



SOMERSET TENNIS

SOMERSET TENNIS

Safeguarding Policy

Adopted by Frome Tennis Club

28 September 2021

Safeguarding Policy

1. Policy statement

Tennis Somerset is committed to prioritising the wellbeing of all children and adults at risk, promoting safeguarding in our county 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 - see (refer to the [LTA Template](#) for full glossary of terms).

As part of this commitment to prioritise the wellbeing of all participants, especially those at risk all Council members will be required to undertake LTA – Safeguarding and Protection in Tennis awareness training and will be required to hold a valid DBS check.

2. Scope

This Policy is applicable to all staff, volunteers and people affiliated to Tennis Somerset.

3. 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.

- Tennis Somerset Council has overall accountability for this Policy and its implementation
- Our County Safeguarding Officer is responsible for updating this policy
- All individuals involved in the Association are required to adhere to the Policy and Code of Conduct
- The LTA Safeguarding Team can offer support..
- County Captains or delegated individuals are responsible for implementing the LTA’s events guidance at each event and for confirming its implementation at each event and for reporting any concerns.

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 Safeguarding Reporting Procedure (see Appendix A & B1-3). Unless someone is in immediate danger, they should inform the Club or the County Safeguarding Officer, LTA Safeguarding Team (contact details as below)
- The Frome Tennis Club Welfare Officer is Linda Perry, 07872 161381, lindamperry@gmail.com
- The County Safeguarding Officer, Karuna Tharmananthar (karunaT@btinternet.com, safeguarding@somersetlta.co.uk) tel:07975862127) is responsible for reporting safeguarding concerns to the LTA Safeguarding Team. You can call the LTA on: 020 8487 7000 (Monday-Friday, 9am-5pm) or email the Safeguarding Team at safeguarding@lta.org.uk.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concerns/disclosures that are reported to them and 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. Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency (999);
 - Local Authority Children’s Services on 0300 123 2224; Email childrens@somerset.gov.uk
 - Local Authority Adult Services on 0300 123 2224; Email adults@somerset.gov.uk
 - Designated Officer (**Anthony Goble**) can be contacted via Somerset Direct on 0300 1232224 for concerns/disclosures about a member of staff, consultant, coach, official or volunteer.

Page 2 of 8



SOMERSET TENNIS

4. 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 dismissal and legal action;
- Termination of current and future roles within the *association* and other roles in clubs, the LTA, and the Tennis Foundation.

Appeal against a disciplinary action shall be made in writing within 14 days of the decision to the chair of the association and the association will appoint an independent panel or person to hear the appeal. The process will follow the national guidance issued by the LTA.

Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- 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
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice (See Appendices C1-3)
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them
- Take account of the diversity of participants and avoid making assumptions about cultural or language difference
- Recognise that deaf or disabled children are more vulnerable

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

Guidance on implementing the policy is outlined in the following documents:

- *What's the Score toolkit* - [What's the Score toolkit](#)



- [LTA's Event and Competition guidance](#) provides further details on how event organisers and clubs can implement safeguarding measures and support compliance. The same website also has the relevant forms the event organisers need to ensure appropriate consents are obtained and for reporting on issues. These include:
 - Emergency Contact form
 - Consent form for photography and filming
 - Acceptable use statement for internet and social media
 - Lost Child form
 - Reference Request form
 - Template risk assessment form
 - Self-declaration form
 - Volunteer declaration form

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

Approved by Tennis Somerset on 27 November 2020.

Adopted by Frome Tennis Club 28 September 2021.



Appendix A: 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 at the County or Cub or the 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's online concern form. If you do not have access to the online form, write down the details using what you have available then sign and date it.

*If someone is in immediate danger, call the police on 999. Otherwise, talk to the LTA Safe and Inclusive Tennis Team (0208 487 7000) as soon as possible. If the Safe and Inclusive Tennis Team is unavailable, call the NSPCC (0808 800 5000). If your concern is about an adult, ask them for contact details of your Local Authority Adult Social Care Services.

**Write an objective account of your concerns immediately using the Reporting a Concern Form. Send it to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure (safeandinclusive@lta.org.uk). Make an immediate objective written record of the conversation using the Reporting a Concern Form ([report a concern](#)).

APPENDIX B1 -What to do if the County Association becomes aware of a safeguarding concern

*SPC – Safeguarding and Protection Committee

*LRC – Licensing and Registration Committee

Useful Contacts
 British Tennis Services team: 020 8487 7000
 Email: safeandinclusive@lta.org.uk
 NSPCC: 0808 800 5000
 Emergency Services: 999
 LADO - **0300 123 2224**
 County Safeguarding Officer: 07075 867127

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

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

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

YES

NO

Crime/Immediate risk:
Call Police/ Social Services

Medical:
Call an Ambulance

Contact the Safeguarding Team and provide a completed Reporting a Concern Form. Inform the County Safeguarding Officer of the situation if they are not already aware.

