



Hill & Valley Tennis Club

Working with Children Code of Practice Photography and Recording Policy Sunscreen Policy

Code of Conduct for all those working with children in tennis

Whilst it is important for adults to understand their responsibilities with children, the LTA is concerned that specific advice is given concerning the behaviour of all coaches, staff and club and other officials. In addition, those who employ coaches for example, should know what standard of behaviour is acceptable.

Those working with children in tennis should:

1. Be professional and maintain the highest standards of personal behaviour at all times.
2. Be aware of situations, which can be misconstrued or manipulated by others. For example, if the coach or official is alone with a child in the clubhouse, changing rooms or similar place, they are open to the possibility of allegations about their behaviour.
3. Be vigilant and aware of how actions can be misinterpreted. For example, adolescents can have emotional feelings towards coaches. Whilst these should not be dismissed and the youngster hurt as a result, neither should they be encouraged in any way.
4. Not appear to favour or show interest in one child more than another.
5. Be very aware that physically handling a player, perhaps to help develop a game skill such as the backhand swing, can be misconstrued by an observer or even by the player.
6. Never swear or use or respond to sexual innuendo.
7. Not be under the influence of drink, drug or any substance.
8. Design and use training methods and training programmes which are wholly appropriate to the individual player.
9. Ensure that, as far as possible, they are not alone when working with young players on an individual basis. If this is unavoidable then the parents should be made aware of the situation for the sake of the coach or official. This also means that children should not be alone in cars or homes with a coach/official on a regular basis. The presence of others is an insurance against false accusations.
10. Conduct all dealings with children in a public environment in full view of others, in order that all behaviour can be observed.
11. On tours/trips away from home, ensure that another adult is always present when working with children. For example, another adult should always be present if a child's room is visited at any time and the door should always be left open.
12. Report any concerns within the area of Child Protection (physical, emotional, sexual or neglect), in confidence and without delay, to either the Club /County or LTA Child Protection and Equity Officer or a responsible person who can give advice and recommend any necessary action.
13. Never discuss an allegation or suspicion with another person, other than the police, before either the above person or a responsible person has been contacted.
14. When reporting an allegation or suspicion, record information, including relevant details.
(This includes the nature of the allegation, background information of the parties involved, the

period of time to which the allegation relates and the degree to which the information is known to be fact rather than opinion or hearsay).

15. At no times make comment to the media. The LTA Press Office should be made aware of any media interest in relation to child protection.

In the event of an allegation of improper behaviour being made, the personal conduct and professional behaviour of the adult will be very important evidence. For child abuse to take place, particularly sexual abuse, the child and the adult(s) will generally be alone and away from public view. Thus, the best practice is to avoid all situations in which behaviour cannot be observed.

For any queries regarding information in these Guidelines, please contact: LTA Child Protection
The Lawn Tennis Association West Kensington London W14 9EG Office: 0207 381 7008 Mobile:
07971 141 024 Childprotection@lta.org.uk

LTA Photography and Recording Policy: Parents, Carers and Spectators:

The LTA encourages you to use photographic equipment to capture your child or friend playing tennis. You are required to register at an event if you wish to use any photographic equipment. The event organiser will ask anyone not registered to stop using photographic equipment and delete any images that may have been taken. If you have concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer.

Competition Organisers, Officials and other Professionals If you are running an event, the LTA requests that you ensure that all parents, carers and spectators who want to use photographic equipment are registered with you. If you wish to take photographs at an event or publish images following an event you must ensure you have consent from parents, carers or the individual (if over 18) prior to the event and that you are registered with the event organiser. If you see any individual taking photographs which you deem to be intrusive or inappropriate you must address this in line with safeguarding procedures.

Children It is okay for a photographer to take photos when you are on court, as long as your parent or carer has told the photographer it is alright. If you see someone taking photos or filming that makes you feel worried, tell your parent or carer, or the event organiser or welfare officer straight away.

Consent In order to take photographs or videos, prior to any event, you should ensure you have obtained consent from:

- The event organiser; and
- Parents, carers of all children involved. In order to obtain consent, you must explain why you are taking the images and what they will be used for. This ensures that parents or carers are giving informed consent. To achieve this, it is strongly recommended you use the **Consent and Emergency Contact Form**.

Image and video content All children featured in images or videos must be: •

- Appropriately dressed with clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt
- Featured with people engaging in tennis
- In groups with other children or adults where possible and representative of the diversity across tennis, with regard to age, gender, ethnicity and disability. Any inappropriate use of images should be reported to the LTA Safe and Inclusive Tennis Team and the Police.

Photographing and Videoing in Public Spaces: There is no law prohibiting the photography of individuals (including children) in public places. Subject to the below, individuals are permitted to:

- take photos of children without the consent of the parents/legal guardians, using a normal lens; and keep photos taken, however, if the person wishes to publish a recognisable image of the child, they are required to gain consent from the parents/legal guardian.

The above is permitted, provided the behaviour does not amount to harassment or a breach of privacy. Whether the behaviour amounts to harassment or a breach of privacy will depend on the facts in each case. In practice, you might not want to get into whether there has been a breach of privacy or if the conduct amounted to harassment. If an individual is taking photographs in a public space and this is making the children, coach or parents uncomfortable, it is best to approach the photographer and politely request they stop taking photographs and remind them they are required to gain consent from parents if they wish to publish any photos.

NB: If the photographer has a long lens, they should be informed they are not allowed to use this when taking photos of people in public spaces.

Publishing Images Remember to give adequate thought to the selection of images in publicity material both printed and online (including social media). Where possible, use a technique such as “watermarking” on the images.

All children featured can only be: •

- Identified using their first name, although it is preferable that their name is not given
- Printed or uploaded with written consent from parents/carers
- Only shown engaging in tennis activities.

For your safety it is recommended that you avoid the following:

- Images of children on their own
- Images of children outside a tennis environment
- Streaming any content directly to a website
- Using any images for which consent has not been obtained requires a consent and emergency contact form.
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Please be aware that coaches, teachers and others may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware this so that it forms part of the tennis programme and that any recording will be destroyed after use.

Sun Safety Policy

Hill & Valley Tennis Club recognises the importance of protection against the potential harmful effects of the sun.

While this is relevant to all players, it is particularly important for our junior members. We recommend reading and following the **Outdoor Kids Sun Safety Code** and the following simple guidance is extracted from that code:

- Clothing is the best form of defence - children should wear long sleeved shirts, caps and sunglasses
- We recommend the use of SPF30+ sunscreen - don't forget the hard to reach places
- All children should bring water bottles and should be encouraged to drink regularly
- Avoid playing in extremes of heat, for example temperatures over 30C
- Children may bring sun cream (labelled) to 'top up'.
- Children should be shown by parents/carers how to do this for themselves.
- Sun cream should be applied before they come to the club.
- Coaches should lead by example.
- Look out for signs of heat exhaustion - fatigue, dizziness, headache, nausea or hot, red and dry skin.