



## Rubislaw Tennis Club - Wellbeing Policy

- Child Protection
- Anti-Bullying
- Diversity & Inclusion

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### Position Statement

*This Policy is applicable to all coaches, volunteers, committee members and club members.*

To keep children safe in our club we will:

- Promote the wellbeing of children through opportunities to take part in sport safely
- Put in place policies and procedures to promote the wellbeing and protection of children
- Appoint a Club Child Protection Officer
- Support our coaches and volunteers to prioritise the wellbeing of children who take part in our activities and protect them from harm
- Require the coaches and volunteers to adopt and abide by the Wellbeing Policy and procedures including the Code of Conduct for working with children
- Respond to any child wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the child protection and wellbeing policy and procedures regularly
- Seek advice, guidance and support from the LTA Safeguarding Team

If you have any concerns about the wellbeing of a child at our club, please do not hesitate to contact the Club Child Protection Officer: Emma Toner, 07709-582532

Club Chairman: Steve Smith, 07534-817314

If it goes to voicemail, please leave a message and telephone number

Or send Emma and Steve an e-mail via [childprotection@rubilsawtennis.net](mailto:childprotection@rubilsawtennis.net)

You can also contact the LTA's Lead Safeguarding Officer, David Humphrey who can be contacted at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk), please use their [secure online form](#) to provide the details.

If you have an immediate and serious concern about the safety of a child, contact the police and/or your local social work child protection team. Contact details

Police	101
Aberdeen Social Work	01224 306877 (Joint Child Protection Team) 0800 731 5520 (Emergency Out of Hours)
Aberdeenshire Social Work	01467 537111 (9am - 5pm) 03456 08 12 06 (Evenings & Weekends Out of Hours Service)

*Steve Smith, Committee Chair: 1 March 2022*

*Emma Toner, Child Protection Officer: 1 March 2022*

This Policy will be reviewed every two years (or earlier if required) - March 2024

## 1. Child Protection Policy

Rubislaw Tennis Club is committed to prioritising the well-being of all children, including those at risk, by always promoting a safe environment in our club, including all programmes and events we run. All activities, events and trips arranged by the club 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 wellbeing and child protection concerns/disclosures.

Our Policy is informed by the:

- 'Children and Young People (Scotland) Act 2014', where the concept of wellbeing and the GIRFEC approach is now enshrined in law
- Child Protection in Scotland 2021 Guidance which directs sport organisations and clubs responsible for the organisation of activities, regulated or otherwise, to ensure that safeguarding is integral to practice in recruitment, training and oversight of staff and volunteers; and children know how and with whom they can voice questions and concern.
- National Strategy for Child Protection in Sport 10 steps to safeguard children in sport which asks us to adopt an open culture of encouraging parents and carers to ask questions about safeguarding procedures.

Underpinning principles:

- A child is recognised as someone under the age of 18
- A child has the right to relax, play and join in a wide range of sporting activities
- The protection and wellbeing of all children in our care is everyone's responsibility
- A child, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
- A child has the right to express views on all matters that affect them, should they wish to do so
- A child's rights, wishes and feelings should be respected and promoted
- The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations

## 2. What to do if you are concerned about a child

A set procedure for responding to a wellbeing or protection concern about a child makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on three steps: Respond, Record, Report.

