

Ryde Mead Tennis Club **Safeguarding Policy**

Reporting a Safeguarding Concern within the Tennis Environment

How to respond to concerns that arise within a tennis environment.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

Useful details

LTA: 0208 487 7000

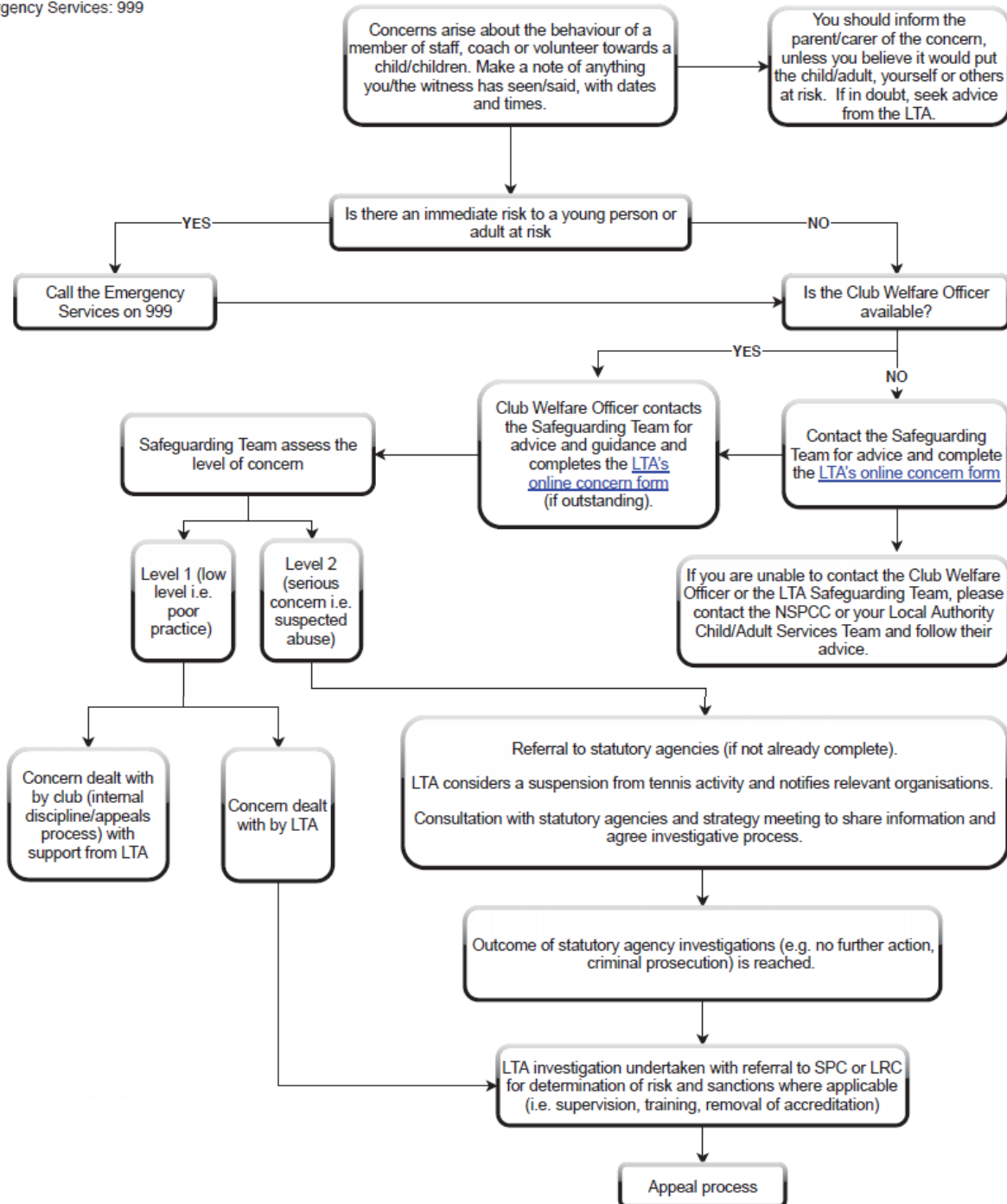
Email: safeguarding@lta.org.uk

Report a concern:

<https://safeguardingconcern.lta.org.uk>

NSPCC: 0800 800 5000

Emergency Services: 999



SPC = Safeguarding and Protection Committee
LRC = Licensing and Registration Committee

Safeguarding Policy

1. Policy statement

The *Ryde Mead 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. 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 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 Safeguarding Team .

Adult at risk: 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.

(See appendix A for full glossary of terms).

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.

Advice, guidance and support is available from the LTA Safeguarding Team.

4. Responsibility for the implementation of the Safeguarding Policy, 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 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 Safeguarding 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 Reporting a Safeguarding Concern Procedure shown in the flowchart at the beginning of this policy. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The club Welfare Officer and Safeguarding Leads are 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 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:
 - The police in an emergency (999);
 - Local Authority Children's Services 0300 300 0117.
 - Local Authority Adult Services 01983 814980 (in hours) or 01983 821105 (out of hours)
 - Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer 01983 823723

5. Breaches of the Safeguarding Policy, 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 exclusion from the club, 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 players, parents or carers, 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. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistle blowing?

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

How to raise a concern about a child or an adult at risk at the club

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club Welfare Officer. The Club Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the Club Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The Club Welfare Officer can be contacted on: rydemeadsafeguarding@outlook.com or on the dedicated safeguarding line on 07783011352

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

What happens next?

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

Codes of Conduct

All members of staff, volunteers and members agree to:

- Prioritise the well-being of all children and adults at risk 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
- Report all allegations of abuse or poor practice to the club Welfare Officer
- 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)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- 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

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, 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
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All parents and carers agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- 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
- Encourage your child to play by the rules, and teach them that they can only do their best
- 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

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Club Committee Chair: *Rob Andrews*

Date: 23rd February 2022

Club Welfare Officer: Bianca Keyse

Date: 23rd February 2022

Appendix A: Glossary of Terms

Safeguarding: protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing 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. Enabling **adults at risk** to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

Sexual abuse: Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/ adult at risk from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B: What to do if a disclosure from a child or adult at risk is made to you:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual 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 care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*

Appendix C

Reporting a Safeguarding Concern outside the Tennis Environment

What to do if a concern originates outside the tennis environment (e.g. at home, school or in the community) and is identified within a tennis setting.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

