



# ***Market Drayton Tennis Club*** **Safeguarding Policy**

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## 1. Policy Statement

Market Drayton Tennis Club (MDTC) 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, squads, teams and events we run.

All activities arranged by MDTC are run in accordance with the LTA's Safeguarding at Events, Activities and Competitions guidance. Current guidance can be viewed on the LTA's website – [www.lta.org.uk](http://www.lta.org.uk)

This Policy strives to ensure that MDTC:

- Minimises the risk to children, young people and adults at risk of abuse
- Responds appropriately to all safeguarding concerns/disclosures
- Delivers a positive tennis experience for all

Everyone at MDTC has a shared responsibility to support this Policy by promoting the welfare of all children, young people and adults at risk.

## 2. Use of Terminology

**Child or young person:** a person under the age of eighteen (18) years.

**Adult at risk:** a person aged eighteen (18) 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 full glossary of terms)*

## 3. Scope of this Policy

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

Advice, guidance and support is available from the LTA Safeguarding Team. They can be contacted via 020 8487 7000 or at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk).

#### 4. Responsibility for the Implementation of this Policy, Code of Conduct and Reporting Procedure

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

- The committee at MDTC is accountable for this Policy and its implementation.
- MDTC's Welfare Officer, Vicki Lightfoot, is responsible for updating this Policy in line with legislative, LTA guidance and club developments.
- All individuals involved in/present at MDTC are required to adhere to this Policy and the Code of Conduct. In order that everyone has a great experience when playing tennis at MDTC, the club has developed a Code of Conduct for adults, juniors, parents and coaches. This can be found in Appendix B.

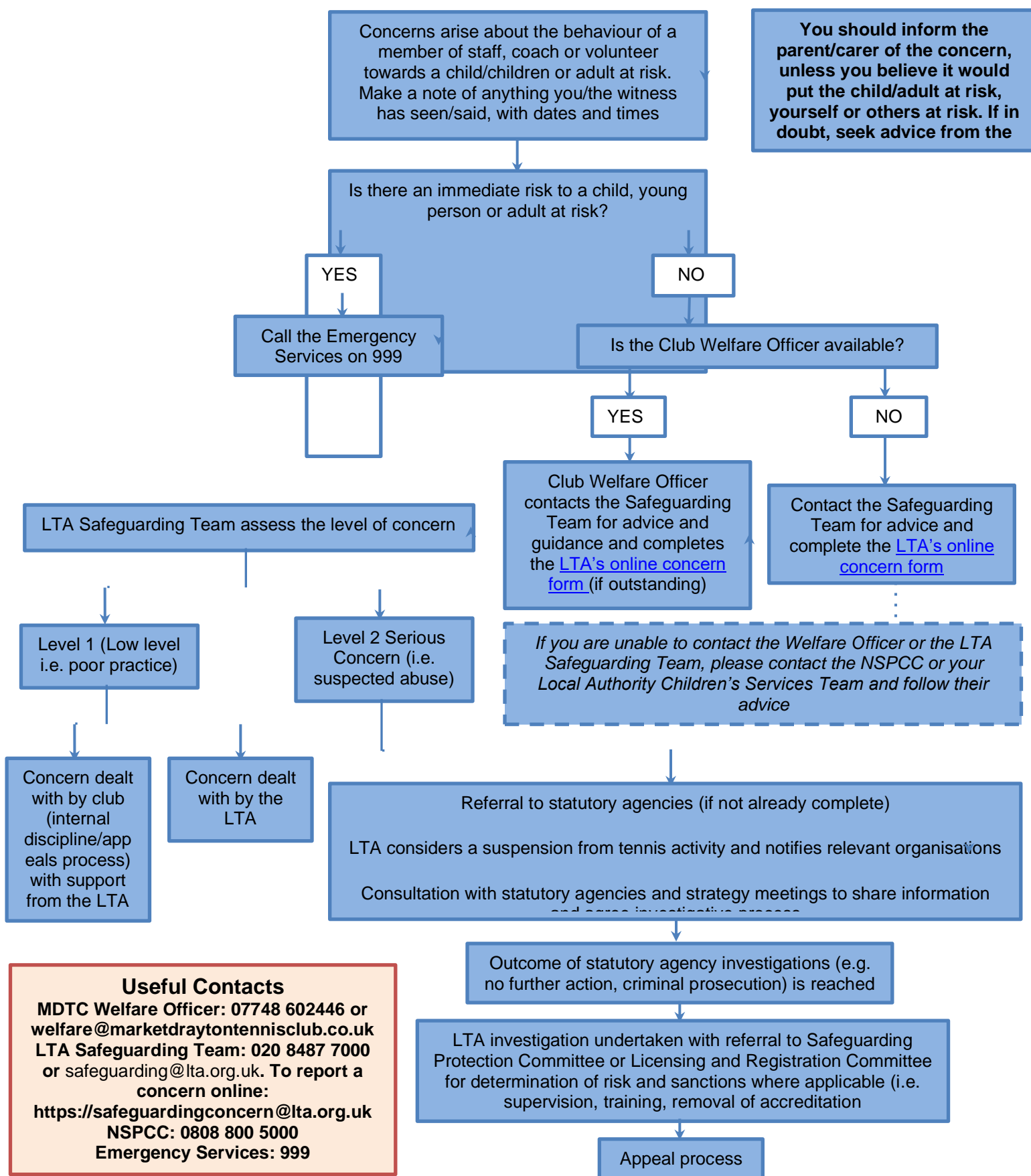
##### **Where there is a safeguarding concern/disclosure:**