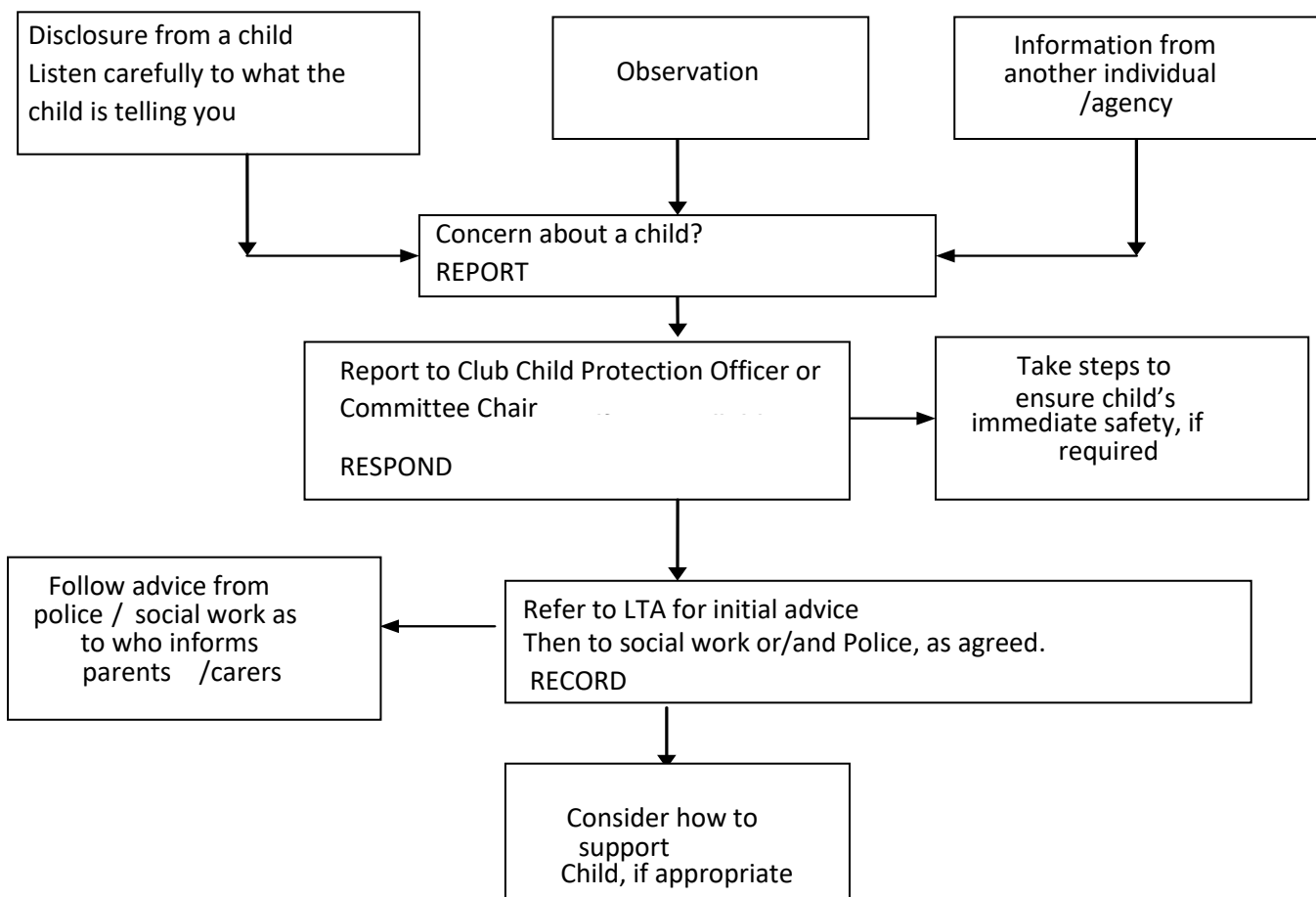
The following principles underpin the procedure:

- The wellbeing of the child is the paramount consideration.
- Parents/carers have the primary responsibility for the safety and wellbeing of their children and where possible the club should work in partnership with parents/carers when there are concerns about a child.
- Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important therefore to seek the views of the child, where relevant and appropriate, and to seek their consent for further reporting of the concern.
- Where the concern about a child's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether or not a child has been abused.

Concerns may be raised:

- by a direct disclosure by a child
- through observation of a child, demonstrated by a change in their behaviour, appearance or nature
- information that is shared from another individual or organisation

### Reporting a Concern Procedure



3. Where there is a concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Concern Procedure shown in the flowchart at the beginning of this policy. Unless someone is in immediate danger, they should inform their club Child Protection Officer or National Safeguarding Lead.
- The club Child Protection Officer is 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 them and working with the club Lead and National Safeguarding Leads to follow up as appropriate on a case-by-case basis, always prioritising the well-being of the child/ adult at risk. Dependent on the concern/disclosure, a referral may be made to the police in an emergency or the Local Authority Children’s Social Work Service where the child resides.

Advice to follow If a Child Discloses Abuse

Respond	Record	Report
<p>Good practice:</p> <ul style="list-style-type: none"> <li>● React calmly so as not to frighten the child.</li> <li>● Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).</li> <li>● Listen to the child and take what they say seriously. Do not show disbelief.</li> <li>● Reassure the child they are not to blame and were right to tell someone.</li> <li>● Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?</li> <li>● It’s important to explain to the child who you may need to share information with and why. Don’t promise to keep information to yourself.</li> <li>● Do not introduce personal information from either your own experiences or those of other children.</li> <li>● Pass on the information to the Club Child Protection Officer/or social work services or the police without delay</li> </ul> <p>Things to avoid:</p> <ul style="list-style-type: none"> <li>● Panicking</li> <li>● Showing shock or distaste</li> <li>● Probing for more information than is offered</li> <li>● Speculating or making assumptions</li> <li>● Approach the individual against whom the allegation has been made</li> <li>● Making negative comments about the person against whom the allegation has been made</li> </ul>	<p>Make a written record of the information as soon as possible using the Concern Recording Form, completing as much of the form as possible</p>	<p>Advise the Club Child Protection Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CWPO, police and social workers to decide what action to take next.</p> <p>For advice and guidance when/if the Club CWPO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.</p> <p>Sharing Concerns with Parents/Carers</p> <p>Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers.</p> <p>Further guidance and support is available from <a href="https://www.lta.org.uk/about-us/in-your-area/tennis-scotland/safeguarding">https://www.lta.org.uk/about-us/in-your-area/tennis-scotland/safeguarding</a></p>

#### 4. Respect in Tennis

Our coaches, volunteers and club members will:

- Prioritise the well-being of all children 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
- 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)
- 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
- *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?*

Our Children and Young People will:

- Be friendly, supportive and welcoming to other children and adults
- Respect coaches, 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
- Talk to somebody they feel safe with about any concerns or worries they have about themselves or others

Our parents and carers will:

- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Never ridicule or admonish a child for making a mistake or losing a match
- 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
- 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

5. Anti-bullying - In line with the Tennis Scotland anti-bullying policy, Rubislaw Tennis Club has a zero-tolerance approach to bullying and we promote 'respect in tennis' in our venue.