Useful details

LTA: 0208 487 7000

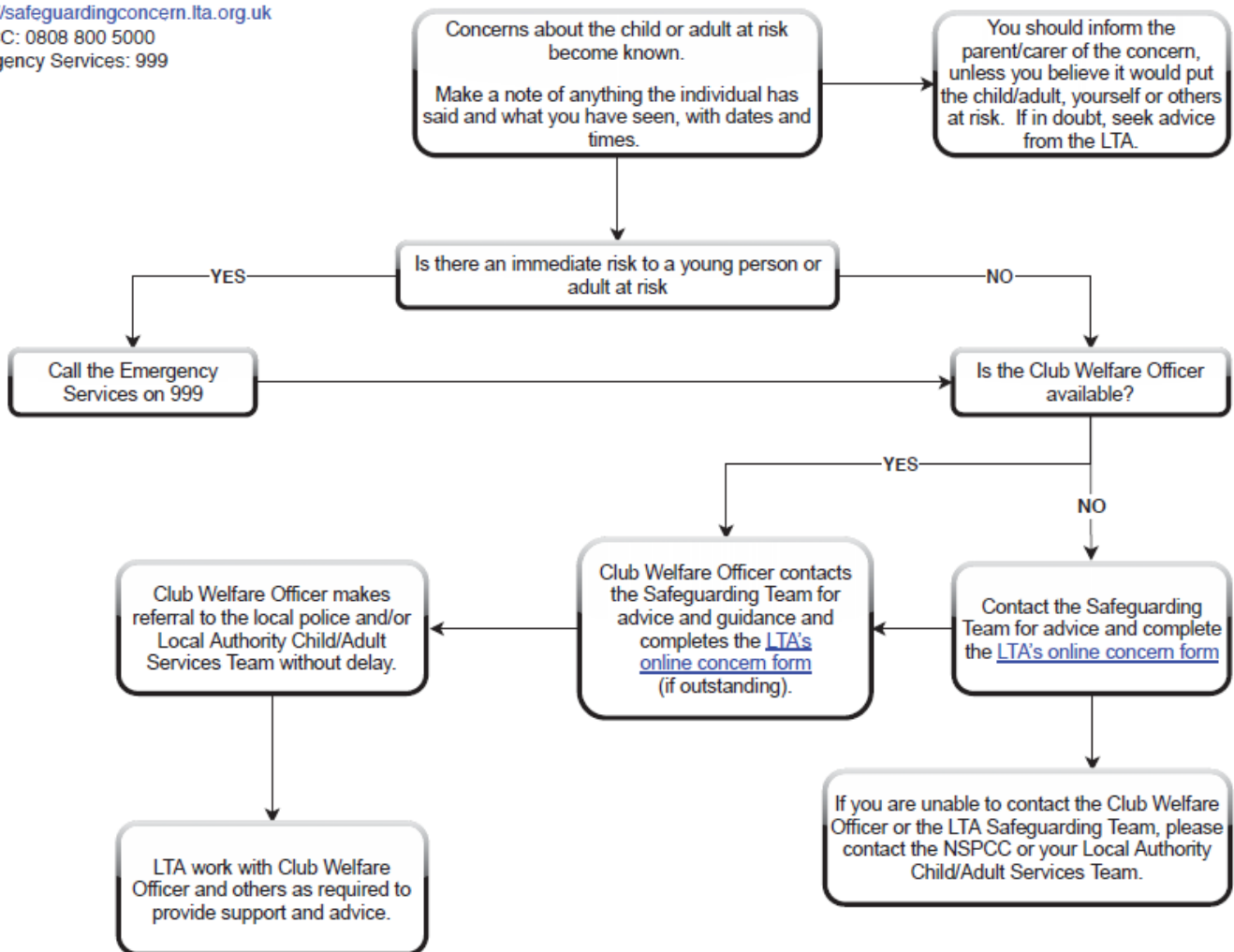
Email: safeguarding@lta.org.uk

Report a concern:

<https://safeguardingconcern.lta.org.uk>

NSPCC: 0808 800 5000

Emergency Services: 999



LTA SAFEGUARDING ADULTS AT RISK POLICY AND PROCEDURE

Policy owner: David Humphrey
Policy approved by: LTA Board
Policy approval date: February 2023
Next review date: February 2026



CONTENTS

1. Policy statement	3
2. Policy principles	4
3. Responsibility for safeguarding	4
4. Scope	5
5. Policy aims	5
6. Key points	6
7. Colleague recruitment	7
8. Colleague training	7
9. Standards of practice and behaviour	7
10. Positions of trust	7
Types of Abuse and Harm	8
11. Types of abuse	9
12. Increased vulnerability to abuse	10
13. Making safeguarding personal	10
14. Mental capacity.	12
15. Low level concerns	13
Safeguarding Responding to Concerns	14
16. Responding to a safeguarding concern	15
17. Responding to a disclosure of abuse	15
18 Confidentiality.	16
19. Information sharing and retention.	16
20. Whistleblowing.	17
Appendix A: Reporting a safeguarding concern that occurs within tennis	18
Appendix B: Reporting a safeguarding concern that happens outside of tennis	19
Appendix C: Definitions.	20
Appendix D: Legislation, guidance and regulations	23
Appendix E: Additional information and support	24

1. POLICY STATEMENT

The LTA is the national governing body of tennis in Britain and is responsible for governing and developing tennis, from grassroots participation through to the professional game. Tennis Scotland and Tennis Wales are the national governing bodies in Scotland and Wales, and together we work to deliver the vision of tennis opened up and the mission of growing tennis by making it relevant, accessible, welcoming and enjoyable.

The ability of sport to help people be healthy, learn new skills and experiences, achieve their potential and inspire others, is reliant on ensuring the safety, well-being and welfare of everyone involved in our sport. Safeguarding sits at the heart of the LTA's strategy within the Leadership strand, with an aim to lead tennis in Britain to the highest standard so that it is a safe, welcoming, and well-run sport. Through our dedicated safeguarding strategy, we are committed to developing and implementing the highest safeguarding standards across tennis. All adults at risk have the right to live a life free from harm from abuse, exploitation and neglect.

We will safeguard adults at risk by ensuring that our activities are delivered in a way which keeps them safe and that safeguarding concerns or allegations are acted upon appropriately. We are committed to creating a culture of zero-tolerance of harm to adults at risk which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

This Policy is promoted via various channels, including the LTA, Tennis Scotland and Tennis Wales websites, email communications and training. This policy is reviewed every three years or sooner if there are changes in legislation, government guidance or as a result of any other significant change or event.



Scott Lloyd
LTA CEO



Simon Johnson
Tennis Wales CEO



Blane Dodds
Tennis Scotland CEO

2. POLICY PRINCIPLES

- Safeguarding is everybody's responsibility
- The welfare of the adult at risk is paramount
- All adults at risk, 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
- Safeguarding concerns are taken seriously, responded to swiftly and appropriate support provided to those involved
- We 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
- We actively promote working together to ensure adults are safeguarded

3. RESPONSIBILITY FOR SAFEGUARDING

- The **Board** and **Executive Team**, specifically the **Participation Director**, have overall accountability for this Policy and its implementation
- The **LTA Safeguarding Team**, led by the **Head of Safeguarding** who reports to the **Participation Director**, has strategic and operational responsibility for safeguarding. This includes:

- 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
- **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
- **Welfare Officers** are responsible for ensuring their venue complies with safeguarding standards and acting as the first point of contact for any safeguarding issues within their venue
- **Coaches** and **Officials** are responsible for upholding high standards of conduct and professionalism in accordance with the LTA Code of Conduct
- All **Participants** are responsible for raising safeguarding concerns in accordance with the 'Reporting a safeguarding concern' procedure (see Appendix A and B)

4. SCOPE

This Policy applies to and binds all “**Participants**”, which is anyone who is participating or seeking to participate in tennis in any way, whether directly or indirectly. If you are unsure whether the definition of a **Participant** applies to you, please go to the LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations for the full definition.

5. POLICY AIMS

The purpose of this policy is to:

- Protect adults at risk from harm
- Help ensure that actions taken to safeguard an adult at risk will take their whole well-being into account and be proportionate to the risk of harm
- Provide the necessary information to enable Participants to meet their safeguarding responsibilities
- Deliver good practice and high safeguarding standards
- Outline our commitment to safeguarding adults at risk



6. KEY POINTS

Adults at risk are defined in legislation and the criteria applied differs between each home nation as follows:

	ENGLAND (CARE ACT 2014)	SCOTLAND (ADULT SUPPORT AND PROTECTION ACT 2007)	WALES (SOCIAL SERVICES AND WELL BEING ACT 2014)
	An individual aged 18 years and over who:	An individual aged 16 years and over who:	An individual aged 18 years and over who:
A	has needs for care and support (whether or not the local authority is meeting any of those needs), and;	is unable to safeguard their own well-being, property, rights or other interests, and	is experiencing or is at risk of abuse or neglect, and;
B	is experiencing, or at risk of, abuse or neglect, and;	is at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected	has needs for care and support (whether or not the authority is meeting any of those needs) and;
C	as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect		as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

- There is a legal duty on Local Authorities to provide support to ‘adults at risk’
- Safeguarding legislation applies to all forms of abuse that harm a person’s well-being
- The law provides a framework for good practice in safeguarding that makes the overall well-being of the adult at risk a priority of any intervention
- The law in all four home nations emphasises the importance of person-centred safeguarding, (referred to as ‘Making Safeguarding Personal’ in England)
- The law provides a framework for making decisions on behalf of adults who can’t make decisions for themselves (Mental Capacity)
- The law provides a framework for sports organisations to share concerns they have about adults at risk with the local authority
- The law provides a framework for all organisations to share information and cooperate to protect adults at risk
- The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society

7. COLLEAGUE RECRUITMENT

We operate a Safe Recruitment Policy and are committed to ensuring that all **Colleagues** (including contractors) who work with adults at risk are appropriately qualified for that role. This means that we obtain references and verify the applicant's identity, qualifications, and work history.

We also require **Colleagues, Welfare Officers, County Safeguarding Officers, Accredited Coaches** and **Licensed Officials** to undergo Criminal Records Checks through the Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) Scheme, and/or the equivalent Overseas Criminal Records Check.

8. COLLEAGUE TRAINING

All LTA **Colleagues** and **Board Members** complete training commensurate to their role every three years, which includes details of our safeguarding policy, procedures and the LTA Safeguarding Team.

All **Welfare Officers, County Safeguarding Officers, Accredited Coaches** and **Licensed Officials** are required to complete safeguarding training every three years.

9. CODE OF CONDUCT

All **Participants** are expected to always act in the best interests of adults at risk and ensure that their safety, welfare and well-being is the primary consideration.

All **Participants** must adhere to their respective behaviours as set out in the LTA Code of Conduct (available from: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations), as well as other safeguarding procedures or guidance that may be issued from time to time.

10. POSITIONS OF TRUST

A person aged 18 or older who holds a position of authority or responsibility over a child or adult at risk is in a position of trust. Positions of trust are not defined by a qualification or job title, but by reference to the activity which the adult is carrying out in relation to the child or adult at risk, namely, coaching, teaching, training, supervising or instructing (including as a volunteer) on a regular basis. **Participants** who are in a position of trust must be aware of the power imbalance they hold over children and adults at risk and not use this for personal advantage or gratification.

