



Henleaze Lawn Tennis Club Ltd **Safeguarding Policy**

This is a new policy document since Henleaze Lawn Tennis Club became incorporated on 28 October 2020. The Club became known as Henleaze Lawn Tennis Club Ltd and is based at Tennessee Grove, Bristol, BS6 7XH. In this document it is referred to as HLTC Ltd. This Safeguarding Policy will be reviewed at least once every two years, in line with the Lawn Tennis Association Guidelines, or earlier if legislative changes require it to be. This policy will be made available on the Club website for all existing and new members and should be read in conjunction with the following policies and codes.

- Anti-bullying
- Changing Rooms Use
- Code of Conduct for Members
- Communication and Social Media
- Complaints
- Diversity and Inclusion
- Photographic and Filming (Recording)
- Safeguarding Code of Behaviour

The Directors of HLTC are responsible for ensuring that this policy is kept up to date. The Management Committee is responsible for ensuring that the policy is followed by all those attending the club (both members and visitors). Details of the Club Welfare Officer are given below. Sue Yates is the first point of contact for all safeguarding issues which arise at the Club.



Welfare Officer: Sue Yates : Tel No 07704860195

Sue has been an active member of HLTC Ltd for over 20 years, participating in club tournaments, socials and playing league matches. She has a background in nurse education with many years spent supporting student nurses at UWE. She has been a Committee member, is a well known friendly face and has completed the Safeguarding training and DBS checks. She has a large family including grandchildren in primary and secondary schools and is well aware of the concerns parents may have for their children. Do not hesitate to contact her if you have any safeguarding concerns or issues at the club. A notice explaining who the Welfare Officer is and providing her picture and contact details will be exhibited outside and inside the Clubhouse.

LTA Safeguarding Team

T: 0208 487 7000

E: safeguarding@lta.org.uk

W: www.lta.org.uk/safeguarding

Safeguarding Policy

1. Introduction

This document explains who is in need of safeguarding and who is responsible for taking action to ensure they are safeguarded. It provides guidance concerning the process for reporting any issue which might jeopardise the safety of an individual adult or child and how this will be taken forward. There is also a glossary of terms used.

2. Policy statement

HLTC Ltd 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. All activities, events and trips arranged by the club 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 and respond appropriately to all safeguarding concerns/disclosures.

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.

3. 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: A person aged eighteen years or over who is, or may be, in need of community care services. This could be due of disability, age or illness; and is, or inability to take care of, or 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. This is 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 a full glossary of terms.

4. Scope

This Policy is applicable to all persons attending the Club, including Club Members, Visitors and Workmen. **Visitors** covers any person with access rights to the club including coaches, guests, parents, pay and play participants, participants in coaching courses and visiting teams.

The Policy is in line with national legislation applicable across the UK. It is also relevant when considering the behaviour of other members of the public who may interact with those playing at the Club including neighbours of the courts and those who access the public right of way/footpath which leads to the courts. Advice, guidance and support is available from the LTA Safeguarding Team.

5. Responsibilities

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

For Implementation of the Safeguarding Policy

- Our club's Board of Directors has overall accountability for this Policy and its implementation.
- Our club's Management Committee is responsible for ensuring that the policy is followed by all those attending the club including Members, Visitors and Workmen.
- 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 this Policy and Safeguarding Code of Behaviour
- The LTA Safeguarding Team 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 shown in the flowchart at the end of Section 7 of this policy. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The club Welfare Officer is responsible for reporting safeguarding concerns to the LTA 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); non-emergency 101
Local Authority Children’s Services First Response Team 0117 9036444 or in the case of Adults, Care Direct 0117 9222700
 - Local Authority Emergency Duty Team 01454 615165
 - NSPCC 24hr helpline 08088005000, Text helpline 88858 (free and anonymous).
 - Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach or volunteer

6. 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, 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 complaints and disciplinary procedure.

7. Whistleblowing

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
- a visitor
- a parent
- a member of the public

How to raise a concern about a child or an adult at risk at the club

The process for raising a concern about a child or adult at risk at the club is described in the flow chart at the end of this section.

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 Welfare Officer. The Club Welfare Officer 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 Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000. The Club Welfare Officer can be contacted on: 07704860195

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 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's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*

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.

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 0800 028 0285 or by emailing help@nspcc.org.uk.

Reporting a Safeguarding Concern within the Tennis Environment

How to respond to concerns that arise within a tennis environment.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

