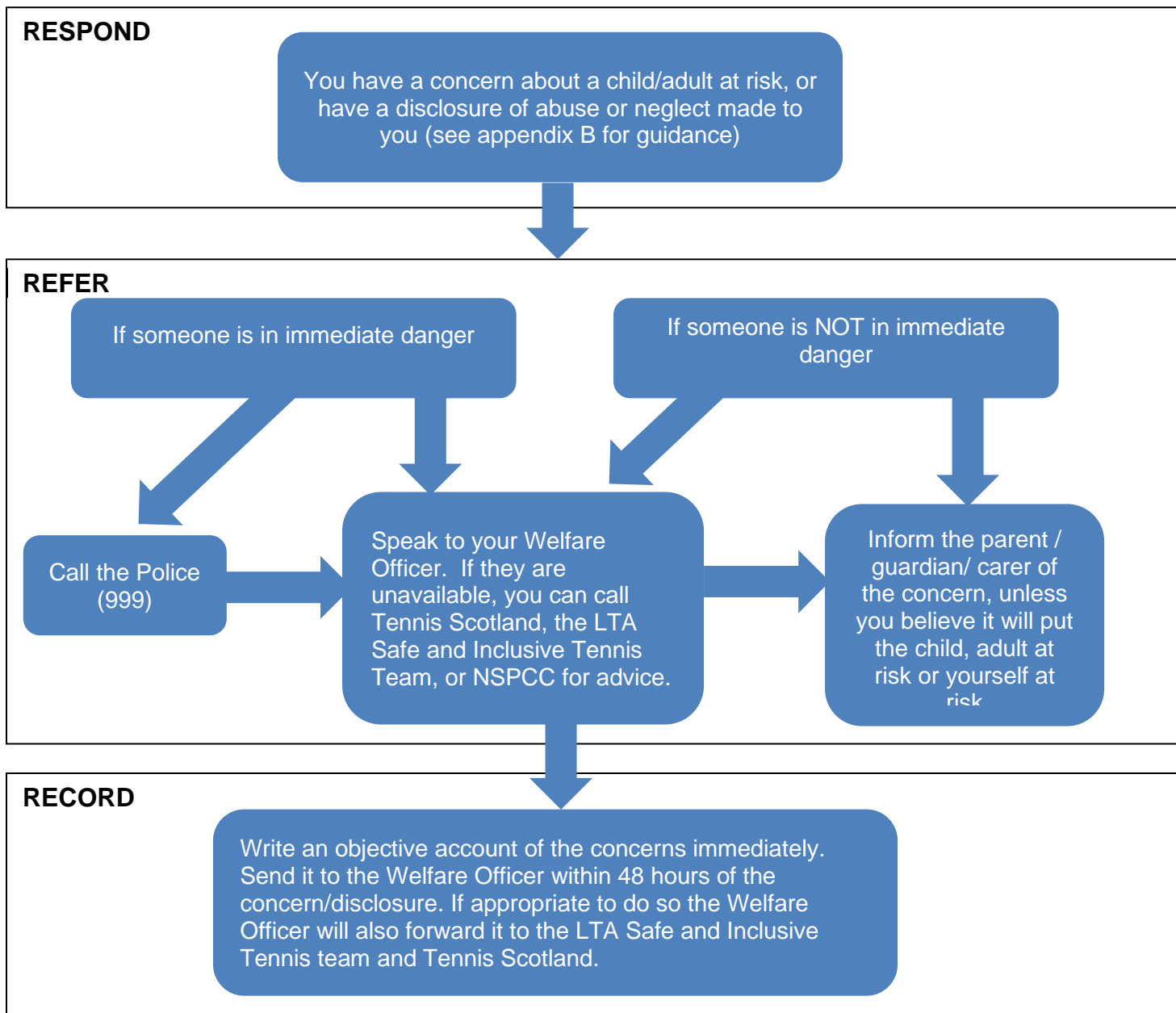


Stewarton Tennis and Sports Club Safeguarding Policy.



Including Code of Conduct and Reporting a Concern

Reporting a concern: Anyone who is concerned about the well-being of a child / adult at risk, or has a disclosure of abuse or neglect made to them must:



Contact Details

Club Welfare Officer

Brian Coady 0781 635 1722

stewartontennis@gmail.com

brian.coady@btinternet.com

LTA Safe and Inclusive Tennis Team

020 8487 7000 / safeguarding@lta.org.uk.

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

NSPCC

0808 800 5000

Parent Line Scotland

0800 028 2233

Tennis Scotland

Mat Hulbert:

01786 641 716 Ext 2012

07949 500 458

matthew.hulbert@tenniscotland.org

Policy Details

1. Policy statement

Stewarton Tennis Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club always, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone, and respond appropriately to all safeguarding concerns/disclosures.

2. Use of terminology

Child: a person under the age of eighteen years.

Adult at risk of abuse or neglect: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

(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.

