

## Littleton Tennis Club

### Diversity and Inclusion Policy Summary Statement including Concern Reporting Procedure

We at Littleton Tennis Club believe that tennis is diverse and inclusive and our overall aim is to ensure that Diversity and Inclusion are embedded in our club's culture and behaviours.

- We respect the rights, dignity and worth of every person within the context of our sport and we prioritise the well-being of children and adults at all times.
- We ask everyone to become a Safe and Inclusive Tennis Champion - proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.
- Doing nothing is NOT an option: we ask all at the club to report any concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999). Our policies protect any whistleblower or person reporting a concern.
- The Reporting Concern Procedure is similar to the Reporting a Safeguarding Concern procedure and is available to anyone who has concerns about discrimination and/or safeguarding. (Diagram overleaf)
- As a club we contribute actively to enable more people to play tennis more often in a manner that is safe, inclusive and fair. This applies regardless of a person's age, disability, gender, gender reassignment status, marital or civil partnership status, pregnancy or maternity, race, sexual orientation, religion, socio-economic status or any other background.
- We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.
- We strive to minimise risk and aim to deliver a positive and enjoyable tennis experience for everyone.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with any member of the committee or directly with the club's Welfare Officer, Bernard, by email: [bernardstebbing@btopenworld.com](mailto:bernardstebbing@btopenworld.com) or by phone: 07879 337 183

The club's full Diversity & Inclusion Policy can be read in the Policies Folder kept in the cabin or can be seen online at [www.littletontennisclub.co.uk](http://www.littletontennisclub.co.uk)

# LITTLETON TENNIS CLUB

## Safeguarding or Discrimination Concern Reporting Procedure

If you have concerns that you or anyone else has been or is being discriminated against or has been a victim of discriminatory language or behaviour, or you have concerns about a safeguarding issue then please **Respond, Refer, Record**.

**Respond** Listen carefully and calmly to what the person is telling you. Do not interrupt; avoid questioning where possible and never ask leading questions. Reassure the individual that he or she has done the right thing and what they have told you is very important. Do not promise to keep the information secret, but let the individual know that you will need to speak to the club's Welfare Officer or the LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let the person know that, too. Do not let doubt or personal bias prevent you from reporting any allegation.



**Refer** Is someone in immediate danger?



**YES**  
Call the police (999)

**THEN:**



**NO**

Talk to the club's Welfare Officer in confidence (Bernard Stebbing: 07879 337 183 or by email: [bernardstebbing@btopenworld.com](mailto:bernardstebbing@btopenworld.com) )

Talk to the LTA Safeguarding Team: 020 8487 7000 as soon as possible [Mon-Fri, 9am-5pm].

If the Safeguarding Team is unavailable and you want advice before the next working day, and your concern is about a child, call the NSPCC: 0808 800 5000

You can also call the Local Authority Children's Services on 0300 555 1384 (Out of hours: 0300 555 1373)

If your concern is about an adult then call the Local Authority Adult Services. (0300 555 1386)

Hate crime can alternatively be reported through True Vision at [www.report-it.org.uk](http://www.report-it.org.uk)



**Record** Write an objective account of your concerns immediately using the Reporting a Concern Form.

If you don't have access to a form, write down the details using what you have available and then sign & date it. Please give the form to the Welfare Officer. If appropriate to do so the Welfare Office will also forward the form to the LTA Safe & Inclusive Team within 48 hours of the concern/disclosure.

If you prefer you can fill in the form online at <https://safeguardingconcern.lta.org.uk>

Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safeguarding Team by phone 020 8487 7000 or email [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