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure set out overleaf. Unless someone is in immediate danger (in which case call 999), they should inform MDTC's Welfare Officer, Vicki Lightfoot on 07748 602446 or email [welfare@marketdraytontennisclub.co.uk](mailto:welfare@marketdraytontennisclub.co.uk). Guidance regarding what to do when a disclosure from a child or adult at risk is made to you is outlined in Appendix C.
- MDTC's Welfare Officer is responsible for reporting safeguarding concerns to the LTA Safeguarding Team. If MDTC's Welfare Officer is unavailable, you should report your safeguarding concerns directly to the LTA Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them. Working with the club Welfare Officer and National Safeguarding Leads, they will follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/adult at risk. Dependent on the nature of the concern/disclosure, a referral may be made to:

|  |  |
|--|--|
| West Mercia Police (emergencies only)      | 999  |
| West Mercia Police, Public Protection Unit | 0300 333 3000  |
| Shropshire Council's Children's Services   | 0345 678 9021 (out of hours 0345 6789 040)   |
| Shropshire Council's Adult Services        | 0345 678 9044 (out of hours 0345 678 9040)   |
| Shropshire's LTA Safeguarding Officer      | Ian Brett, 07572 793825 or at <a href="mailto:isbrett@outlook.com">isbrett@outlook.com</a> |

- Where an individual is made aware of a Safeguarding Concern outside the tennis environment, please refer to the reporting procedure in Appendix D.

## Reporting a Safeguarding Concern within the Tennis Environment



## 5. Breaches of the Safeguarding Policy, the 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 suspension/exclusion from MDTC, dismissal and legal action.
- Termination of current and future roles within MDTC and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of MDTC that are seen to contradict this Policy may also be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by MDTC, the individual should adhere to the Club's appeal procedure, which is found in Appendix E.

## 6. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. At MDTC, 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 whistle blower may be a:

- Player
- Volunteer
- Coach
- Member of staff
- Official
- Parent
- Member of the public

### How to raise a concern about a child or an adult at risk at MDTC

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 MDTC's Welfare Officer. The Welfare Officer will pass the details of the concern onto the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police may be contacted, where appropriate.

If, however, the whistleblower does not feel comfortable raising a concern with MDTC's Welfare Officer, they should contact the LTA Safeguarding Team directly via 020 8487 7000, or the Local Authority Designated Officer (LADO) on 03456 789021 or the NSPCC on 0808 800 5000.

The Club Welfare Officer can be contacted on 07748 602446 or [welfare@marketdraytontennisclub.co.uk](mailto:welfare@marketdraytontennisclub.co.uk)

### Information to include when raising a concern

The whistle blower 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
- Whether any witnesses were present

### What happens next?

All concerns raised by a whistle blower will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside of MDTC or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### Support

MDTC will not tolerate any harassment, victimisation or unfair treatment of whistle blowers. It will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

### Related policies and procedures

This policy should be read alongside MDTC's policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy
- Code of conduct for staff and volunteers
- Anti-bullying policy
- Photography and filming policy
- Online safety and communications policy
- Transporting children policy
- Whistle blowing policy

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Club Committee Secretary:

Date:

\_\_\_\_\_  
Alastair Campbell

Club Welfare Officer:

Date:

\_\_\_\_\_  
Vicki Lightfoot

## 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 Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place

## **Appendix B Codes of Conduct**

### **All members of staff, volunteers and members agree to:**

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- 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
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players

