



Henleaze Lawn Tennis Club Ltd Safeguarding Code of Behaviour

The Club became known as Henleaze Lawn Tennis Club Ltd from 28 October 2020 and is based at Tennesse Grove, Bristol, BS6 7XH. In this document it is referred to as HLTC Ltd. The Policy will be reviewed every two years or earlier if legislation requires it. This Policy will be made available on the Club Website to all existing and new members and read in conjunction with the following policies:

- Anti-bullying
- Changing Room Use
- Code of Conduct for Members
- Communications and Social Media
- Complaints
- Diversity and Inclusion
- Photography and Filming (Recording)
- Safeguarding Policy

The Directors of HLTC are responsible for ensuring that this Code is kept up to date. The Management Committee is responsible for ensuring that it is followed by all those attending the club. Details of the Club Welfare Officer are given below. Welfare Officer: Sue Yates – tel no 07704860195.

All members of staff, volunteers, parents, members and visitors must

- 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 to the club Welfare Officer
- 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 whom they are coaching or responsible for.
- Be acutely aware of the power that Coaches and Coaching Assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players.

All children agree to:

- Be friendly, supportive and welcoming to other players
- Play fairly and honestly
- Respect Club Members, Coaches, volunteers and accept their decisions.

- Behave, respect and listen to your coach
 - Take care of your equipment and club property
 - Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
 - Not use bad, inappropriate or racist language, including on social media
 - Not bully, intimidate or harass anyone, including on social media
 - Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All parents and carers agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and visitors with respect
 - Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
 - Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct on and off court
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history
- Escort children under age 8 to the toilet if necessary where parents are present.
- Ensure toddlers are fully supervised on or off court.