

Douglas Lawn Tennis Club (DLTC) acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and LTA requirements. A copy of the club's full safeguarding policy is available from the Club Website

The club's safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of tennis at [insert name of club] in a safe and inclusive environment
- are protected from abuse whilst participating in tennis

DLTC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy DLTC will:

- promote and prioritise the safety and well-being of children and adults at risk
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The club's policy and procedures will be widely promoted and are mandatory for everyone involved in DLTC]. Failure to comply with the policy and procedures will be addressed and may result in dismissal/exclusion from the club.

Monitoring

The club's safeguarding policy will be reviewed every two years, or sooner in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board or LTA
- as a result of any other significant change or event.

Safeguarding Policy

1. Policy statement

DLTC 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.

1. 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.

1. **Scope**

This Policy is applicable to all 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.

1. **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 Welfare Officer 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 Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.

- The club Welfare Officer 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 Welfare Officer 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);

Isle of Man Government Adult and Children's Services:

Department of Health and Social Care

2nd Floor Murray House

Mount Havelock

Douglas

IM1 2SF

Telephone: 01624 686179

Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer: IOM Government 01624 685685 :

1. 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.

Reporting a Safeguarding Concern within the Tennis Environment

Useful Contacts

British Tennis Services team: 020 8487

7000 Email: safeandinclusive@lta.org.uk

NSPCC: 0808 800 5000 Emergency Services: 999

Reporting a Safeguarding Concern within the Tennis Environment:

If a concern arises about the behaviour of a DLTC member, coach, or volunteer towards a child or children, make a note of anything seen or said with dates and times. You should also inform the parent/carer of the concern unless you believe it would put the child or yourself or any other person at risk.

If there is an immediate risk to a young person or vulnerable adult:

1. Call Police/Social Services if there any possibility of Crime
2. Call an Ambulance if there are any Medical concerns.

Refer to Club Welfare Officer.

The Club Welfare Officer, in conjunction with the LTA Safeguarding and Protection Committee (SPC) decides on level of concern and acts according to that level as follows:

1. Level 1 (Low level, eg poor practice) - LTA investigate or Club investigates with help from LTA. Concern dealt with by Club. If LTA disciplinary investigation undertaken, a hearing is held by Licensing and Registration Committee (LRC)/SPC

2. Level 2/3 (Serious Concern, i.e. suspected abuse). LTA inform SPC, conduct investigation, and inform Police/Local Authority Designated Officer (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. On completion of relevant investigation, LTA conduct full disciplinary investigation and SPC hearing held. Outcome determined (e.g. removal of Coach accreditation, further training).

If Club Welfare Officer not available, report to LTA Safeguarding Team for advice and further action.

Reporting a Safeguarding Concern outside the Tennis Environment: (e.g. at home, school, or in the community where the concern is identified through the child's involvement in tennis)

If made aware concerns about child's welfare or safety (e.g. suspicions of bullying at school, allegations of abuse within the family) make a note of anything seen or said with dates and times. You should also inform the parent/.carer of the concern unless you believe it would put the child or yourself or any other person at risk.

If immediate medical attention is required, call an Ambulance and inform them you have a child protection concern.

Refer to Club Welfare Officer if available.

The Club Welfare Officer, or yourself if the Club Welfare Officer is not available, must report to local Police/Social Care without delay. The LTA Safeguarding Team can be contacted for advice during office hours.

The reporter completes a concern form and forwards this to Police/Social Care and LTA Safeguarding Team within 24 hours.

Safeguarding Team considers need for support or advice for original referrer, Club Welfare Officer, or others involved.

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

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 Welfare Officer/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 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.*