

## Mayfield Sports Club - January 2019

### Safeguarding Children and Young People

#### 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 will be coming into effect in autumn 2018. It applies to the tennis, table tennis, cricket and football sections of Mayfield.

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.

## Overview

- Mayfield is a private members sports and social club that welcomes adults, young people and children and the wider community. Some of these services are offered to vulnerable adults and children and young people.
- Our intention is that the club is inclusive and that our members of all ages feel safe, welcomed and encouraged to enjoy the wide range of experiences that Mayfield has to offer. However as a small club, run by volunteers, if children/young people join, we need to be clear with parents/carers of the limits of our responsibility.
- Allegations may be made against coaches, volunteers or other club members and MUST be referred and where necessary investigated by the prescribed agencies.
- Each section should be aware of their responsibilities to:
  - report any concerns about safeguarding;
  - ensure that other regulations such as the consumption of alcohol are observed;
  - ensure that coaches are appropriately qualified and volunteers are appropriately supported;
  - ensure relationships between adults, children and young people are appropriate; and
  - ensure that coaches, volunteers and other members observe appropriate boundaries.
- This policy is intended to support members where they are engaging with children, young people or vulnerable adults so that they are clear about the clubs expectations and avoid placing themselves in a position where they are open to allegations.
- These guidelines are not exhaustive but cover the main areas where we should be aware of potential safeguarding concerns. Members are asked to let the Welfare Officer know if there other areas that should be included as this will be regularly up-dated.

## Coaching

- We will only use coaches with relevant qualifications, have DBS clearance, appropriate insurance and a proper understanding of their associations safeguarding policy and procedures.
- Only coaches formally designated by Mayfield as 'coaches' should describe themselves in this way.
- Where volunteers are used to support sessions, they will always work under the direct supervision of the qualified coach and will never be left in sole charge of children or vulnerable adults.
- Children under 13 should usually be accompanied by their parents/carers unless this is a session provided by Primal Health who will reach an explicit agreement with parent/ carers on individual arrangement. The child remains the responsibility of the parent/ carer who should include the arrangements for collecting the child at the end of the session (or earlier should this be necessary).

- Occasionally club members may offer to support the development of a child or young person through practice etc and outside of normal club periods. Parents/carers should always be asked for permission and if they are unable to attend with their child, this should be at a time when there are other activities and members present at the club. Adult members should NOT be alone with children or vulnerable adults.

## **General Club sessions**

- We want to encourage children and young people to participate in the open club sessions where this is appropriate to their standard in the sport and level of maturity. The relevant section committee retains the right to decide on whether or not to extend open sessions to children and young people.
- As a small club, run by volunteers, we are not able to provide formal supervision of these sessions. Parents/carers should be made aware that these sessions are not supervised so that they can decide whether or not they need to accompany them.
- Parents/carers should also be aware that our changing rooms are unsupervised and mixed use (adults and children) so that they can decide on whether they want their child to use these facilities or to come changed and ready to participate in sport. Members are encouraged to be aware of the potential sensitivities of children and young people who do use our facilities.
- Children and vulnerable adults who require assistance with changing, personal care or using the toilet facilities must always be supported by their parents/carers or designated family member.

## **Transport**

- In most cases parents/carers will bring their child to the club and collect them or authorise them to travel independently. Occasionally it might be preferable for the child to be offered a lift by a club member e.g. in the winter when it is dark or to an away match (should the child/young person play for the team). No member is expected to offer a lift in these or any other circumstances. However, where the member decides to offer this, our recommendations reflects the LTA guidance to coaches:
  - parents/carers provide explicit consent for each journey;
  - there are 2 adults in the car;
  - at least one of the adults reflects the gender of the child/children/young person;
  - children/young people are seated in the back and wear seat belts; and
  - all other driving regulations are fully observed.
- Unless the driver is employed as a coach, it is unlikely that they will have a DBS check. This does not preclude them from driving but parents/carers should be aware of this before being asked for their permission to transport their child. Even where a member has a DBS check, they must follow the LTA guidance for transporting children/young people.

## **Relationships between members and children/young people**

- Club sessions and social events are informal periods where adults and children and young people will mix together outside of the usual context of a school. This may be an unusual experience for the child or young person, particularly if their parents/carers are not present and they may be unsure about how to relate to adult club members.
- We want the club to be an enjoyable experience but we must also encourage appropriate boundaries so that children and young people learn to relate properly to adults, particularly those that they do not know well.
- We discourage adult members from sharing personal details such as phone numbers, email addresses and other personal information. Where possible, if communication with children is required, this should be through the parents/carers or at least with their explicit permission to contact the child directly. This should be restricted to basic details such as time of lesson or match.
- Adult members are strongly discouraged from taking photographs of children/young people at the club without parent/carer permission and should not post these on social media. Facebook, Instagram, Twitter messages should be used with great caution as messages can be open to misinterpretation and there is potential for loss of control of personal information. We do not know each child's family circumstances, whether they have access to both parents etc and sharing their pictures or information could make them vulnerable.

## **Physical contact with children and young people**

- In the coaching context, sometimes physical contact is required in order to teach a specific skill, although verbal instruction may be sufficient. Where contact is required, best practice is to ask the person if it is ok and to be clear about where the touching will be e.g. may I move your hand, turn your shoulder etc. Contact should always be the least intrusive required to teach the skill and should be in full view of others.
- In any context, including social events, adults should be aware that some children/young people do not like to be touched and should be sensitive to their boundaries and personal space. This is particularly relevant to events that may involve physical contact e.g. dancing at a party and adult members should be cautious, even when the child initiates it so that there is no confusion about intentions or actions.

## **Dissemination and review of the Mayfield Safeguarding Policy**

This policy will be reviewed by the Executive Committee at least annually and will be amended as required in line with changes to British Tennis guidance or national legislation. The Welfare Officer is responsible for this.

The Safeguarding Policy will be provided electronically to all new members and will be disseminated electronically to existing members as changes are made. It will be displayed in the Mayfield clubhouse in a prominent position on the noticeboard.

## **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**

