

CLWB TENIS LAWNT RHUTHUN

RUTHIN LAWN TENNIS CLUB

CLWB TENIS CYMUNED

A COMMUNITY TENNIS CLUB



MEMBERS INFORMATION BOOKLET

CODES OF CONDUCT/ POLICIES:

SAFEGUARDING CHILDREN/ADULTS

Reviewed 2023



MISSION STATEMENT

Ruthin Tennis Clubs mission is to grow tennis in Ruthin by making it relevant, accessible, welcoming and enjoyable

- To be welcoming to all ages, abilities and backgrounds
- To provide an atmosphere of positive encouragement to all those wanting to play tennis, especially members who have disabilities, mental health issues and learning disabilities.
- To create a strong program of club/social play that involves as wide a range of abilities and age as possible.
- To provide opportunities for all members of the club to develop their games, through the provision of high quality coaching and competitive playing opportunities.
- To have a progressive and proactive approach to promoting the sport and the club.
- To run the club on a sound financial basis, so that facilities can be maintained and enhanced.
- To provide the highest standards of safety and child protection.
- To create strong links with the local community, in particular local schools



BRITISH TENNIS MEMBERSHIP

As a member of an LTA affiliated club you are entitled to become a **British Tennis Member (BTM) free of charge by logging into the Lawn tennis Association web site [www. Lta.org.uk](http://www.Lta.org.uk)**. This allows you to “opt in” to the BTM Wimbledon Ballot/ Discounts, special offers, a monthly newsletter and an Aegon British Tennis rating (required for playing club matches).

TENNIS CLUBMARK

The club operates under procedures within the LTA tennis Clubmark scheme. This scheme has been put in place to help clubs to develop a great on court coaching programme, meet the competitive needs of their members, safeguard and protect their members and the committee, manage the club effectively and build a successful future for the club. Tennis Clubmark also gives clubs privileged access to enhanced support and resources from their local tennis development and talent performance teams.

WEBSITE

The club has a website which we trust will provide you with all the up to date information on what happening at the club. You can also keep in touch with other members, arrange games and enter competitions via the website. www.ruthinltc.com you will be directed to Clubspark. If you need any further information about the site or would like to have some information placed on the website pages then please contact Pam Alford/ Andrew Brown

DATA PROTECTION

We take the privacy of your personal information seriously. We use your personal data to manage the club, primarily for: membership administration: Club communications for events, either email, texting Access by coaching staff for emergency / medical information.

ACCESS TO PERSONAL DATA

Chairman: Tennis Secretary: Welfare Officer: Coaching Staff.
If you leave the club, then we will delete your membership records after 1 year.



Code of Conduct for Coaches

Coaches are expected to lead by example:

Respect their position of trust and maintain appropriate boundaries and relationships with young people.

Avoid discrimination in all its forms

Respect children and gain their trust and be honest with them.

Listen to any concerns that parents or children may have and report any concerns to the Welfare Officer

Read and implement good practice as laid down in the club's Safeguarding Policy.

Create an environment free of fear and harassment/ bullying/ swearing on and off court. Take action if this is happening.

Coaches must demonstrate proper personal behaviour and conduct at all times:

Check that all equipment at the club is fit for the purpose of coaching tennis and that the equipment is safe to use.

Must be fair, honest and considerate to players when coaching tennis

Make a commitment to provide a quality service to tennis players

Provide a safe environment that maximises benefits and minimises risks to tennis players in achieving their goals.

Ensure that weather conditions are suitable for playing and tennis coaching



Committee Members Code of Conduct

The Committee members are expected to;

Act all times within the constitution of the club

Act fairly and honestly in all matters and consider what is best for the club and all members, not just for themselves.

Disclose to the Committee members before or during any matter being discussed where they may have personal, professional, institutional or family interests or loyalties which rise to conflict of interest.

Maintain confidentiality on any matter discussed at Committee meetings or at Committee level considered by the Chairperson to be of a sensitive or delicate nature and not to be disseminated.

Involve or seek members support in the planning, leadership, evaluation and Decision making regarding all major issues relating to the club and its activities

Ensure that equal opportunities for participation in tennis are made available to all members regardless of ability, size, shape, gender, age, disability or ethnic origin

Ensure that club facilities and all equipment are/is safe and appropriate,

Ensure that adequate supervision is provided to young players by qualified and competent coaches capable of developing appropriate sports behaviour and skills

Assist in the creation of an environment where every individual member has the opportunity to participate in and enjoy playing tennis and to feel safe whenplaying



Club Team Match Member's Code of Conduct

The code advises players on the correct conduct expected of them when they are representing the club at matches or tournaments. It includes general behaviour guidelines, specific advice to players and any accompanying staff/supporters.

General Behaviour Playing for and representing the club in matches or at tournaments can place a certain amount of stress on players anxious about their impending performance or the match result. However, this should not be an excuse for bad manners or an unfriendly attitude towards their opponents.

Players are expected to;

Dress appropriately both on and off court respecting any dress rules laid down in the league rules, their own club, or by the club they are visiting.

Always be punctual for matches.

