

Mayfield Sports Club - January 2019

Summary of Safeguarding Children and Young People Policy

Policy Statement and guidelines for Members

This policy reflects the requirements of the Lawn Tennis Association for all affiliated clubs to meet the minimum standards that came into effect in Autumn 2018. It applies to the tennis, table tennis, cricket and football sections of Mayfield. This is a summary of the full policy which has been sent to every active member and is displayed in the clubhouse.

Safeguarding is everyone's responsibility. The club is required to have a safeguarding policy to designate a member to act as the 'welfare officer' to support the club in discharging safeguarding responsibilities.

The club is also required to have a '**Whistle-blowing**' policy which should be used if there is a concern that a member, coach or club official is causing a child or vulnerable adult to be at risk. At Mayfield, this Safeguarding policy should be used as guidance on what to do if you have a concern.

The Executive Committee are responsible for the overall implementation of the safeguarding policy, including whistle-blowing. **Jan Doust is Mayfield's Welfare Officer and can be contacted on 07711318146. The welfare officer is responsible for ensuring that the relevant processes are followed if there are concerns.**

Members should be aware of the relevant safeguarding procedures and if there are any concerns, these must be dealt with properly and in line with the governing body's procedures for each sport (tennis, table tennis, cricket and football). In the first instance, concerns should be raised promptly with the Welfare Officer. **If the Welfare Officer is unavailable and concerns are urgent, the NSPCC have a 24 helpline - 0800 800 5000.**

Actions taken by members, parents and carers, staff, volunteers, consultants, coaches or anyone else associated with Mayfield that act in any way that contradicts this policy may be considered in violation of the club's safeguarding policy and the club will take action that may include exclusion from the club, dismissal and legal action.

Terminology

Throughout this policy:

"child" means under the age of eighteen years.

"Vulnerable adult" means an adult who has care or support needs, is at risk of abuse or neglect and because of their care and support needs cannot protect themselves from actual or potential abuse or neglect.

WHAT TO DO IF YOU ARE WORRIED

Anyone who is concerned about the well-being of a child/adult at risk or is concerned about abuse or neglect must:

1. **LISTEN** calmly to the individual;
2. **REASSURE** the individual that they have done the right thing in telling you;
3. **AVOID QUESTIONING** where possible and never ask leading questions;
4. **NOT PROMISE SECRECY** - let the person know that you will need to speak to the Welfare Officer because it is in their best interest. In an emergency, if you intend to speak to the Police or social care, you should let the person know this;
5. **REPORT THE CONCERN** - in an emergency, call the Police (999). Otherwise, contact the Mayfield Welfare Officer (Jan Doust, 07711318146) as soon as possible. Do not let doubt/personal bias prevent you from reporting the concern or allegation;
6. **RECORD** details of the concern and sign and date it. Record facts rather than inferences that you may have made. This may be required by the Welfare Officer, LTA safeguarding team, police or other agencies who may become involved.

Important telephone numbers

In the first instance you should try and contact the Welfare Officer or LTA Safeguarding Team to report your concerns. However if you are unable to do that, any of the numbers below can be used to access advice and support. If you believe that a situation is an emergency, dial 999 and ask for the Police.

Emergency - Police: 999

Mayfield Welfare Officer: 07711318146

LTA Safeguarding Team: 0208-487-7000

NSPCC: 0800 800 5000

Enfield Local Authority Designated Officer (LADO): 0208-379-2746

Enfield Single Point of Entry: 0208-379-5555 (out of office hours 0208-379-1000, option 1)

Enfield Police Child Abuse and Investigation Team: 0208-733-5139

