

# Safeguarding Policy

## Safeguarding Policy

### 1. Policy statement

Rudgwick Lawn Tennis Club 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 and events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

### 2. Use of terminology

**Child:** a person under the age of eighteen years.

Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise by the LTA Safe and Inclusive Tennis Team.

**Adult at risk of abuse or neglect:** a person aged eighteen 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.

### **3. Scope**

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.

Guidance on implementing the policy is outlined in the following documents:

- Safe and Inclusive British Tennis toolkit

Advice, guidance and support is available from the LTA Safe and Inclusive Tennis Team.

### **4. Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure**

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

- Our club's committee has overall accountability for this Policy and its implementation
- Our club Welfare Officer, Dan Wood, is responsible for updating this Policy in line with legislative and club developments
- All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct
- The LTA Safe and Inclusive Tennis Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

#### **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 Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safe and Inclusive Tennis Team or National Safeguarding Lead
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe and Inclusive Tennis Team

- The LTA Safe and Inclusive Tennis Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:

- o The police in an emergency (999);
- o West Sussex Health and Wellbeing Board on 033 022 26050 [erica.keegan@westsussex.gov.uk](mailto:erica.keegan@westsussex.gov.uk)
- o The LTA Safeguarding and Protection Committee for advice and guidance. [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk). 020 84877000

## **5. Breaches of the Safeguarding Policy, Standards, 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 dismissal and legal action;
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by staff, consultants, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure

## **6. Related policies and guidance**

### **Safe and Inclusive Code of Conduct**

- Prioritise the well-being of all children and adults at all times
- 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 and promote the Fair Play values: enjoy; respect

- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between your professional and personal life, including on social media
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Where possible, do not be alone with a child or adult at risk
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such\*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)

\*It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

***The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.***

### **Safe and Inclusive Tennis Standards**

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis. *Implementing the Safe and Inclusive Tennis Standards* is intended to be used alongside this Policy and Code of Conduct; and the Equality, Diversity and Inclusion policy/Statement of Commitment.

**Standard 1: We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches, club members and events**

- Everyone has read, understood and follows the Safeguarding and Equality Policies, Standards, Code of Conduct and Reporting Procedure
- Our Safeguarding and Equality Policies and procedures are monitored and updated to keep them relevant to everyone in our club and the programmes and events we run.

**Standard 2: We empower children and adults to create safe and inclusive tennis environments, both on and off court**

- We support everyone to uphold the Fair Play values: enjoy; respect
- Information, resources and guidance on how to stay safe, promote equality, diversity and inclusion and report concerns is easy to access, understand and implement
- There is a club Welfare Officer or named person responsible for safeguarding and equality at our club; their name and contact details are clearly displayed at the club
- Children and adults are actively encouraged to report any concerns they have about themselves or others; those who report concerns are protected and supported.

**Standard 3: We prioritise safe and inclusive recruitment, induction, training and support**

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes
- All eligible staff and volunteers have a criminal records check
- All our coaches are LTA-accredited
- Our Welfare Officer (or named person responsible for safeguarding and equality) has the relevant skills and training to undertake the role
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the Safe and Inclusive toolkit.

**Standard 4: We protect people's confidential information about safeguarding and equality**

Confidential information relating to safeguarding and equality is:

- o Stored securely
- o Accessed and processed securely
- o Shared securely and appropriately.

**Standard 5: We address safeguarding and discrimination concerns immediately, prioritising the wellbeing of children and adults at risk**

- All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to
- All safeguarding and discrimination concerns/allegations made regarding a club member of staff, volunteer, coach or visitor are reported to our club Welfare Officer (or named person responsible for safeguarding and equality and may be reported to external authorities
- All concerns reported to the venue are reported immediately, following the Safeguarding Reporting Procedure
- We foster a collaborative approach to safeguarding across British Tennis and with other agencies

This Policy is reviewed every two years.

This Policy has been adopted by Rudgwick Lawn Tennis Club:

Club Committee Chair: Tim Bloomfield Date: 16<sup>th</sup> September 2018

Club Welfare Officer: Dan Wood Date: 16<sup>th</sup> September 2018