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

If you are unable to contact the LTA Safeguarding Team, please contact your Local Authority Children's Services Team and follow their advice

Level 1 (Low level i.e. poor practice)
LTA investigate or tennis venue/county association investigate with support from the LTA

Level 2/3 Serious Concern (i.e. suspected abuse)
LTA inform SPC, conduct investigation, inform Police/LADO

Concern dealt with by venue/county (internal discipline/appeals process). If LTA disciplinary investigation undertaken a hearing is held by LRC/SPC

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.

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

Appeal process

Appendix B2: Reporting a Safeguarding Concern outside the Tennis Environment that is brought to the attention of the County Association

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis

*SPC – Safeguarding and Protection Committee

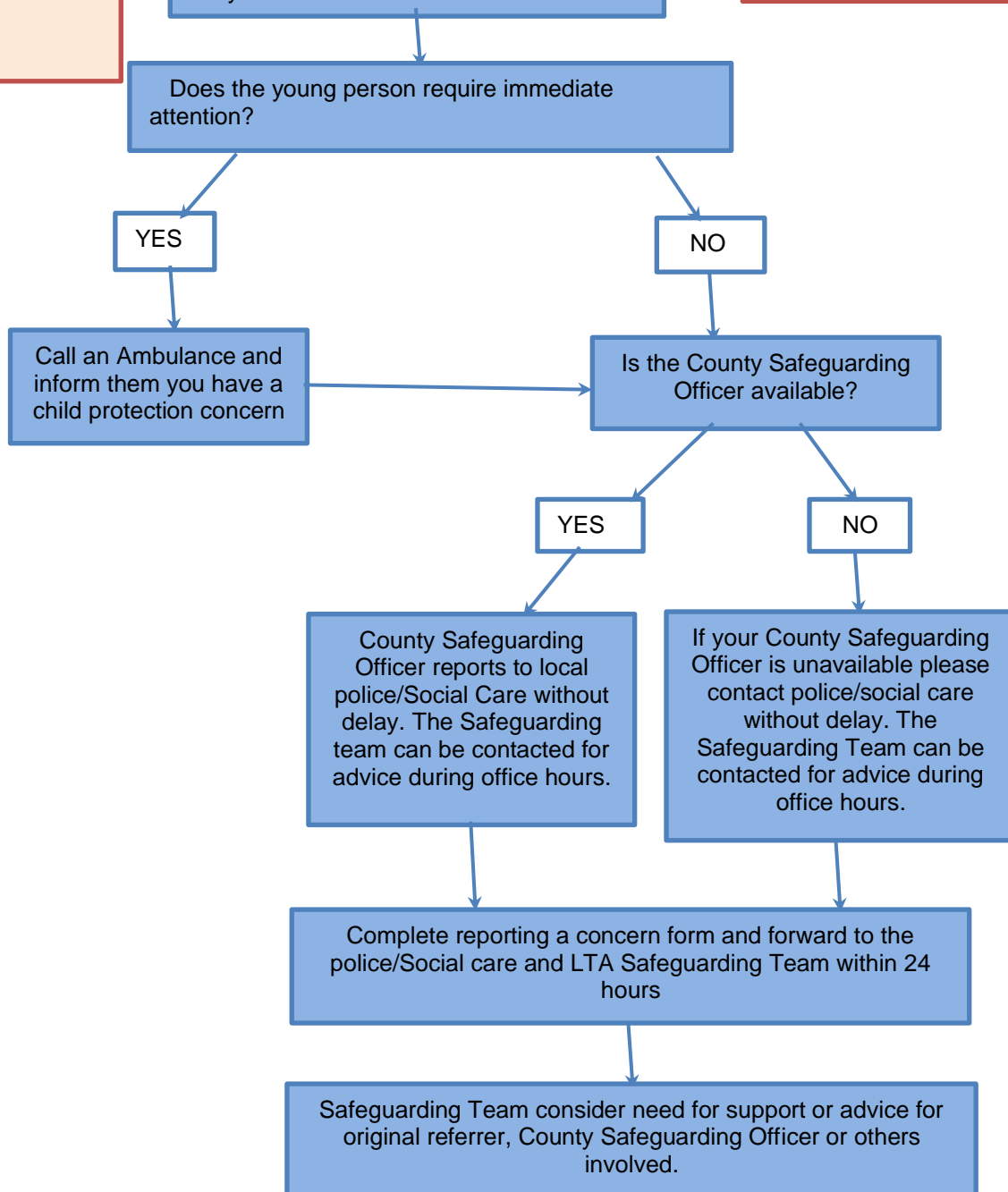
*LRC – Licensing and Registration Committee

Useful Contacts

British Tennis Services team: 020 8487 7000
 Email: safeandinclusive@lta.org.uk
 NSPCC: 0808 800 5000
 Emergency Services: 999
 County Safeguarding Officer:
 07975 862127

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety (e.g. suspicions of bullying at school, allegations of abuse within the family etc.) Make a note of anything the young person/witness has said, and what you have seen with dates and times

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



Appendix B3: Club Procedure for Reporting a Safeguarding Concern within the Tennis Environment

How to respond to allegations against a member of staff/volunteer or another young person within the Tennis Environment

*SPC – Safeguarding and Protection Committee

*LRC – Licensing and Registration Committee