Bullying is both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves. This is referred to as their sense of 'agency'. Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online (respectme 2015).

Bullying behaviour can harm people physically or emotionally and, although the actual behaviour might not be repeated, the threat that it might can be sustained over time, typically by actions: looks, messages, confrontations, physical interventions, or the fear of these. This behaviour can include:

- Being called names, teased, put down or threatened face to face and/or online
- Being hit, tripped, pushed or kicked
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about you (face to face and/or online)
- Sending abusive messages, pictures or images on social media, online gaming platforms or phone
- Behaviour which makes people feel like they are not in control of themselves or their lives
- Being targeted because of who you are or who you are perceived to be (face to face and/or online)

It's every child's right not to be bullied. Children's rights are unique in that many of them, although designed for the safety and protection of children, have to be provided for by adults and the government. Children and young people are covered under the Human Rights Act 1998, and described in the UN Convention on the Rights of the Child (UNCRC).

The following signs may indicate that bullying is happening in a tennis venue if someone:

Has their possessions going missing or damaged?	Stops eating or sleeping
Is unwilling to go to the tennis venue	Begins to bully others
Feels ill before coaching sessions or camps	Refuses to say what's wrong, or gives improbable reasons for their behaviour
Becomes withdrawn, nervous, or lacking in confidence	Is physically injured
Shows a change in performance	Has nightmares
Asks for or steals money (to pay the bully)	Runs away from home
Self-harms, attempts or threatens suicide	Changes their personality or appearance
Is afraid of travelling to the tennis venue alone	

Rubislaw takes bullying seriously and promotes the following:

- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour.

Reporting a concern

If you are being bullied or witness bullying you can speak to someone you trust, your venue Child Protection Officer, or report it using the LTA Online Report a Concern platform – this is on the LTA website Safeguarding page.

Useful websites

<a href="http://respectme.org.uk/">http://respectme.org.uk/</a>	<a href="http://www.beatbullying.org.uk">www.beatbullying.org.uk</a>	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	<a href="http://www.antibullyingalliance">www.antibullyingalliance</a>		

## 6. Diversity and Inclusion

Rubislaw Tennis Club adheres to the Tennis Scotland Diversity and Inclusion in British Tennis Policy

[British-tennis-diversity-and-inclusion-policy---sep-2017.pdf](#)

Inclusion – ensuring that tennis is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity e.g. player, employee, volunteer, coach or official. We will work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

The Rubislaw Tennis Club Approach	
● Our Tennis Club is diverse and inclusive	Rubislaw Tennis Club has now been in existence for 100 years. We are one of four tennis centres in Aberdeen that are providing tennis opportunities for people living in Aberdeen and Aberdeenshire. The club is managed and run by a committee of volunteers who strive to offer a wide range of opportunities to those who want to learn to play and be the best they can be. A wide range of tennis opportunities from junior coaching, adult coaching, social sessions to local and national leagues is available to our diverse and committed tennis members.
● Diversity and inclusion are embedded in our culture and our behaviours	
● We create a culture where inclusive leadership thrives	
● We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.	

You can always talk to the Club Child Protection Officer or the LTA Safe and Inclusive Tennis Team (020 8487 7000) [Mon-Fri, 9am-5pm]. If the Safe and Inclusive Tennis Team is unavailable and you want advice before the next working day, call the NSPCC (0808 800 5000) or Parent Line Scotland (0800 028 2233) if your concern is about a child. If your concern is about an adult, ask them for details of your Local Authority Adult Social Care Services. Hate crime can alternatively be reported through True Vision at [www.report-it.org.uk](http://www.report-it.org.uk)

## 7. Child Protection and Wellbeing Checklist

Requirement	Position
<b>Wellbeing Policy</b> - Child Protection - The need for respect, - Anti-bullying - Diversity & Inclusion	Policy updated Consult with Club Members Display at Club. Copy on website Children & Young People asked to create a child-friendly Code of Conduct and anti-bullying Poster
Poster at Club referring to policy with contact numbers	Poster to be in clubhouse with copy of policy
Up to date PVG & CP Training Coaches, Volunteers & CP Officer <a href="https://www.lta.org.uk/about-us/safeguarding-protection/criminal-record-checks/dbs-overview/">https://www.lta.org.uk/about-us/safeguarding-protection/criminal-record-checks/dbs-overview/</a>  <a href="#">Tennis Scotland Safeguarding   LTA</a>	Club PVG records & Secure Handling Policy As per LTA Minimum Safeguarding Standards, PVGs will only be requested when necessary and relevant. The club will maintain an electronic PVG log showing expiry date of PVGs for those people at the club who are in regulated work and their role. The Child Protection Officer will maintain the log and share with the Chairman and Club Secretary as required.
Child Protection, Bullying, Diversity and Inclusion a priority for Committee	On agenda for all Club Meetings, recorded in minutes