Remain polite, cheerful and tolerant towards their opponents. No swearing allowed on or off court

Contribute productively to the club's image.

Players must;

Behave in a reasonable and sensible manner, on and off court.

Act in a sporting manner and show respect for their opponents.

Take pride in their appearance.

Show respect and care for the equipment and facilities.



Players Code of Conduct

Players are expected to;

Be a good sport. Acknowledge all good play or shots by their partner or opponent/s

Play by the rules and be fair in all line calls.

Never argue with a partner or opponent.

Treat all players as they would like to be treated themselves. They must not ridicule, interfere with or bully or take unfair advantage of another player.

Never deliberately manipulate a situation or draw to avoid playing with players they consider to be inferior

Accept whoever they are paired with or against in games, be tolerant and understanding and never show aversion to playing with someone considered inferior.

Never display bad sportsmanship or act in a petulant manner when losing.

Control their temper. Verbal abuse, swearing or deliberately distracting or provoking an opponent is not acceptable behaviour in tennis.

Co-operate with your coach,, team captains partner and opponent/s. without them there would be no competition.

Ensure that all efforts are made to remove verbal and physical abuse on and off the court from tennis members

Not use or be under the influence of drugs or illegal substances when playing



Parents/Supporters Code of Conduct –

Junior Programme. Mini Programme:

Parents/supporters should;

Encourage children to participate if they are interested. If they are not, don't force them. Children over twelve years of age + with parents permission can access the tennis venue to play tennis without parental supervision. Coach present most days all day if problems occur

Focus on playing the game, reducing the emphasis on winning.

Teach children that an honest effort is as important as success or victory, so that the result of each coaching session or game is accepted without undue disappointment.

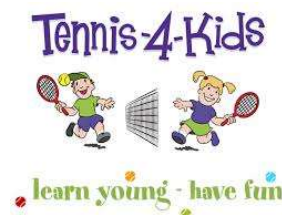
Encourage children to always play by the rules.

Do not criticise children in front of others, but reserve constructive criticism for more private moments.

Remember children are involved in sport for their enjoyment, not yours.

Remember a child learns best by example. Applaud good play by all players.

Accept decisions of all officials or players as being fair and called to the best of



Children / young people have the right to

Be safe and happy in their activity

Be listened to

Be respected and treated fairly

Enjoy tennis in a protective environment

Be referred to professionals if needed.

Be protected from abuse by other members or outside sources.

Participate on an equal basis, appropriate to their ability

Experience competition and the desire to win

Be believed if something has happened to them
and are asking for help.

Any minor misdemeanours and general misbehaviour from children or adult members will be addressed by the Coach and reported verbally to the Welfare Officer or Chairperson. More serious or persistent misbehaviour may result in action, investigation, and potentially dismissal from the tennis club. Parents will be informed at all stages.

Disciplinary action can be appealed to the coach with the final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.



A Commitment to Safeguard Children/ Adults **From harm**

Ruthin Tennis Club is committed to the prevention of abuse and to the well-being of members, children, young people, vulnerable adults and their families.

Ruthin Tennis Club is committed to acting at all times in the best interest of the children, young people and vulnerable adults to whom it provides a service.

Ruthin Tennis Club is committed to dealing with abuse, suspected abuse or disclosure of abuse in a timely fashion.

Ruthin Tennis Club recognises that the family's primary role in caring and protecting the child should be valued and maintained. However the child's safety and wellbeing should have priority.

Ruthin Tennis Club acknowledges that in cases of suspected child abuse, support for families is important.

Ruthin Tennis Club agrees that working in accordance with this policy requires staff to be trained and supported.

Ruthin Tennis Club will ensure any disclosures about any abuse from tennis members or from volunteers working around the community centre are acknowledged and appropriate action taken to ensure the safety of children who make disclosures or adults subjected to abuse on or off the court area.

Mrs Johanna Du Plat-Jones BSc.(Hon) MSc Nursing: CPT
SRN. H.V. Clinical Nurse Tutor. Nurse Practitioner
tele: 01824 703003:
Email jojo646@btinternet.com.

The welfare officer is responsible for creating a safe and inclusive venue for everyone and is the main contact person if anybody is concerned about the welfare of a child or adult who may be at risk of abuse, neglect or any allegation made against them by another person

Please REPORT IT. Feel free to discuss any issues with the welfare officer with regards to any safeguarding concerns
Action to take in wanting to report safeguarding disclosure from a child or adult at risk that is made to you about concerns.