In June 2022, the Sexual Offences Act 2003 was changed to extend the abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising or instructing a child under 18 years old within sport or religious settings. This means that under the Sexual Offences Act 2003, in England and Wales it is a criminal offence for a person in a position of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual. This means that any sexual activity (including online activity) between someone in a position of trust and a child under 18 years old will be formally reported as it may be a criminal offence.

TYPES OF ABUSE AND HARM



11. TYPES OF ABUSE

Safeguarding legislation in each home nation defines categories of adult at risk abuse and harm as follows:

ENGLAND (CARE ACT 2014)	WALES (SOCIAL SERVICES AND WELL BEING ACT 2014)	SCOTLAND (ADULT SUPPORT AND PROTECTION ACT 2007)
Physical	Physical	Physical
Sexual	Sexual	Psychological
Emotional/Psychological/ Mental	Psychological	Financial
Neglect	Neglect	Sexual
Financial or material abuse	Financial	Neglect
Discriminatory		
Organisational		
Self-neglect		
Domestic Abuse (including coercive control)		
Modern slavery		

Detailed descriptions of these types of abuse, along with other forms of harm, and their signs and indicators can be found in (Appendix C).

12. INCREASED VULNERABILITY TO ABUSE

Vulnerability is a changeable and contextual state but may include adults at risk with a physical disability or diagnosed condition such as dementia, learning difficulties, or those who have a mental health condition such as severe anxiety or depression. Adults in these groups may:

- Have smaller network of friends and peer group to support and protect
- Require intimate/physical and or invasive medical care required which can allow abuse to be hidden
- Have communication difficulties
- Be less able to resist inappropriate or abusive behaviour, either verbally or physically
- Be dependent on the abuser for a service or basic need
- Have medical conditions that are used to explain injuries

Personal circumstances away from tennis such as domestic violence, poverty, substance abuse, homelessness and social exclusion may also have an impact on vulnerability.

13. MAKING SAFEGUARDING PERSONAL

Legislation recognises that adults make choices that may mean that one part of their well-being suffers at the expense of another. Similarly, adults can also make a decision to risk their personal safety, for example to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

‘Making Safeguarding Personal’ means engaging an adult at risk in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Their views, wishes, feelings and beliefs will be taken into account when decisions are made about how to support them to be safe and finding the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people’s sense of self-worth and supports recovery from abuse.

If an adult at risk has difficulty making their views and wishes known, they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Being able to live free from abuse and neglect is a key element of well-being. Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

The Principles of Adult Safeguarding in each home nation:

ENGLAND (CARE ACT 2014)

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding

WALES (SOCIAL SERVICES AND WELL BEING ACT 2014)

- **Responsibility** – Safeguarding is everyone's responsibility.
- **Well-being** – Any actions taken must safeguard the person's well-being
- **Person-centred approach** – Understand what outcomes the adult wishes to achieve and what matters to them
- **Voice and control** – Expect people to know what is best for them and support them to be involved in decision making about their lives
- **Language** – Make an active offer of use of the Welsh language and use professional interpreters where other languages are needed
- **Prevention** – It is better to take action before harm occurs

SCOTLAND (ADULT SUPPORT AND PROTECTION ACT 2007)

The overarching principle underlying Part 1 of the Act is that any intervention in an individual's affairs should provide benefit to the individual and should be the least restrictive option of those that are available which will meet the purpose of the intervention.

This is supported by a set of guiding principles which, together with the overarching principle, must be taken account of when performing functions under Part 1 of the Act. These are:

- The wishes and feelings of the adult at risk (past and present)
- The views of other significant individuals, such as the adult's nearest relative; their primary carer, guardian, or attorney; or any other person with an interest in the adult's well-being or property
- The importance of the adult taking an active part in the performance of the function under the Act
- Providing the adult with the relevant information and support to enable them to participate as fully as possible
- The importance of ensuring that the adult is not treated less favourably than another adult in a comparable situation, and
- The adult's abilities, background and characteristics (including their age, sex, sexual orientation, gender, religious persuasion, racial origin, ethnic group and cultural and linguistic heritage)

14. MENTAL CAPACITY

Mental capacity must be considered when we believe abuse or neglect might be taking place. It is important to make sure an adult at risk has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult at risk may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need.

Another situation is where an adult at risk is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes

- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible

If we are concerned that an adult at risk who has a lot of difficulty making their own decisions is being abused or neglected, we will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

We will always seek to obtain the consent from an adult at risk before sharing information about them with others, however there are some circumstances where we will need to act without their consent and these include where:

- it is not safe to contact them to gain their consent – i.e. it might put them or the person making contact at further risk
- we believe they or someone else is at risk, including children
- we believe the adult at risk is being coerced or is under duress
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- the adult at risk does not have mental capacity to consent to information being shared about them
- the person causing harm has care and support needs
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority)

When information is shared without the consent of the adult at risk this will be explained to them, when it is safe to do so, and any further actions should still fully include them.

15. LOW LEVEL CONCERNS

A low level concern (which can also be known as poor practice) is behaviour that falls short of abuse towards a an adult at risk and does not meet the allegation threshold or a referral to the Local Authority, but which nevertheless harms an adult at risk 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 an adult at risk has:

- Behaved in a way that has harmed an adult at risk or may have harmed them
- Possibly committed a criminal offence against an adult at risk
- Behaved towards an 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. These concerns do not have to directly relate to an adult at risk but could, for example, include an arrest for possession of a weapon
- Have, as a parent or carer, become subject to adult safeguarding procedures

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 (www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations), and/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 that adult’s suitability to work with adults at risk

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. Having one recipient of all such concerns should allow any potential patterns of concerning, problematic or inappropriate behaviour to be identified, and ensure that no information is potentially lost.

Upon receipt by the LTA, low level concerns will be triaged and managed through the LTA Safeguarding Regulations, which form part of the LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations

The LTA may decide that the low level concern is suitable to be dealt with by the venue directly, in which case the LTA will support them with managing the situation. If further information comes to light which raises the level of concern, the matter must be referred to the LTA.

RESPONDING TO SAFEGUARDING CONCERNS

Everyone has a responsibility to ensure the safety and welfare of adults at risk and to take appropriate steps to ensure that safeguarding concerns and allegations of abuse or poor practice are taken seriously and responded to quickly and appropriately, even if it may not have occurred recently.



16. RESPONDING TO A SAFEGUARDING CONCERN

Upon becoming aware of a safeguarding concern, **Participants** must follow the 'Reporting a safeguarding concern' procedure (see Appendix A and B). Participants should speak with the adult at risk involved to help ensure their views and wishes are known and they are aware of what is happening.

It is not the responsibility of any Participant to investigate any safeguarding concern or allegation, nor determine whether abuse or poor practice has taken place, with the exception of the LTA Safeguarding Team.

All safeguarding concerns and allegations must be responded to in accordance with the 'Reporting a safeguarding concern' procedure (see Appendix A and B).

Once a safeguarding concern or allegation is reported to us it will be triaged and managed through the LTA Disciplinary Procedures available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations

17. RESPONDING TO A DISCLOSURE OF ABUSE

If an adult at risk discloses that he or she has been abused or is at risk of abuse:

- Listen carefully and calmly to what is said
- 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 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 care, you should let them know this too
- Ask for their consent for the information to be shared
- Do not seek to investigate it yourself or let doubt/personal bias prevent you from reporting the allegation
- Make an arrangement as to how you can contact them safely
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support etc)
- Ensure that the adult's immediate needs are met and that the priority is their safety and protection from further risk of harm
- Record details of the disclosure (**further advice here**) as soon as possible (but not during the disclosure) and then submit the details to the LTA via safeguardingconcern.lta.org.uk

18. CONFIDENTIALITY

All safeguarding concerns and allegations will be dealt with confidentiality by the LTA Safeguarding Team on a need to know basis, not only to maintain the privacy of the individuals involved but also to ensure that evidence or any investigation is not compromised.

All **Participants** involved in a safeguarding concern or allegation should similarly ensure they maintain high levels of confidentiality.

There may be circumstances where an individual raising a safeguarding concern or allegation does not wish to be named. It is not possible for the LTA to assure anonymity, as in some circumstances individuals will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process).

19. INFORMATION SHARING AND RETENTION

In certain situations, the **LTA Safeguarding Team** may be required to share information with statutory agencies and other relevant organisations where it is necessary and proportionate to prevent or manage the risk of harm in tennis or sport to adults at risk.

We adhere to the UK Government information sharing advice for safeguarding practitioners and the '7 Golden Rules' of information sharing:

- Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately

- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk
- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

When sharing safeguarding information, we keep a dated record of:

- what has been shared
- with whom, and
- for what purpose

All safeguarding related information is kept securely on LTA systems and in accordance with our retention and storage of information policy.

