

# Safeguarding Policy For HWLTC

## Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:

### RESPOND

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (See Appendix A)

### REFER

If someone is in immediate danger

If someone is NOT in immediate danger

Call the Police (999)

Speak to your Welfare Officer. If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team, or NSPCC for advice.

Inform the parent/carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk

### RECORD

Write an objective account of the concerns immediately give it to the Welfare Officer or send it to [club@hwltc.co.uk](mailto:club@hwltc.co.uk) within 48 hours of the concern/disclosure. If appropriate to do so the Welfare Officer will also forward it to the LTA Safe and Inclusive Tennis team

#### Contact Details

##### Club Welfare Officer

Carolyn Nye  
[carolyn.fitzpatrick@tiscali.co.uk](mailto:carolyn.fitzpatrick@tiscali.co.uk)

or

[safeguarding@hwltc.co.uk](mailto:safeguarding@hwltc.co.uk)

##### Head Coach

Guy Britten  
[info@lvttennis.net](mailto:info@lvttennis.net)

#### LTA Safe and Inclusive Tennis Team

020 8487 7000

[safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)

#### NSPCC

0808 800 5000

## Policy Details

### 1. Policy statement

High Wycombe LTC 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.

### 2. Use of terminology

**Child:** a person under the age of eighteen years.

**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.

### 3. Scope

This Policy is applicable to all staff, volunteers, committee members, coaches and club members. It is in line with national legislation.

Advice, guidance and support on the use of this policy is available from the Club Welfare Officer and the LTA Safe and Inclusive Tennis Team.

### 4. Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

Safeguarding Is Everyone's Responsibility:

Not Responding To A Safeguarding Concern Is Not An Option.

- Our club's General Committee and Tennis Section Committee have 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 Safe and Inclusive Tennis Team and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

## 5. Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure (Continued)

### 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. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safe and Inclusive Tennis Team or National Safeguarding Lead [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe and Inclusive Tennis Team
- The LTA Safe and Inclusive Tennis 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.

## 6. Breaches of the Safeguarding Policy, Standards, 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 club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.
- Actions taken by 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 Complaints Procedure.

## Safe and Inclusive Code of Conduct

- Prioritise the well-being of all children and 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: enjoy; respect
- 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/carers, children and adults before taking or using photos and videos
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Where possible, do not be alone with a child or adult at risk
- 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, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)

\*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.

***The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.***

## Safe and Inclusive Tennis Standards

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis. The Safe and Inclusive Tennis Standards are intended to be used alongside this Policy, the Club Code of Conduct; and the Equity Statement.

**Standard 1: We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches, club members and events**

**Standard 2: We empower children and adults to create safe and inclusive tennis environments, both on and off court**

**Standard 3: We prioritise safe and inclusive recruitment, induction, training and support**

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes
- All eligible staff and volunteers have a criminal records check
- All our coaches are LTA-accredited
- Our Welfare Officer (or named person responsible for safeguarding and equality) has the relevant skills and training to undertake the role
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the Safe and Inclusive toolkit on the LTA web-site

**Standard 4: We protect people's confidential information about safeguarding and equality**

- Confidential information relating to safeguarding and equality is:
- Stored securely
- Accessed and processed securely
- Shared securely and appropriately.

The Club has adopted the LTA's safeguarding policy for both children & adults. The priority details are shown above. For the full version of the policy please visit the following site

<https://www.lta.org.uk/about-us/safeguarding-protection>

The Club has a diversity & inclusion policy to ensure a safe and inclusive venue for everyone. For the full version of the policy please visit the following site

<https://www.lta.org.uk/about-us/safeguarding-protection>

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

1. Reassure the child/adult that s/he is right to report the behaviour
  2. Listen carefully and calmly to him/her
  3. Keep questions to a minimum – and never ask leading questions
  4. Do not promise secrecy<sup>1</sup>. Inform him/her that you must report your conversation to the Club Welfare Officer or LTA Safe and Inclusive Tennis Team (and the police in an emergency) because it is in his/her best interest
  5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the Club Welfare Officer or Committee member. If they are unavailable call the LTA Safe and Inclusive Tennis Team or NSPCC as soon as possible. Once reported, the Welfare Office and/or Safe and Inclusive Tennis Team will work with you to ensure the safety and well-being of the child/ adult at risk
  6. Do not allow personal doubt to prevent you from reporting the concern/disclosure
  7. Make an immediate objective written record of the conversation pass this onto the Welfare Officer, or if they are not available forward it to [safeguarding@hwltc.co.uk](mailto:safeguarding@hwltc.co.uk)
  8. 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 contact you reported the concern to – probably to the Club Welfare Officer within 48 hours. The Welfare Officer should store it safely and consider sending the report to LTA Safe & Inclusive Tennis Team who would also store it safely.
-