- 1. Reassure the child/adult that s/he is right to report the behaviour.**
- 2. Listen carefully and calmly to him/her.**
- 3. Keep questions to a minimum and never ask leading questions**
- 4. Do not promise secrecy. Inform him/her that you will report the concerns and disclosures to the welfare officer or **Tennis Wales Safeguarding Officer Linda Sawyer or Mark Vaughan****
- 5. Make an objective written report of the conversation.**

To ensure safe and inclusive information is provided for members and these are displayed in the Tennis Notice board by the tennis courts . All full policies safeguarding reporting procedures are readily available on our web site. **Or if you wish read the Policy Books in person contact Johanna Jones**

If you have concerns you can contact Linda Sawyer County safeguarding Officer Lndlindas@aol.com

Tennis Wales Safeguarding Officer Mark Vaughan on 02920468332,
Email: Markvaughan@tenniswales.org.uk
NSPCC Tele: 08088005000



Safeguarding Summary of the Policy A Commitment to Safeguard Children from Harm

Summary Statements:

- Ruthin Tennis Club is committed to the prevention of abuse and to the well being of members, children, young people, vulnerable adults and their families.
- Ruthin Tennis Club is committed to acting at all times in the best interest of the children, young people and vulnerable adults to whom it provides a service.
- Ruthin Tennis Club is committed to dealing with abuse, suspected abuse or disclosure of abuse in a timely fashion
- Ruthin Tennis Club recognises that the family's primary role in caring and protecting the child should be valued and maintained. However, the child's safety and well being in a tennis environment should have priority.
- Ruthin Tennis Club acknowledges that in cases of suspected child abuse, support for families is important.
- Ruthin Tennis Club agrees that working in accordance with this policy requires staff to be trained and supported.
- Ruthin Tennis Club will ensure any disclosures about alleged abuse are acknowledged and appropriate action taken to ensure the safety of children.

WHAT TO DO IF A DISCLOSURE IS MADE FROM A CHILD; ADULT OR PARENT AT RISK OF ABUSE FROM A CLUB MEMBER OR VOLUNTEER ON OR OFF COURT AREA

- Reassure the child/adult/ parent that s/he is right to report the behaviour.
- Listen carefully and calmly to him/her
- Keep questions to a minimum – and never ask leading questions.
- Do not promise secrecy. Inform him/her that you will **REPORT IT**. If someone is in immediate danger, call the police (999), otherwise talk to the Welfare Officer,
- Do not permit personal doubt prevent you from reporting the concern/disclosure.
- Make an immediate objective written record. Once reported the welfare officer, will talk to the Tennis Wales Safeguarding Officer. Who will work with you to ensure the safety and well being of the child/adult at risk.
- Use the Reporting a Concern Form. Make certain you distinguish between what the person actually said and the inferences you may have made.
- Follow the LTA reporting a Safeguarding Concern within the Tennis Environment flow chart as a guidance. which is in the Notice Board
- The report should be sent to Mark Vaughan Tennis Wales Safeguarding Officer.
- Email Markvaughan@tenniswales.org.uk within 48 hours of the incident.

WELFARE OFFICER Mrs Johanna Du Plat Jones. 01824 703003:
Email: jojo646@btinternet.com

When abuse is suspected or an allegation made against another person, the first consideration will be to ensure the safety of the child.

- Coaches/ Club members will not act alone about suspicions, but will consult with the welfare officer or chairperson who will be committed to taking action.
- The Welfare Officer will consult with the child, talk to the safeguarding tennis Wales officer to clarify whether a notification of concern should take place. The family of the child will be notified.

At any time, any club member/ coach/ volunteer who has concerns regarding the safety and protection of a child may ring the Wales **Safeguarding Officer Mark Vaughan Tele: 02920468332 or Linda Sawyer County Safeguarding Officer Lndlindasaol.com**

LTA Safeguarding Team Tele 0208 4877000

If the safeguarding team is unavailable then contact Social Services Duty Officer on call for Child Protection and discuss the problem.
01824 712200. Email: cfsgateway@denbighshire.gov.uk



LOGGING A COMPLAINT

In the event that any employee, member, volunteer, visitor or visiting team feels that he, she or they have suffered discrimination or harassment in any way or that the policies, rules or code of conduct have been broken they should follow the procedures below.

The complainant should report the matter in writing to the Welfare Officer or another member of the management committee. The report should include:

- 1.Details of what occurred;
- 2.Details of when and where the occurrence took place;
- 3.Any witness details and copies of any witness statements;
- 4.Names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
5. Details of any former complaints made about the incident, including the date and to whom such complaint was made; and an indication as to the desired outcomes

If the person accused of discriminatory behaviour is an employee, the management committee will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.

Exclude a non-member from the facility, either temporarily or permanently; and turn down a non-member's current and/or future membership applications.

Will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.

Either party may appeal a decision of the management committee to the County Association (including a decision not to hold a hearing) by writing to the [County Secretary] within 3 months of the Place to Play's decision being notified to that party.

If the nature of the complaint is with regard to the management committee or other body or group in the Place to Play, the member/visitor has the right to report the discrimination or harassment directly to the relevant County Association.

This Policy is based on the LTA guide!



WHISTLEBLOWING POLICY

To use the Ruthin Tennis Club Whistleblowing Policy and be legally protected under the Act, you must make a disclosure about a serious concern.

