



Safeguarding Policy

Contents

| | |
|---|----|
| Policy statement | 1 |
| Use of terminology | 1 |
| Related Policies | 2 |
| Scope | 2 |
| Code of Conduct for Members and Users of HLTC | 2 |
| Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure | 2 |
| Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure | 3 |
| Whistleblowing | 3 |
| Key Contacts | 5 |
| Review and Approval | 5 |
| Appendix A: Glossary of Terms | 6 |
| Appendix B: What to do if a disclosure from a child or adult at risk is made to you | 10 |
| Appendix C1 Reporting a Safeguarding Concern within the Tennis Environment | 11 |
| Appendix C2 Reporting a Safeguarding Concern outside the Tennis Environment | 12 |
| Appendix D - Safeguarding Issues Key Contact Details | 13 |

Policy statement

Horley Lawn Tennis Club ('HLTC', 'the Club') 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 are 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.

Use of terminology

Child: a person under the age of eighteen years.

Adult at risk: 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.

(See Appendix A for a full glossary of terms).

Related Policies

HLTC has in place a number of policies which should be read in conjunction with this Safeguarding policy:

- Photography and Filming of Children and Young People
- Code of Practice for Working with Young People
- Diversity and Inclusion policy
- Anti-Bullying policy
- Code of Conduct for Members and Users of HLTC

Scope

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

Advice, guidance and support is available from the LTA Safeguarding Team.

Code of Conduct for Members and Users of HLTC

HLTC has adopted a separate Code of Conduct applicable to all HLTC users, including members (which also includes junior members), visitors, guests, volunteers, coaches and parents, guardians and carers. Among other things, the Code sets out a set of behavioural standards that will minimise the safeguarding risk to children, young people and vulnerable adults while maximising the pleasure of the tennis experience at HLTC.

Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

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

- HLTC's Committee has overall accountability for this Policy and its implementation
- HLTC's Welfare Officer is responsible for ensuring that this Policy is maintained in line with legislative and club developments. The Welfare Officer will ideally be a member of the Committee or will attend its meetings to ensure that Safeguarding is a key Committee concern.
- All individuals involved in/present at the club are required to adhere to this Policy and the Code of Conduct

Where there is a safeguarding concern/disclosure:

- When a child or adult at risk reports a concern/disclosure the person receiving the report should follow the guidelines in Appendix B and the procedures in the flowchart at Appendix C1 or C2 of this policy (depending on whether the concern is about safeguarding within the tennis environment (C1) or outside the tennis environment but discovered within it (C2)). Unless someone is in immediate danger, they should inform their club Welfare Officer in the first instance, or the LTA Safeguarding Team or National Safeguarding Lead.
- The Club's Welfare Officer is responsible for following up any Safeguarding concerns raised with him/her
- The Club's Welfare Officer and LTA Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to it and working with the Club's 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.

Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure

Breaches of this Policy or the Code of Conduct 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/or 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, guardians or carers, 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 a reported breach falls within the Club's competence and jurisdiction the Club will follow the procedures in its Complaints Policy to determine the outcome.

Whistleblowing

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.

What is whistle blowing?

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 whistleblower may be:

- a player;
- a volunteer;
- a coach;

- other member of staff;
- an official;
- a parent, guardian or carer;
- a member of the public.

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

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 whistleblower does not feel comfortable raising a concern with the Club Welfare Officer, the whistleblower should contact the LTA Safeguarding Team directly, or the relevant Surrey County Council team (**see Appendix D** for contact details).

The Club Welfare Officer's contact details are on the poster in the HLTC Clubhouse entrance corridor.

Information to include when raising a concern

The whistleblower 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 happens next?

All concerns raised by a whistleblower 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 whistleblower 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 relevant Surrey County Council team should be contacted (**see Appendix D** for contact details)

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect whistleblowers when they raise a concern in good faith.

Key Contacts

Key contact details are provided at Appendix D. The Club's Welfare Officer's contact details are on the poster in the clubhouse entrance hallway.

Review and Approval

This Policy is reviewed by the HLTC management Committee annually (or more frequently if there is a change in national legislation).

This updated Policy (v2.0) was approved by the HLTC Welfare Officer on behalf of the HLTC Committee on 13 Feb 2022

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 conduct, offending and antisocial conduct.

Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B: 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 Club's Welfare Officer in the first instance as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation. If you are not comfortable reporting to the Club's Welfare Officer you should contact the LTA Safeguarding Team instead.
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.*

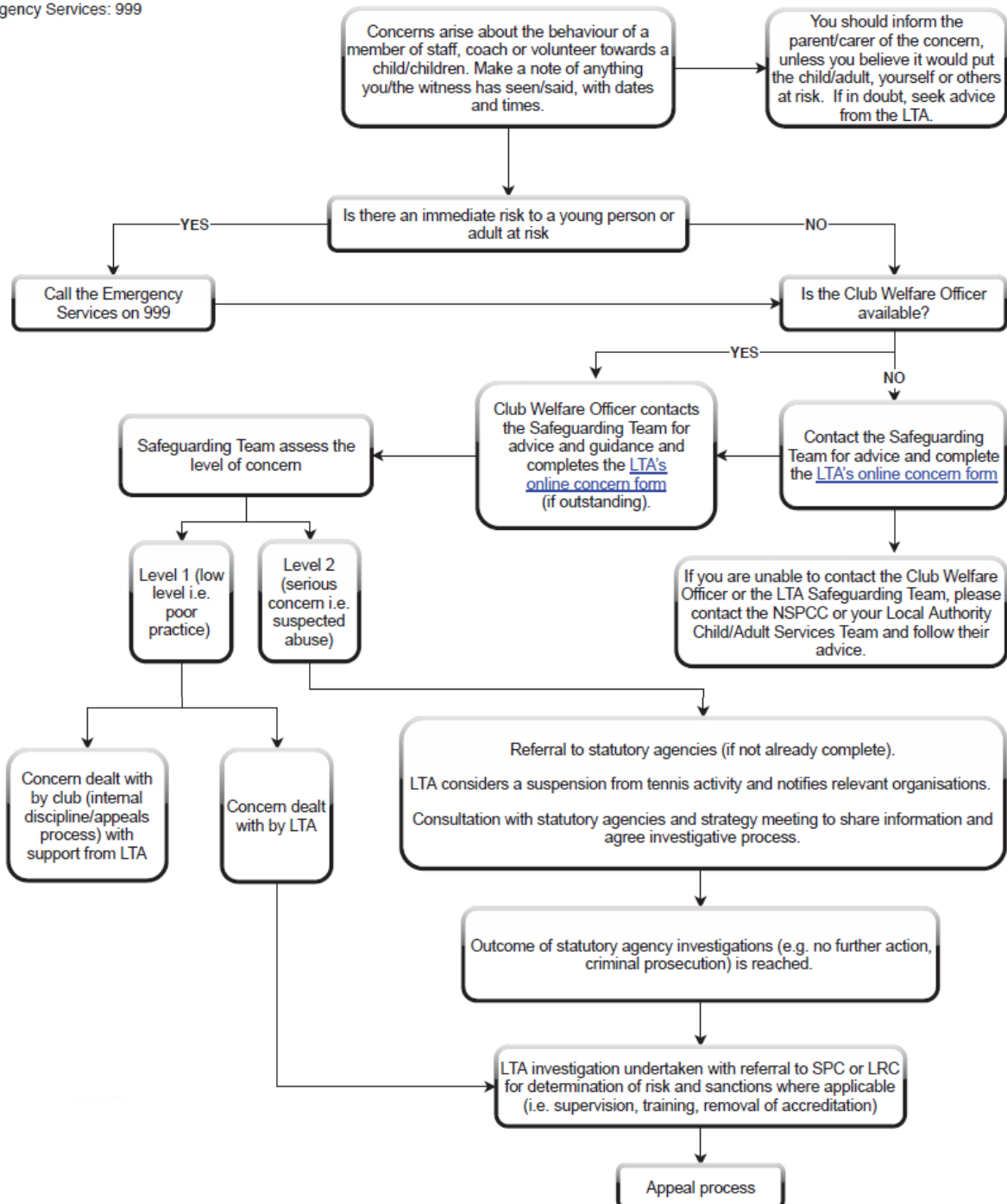
Appendix C1 Reporting a Safeguarding Concern within the Tennis Environment