20. WHISTLEBLOWING

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This can include:

- an organisation which doesn't have clear safeguarding procedures to follow
- concerns that aren't dealt with properly or may have been covered up
- a concern was raised but hasn't been acted upon
- being worried that repercussions are likely to arise if raising a safeguarding concern or allegation

This applies to incidents that happened in the past, are happening now, or may happen in the future.



Whistleblowers should contact their venue Welfare Officer in the first instance. If the matter does not relate to a tennis venue, they should contact the LTA Safeguarding Team. If the whistleblower does not wish to speak to someone within the venue or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line can be contacted on **0800 028 0285** or by emailing help@nspcc.org.uk

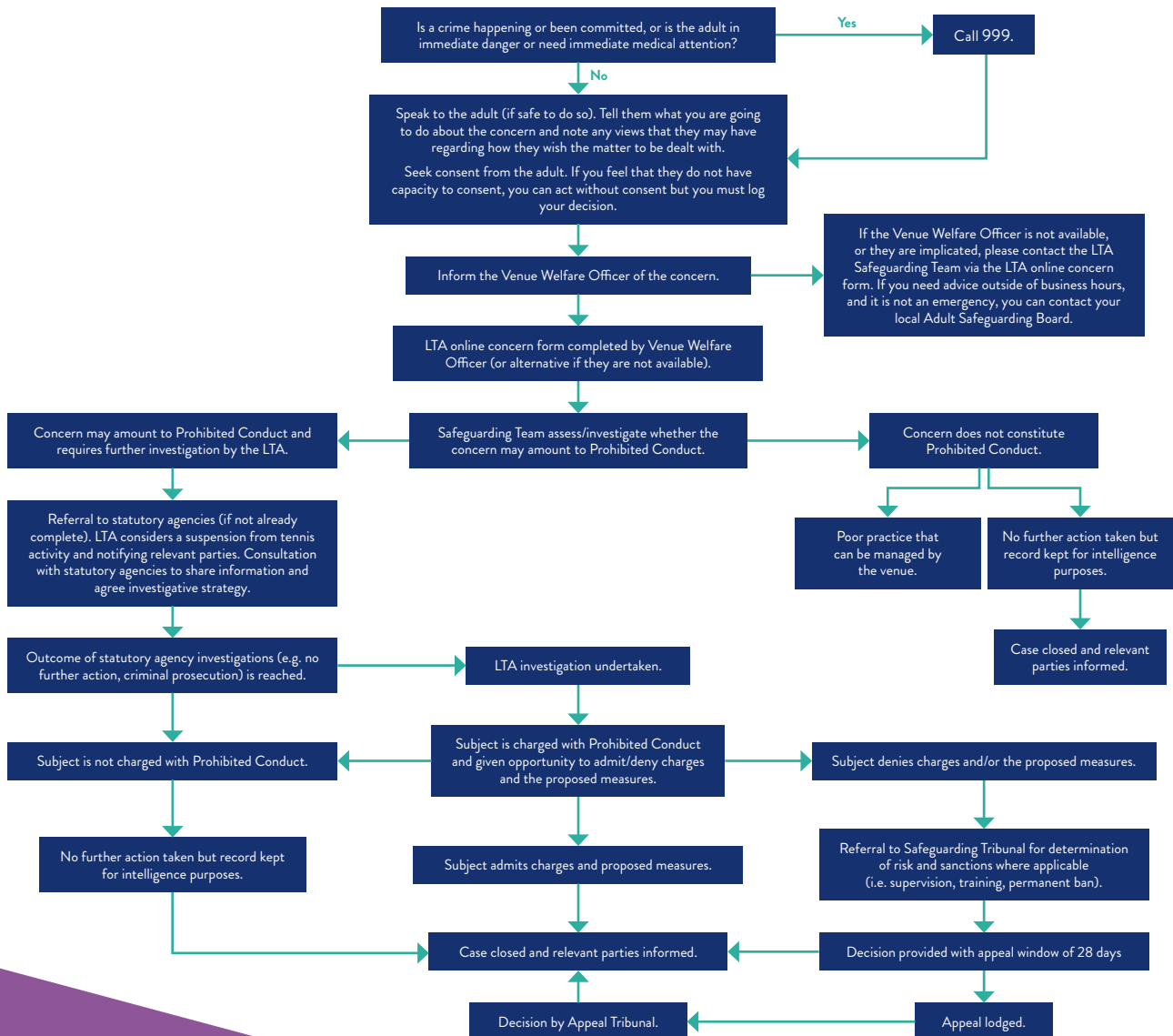
Safecall is an independent, confidential and, if required, anonymous reporting service provided by the LTA if there are serious concerns regarding any of the public interest areas below:

- Criminal offences, including fraud
- Failure to comply with a legal obligation
- Legal miscarriage of justice
- Endangering someone's health and safety
- Damage to the environment
- Covering up wrongdoing in any of the above categories

If a Whistleblower feels that it is not appropriate to contact the LTA Safeguarding Team on the grounds of one of the above areas, they can contact Safecall via telephone on **0800 915 1571**. Calls are not recorded. Alternatively, a report can be made online: www.safecall.co.uk/report

APPENDIX A: REPORTING A SAFEGUARDING CONCERN THAT OCCURS WITHIN TENNIS

You have a concern, or have been told about, possible abuse of an adult at risk, poor practice or wider welfare issues.



Contacts

LTA Lead Safeguarding Officer:
David Humphrey (contactable via online concern form)

LTA online concern form: safeguardingconcern.lta.org.uk

Ann Craft Trust: 0115 951 5400

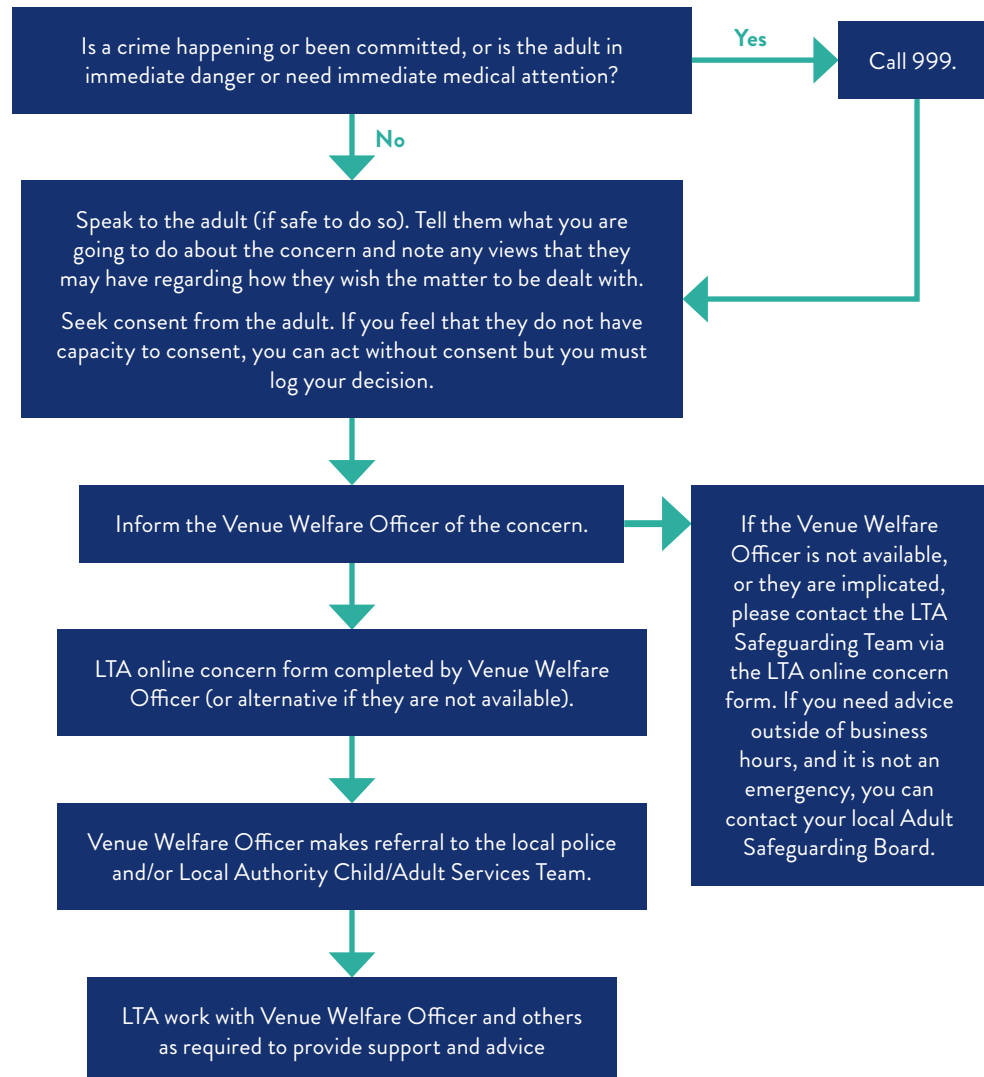
Emergency Services: 999

Find your nearest Adult Safeguarding Board:

www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board

APPENDIX B: REPORTING A SAFEGUARDING CONCERN THAT HAPPENS OUTSIDE OF TENNIS*

You have a concern about an adult at risk (including a person who works with them)