Coaches, Club Members and Volunteers should use this policy to let the management committee know about serious concerns. It explains how you should tell someone in the committee about a concern, what we will do about it and how we will try to keep things confidential. You can:-

- Contact the Ruthin Tennis Club Chairperson email, letter or phone call about a concern. When making a Disclosure you can choose to:
- Remain anonymous from Ruthin Tennis Club
- Disclose your identity to the LTA but withhold it from Ruthin Tennis Club Chairperson. Disclose your identity to Ruthin Tennis Club Chairperson (and LTA if you decide to use their service)

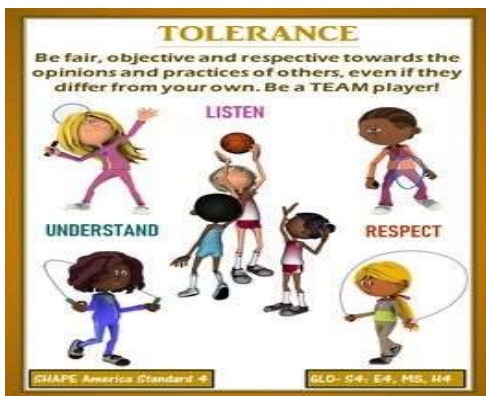
Statement of Purpose

If you think something's wrong, say so.

As valued club members, coaches and volunteers you are all part of the Ruthin Tennis Club that encourages openness and is committed to the highest standards of behaviour and accountability - and it's important that you are too.

By using the Whistleblowing Policy which supports people who raise a serious concern - you are helping the tennis Club for young children, young adults and adults experience the activity of tennis sport by making sure that the Ruthin Tennis Club upholds the law, our Polices, Values and Code of Conduct.

Don't be worried about telling someone. The Ruthin Tennis Club Whistleblowing Policy makes sure that you will be listened to with respect and taken seriously.



DIVERSITY AND INCLUSION POLICY

This Policy sets out our commitment and includes our Safe and Inclusive Standards, Code of Conduct, and Reporting Procedure and it supports our overall aims for diversity and inclusion that are to ensure that:

- Tennis is diverse and inclusive
- Diversity and inclusion are embedded in our club's 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.

To achieve these aims we believe that everyone involved in Tennis has a vital role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Tennis Champions – proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.

We are proud to have a Diversity and Inclusion Policy that demonstrates our commitment to making tennis diverse and inclusive.

Ruthin tennis club has adopted the following definitions to explain our approach to diversity and inclusion in tennis:

Discrimination:

Treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation

Diversity:

Acknowledging, celebrating and respecting the differences between groups of people and between individuals. We will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

Harassment:

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment.

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. Ruthin Tennis Club 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.

Anti Bullying

Ruthin Tennis Club is committed to providing a caring, friendly and safe environment for all our members so they can play tennis in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all players or parents should be able to tell the welfare officer or chairperson and know that incidents will be dealt with promptly and effectively

If you experience any problems, or notice that a member is violating an individual's dignity or are intimidating/ bullying members please don't keep it to yourself. Contact the Welfare Officer of chairperson and report the incidence.

Thank You

Steve Blunt (Chair person)

Johanna Du Plat Jones (Welfare Officer, Membership Secretary)

Pam Alford (Tennis Secretary)



ANTI-BULLYING

Bullying is defined as a range of abusive behaviour that is repeated and or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. intended to hurt someone either physically or emotionally. Bullying implies intimidation through threats, insults, foul language, or aggressive behaviour. Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour. It can involve an individual

We recognise that :

- Bullying causes real distress, it can affect a person's health and can cause significant harm.
- It can frighten people and in turn may become anxious in coming down to play tennis if nobody else is around to support you.
- All children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying

We will seek to keep children and adults at risk safe by:

- Recognising that bullying is closely related to how we respect and recognise the value of diversity.
- Recognising our duty of care and responsibility towards safeguarding
- Ensuring that bullying behaviour is not tolerated or condoned.

Taking action to respond and deal with any reports of bullying towards children or adults

Making sure our response to incidents of bullying takes into account

- The needs of the person being bullied
 - The needs of the person displaying bullying behaviour
 - The needs of others who may be affected
- Ruthin Tennis Club as a whole

Players, parents, coaches, volunteers and other staff members will:

- Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour to the welfare officer/ County Safeguarding

Officer, Chairperson of Ruthin Tennis Club (or suitable alternative county representative, tournament organiser.

- Respect every child / adult and right to play in a safe environment.
 - Respect the feelings and views of others.
- Ensure safety by having rules and code of conduct practices carefully explained

Supporting children

- We will let children know who will listen to and support them
- Create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour, especially those children with disabilities or impairment which can be potential barriers to speaking out.
- Anyone who reports an incident of bullying will be listened too and reports will be taken seriously.
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved as tennis players/ parents, children.
- A Ruthin Tennis Club incident Report Form will be filled in of the detailed account of the incident stating all the facts of what happened.

A form can be obtained by [contacting Pam Alford pam_alford@tiscali.co.uk](mailto:pam_alford@tiscali.co.uk)

Or [Johanna Du Plat Jones Welfare officer jojo646@btinternet.com](mailto:Johanna.DuPlat.Jones@btinternet.com)

If any bullying experience occurs from a person from the Community building towards any tennis player/ parent/ carer then the Trustees will be notified and they must take action via investigation and suspension of that person until investigations have been completed

Support to the parents/carers:

- Any experience of bullying will be discussed with the child's parents/ carer.
- Parents will be consulted on action to be taken (for both victim and bully)
- The welfare officer will provide support to parents/ adults/ children, including information from other agencies or support lines.