Useful details

LTA: 0208 487 7000

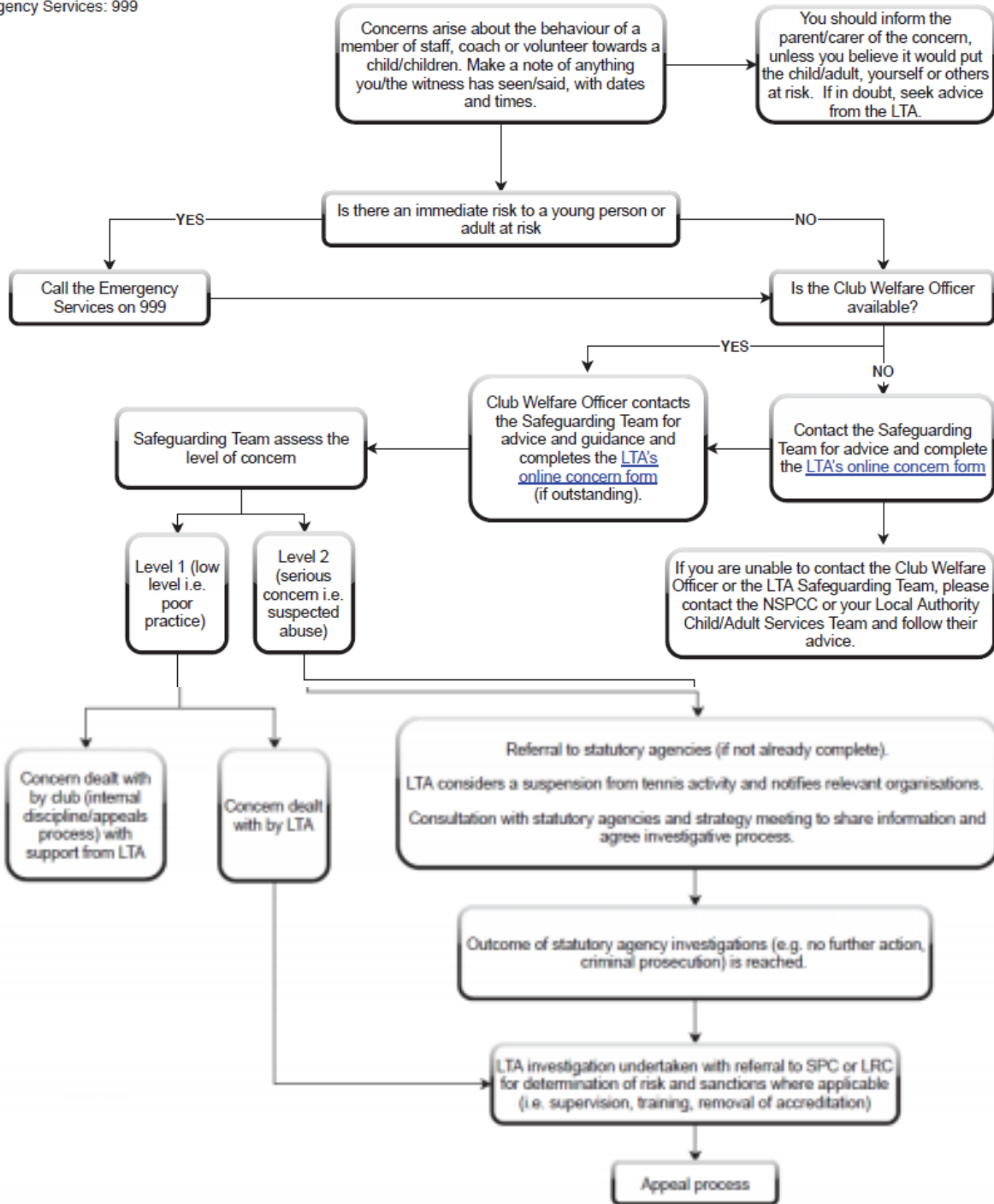
Email: safeguarding@lta.org.uk

Report a concern:

<https://safeguardingconcern.lta.org.uk>

NSPCC: 0800 800 5000

Emergency Services: 999



8. Junior Involvement in Adult League Matches

A junior player is any member who is under 18 on the date of the match being played. HLTC Ltd encourages juniors, whose playing standard is sufficient, to attend adult playing sessions. On occasion they are invited to play adult league matches, for which circumstance the following applies:

- Communication regarding matches must be made via the parent/guardian of the junior player, unless explicit permission has been given by the parent/guardian to contact the player directly.
- Permission from a parent/guardian must be secured, using the [Consent and Emergency Contact Form](#), in order to drive a junior player to a match. The parent/guardian must be informed of the destination and who the driver will be.
- A DBS check is not required to drive a junior player to matches if the activity is supervised. Supervision means that there is at least one other adult present, in addition to the driver. (NB. Supervision is required for the entire journey. Therefore, if multiple pick-ups/drop-offs are being made, a junior player should be picked up last, and dropped off first.) If there are both male and female juniors then, if possible, they should be accompanied by both a male and female adult.
- A volunteer driver with an enhanced DBS check for work with children may drive a junior player unsupervised, though it is still desirable to maintain supervision.
- A designated member of the team must be given an emergency contact number for the junior player and information on any relevant medical condition, with the permission of the parent/guardian. This information must be strictly confidential. The designated team member will be responsible for contacting the junior player's parent/guardian in the event of an emergency or breakdown.
- All consents from parents/guardians should be obtained in writing for a week, a month or a year.
- The club captains will ensure that all those taking juniors to league matches are made aware of the [LTA Policy on Safeguarding in Tennis](#) and that they adhere to the [Code of Conduct for People Playing Tennis with Juniors](#).
- The club captains will store all consent forms safely and securely as outlined in Roles and Responsibilities for Club Captains.

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: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

Sexual abuse: Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel

frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/ adult at risk from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

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.