

SAFEGUARDING AND DIVERSITY POLICY

Safeguarding and Inclusion

Safeguarding & Inclusion - Overview

The Management Committee is committed to safeguarding and equality for all members.

We have 5 core principles which we aim to comply with in order to promote safeguarding and equality:

1. We have Safeguarding and Equality policies that apply to all members, coaches and visitors
2. We encourage children and adults to create safe and inclusive tennis environments
3. We prioritise safe and inclusive recruitment, induction, training and support
4. We protect people's confidential information about safeguarding and equality
5. We address safeguarding and discrimination concerns immediately

Safeguarding is managed on behalf of the Management Committee by the Welfare Officer, Margaret Lyons who can be contacted; margaret.lyons40@icloud.com

Our policies and procedures are set out in the following documents in this section:

- Safeguarding & Equality Code of Conduct
- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Recording of Photos Policy
- Safeguarding Reporting Procedure

A useful additional resource is the LTA's [Safe & Inclusive tool kit](#).

Safeguarding & Inclusion - Our Code of Conduct

We have a Code of Conduct which summarises our approach on Safeguarding and Inclusion.

- Prioritise the well-being of all children and vulnerable adults at all times
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between your professional and personal life, including on social media
- Check you have the relevant consent from parents before taking or using photos and videos of children
- Ensure that roles and responsibilities are clear, and everyone has the information and training to carry them out

- Where possible, do not be alone with a child or vulnerable adult
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible

Note - it is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust. It is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

Diversity & Inclusion Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect, and to ensure that members, non-members and visiting teams are not denied access to our tennis venue because of a discriminatory reason.

Our commitment is to:

- Establish an inclusive and welcoming environment. Persons of either sex are eligible for full membership of the Club.
- No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- Ensure that all members and visitors are treated fairly and with respect
- Promote the LTA's Fair Play values within all tennis activities
- Eliminate discrimination by reason of age, gender, sexual orientation, race, nationality, religion or disability
- Oppose all forms of harassment, bullying or abuse whether it is physical, verbal or online
- Encourage the development of coaches in order to achieve greater diversity and inclusion within tennis
- Ensure there is an immediate investigation of any complaints of discrimination

Safeguarding Policy

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

FLTC 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 aims to minimise risk, deliver a positive tennis experience for everyone, and respond appropriately to all safeguarding concerns.

Definition of Safeguarding

- Safeguarding children involves protecting them from abuse and neglect, preventing the impairment of their health or development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.

- Safeguarding adults at risk involves protecting them from abuse or neglect, and empowering them to make their own choices, consulting them before taking action, wherever possible and safe to do so.

Roles & Responsibilities

- Our club's management 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 the club are responsible for reading and upholding the Policy and Code of Conduct

Safe Recruitment Policy

- All coaching staff are required to read our policies and code of conduct, and to discuss them with the Head Coach
- All coaching staff are required to have current DBS and Safeguarding certification from the LTA

Reporting

- Any concerns regarding Safeguarding should be reported using our Safeguarding Reporting Procedure

Breach of Policy

- Breaches of this Policy may result in disciplinary action leading to possible dismissal and legal action
- Where an appeal made following a safeguarding decision made by the club, an independent appeal body may be used

Recording & Publishing Images Policy

We encourage coaches, parents and friends to take pictures and videos. We believe that this can encourage children to take part in tennis, record special moments in their tennis development, and be a useful aid in coaching and development.

- Parents, carers and spectators who want to take photos or videos are required to obtain the consent of the parents of all children involved.
- Coaches who wish to take photos or videos at an event, or publish images after the event, must obtain consent from parents, explaining why they are taking the images and what they will be used for.
- Coaches may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware if this forms part of the tennis programme, and any such recording must be destroyed after use.

If anyone has concerns about inappropriate photography, this should be reported immediately to the event organiser or the Club Welfare Office, who will follow our Safeguarding procedures.

Appropriate Images

All children featured in photographs or recordings must be:

- Appropriately dressed with clothing covering their torso from their neck to thighs
- e.g. a t-shirt and shorts or skirt
- Featured with people engaging in tennis
- Recorded in groups with other children or adults where possible
- Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability
- Identified using their first name only, although it is preferable that their name is not given

Safeguarding Reporting

This Procedure provides guidance to the individual to whom a concern around Safeguarding or Discrimination is reported.

If you are made aware of a Safeguarding concern you should follow the Safeguarding Reporting Procedure as follows:

If someone is in immediate danger, call the police: 999

Respond

- Listen carefully; do not interrupt
- Keep questions to a minimum
- Do not promise to keep the information secret

Refer

- If someone is in immediate danger, call the police (999)
- Inform our Welfare Officer immediately, who will report it to the LTA Safeguarding Team
- Contact the LTA Safeguarding Team or NSPCC if you are unable to contact the Welfare Officer

Record

- Ask our Welfare Officer for a Concern Report Form
- Complete the form within 48 hours of the concern and return it to the Welfare Officer

Contact Details

- Welfare Officer - see Contacts / Committee section of website
- The British Tennis Safeguarding Team - 020 8487 7000 (office hours)

- NSPCC - 0808 800 5000 (outside office hours)
- If you would like to raise a concern about the Welfare Officer, contact the Club Chairman