YOU CAN CONTACT

Welfare Officer Johanna Du Plat Jones jojo646@btinternet.com

County Safeguarding Officer Linda Sawyer Lndlindas@aol.com

PHOTOGRAPHY AND FILMING POLICY

Whilst the focus of the policy is children and vulnerable adults, the key points are applicable to all members/ parents/ coach. Outside organisation / Tournaments

The purpose of this policy is to:

- Protect children who take part in any Ruthin Tennis Club tennis activities, events specifically those where photographs and videos may be taken
- Set out the principles that guide our approach to photographs/ videos being taken during the events and activities.
- Ensure that we operate in line with the law when creating, using and sharing images.
- Follow the LTA guidelines

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/club uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, or screenshots or shared by anyone this is unacceptable and dangerous to do.
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image. So do not do it.

NSPCC guidance notes that: 'some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online

- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.'
- always asking for written consent from a child and their parents or carers before taking and using a child's image
- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.
- only using first names of children, unless:
 - it's considered necessary – such as for elite /high profile child players
 - it's in the child's best interests
 - the child and parent have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publishing personal information about children
- making sure children, their parents and carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information)

-
- **CONCERNS**
- If Ruthin Tennis Club staff or members become concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.
-
- Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officer Johanna Du Plat Jones and LTA Safeguarding Team. It may also be necessary to report this to the police.

ON LINE SAFETY AND COMMUNICATION POLICY

To help create an enjoyable tennis environment for everyone, Ruthin Tennis Club endeavours to ensure that use of the internet What'sApp groups, and social media is undertaken safely. The principles in this policy apply no matter which current or future technology is used

The purpose of this policy is to:

- Protect children involved within our organisation and who make use of technology such as mobile phones, tablets, internet.
- Provide staff, members, coaches and any volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.

Ensure Ruthin Tennis Club under the LTA guidelines operates within the law regarding how we behave online

The online world provides everyone with opportunities to access websites, apps, and other forms of digital communication. Ruthin Tennis Club has a duty to ensure that all children and adults are protected from potential harm online.

We have a responsibility as a tennis club to help keep children safe online, whether or not they are using Ruthin Tennis Club's network and devices.

All children, regardless of age, disability, gender, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Ruthin tennis Club believes it is essential to work in partnership with children, their parents, carers, and other organisations in helping them to be responsible in their approach to online safety.

Managing our online presence

Our online presence, through our website or social media platforms, will adhere to the following:

- All social media accounts will be password protected, and at least two members will have access to each account and password.
- Social media presence and content will be open to scrutiny by Ruthin Tennis Club Committee
- If advice is required then the County Safeguarding Lead should be contacted or the LTA Safeguarding Team.
- Any inappropriate posts will be removed, and an explanation should be provided of its removal, and informing anyone who may be affected (as well as parents of any children involved).

Identifying details such as a child's home address, school details, telephone number or email will not be posted on social media platforms

What we expect of Ruthin tennis Club staff: Members: Coaches and any Volunteers

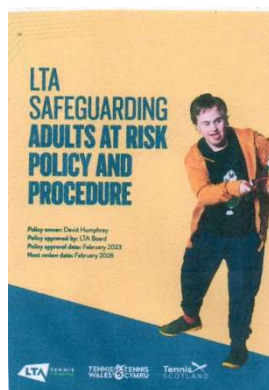
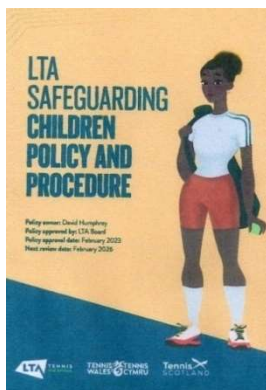
- Everybody should be aware of this policy and behave in accordance with the content.
- Any concerns, then they should seek the advice from the welfare officer. County Safeguarding Officer and LTA if they have any concerns about the use of the internet or social media.
- Any messages sent out to children and young people must be sent through the designated person responsible for the organisations on line presence.
- Any content posted should be accurate and appropriate
- Communication with parents is best through email or in writing, or use an organisational account, or website rather than via personal social media accounts.
- Any communication sent to children parents must be copied in as well.
- Any communication with children and parents must be done in a professional manner, avoiding the use of symbols such as kisses (X's).



