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure as stated in the club bylaws.

6. 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 raises a concern about the well-being of a child or an adult at risk.



A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

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 well-being should be made without delay to the Club Child Wellbeing and Protection Officer (CWPO). The Club CWPO 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, however, the whistle blower does not feel comfortable raising a concern with the Club CWPO, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000 or the NSPCC on 0808 800 5000.

The Club Welfare Officer can be contacted on: coyltonwelfare@gmail.com.

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.

What happens next?

All concerns raised by a whistle blower 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.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0808 800 5000 or by emailing help@nspcc.org.uk.

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

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

This Policy is recommended for approval by:

Club Committee Chair	Lynn Drummond:	Date: 13/02/2024
Club Welfare Officer	Joan Purdie	Date: 13/02/2024

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: Physical abuse occurs when someone causes deliberate physical harm usually resulting in injuries such as burns, bruising, broken bones, cuts or poisoning to a child or young person from actions such as: hitting, shaking or throwing; poisoning, burning or scalding; biting, suffocating or drowning a child/young person; giving a child/young person inappropriate drugs, alcohol, tobacco/vape products; otherwise causing them deliberate physical harm

Sexual abuse: Sexual abuse is when a child/young person is forced or persuaded to take part in sexual activities. Sexual abuse may be perpetrated by an adult (male or female) or by other children/young people (male or female) and can involve physical contact or non-contact activities and can happen online or offline.

Children and young people may not always understand that they are being sexually abused. Sexual abuse can be both non-contact and contact based.

Signs which may raise concerns about a child or young person experiencing sexual abuse include This is not an exhaustive list:

- a child/young person's displaying sexual knowledge, language or behaviour which is beyond their years
- physical injury
- discomfort or infections in the genital area
- girls may become pregnant at a young age
- being afraid of and/or avoiding a particular person (including a family member or friend)
- having nightmares or bed-wetting
- being withdrawn
- alluding to 'secrets'
- developing behaviours that are a wellbeing concern such as self harm, eating problems, misusing drugs or alcohol
- a child or young person may also present with signs and symptoms of other types of abuse

Emotional abuse: Emotional abuse occurs when a child is subjected to ongoing emotional ill treatment. Also referred to as psychological abuse, emotional abuse can have severe negative impacts on the emotional health and development of a child or young person.

Although it can occur in isolation, children who have suffered neglect or physical or sexual abuse will also have suffered some level of emotional abuse. Children and young people can be emotionally



abused in a number of ways:

- imposing developmentally inappropriate expectations on them
- making them feel worthless, unloved, inadequate or valued only in so far as they meet the needs of another person
- making their positive self-image entirely dependent on sporting achievement and success
- making them feel frightened or in danger
- shouting at, threatening or taunting them
- overprotecting them or the opposite - failing to give them the love and affection they need

Neglect: Neglect occurs when adults fail to meet a child's basic physical and/or psychological needs, and is likely to result in the serious impairment of the child's health or development.

Signs which may raise concerns about a child or young person experiencing neglect include (not an exhaustive list):

- constant hunger
- constant tiredness
- untreated medical problems or injuries,
- poor personal hygiene
- poor state of clothing
- stealing

Additional examples of abuse and neglect of adults at risk

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.

- 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 now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often 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 and self-destructive Conducts, 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: What to do if a disclosure from a child or adult at risk is made to you

The procedure for people who are responding to any concern is; to follow the 3 Rs = RESPOND, REPORT, RECORD and for clubs/organisations there is a 4th R= REVIEW.

If the concern suggests that a child may be in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether or not a child has been abused.

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 the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Club Child Wellbeing and Protection Officer (CWPO) 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 Reporting a Concern Form. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safeguarding Team within 48 hours of the incident. *If you do not have access to this document, write down the details using what you have available then sign and date it.*
7. **Review** the case and identify what can be learnt – what went well, what can we do differently next time? Where required, start the disciplinary process, or other follow up actions. Provide on-going support for the child or young person, their family and other club members affected by the concern as needed.