Contacts

LTA Lead Safeguarding Officer:
David Humphrey (contactable via online concern form)

LTA online concern form: safeguardingconcern.lta.org.uk

Ann Craft Trust: 0115 951 5400

Emergency Services: 999

Find your nearest Adult Safeguarding Board:

www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board

* A concern happening outside of tennis means any concern or allegation that has occurred in another setting, e.g. an adult at risk being abused by a carer, domestic violence at home, etc

APPENDIX C: DEFINITIONS

Adult at risk:

In England, an individual aged 18 years and over who:

- a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- b) is experiencing, or at risk of, abuse or neglect, AND;
- c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

In Scotland, an individual aged 16 years and over who:

- a) is unable to safeguard their own well-being, property, rights or other interests,
- b) is at risk of harm, AND;
- c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

In Wales, an individual aged 18 years and over who:

- a) is experiencing or is at risk of abuse or neglect, AND;
- b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk

Adult: a person aged 18 years or older

Child: a person under the age of 18 years.

Parent: birth parents, legal guardians and other adults who are in a parenting role.

Participant: anyone participating or seeking to participate in tennis in any way whatsoever whether directly or indirectly. The LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations contains the full definition

Safeguarding: Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

Child protection: the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

Prohibited conduct: engage, or attempt or threaten to engage, in conduct that directly or indirectly harms the physical and/or mental welfare and/or safety of one or more child or adult at risk; or pose a risk of harm to the physical and/or mental welfare and/or safety of one or more child or adult at risk.

Abuse: Abuse happens when a person harms an adult at risk. Abusers can include:

- family members
- carers
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers

APPENDIX C: DEFINITIONS (CONTINUED)

Indicators of abuse: There are many signs and indicators that may suggest an adult at risk is being abused or neglected. The Ann Craft Trust has a comprehensive list of the types of abuse and their indicators at: www.anncrafttrust.org/resources/types-of-harm Examples of signs and symptoms include but are not limited to:

- Unexplained change in behaviour
- Unexplained bruises or injuries
- Missing belongings or money
- Not attending / no longer enjoying their sessions
- Changes in weight
- Sexually explicit behaviour
- Being withdrawn
- Genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections, STDs.
- Dirty, ill-fitting clothes or a lack of appropriate clothing for the weather
- Self-harm
- A fear of a particular group of people or individual
- Lack of friends
- Low self-esteem

Neglect: includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional/Psychological abuse: Includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks

Physical abuse: Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual abuse: Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting.

Discriminatory abuse: Discriminatory abuse may involve race, gender, disability, or any of the protected characteristics of the Equality Act. Examples of discriminatory abuse might involve harassment, slurs, or similar treatment based on the difference or perceived difference.

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 and financial abuse or “honour” based violence.

APPENDIX C: DEFINITIONS (CONTINUED)

Honour-Based Violence: Honour-Based Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation, forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

Female genital mutilation: Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy. There are no medical reasons to carry out FGM.

Self-neglect: Covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery: Encompasses slavery, human trafficking, forced labour, and domestic servitude.

Organisational: Includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation

Financial: Includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

APPENDIX D: LEGISLATION, GUIDANCE AND REGULATIONS

Safeguarding adults at risk in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- **England** – The Care Act 2014
Care and Support Statutory Guidance (especially chapter 14) 2014
- **Wales** – Social Services and Well Being Act 2014
Wales Safeguarding Procedures
- **Scotland** – Adult Support and Protection Act 2007
Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- **Northern Ireland** – Adult Safeguarding Prevention and Protection in Partnership 2015

Many other pieces of UK and home nation legislation also affect adult safeguarding and include legislation about different forms of abuse and those that govern information sharing.

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- **England and Wales** – Mental Capacity Act 2005
- **Scotland** – Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment

The LTA also has a number of related policies and procedures in place that govern our activities and the game of tennis which can be found here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations

APPENDIX E: ADDITIONAL INFORMATION AND SUPPORT

Alcoholics Anonymous

Free helpline for alcohol issues.

0800 9177 650

help@aamail.org

www.alcoholicsanonymous.org.uk

Anger Management

British Association of Anger Management (BAAM)

0845 130 0286

www.angermanage.co.uk

Beat

Provides support on all aspects of eating disorders.

0808 801 0677 (over 18s)

help@beateatingdisorders.org.uk

Bipolar UK

Support to enable people affected by bipolar disorder/ manic depression to take control of their lives.

0333 323 3880

info@bipolaruk.org

www.bipolaruk.org.uk

ChildLine

ChildLine help anyone under 19 in the UK with any issue they are going through.

08001111 or you can email or live chat at:

www.childline.org.uk/about/about-childline/

Galop

Emotional and practical support for LGBT people experiencing domestic violence.

0800 999 5428

help@galop.org.uk

Men's Advice Line

Information, support and advice to men experiencing domestic violence, offered by Respect.

0808 801 0327

info@mensadviceline.org.uk

Mind

Information, advice, guidance and support for people with mental health problems.

0300 123 3393

info@mind.org.uk

National Domestic Violence Helpline

Run in partnership between Women's Aid & Refuge.

0808 2000 247

APPENDIX E: ADDITIONAL INFORMATION AND SUPPORT

NAPAC

The National Association for People Abused in Childhood (NAPAC) offers support to adult survivors of all types of childhood abuse.

0808 801 0331

napac.org.uk/

NSPCC

The NSPCC can support with any concerns about a child's safety or well-being.

help@nspcc.org.uk

0808 800 5000

One in four

Specialising in working with survivors of childhood sexual abuse and sexual violence. Offers long-term 1-1 therapy.

0208 697 2112

admin@oneinfour.org.uk

www.oneinfour.org.uk

Relate

Counselling and relationship education for couples. Live chat line service also available.

0300 100 1234

www.relate.org.uk

Samaritans

Call **116 123** for free – Whatever you're going through, a Samaritan will face it with you.

www.samaritans.org

Sane

Deals with all aspects of mental illness including depression, schizophrenia and anxiety.

0845 767 8000

www.sane.org.uk

The Survivors Trust

The Survivors Trust is the largest umbrella agency for specialist rape and sexual abuse services in the UK

01788 550554

www.thesurvivorstrust.org

Talk to Frank

National organisation providing advice regarding drugs and substance abuse. On-line live chat service also available.

0300 123 6600

www.talktofrank.com

LTA SAFEGUARDING CHILDREN POLICY AND PROCEDURE

Policy owner: David Humphrey
Policy approved by: LTA Board
Policy approval date: February 2023
Next review date: February 2026



CONTENTS

1. Policy statement	3
2. Policy principles	4
3. Responsibility for safeguarding	4
4. Scope	5
5. Policy aims	5
6. Colleague recruitment	5
7. Colleague training	5
8. Standards of practice and behaviour	6
9. Positions of trust	6
Types of Abuse and Harm	7
10. Types of child abuse	8
11. Increased vulnerability to abuse	8
12. Low level concerns	9
Safeguarding Responding to Concerns	10
13. Responding to a safeguarding concern	11
14. Responding to a disclosure of abuse.	11
15 Confidentiality.	12
16. Information sharing and retention.	12
17. Whistleblowing	13
Appendix A: Reporting a safeguarding concern that occurs within tennis	14
Appendix B: Reporting a safeguarding concern that happens outside of tennis	15
Appendix C: Definitions.	16
Appendix D: Legislation, guidance and regulations	21
Appendix E: Additional information and support	22

1. POLICY STATEMENT

The LTA is the national governing body of tennis in Britain and is responsible for governing and developing tennis, from grassroots participation through to the professional game. Tennis Scotland and Tennis Wales are the national governing bodies in Scotland and Wales, and together we work to deliver the vision of tennis opened up and the mission of growing tennis by making it relevant, accessible, welcoming and enjoyable.

The ability of sport to help people be healthy, learn new skills and experiences, achieve their potential and inspire others, is reliant on ensuring the safety, well-being and welfare of everyone involved in our sport. Safeguarding sits at the heart of the LTA's strategy within the Leadership strand, with an aim to lead tennis in Britain to the highest standard so that it is a safe, welcoming, and well-run sport. Through our dedicated safeguarding strategy, we are committed to developing and implementing the highest safeguarding standards across tennis. All children have the right to be cared for, protected from harm and abuse, and this policy

demonstrates our combined commitment to ensuring all children can participate in a tennis environment which is safe and enjoyable.

