



Safeguarding Policy

1. Policy statement

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

2. Use of terminology

Child: a person under the age of eighteen years.

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

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

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

3. Scope

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

Guidance on implementing the policy is outlined in the Safe and Inclusive British Tennis toolkit and advice, guidance and support is available from the LTA Safeguarding 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.

- The SLTC committee has overall accountability for this Policy and its implementation
- The committee is responsible for updating this Policy in line with legislative and club developments
- All individuals involved at the club are responsible for upholding the Policy and Code of Conduct
- The LTA Safeguarding Team can offer support.

Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform the SLTC Welfare Officer or the LTA Safeguarding Team if the Safeguarding Officer is not available.
- The SLTC Welfare Officer is normally responsible for reporting safeguarding concerns to the LTA 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 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)
 - Southampton Safeguarding Children Partnership
safeguarding.PartnershipTeam@southampton.gov.uk

- Local Safeguarding Adults Board 02380 832995
LSAB@southampton.gov.uk
- 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:

- Possible expulsion from SLTC and legal action;
- Termination of current and future roles within the club and roles in other clubs and the LTA.

Where an appeal is lodged in response to a safeguarding decision made by the club, or the LTA Safeguarding Team, an independent appeal body such as Sport Resolutions may be used. Their decision is final.

Safe and Inclusive Code of Conduct

- Prioritise the well-being of all children and adults at all times. • Be a positive role model. Act with integrity, even when no one is looking.
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect.
- Value and celebrate diversity and make all reasonable efforts to meet individual needs.
- Keep clear boundaries between your club role and personal life, including on social media.
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out.
- Where possible, do not be alone with a child or adult at risk.
- The Club will make sure that at least two adults, including the coach, are present at coaching sessions organised by the club where children or adults at risk are involved, unless the coach has full LTA accreditation to work with children unsupervised.
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such*

- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible. 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.

What to do if a disclosure from a child or vulnerable adult is made to you:

- I Reassure the child/vulnerable adult that s/he is right to report the behaviour
- II Listen carefully and calmly to him/her
- III Avoid questioning where possible – and never ask leading questions
- IV Do not promise secrecy. Inform him/her that you must report your conversation to the SLTC Welfare Officer and the LTA Safeguarding Team (and the police in an emergency) because it is in his/her best interest
- V REPORT IT! In an emergency, call the police (999), otherwise talk to the SLTC Welfare Officer who will contact the LTA Safeguarding Team as soon as possible. Once reported, the Safeguarding Team will work with the Safeguarding Officer to ensure the safety and well-being of the child/adult at risk
- VI Do not permit personal doubt to prevent you from reporting the allegation
- VII Make an immediate objective written record of the conversation using the LTA Safeguarding Reporting Form.
<http://www3.lta.org.uk/safeguardingresources/> 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 LTA Safeguarding Team within 48 hours of the incident, who will store it safely.

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

Ratified March 2025

Contact details for reporting concerns

If someone is in immediate danger, call the police: 999

Club Welfare Officer: Sarah Hammett: 02380 554645 E mail:

Sarah.hammett77@gmail.com

British Tennis Services Team (Monday to Friday, 9am to 5pm). Email:

safeguarding@lta.org.uk

If you need out of hours safeguarding advice, call the NSPCC: 0808 800 5000. If your concern is about an adult at risk, the NSPCC can signpost you to your local Adult Protection team.

If you would like to raise a concern about the club Welfare Officer contact SLTC

Chair: Emily Merlow: swaythlinglawntennis@gmail.com