

# Swansea Tennis Centre Safeguarding Policy



Swansea Tennis Centre		Section: Health and Safety
Title:- Safeguarding Policy		

### 1.0 Changes from last Issue.

- Change Logo

### 2.0 Objective and Scope

This Policy is applicable to all staff, volunteers, committee members, coaches and club. It is in line with national legislation and applicable across the UK.

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

### 3.0 Reference Documents

**Appendix A** Full Glossary of Concerns.

**Appendix B** - Flowchart reporting a concern within Tennis.

**Appendix C**- Flowchart reporting a concern outside of Tennis.

**Appendix D**- What's the Score.

**Appendix D** -Safeguarding at events, activities & competitions.

**Appendix E** – Welfare Officer Poster

**Appendix F** - Welfare Officer Job Description.

### 4.0 Policy statement

Swansea Tennis Centre is committed to prioritising the well-being of all children and adults at risk, always promoting safeguarding in our club, including all programmes and events we run. All activities, events and trips arranged by the club run in accordance with the LTA's Safeguarding at Events and Competitions guidance. This Policy strives to minimise risk, deliver a positive tennis experience for everyone, and respond appropriately to all safeguarding concerns/disclosures.

### 5.0 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

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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 acting, unless someone lacks the capacity to decide, 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).*

## 6.0 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.'**

Tennis Swansea 365 Board has overall accountability for this Policy and its implementation.

Swansea Tennis Centre Welfare Officer is responsible for updating this Policy in line with legislative and centres developments.

All individuals involved in/present at the centre 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.

## 7.0 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 (Appendix B & C). Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.

Dependant on the concern / disclosure a referral may be made to:-

The Police: - 999  
 Local Authority Children Services:- 01792 636804  
 Local Authority Adult Services:- 01792 636354

The centre's Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.

## 8.0 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 centre, dismissal and legal action

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- Termination of current and future roles within the centre 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 centre 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 *[for guidance on developing an appeal procedure – see [What's the Score toolkit](#)].* (Appendix D)

## 9.0 Whistleblowing

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.

### 9.1 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 Centre's 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:

**Tel:-** .01792 850484

**E-mail:** - [welfareofficer@swanseatenniscentre.co.uk](mailto:welfareofficer@swanseatenniscentre.co.uk)

### 9.2 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);

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- names of individuals involved.
- date, time, and location of incident/circumstance; and
- whether any witnesses were present.

### 9.3 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](mailto:help@nspcc.org.uk).

### Support

The Centre 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.

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