CLWB TENIS CYMUNED
A COMMUNITY TENNIS CLUB

NEW UPDATE INFORMATION FROM THE LTA SAFEGUARDING CHILDREN AND ADULTS

Dated February 2023



**PLEASE READ AND KEEP THE BOOKLET AS A FORM OF
REFERENCE: SAFEGUARDING CHILDREN / ADULTS
IS EVERYBODY'S RESPONSIBILITY
LTA POLICY PRINCIPLES AND PROCEDURE**

Safeguarding is everybody's responsibility

The welfare of the child is paramount

**All children, regardless of age, disability, gender,
reassignment, race, religion or belief, sex, or sexual orientation**

**have an equal right to protection from all types of harm or
abuse from any person within
Ruthin Tennis Club, or from any person outside the tennis club
who is showing signs of abusive behaviour.**

**Safeguarding concerns are taken seriously, responded to
swiftly and appropriate support provided to those involved**

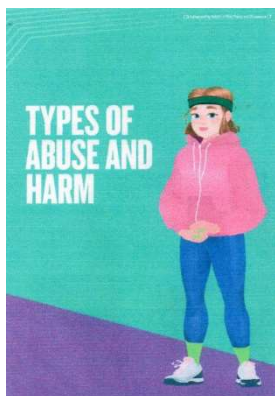
**The LTA and Ruthin Tennis Club are committed to developing and
implementing the highest standards of safeguarding across the sport
and recognise this is integral to delivering our vision of tennis
opened up.**

**The LTA and Ruthin Tennis Club strives to create a culture and
environment where everyone is empowered to protect themselves
and others and feel able to raise concerns**

**The LTA and Ruthin Tennis Club actively promote working together
to ensure all children and adults at risk are safeguarded.**

**The LTA Safeguarding Team has strategic and operational
responsibility for safeguarding. This Included:**

- **Raising safeguarding awareness and promoting safer
working practices through the provision of training,
campaigns, policies and procedures.**
- **Supporting and advising the tennis workforce on
safeguarding matters.**
- **Developing, implementing and quality assuring safeguarding
standards across the sport.**
- **Responding to and investigating safeguarding concerns.**
- **Taking action against those who seek to harm children/
adults.**



County Safeguarding Officers (England and Wales) are responsible for ensuring their county complies with safeguarding standards and assisting the LTA Safeguarding Team in promoting and embedding a safeguarding culture;

In North Wales if any tennis member, parent/s children, coach or outside tennis members in competitions at Ruthin Tennis Club consider that there is a safeguarding issue, experiencing any form of abuse, whether physical or verbally from another person inside the tennis area , or outside of the courts please contact the safeguarding team

If you have concerns you can contact Linda Sawyer County safeguarding Officer Lndlindas@aol.com

The Welfare Officers are responsible for ensuring their venue complies with safeguarding standards and acting as the *first point of contact for any safeguarding issues*

In North Wales Ruthin Tennis Club

If you have any concerns you can contact

**Mrs Johanna Du Plat-Jones Welfare Officer., tele: 01824 703003:
Email jojo646@btinternet.com**

Coaches and Officials

Are responsible for upholding high standards of conduct and professionalism in accordance with the LTA Code of Conduct and Ruthin Tennis Club Code of Conduct.

All Participants are responsible for raising safeguarding concerns.
PHYSICAL: EMOTIONAL: NEGLECT: SEXUAL:

Child abuse happens when a person harms a child. Children may be abused by:

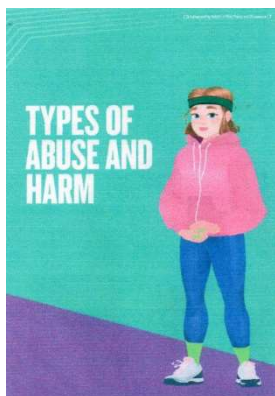
- Family member: Friends: People working or volunteering in organisational or community settings.
- People they know. Strangers.

INDICATORS OF ABUSE:

- Unexplained change in behaviour.
- Unexplained bruises or injuries , bruises or injuries that does not fit the explanation given by the person being abused.
- Child not attending sessions/ or no longer enjoying their sessions.
- Changes in weight
- Being withdrawn
- Truancy
- Sexually explicit knowledge or behaviour.
- Dirty, ill fitting clothes or lack of suitable clothing for the weather.
- Self harm
- Lack of friends.
- Low self -esteem

PHYSICAL ABUSE:

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve, hitting, kicking, shaking, poisoning, and burning.



It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, medicine may be given which a child does not need, making them unwell. This is known as fabricated or induced illness.

EMOTIONAL ABUSE:

Any act or other treatment which is persistent and may cause emotional damage and undermine a child's sense of well being. This includes:

- Isolation: humiliation: blaming: controlling: intimidation: use of threats: verbal assault/ use of foul language.

NEGLECT:

Ongoing failure to meet the basic needs of children.

- Failing to provide adequate food or shelter
- Failing to protect them from physical and emotional harm or danger
- Failing to ensure access to appropriate medical care or treatment

SEXUAL ABUSE:

Any act which involves forcing or enticing a child to take part in sexual activities such as:

- Looking at sexual images: Grooming a child in preparation for abuse, which can take place online or offline, Images or videos shared amongst other people
- Harmful sexual behaviour, using sexually explicit words
- Inappropriate touching
- Using sexual violence or threats
- Sexual activity with other children or adults

BULLYING

Repeated behaviour intended to intimidate or upset a child and / or make them feel uncomfortable or unsafe, for example:

- Name calling: exclusion or isolation: spreading rumours
- Embarrassing someone in public or in front of their peers
- Threatening to hurt them or damage their possessions.

CYBERBULLYING:

The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another child.