Advice, guidance and support on the use of this policy is available from the Club Welfare Officer and the LTA Safe and Inclusive Tennis Team.

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

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

- Stewarton Tennis Club's Committee have overall accountability for this Policy and its implementation
- The 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 Safe and Inclusive Tennis Team and Tennis Scotland 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 should inform their club Welfare Officer, LTA Safe and Inclusive Tennis Team or Tennis Scotland (See *page 1*)
- The Club Welfare Officer and Tennis Scotland are responsible for reporting safeguarding concerns to the LTA Safe and Inclusive Tennis Team

- The LTA Safe and Inclusive Tennis Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer and Tennis Scotland 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:
 - Police Scotland in an emergency (999);
 - East Ayrshire Council Social Work Dept (01563 554200) social.work@east-ayrshire.gov.uk
 - Social Work: Ayrshire Urgent Care Service (0800 328 7758)
 - The LTA Safeguarding and Protection Committee for advice and guidance.

5. Breaches of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible dismissal and legal action;
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

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

6. Related policies and guidance

- Diversity and Inclusion Policy

Safe and Inclusive Code of Conduct

All members of staff and volunteers 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, vaping, and consuming alcohol during club normal 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. If a child is awaiting collection after a match or coaching and parents / guardian are late then ideally ensure that at least two adults remain until the child is collected.
- Refrain from transporting children or adults at risk, unless this is unavoidable and required as part of a club activity (e.g., away match where parents / carers are not able to take child). If a junior is to be transported to a match, then the Club requires written consent from the parent / guardian that the child may be transported by a certain person. Ideally this person should have a current PVG certificate.
- 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 *
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, If someone is in immediate danger, call the police (999)

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

** From time to time the Club organises adult only events with off court social events, fundraising activities, ballot events, etc and on these occasions' alcohol is permitted.

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

Safe and Inclusive Tennis Standards

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis. The Safe and Inclusive Tennis Standards are intended to be used alongside this Policy, the Club Code of Conduct; and the Equity Statement.

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

- Everyone at Stewarton Tennis Club who works with children and / or vulnerable adults including coaches and volunteers, has read, understood and follows the Safeguarding Policy. All adult members and parents are made aware of this policy and where to find them.

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

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

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

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes
- All Club Coaches and Club volunteers working with children or vulnerable adults have a Disclosure Scotland Certificate or are a member of a PVG scheme.
- All our coaches are LTA-accredited
- Our Welfare Officer has the relevant skills and training to undertake the role
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the Safe and Inclusive toolkit on the LTA web-site

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

- Confidential information relating to safeguarding and equality is:
 - Stored securely
 - Accessed and processed securely
 - Shared securely and appropriately.

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

- All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to
- All safeguarding and discrimination concerns/allegations made regarding a club member of staff, volunteer, coach or visitor are reported to our club Welfare Officer and may be reported to external authorities.
- All concerns reported to the venue are reported immediately to the Club Welfare Officer or LTA Safe and Inclusive Tennis Team (and the police in an emergency)
- We foster a collaborative approach to safeguarding across British Tennis, Tennis Scotland, and with other agencies.

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

This Policy, Code of Conduct, and Standards is approved by the Committee of Stewarton Tennis and Sports Club.

Stewarton Tennis Club is a Scottish Charity, SC048737 regulated by the Scottish Charity Regulator (OSCR)



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.

Fair Play is an important value in tennis. We are committed to ensuring that tennis is played in a fair, open and inclusive nature at all levels. We've outlined some core values of Fair Play for you to consider when on the court and playing tennis.

Enjoy:

- Tennis is a game, enjoy it!
- Be a good sport when you win, lose and watch matches.
- Be a role model and set a good example of the behaviour you expect from others.

Respect:

- Respect other players, parents and officials.
- Take responsibility for your actions.
- Learn and follow the rules
- Call the score and lines clearly and fairly and leave it to the official to resolve problems

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

1. Reassure the child/adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy¹. Inform him/her that you must report your conversation to the Club Welfare Officer or LTA Safe and Inclusive Tennis Team (and the police in an emergency) because it is in his/her best interest
5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the Club Welfare Officer or a committee member. If they are unavailable call the LTA Safe and Inclusive Tennis Team or NSPCC as soon as possible. Once reported, the Welfare Office and/or Safe and Inclusive Tennis Team will work with you to ensure the safety and well-being of the child/ adult at risk
6. Do not allow personal doubt to prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation
8. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the contact you reported the concern to – probably to the Club Welfare Officer within 48 hours. The Welfare Officer should store it safely and consider sending the report to LTA Safe & Inclusive Tennis Team who would also store it safely.

¹ It is best practice to gain consent before you share information, however you can still share information to help keep them safe. You should, where possible, gain parental consent to share information unless it puts the child, yourself or another person at risk of harm. If an adult at risk does not give consent, you can share the information if you reasonably believe they are at risk of harm to themselves or others, or someone has committed or is likely to commit a criminal offence.