### **All children agree to:**

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

### **All parents and carers agree to:**

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive

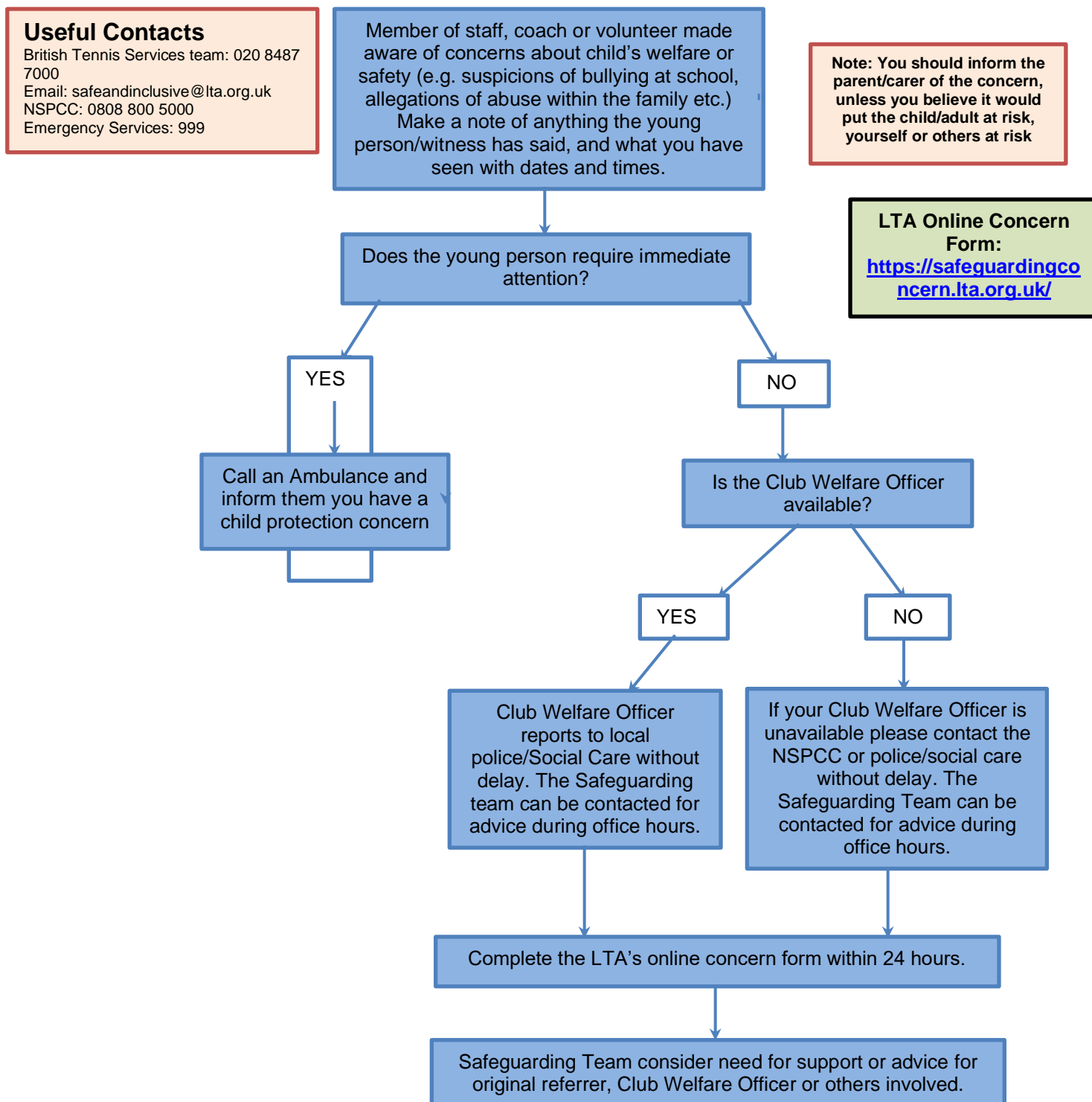
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

### **Appendix C: 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 Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
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. Make certain you distinguish between what the person has actually said and the inferences you may have made.

## Appendix D: Reporting a Safeguarding Concern outside the Tennis Environment

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis.



## Appendix E: Complaints and Appeals Procedure

MDTC's complainants and appeals process is designed to be timely, objective and easily accessible to all parties.

In the event that any member or non-member or visiting team member feels that he or she has suffered discrimination in any way or that MDTC's policies, rules or code of conduct have been broken, they should follow the procedures set out below.

1. They should report the matter/lodge a complaint in writing to the Club Chairman, Club Secretary, or another member of the committee. A list of committee members can be found on the Clubspark website or on the wall of the clubhouse. They must do this within 14 days of the issue arising. The report should include:
  - Details of what, when and where the occurrence took place;
  - Any information on witnesses present;
  - Names of any others who have been treated in a similar way;
  - Details of any former complaints made about the incident, date, when and to whom made
2. Within 7 days of the report, MDTC Committee shall appoint:
  - An Investigating Officer whose role is to gather evidence and present such evidence to the Complaint committee, along with a recommendation to resolve the matter. The Complaint committee may adapt, reject or accept such recommendation.
  - 3 committee members to rule on the complaint's outcome, this shall be called the 'Complaint Committee' and be temporary for the purpose of the current complaint only.
3. Within 21 days of being appointed, the Investigating Officer will report their findings to the Complaints Committee.
4. The Complaint committee will meet to discuss the Investigating Officer's report and decide the outcome within 7 days of receiving the report and will feedback their decision in writing to the complainant within another 7 days.

If new evidence is found or it is believed that due process was not followed, a complainant may lodge an appeal. This appeal will be heard by the **Chair of Greenfields Sports Association (the overseeing body)** or the County LTA Association. Where an appeal is lodged in response to a safeguarding decision, this will be escalated to the LTA Safeguarding Team.

If any person is found to be in breach of MDTC's policies or codes of conduct, the Complaint committee will have the power to:

- Warn as to future conduct
- Suspend from membership
- Remove from membership

If the nature of the complaint is with regard to MDTC's management committee or other body or group in the club, the member/visitor has the right to report the matter directly to the relevant County Association or the LTA Safeguarding Team.