DOMESTIC ABUSE:

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse, Children can be directly involved in incidents of domestic abuse or may be harmed by seeing or hearing abuse happening. They may be risk of other types of abuse and neglect.

INCREASED VULNERABILITY TO ABUSE:

Vulnerability is changeable; it may include children with a physical disability or diagnosed condition such as learning difficulties, or mental health conditions, such as, anxiety or depression.

Children in these groups may:

- Have smaller network of friends and peer group to support and protect.
- Require intimate /physical medical care required which can allow abuse to be hidden.
- Have communication difficulties.
- Be dependent on the abuser for a service or basic need.
- Experience racism and racist attitudes.
- Be afraid of further abuse or racist abuse if they challenge others.

Elite child athletes may also be more vulnerable to abuse because they may:

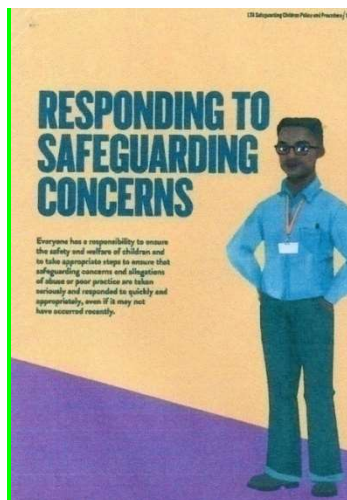
- Have increased dependency on coaching and other support staff for funding, selection and progression.
- Be segregated from protective factors such as their family and peer groups.
- Feel less able to report concerning behaviour due to a fear of impacting their sporting development
- Be exposed to unhealthy cultures and competitive performance ideologies and inappropriate practices.
- Be subjected to intense training and pressure to play/succeed even when injured and achieve unrealistic image, body and weight expectations.

LOW LEVEL CONCERNS:

A low level concern (which can also be known as poor practice) is behaviour that falls short of abuse towards a child and /or adult at risk and does not meet the allegation threshold or a referral to the **LOCAL AUTHORITY DESIGNATED OFFICER**). BUT which nevertheless harms or places an adult at risk or child at risk of harm or has a negative effect on their safety and/or well being.

An “allegation” means that it is alleged that a person who works with children or adults at risk has:

- Behaved in a way that has harmed or may have harmed them
- Possibly committed a criminal offence against them
- Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to them
- Have behaved in a way in their personal life that raises safeguarding concerns
- Have, as a parent or carer, become subject to child protection or adult safeguarding procedures.



and involve the person's organisation to investigate and act on the findings.

If further information comes to light which raises the level of concern, the matter must be referred to the LTA

A low level concern is any –concern no matter how small, and even if no more than a nagging doubt – that an adult may have acted in a manner which:

- Is not consistent with the LTA Code of Conduct , or Ruthin Tennis Club code of conduct OR
- Relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about an adult's suitability to work with children or adults, or be around adults and children.

Low level concerns are not acceptable and should be reported to the Venue Welfare Officer who will refer the matter on to the LTA Safeguarding Team.

It is critical that all low level concerns are referred to the LTA.

Upon receipt by the LTA . The LTA may decide that the low level concern is suitable to be dealt with by the venue committee members



RESPONDING TO A SAFEGUARDING CONCERN WITHIN TENNIS OF A CHILD OR ADULT

Upon becoming aware of a safeguarding concern, **PARTICIPANTS must follow the Reporting a safeguarding concern.** It is advisable to discuss safeguarding concerns with parent/s in the first instance. If unsure seek advice from the Welfare Officer or LTA safeguarding Team

RESPONDING TO A DISCLOSURE OF ABUSE:

Physical violence: Hostility: Intimidation: Harassment: Humiliating offensive language by another person or persons