This Policy is promoted via various channels, including the LTA, Tennis Scotland and Tennis Wales websites, email communications and training. This policy is reviewed every three years or sooner if there are changes in legislation, government guidance or as a result of any other significant change or event.



Scott Lloyd
LTA CEO



Simon Johnson
Tennis Wales CEO



Blane Dodds
Tennis Scotland CEO

2. POLICY PRINCIPLES

- 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
- Safeguarding concerns are taken seriously, responded to swiftly and appropriate support provided to those involved
- We 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
- We strive to create a culture and environment where everyone is empowered to protect themselves and others and feel able to raise concerns
- We actively promote working together to ensure all children and adults at risk are safeguarded

3. RESPONSIBILITY FOR SAFEGUARDING

- The **Board** and **Executive Team**, specifically the **Participation Director**, have overall accountability for this Policy and its implementation
- The **LTA Safeguarding Team**, led by the **Head of Safeguarding** who reports to the **Participation Director**, has strategic and operational responsibility for safeguarding. This includes:
 - 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
- **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
- **Welfare Officers** are responsible for ensuring their venue complies with safeguarding standards and acting as the first point of contact for any safeguarding issues within their venue
- **Coaches** and **Officials** are responsible for upholding high standards of conduct and professionalism in accordance with the LTA Code of Conduct
- All **Participants** are responsible for raising safeguarding concerns in accordance with the 'Reporting a safeguarding concern' procedure (see Appendix A and B).

4. SCOPE

This Policy applies to and binds all “**Participants**”, which is anyone who is participating or seeking to participate in tennis in any way, whether directly or indirectly. If you are unsure whether the definition of a **Participant** applies to you, please go to the LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations for the full definition.

5. POLICY AIMS

The purpose of this policy is to:

- Protect children (anyone under the age of 18) from harm
- Provide the necessary information to enable **Participants** to meet their safeguarding responsibilities
- Deliver good practice and high safeguarding standards
- Outline our commitment to safeguarding children

6. COLLEAGUE RECRUITMENT

We operate a Safe Recruitment Policy and are committed to ensuring that all **Colleagues** (including contractors) who work with children are appropriately qualified for that role. This means that we obtain references and verify the applicant’s identity, qualifications, and work history.

We also require **Colleagues, Welfare Officers, County Safeguarding Officers, Accredited Coaches and Licensed Officials** to undergo Criminal Records Checks through the Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) Scheme, and/or the equivalent Overseas Criminal Records Check before being allowed to work with children.

7. COLLEAGUE TRAINING

All LTA **Colleagues** and **Board Members** complete training commensurate to their role every three years, which includes details of our safeguarding policy, procedures and the LTA Safeguarding Team.

All **Welfare Officers, County Safeguarding Officers, Accredited Coaches and Licensed Officials** are required to complete safeguarding training every three years.

8. CODE OF CONDUCT

All **Participants** are expected to always act in the best interests of children and ensure that their safety, welfare and well-being is the primary consideration.

All **Participants** must adhere to their respective behaviours as set out in the LTA Code of Conduct (available from: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations), as well as other safeguarding procedures or guidance that may be issued from time to time.

9. POSITIONS OF TRUST

A person aged 18 or older who holds a position of authority or responsibility over a child is in a position of trust. Positions of trust are not defined by a qualification or job title, but by reference to the activity which the adult is carrying out in relation to the child, namely, coaching, teaching, training, supervising or instructing (including as a volunteer) on a regular basis. **Participants** who are in a position of trust must be aware of the power imbalance they hold over children and not use this for personal advantage or gratification.

In June 2022, the Sexual Offences Act 2003 was changed to extend the abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising or instructing a child under 18 years old within sport or religious settings. This means that under the Sexual Offences Act 2003, in England and Wales it is a criminal offence for a person in a position of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual. This means that any sexual activity (including online activity) between someone in a position of trust and a child under 18 years old will be formally reported as it may be a criminal offence.



TYPES OF ABUSE AND HARM



10. TYPES OF CHILD ABUSE

There are four main types of child abuse:

- Sexual
- Physical
- Emotional
- Neglect

Detailed descriptions of these types of abuse, along with other forms of harm, can be found in Appendix C.

11. INCREASED VULNERABILITY TO ABUSE

Vulnerability is a changeable and contextual state but may include children with a physical disability or diagnosed condition such as learning difficulties or mental health conditions such as severe anxiety or depression. Children in these groups may:

- Have smaller network of friends and peer group to support and protect
- Require intimate/physical and or invasive medical care required which can allow abuse to be hidden
- Have communication difficulties
- Be less able to resist inappropriate or abusive behaviour, either verbally or physically
- Be dependent on the abuser for a service or basic need
- Have medical conditions that are used to explain injuries

Personal circumstances away from tennis such as domestic violence, poverty, substance abuse, homelessness and social exclusion may also have an impact on vulnerability. In addition, children from LGBTQ+ and/or Black, Asian and Other Minority Ethnic groups can:

- Be subjected to bullying, emotional abuse and physical abuse due to their sexual orientation or gender identity
- Experience racism and racist attitudes
- Engage in cultural practices, which are classed as abuse within the UK (e.g., honour-based violence, female genital mutilation)
- Expect to be ignored by people in authority due to experience of institutionalised racism
- Be afraid of further abuse or racist abuse if they challenge others
- Be subjected to myths based on racial stereotyping
- Be using or learning English as a second language and therefore find it more difficult to communicate

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, where inappropriate practices may be accepted or even encouraged under the belief they deliver success
- Be subjected to intense training and pressure to play/succeed even when injured and achieve unrealistic image, body and weight expectations

12. 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 (LADO, England and Wales only)**, 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. These concerns do not have to directly relate to a child or adult at risk but could, for example, include an arrest for possession of a weapon
- Have, as a parent or carer, become subject to child protection or adult safeguarding procedures

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 (www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations), and/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 that adult’s suitability to work with children or adults at risk

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. Having one recipient of all such concerns should allow any potential patterns of concerning, problematic or inappropriate behaviour to be identified, and ensure that no information is potentially lost.

Upon receipt by the LTA, low level concerns will be triaged and managed through the LTA Safeguarding Regulations, which form part of the LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations

The LTA may decide that the low level concern is suitable to be dealt with by the venue directly, in which case the LTA will support them with managing the situation. If further information comes to light which raises the level of concern, the matter must be referred to the LTA.

RESPONDING TO SAFEGUARDING CONCERNS

Everyone has a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that safeguarding concerns and allegations of abuse or poor practice are taken seriously and responded to quickly and appropriately, even if it may not have occurred recently.



13. RESPONDING TO A SAFEGUARDING CONCERN

Upon becoming aware of a safeguarding concern, **Participants** must follow the 'Reporting a safeguarding concern' procedure (see Appendix A and B). It is advisable to discuss safeguarding concerns with parents in the first instance except where this may place a child, or someone else, at increased risk. When unsure, seek advice from the Welfare Officer or LTA Safeguarding Team.

It is not the responsibility of any Participant to investigate any safeguarding concern or allegation, nor determine whether abuse or poor practice has taken place, with the exception of the LTA Safeguarding Team.

Once a safeguarding concern or allegation is reported to us it will be triaged and managed through the LTA Safeguarding Regulations, which form part of the LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations

14. RESPONDING TO A DISCLOSURE OF ABUSE

If a child 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 care, 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. Do not seek to investigate it yourself or let doubt/personal bias prevent you from reporting the allegation
- Record details of the disclosure (**further advice here**) as soon as possible (but not during the disclosure) and then submit the details to the LTA via **saferguardingconcern.lta.org.uk**
- Ensure that the child's immediate needs are met and that 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 except where this may place a child, or someone else, at increased risk. When unsure, seek advice from the Welfare Officer or LTA Safeguarding Team.

15. CONFIDENTIALITY

All safeguarding concerns and allegations will be dealt with confidentiality by the LTA Safeguarding Team on a need to know basis, not only to maintain the privacy of the individuals involved but also to ensure that evidence or any investigation is not compromised. All **Participants** involved in a safeguarding concern or allegation should similarly ensure they maintain high levels of confidentiality.

There may be circumstances where an individual raising a safeguarding concern or allegation does not wish to be named. It is not possible for the LTA to assure anonymity, as in some circumstances individuals will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process).

16. INFORMATION SHARING AND RETENTION

In certain situations, the **LTA Safeguarding Team** may be required to share information with statutory agencies and other relevant organisations where it is necessary and proportionate to prevent or manage the risk of harm in tennis or sport to children.