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



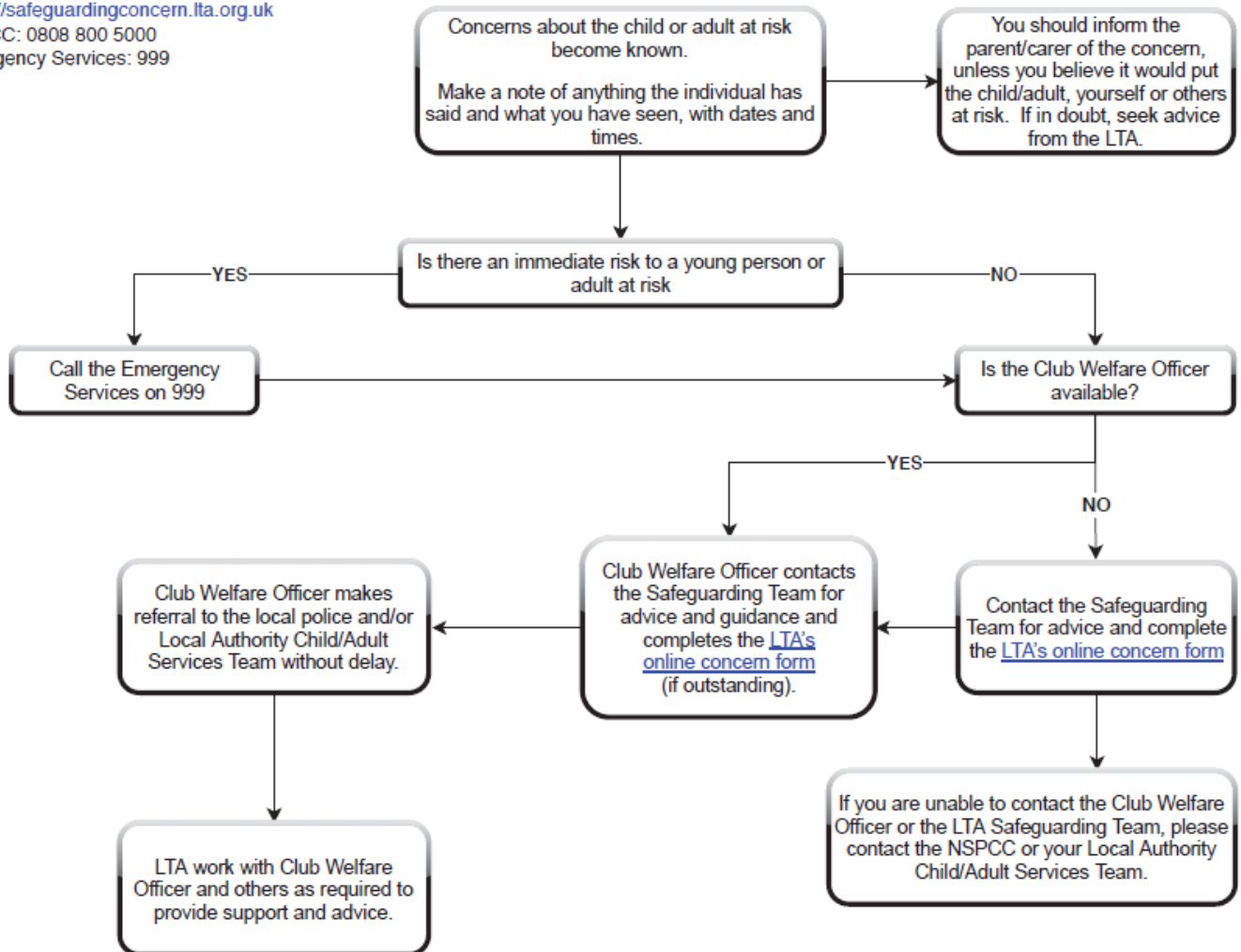
Appendix C2 Reporting a Safeguarding Concern outside the Tennis Environment

What to do if a concern originates outside the tennis environment (e.g. at home, school or in the community) and is identified within a tennis setting.

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



Appendix D - Safeguarding Issues Key Contact Details

Emergencies: Police 999

HLTC Club Welfare Officer: See poster in HLTC Clubhouse entrance corridor

LTA Safeguarding: 020 8487 7000

Surrey County Council contacts:

Concerns for an adult: Surrey County Council Adult Services: 0300 470 9100 or email ascmash@surreycc.gov.uk (available 9am to 5pm, Monday to Friday)

Concerns for a child: Surrey County Council Childrens' Services: 0300 470 9100 or email csmash@surreycc.gov.uk (available 9am to 5pm, Monday to Friday)

Concerns of domestic abuse: Surrey Domestic Abuse Helpline 01483 776 822 (9am-9pm 7 days per week)

Out of hours: Call: 01483 517 898