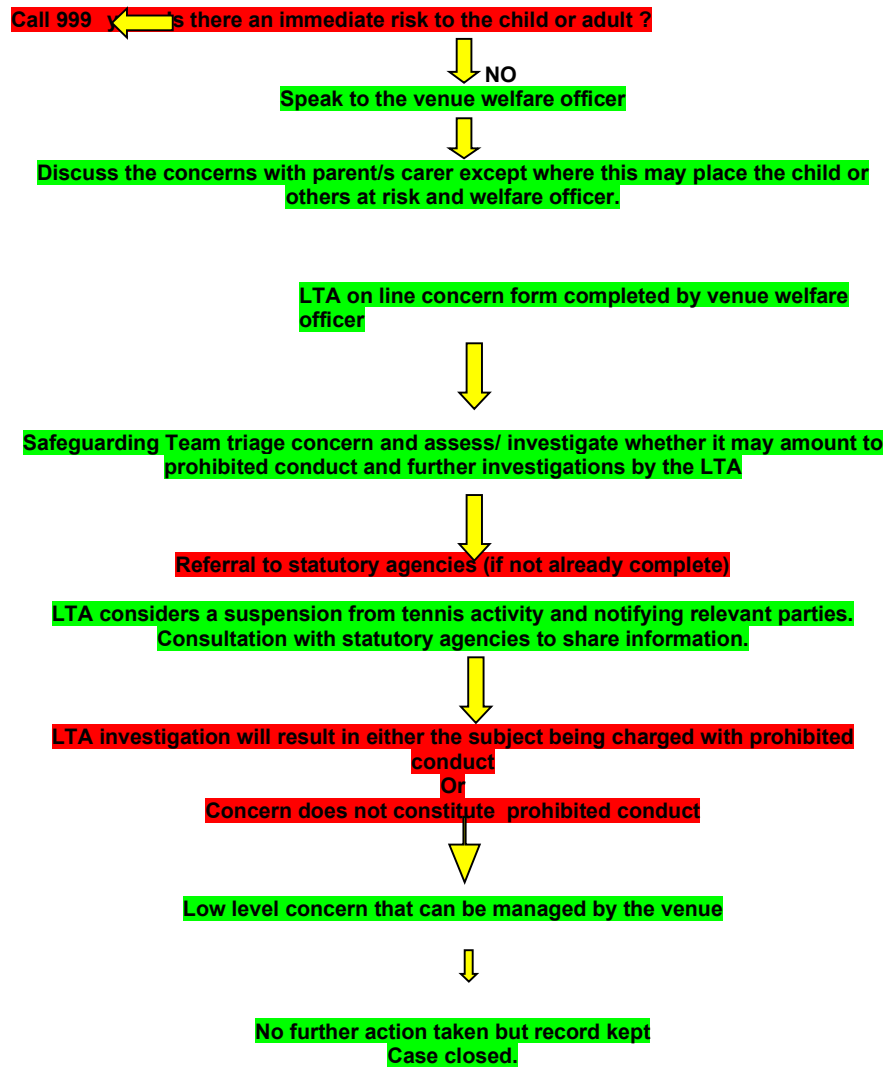
If a child /adult or parent/s discloses that he or she has been abused or is at risk of abuse:

- Listen carefully and calmly to them
- Reassure them that they have done the right thing and what they have told you is very important.
- Avoid questioning where possible, and never ask leading questions.
- Do not promise confidentiality. Let them 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 services you should let them know this too.
- Report the safeguarding concern. In an emergency, call the police (999), otherwise talk to the welfare officer/ LTA Safeguarding Team as soon as possible .

- Listen carefully and calmly to them
- Reassure them that they have done the right thing and what they have told you is very important
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Let them know that you need to speak the Welfare Officer/ LTA Safeguarding Team
- Make arrangements as to how you can contact them safely.

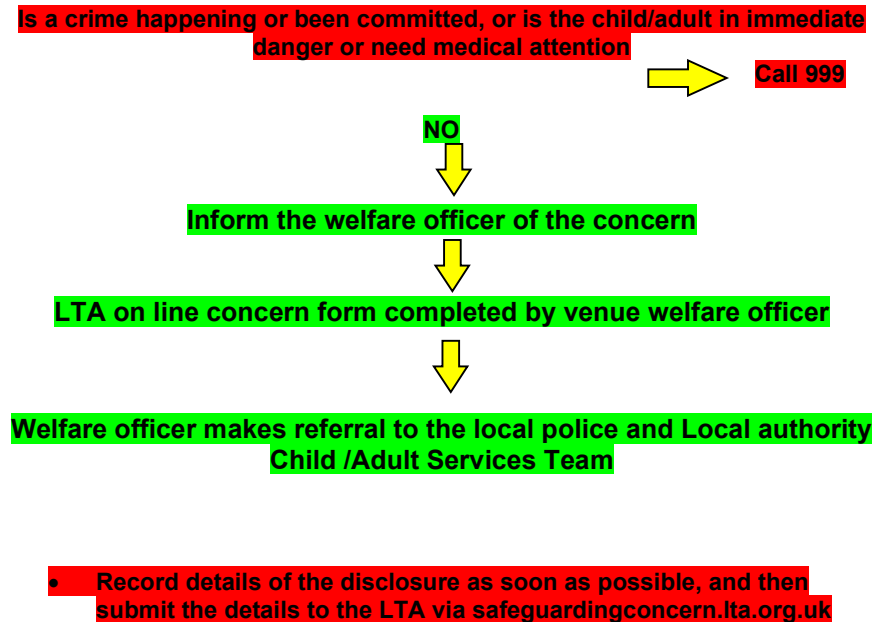
- Do not seek to investigate it yourself or let doubt / personal bias prevent you from reporting the allegation.
- Record details of the disclosure as soon as possible, and then submit the details to the LTA via safeguardingconcern.lta.org.uk
- Ensure that the child's immediate needs are met and the priority is their safety and protection from further risk of harm
- It is advisable to discuss safeguarding concerns with parents in the first instance

FOR ADULTS RESPONDING TO A DISCLOSURE OF ABUSE



REPORTING A SAFEGUARDING CONCERN THAT HAPPENS OUTSIDE OF TENNIS Or (SURROUNDING ENVIRONMENT) OF TENNIS CLUB AREA. CHILD OR ADULT

Concerns about a child or adult (including a person who works with them)



The welfare Officer for Ruthin Tennis Club is
Mrs Johanna Du Plat-Jones. Tele: 01824 703003
Email jojo646@btinternet.com