We adhere to the UK Government information sharing advice for safeguarding practitioners and the '7 Golden Rules' of information sharing:

- Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk
- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Further details of the above guidance:

www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

When sharing safeguarding information, we keep a dated record of:

- what has been shared
- with whom, and
- for what purpose

All safeguarding related information is kept securely on LTA systems and in accordance with our retention and storage of information policy.

17. WHISTLEBLOWING

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This can include:

- an organisation which doesn't have clear safeguarding procedures to follow
- concerns that aren't dealt with properly or may have been covered up
- a concern was raised but hasn't been acted upon
- being worried that repercussions are likely to arise if raising a safeguarding concern or allegation

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Whistleblowers should contact their venue Welfare Officer in the first instance. If the matter does not relate to a tennis venue, they should contact the LTA Safeguarding Team. If the whistleblower does not wish to speak to someone within the venue or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line can be contacted on **0800 028 0285** or by emailing help@nspcc.org.uk.

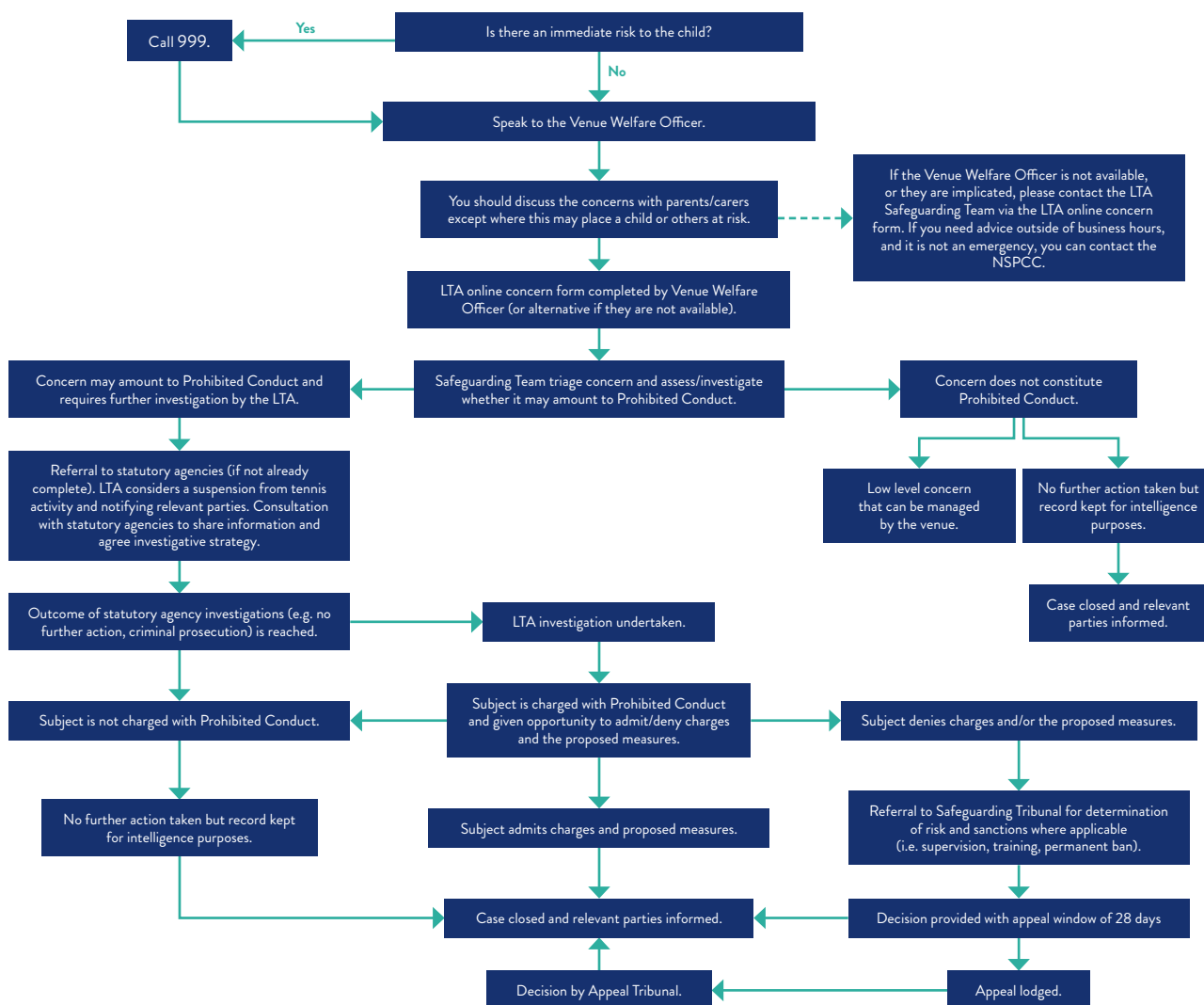
Safecall is an independent, confidential and, if required, anonymous reporting service provided by the LTA if there are serious concerns regarding any of the public interest areas below:

- Criminal offences, including fraud
- Failure to comply with a legal obligation
- Legal miscarriage of justice
- Endangering someone's health and safety
- Damage to the environment
- Covering up wrongdoing in any of the above categories

If a Whistleblower feels that it is not appropriate to contact the LTA Safeguarding Team on the grounds of one of the above areas, they can contact Safecall via telephone on **0800 915 1571**. Calls are not recorded. Alternatively, a report can be made online: www.safecall.co.uk/report

APPENDIX A: REPORTING A SAFEGUARDING CONCERN THAT OCCURS WITHIN TENNIS

Safeguarding concerns (including low level concerns) arise about a child or a person who works with children.



Contacts

LTA Lead Safeguarding Officer:

David Humphrey (contactable via online concern form)

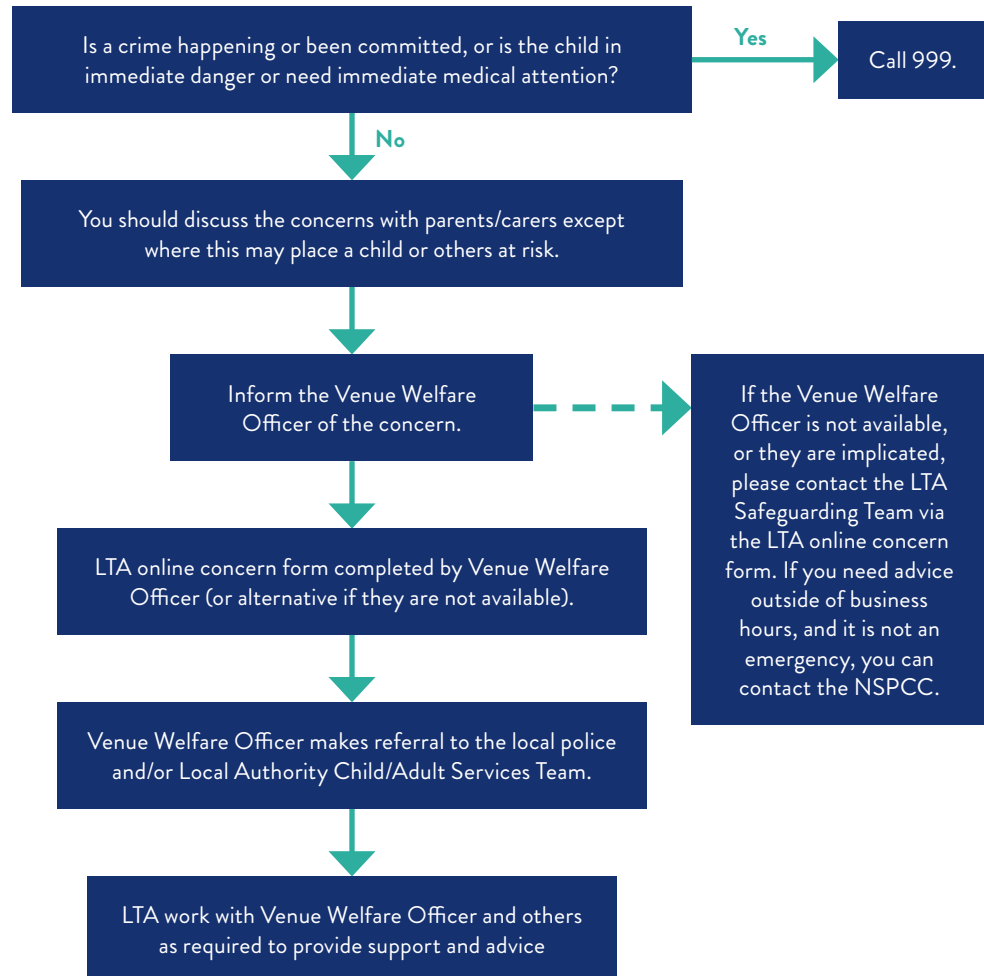
LTA online concern form: safeguardingconcern.lta.org.uk

NSPCC: 0808 800 5000

Emergency Services: 999

APPENDIX B: REPORTING A SAFEGUARDING CONCERN THAT HAPPENS OUTSIDE OF TENNIS*

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



Contacts

LTA Lead Safeguarding Officer:
David Humphrey (contactable via online concern form)

LTA online concern form: safeguardingconcern.lta.org.uk

NSPCC: 0808 800 5000

Emergency Services: 999

*A concern happening outside of tennis means any concern or allegation that has occurred in another setting, e.g. a child being bullied at school, domestic violence at home, etc.

