



HIGH WYCOMBE LAWN TENNIS CLUB

Bassetsbury Lane, High Wycombe HP11 1QU

LTA SAFEGUARDING SUPPORT VISIT 27 SEPTEMBER 2022

Attendees: Andy Gibbs, Chairman
Sue Chapman, Secretary
Ginny Eastwood, Welfare Officer
Ross Murray, Head Coach
Melissa Miller, LTA Regional Safeguarding Officer
Harry Ash, LTA Participation Officer

Melissa Miller and Harry Ash visited HWLTC to familiarise themselves with the club and carry out a review of HWLTC safeguarding procedures.

In advance of the meeting the LTA Safeguarding Survey was sent to all members, a self-assessment form was completed and returned, existing HWLTC policies reviewed and new policies introduced.

Coach Accreditation

All coaches Level 2 and above are required to have LTA accreditation, which is renewed annually. There is a grace period of 2 months following expiry of accreditation in which coaches can apply for new accreditation. However, they must not coach if accreditation has expired as their insurance cover is not valid.

DBS Certificates, Safeguarding Training and First Aid Training are all valid for 3 years.

There was discussion over whether U18 trainees/ Level 1 coaches are required to have a DBS Certificate and accreditation. MM confirmed all coaches over 16 years of age are required to have a DBS. **MM will send the LTA Deployment Guidelines with her report.**

Safeguarding Survey

32 members completed the survey – 12 female / 19 male. 22 members have been with the club for 5 years or more. **MM will include the full results of the survey in her report.**

Safeguarding for Coaches

MM stressed the importance for coaches to log and report all instances of abusive or bullying behaviour directed towards them, firstly to the management committee and, if the behaviour persists, then involved the LTA.

HWLTC Follow-up Actions

- Introduce a Complaints Procedure
- Introduce a Terms and Conditions document for new members
- Raise profile of Safeguarding on website and Code of Conduct
- Rename “Coaching Members” to “Coaching Associates” to avoid inferring membership of the club.

LTA Follow-up Actions

MM to send HWLTC safeguarding report within 2/3 weeks.