APPENDIX C: DEFINITIONS

Adult at risk:

In England, an individual aged 18 years and over who:

- a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- b) is experiencing, or at risk of, abuse or neglect, AND;
- c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

In Scotland, an individual aged 16 years and over who:

- a) is unable to safeguard their own well-being, property, rights or other interests,
- b) is at risk of harm, AND;
- c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

In Wales, an individual aged 18 years and over who:

- a) is experiencing or is at risk of abuse or neglect, AND;
- b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk

Child: a person under the age of 18 years.

Adult: a person aged 18 years or older

Parent: birth parents, legal guardians and other adults who are in a parenting role.

Participant: anyone participating or seeking to participate in tennis in any way whatsoever whether directly or indirectly. The LTA Disciplinary Code available here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations contains the full definition

Safeguarding: the action taken to promote the welfare of children and protect them from harm. This means protecting children from abuse and maltreatment, preventing harm to their health or development, ensuring they grow up with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

Child protection: the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

Prohibited conduct: engage, or attempt or threaten to engage, in conduct that directly or indirectly harms the physical and/or mental welfare and/or safety of one or more child or adult at risk; or pose a risk of harm to the physical and/or mental welfare and/or safety of one or more child or adult at risk.

APPENDIX C: DEFINITIONS (CONTINUED)

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

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers

Indicators of abuse: There are many signs and indicators that may suggest a child is being abused or neglected. The NSPCC has a comprehensive list of the types of abuse and their indicators at: www.nspcc.org.uk/what-is-child-abuse/types-of-abuse Examples of signs and symptoms include but are not limited to:

- Unexplained change in behaviour
- Unexplained bruises or injuries
- Missing belongings or money
- Child is not attending/no longer enjoying their sessions
- Changes in weight
- Truancy
- Sexually explicit knowledge or behaviour
- Being withdrawn
- Genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections, STDs.

- Dirty, ill-fitting clothes or a lack of appropriate clothing for the weather
- Self-harm.
- A fear of a particular group of people or individual.
- Lack of friends
- Lack or growth or development
- Low self-esteem

Neglect: Ongoing failure to meet the basic needs of children. Neglect may involve failing to provide adequate food or shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

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 persistent criticism, denigration or putting unrealistic expectations on children, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Physical abuse: Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

APPENDIX C: DEFINITIONS (CONTINUED)

Sexual abuse: Any act which involves forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the child's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Grooming: The process of developing a relationship with and the trust of a child, their family, and any other adults around the child, to commit sexual abuse or exploitation against them. Grooming can happen both online and in person.

Child sexual exploitation: A form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

Harmful sexual behaviour: Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled

APPENDIX C: DEFINITIONS (CONTINUED)

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 cause harm, physically hurting someone or damaging their possessions.

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

Child trafficking: Child trafficking involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude, forced labour, criminal exploitation and more.

County lines: The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using children. Gangs recruit children through deception, intimidation, violence, debt bondage and/or grooming. County line gangs pose a significant threat to children upon whom they rely to conduct and/or facilitate such criminality.

Discriminatory abuse: Abuse or bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

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 they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Female genital mutilation: Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy. There are no medical reasons to carry out FGM.

APPENDIX C: DEFINITIONS (CONTINUED)

Hazing: Rituals, initiation activities, actions or situations that occur with or without consent, which recklessly, intentionally or unintentionally endanger the physical or emotional well-being of vulnerable groups.

Honour-Based Violence: Honour-Based Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

Infatuations: Children may develop an infatuation with a person who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. People who work with children should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against them. These people should therefore ensure that their own behaviour is above reproach. Situations where a child is infatuated should be raised at the earliest opportunity with the Welfare Officer and LTA Safeguarding Team.

Peer-on-peer abuse: Children can be taken advantage of or harmed by their peers. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and nonintimate).

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children for the purposes of involvement in extremist activity is a serious safeguarding issue.

APPENDIX D: LEGISLATION, GUIDANCE AND REGULATIONS

Our approach to safeguarding is based on the principles recognised within UK legislation as well as Government guidance. These include:

- Age of Legal Capacity Act 1991 (Scotland)
- Keeping Children Safe in Education 2022
- Care Act 2014
- Police Act 1997
- Children Act 1989
- Protection from Abuse Act 2001 (Scotland)
- Children Act 1995 (Scotland)
- Protection of Children Act 1999
- Children Act 2004
- Protection of Children and Prevention of Sexual Offences Act 2005 (Scotland)
- Children (Equal Protection from Assault) Act 2019 (Scotland)
- Protection of Freedoms Act 2012
- Children and Social Work Act 2017
- Protection of Vulnerable Groups Act 2007 (Scotland)
- Children and Young People Act 2014 (Scotland)
- Rehabilitation of Offenders Act 1974
- Commissioner for Children and Young People Act 2003 (Scotland)
- Safeguarding Vulnerable Groups Act 2006
- Criminal Procedure Act 1995 (Scotland)
- Sexual Offences (Amendments) Act 2000
- Data Protection Act 1998
- Sexual Offences Act 2009 (Scotland)
- Disclosure Act 2020 (Scotland)
- Sexual Offences Act 2003
- Equalities Act 2010
- Social Services and Well-being Act 2014 (Wales)
- European Convention on Human Rights 1950
- The Age of Criminal Responsibility Act 2019 (Scotland)
- General Data Protection Regulations 2018
- United Nations Convention on the Rights of the Child 1989
- Getting It Right For Every Child (GIRFEC) (Scotland)
- Wales Safeguarding Procedures
- Human Rights Act 1998
- Working Together to Safeguard Children 2018 (revised 2020)
- Information Sharing Advice for Safeguarding Practitioners 2018

The LTA also has a number of related policies and procedures in place that govern our activities and the game of tennis which can be found here: www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations

APPENDIX E: ADDITIONAL INFORMATION AND SUPPORT

Alcoholics Anonymous

Free helpline for alcohol issues.

0800 9177 650

help@aamail.org

www.alcoholicsanonymous.org.uk

Anger Management

British Association of

Anger Management (BAAM)

0845 130 0286

www.angermanage.co.uk

Beat

Provides support on all aspects of eating disorders.

0808 801 0677 (over 18s)

help@beateatingdisorders.org.uk

Bipolar UK

Support to enable people affected by bipolar disorder/manic depression to take control of their lives.

0333 323 3880

info@bipolaruk.org

www.bipolaruk.org.uk

ChildLine

ChildLine help anyone under 19 in the UK with any issue they are going through.

08001111 or you can email or live chat at:

www.childline.org.uk/about/about-childline

Galop

Emotional and practical support for LGBT people experiencing domestic violence.

0800 999 5428

help@galop.org.uk

Men's Advice Line

Information, support and advice to men experiencing domestic violence, offered by Respect.

0808 801 0327

info@mensadviceline.org.uk

Mind

Information, advice, guidance and support for people with mental health problems.

0300 123 3393

info@mind.org.uk

National Domestic Violence Helpline

Run in partnership between Women's Aid & Refuge.

0808 2000 247

NAPAC

The National Association for People Abused in Childhood (NAPAC) offers support to adult survivors of all types of childhood abuse.

0808 801 0331

napac.org.uk

NSPCC

The NSPCC can support with any concerns about a child's safety or well-being.

0808 800 5000

help@nspcc.org.uk

APPENDIX E: ADDITIONAL INFORMATION AND SUPPORT

One in four

Specialising in working with survivors of childhood sexual abuse and sexual violence. Offers long-term 1-1 therapy.

0208 697 2112

admin@oneinfour.org.uk

www.oneinfour.org.uk

Relate

Counselling and relationship education for couples. Live chat line service also available.

0300 100 1234

www.relate.org.uk

Samaritans

Call **116 123** for free – Whatever you're going through, a Samaritan will face it with you.

www.samaritans.org

Sane

Deals with all aspects of mental illness including depression, schizophrenia and anxiety.

0845 767 8000

www.sane.org.uk

The Survivors Trust

The Survivors Trust is the largest umbrella agency for specialist rape and sexual abuse services in the UK

01788 550554

www.thesurvivorstrust.org

Talk to Frank

National organisation providing advice regarding drugs and substance abuse.

On-line live chat service also available.

0300 123 6600

www.talktofrank.com

