



# TENNIS SQUAD COACHING ACADEMY

## Event Safeguarding

Tennis Squad and Windsor LTC Penarth are fully committed to safeguarding and promoting the well-being of all its members and guests. To ensure this, our event safeguarding strategy includes:

1. Only utilising the services of DBS checked and safeguarding-trained officials
2. Sharing in advance the behaviours expected from all event participants
3. Promoting the responsibility for all participants to report any concerns, and the mechanisms for doing so.

### **Event Officials**

Our event officials all have an in-date DBS check and safeguarding training:

- Event Organiser
  - Robert Wedlake – LTA Accredited Coach and Referee
- Safeguarding Lead
  - Robert Wedlake – LTA Accredited Coach and Referee
- Assistant Referees:
  - Penny Mickelsen – LTA Accredited Coach
  - Pat Wilson – LTA Accredited Coach

All officials are aware of their safeguarding responsibilities and have signed up to either the club or LTA Officials Code of Conduct.

### **Event Registration**

Please ensure that all player and parent information is accurate at the point of entry, including contact information and any medical notes. For LTA-sanctioned events this will be through your British Tennis Membership account. Any adjustments can be made at the welcome desk on arrival.

### **Codes of Conduct**

By entering our event you agree to abide by our event codes of conduct (see Appendix A).

### **Photography/Video Consent**

Any individual intending to take photographs must have authorisation to do so from the event organiser and featured participants, and act in line the Photography Policy (appendix C).

### **Supervision**

All event participants should sign in on arrival and sign out on departure. The welcome desk will contain a hard copy of this event safeguarding policy for participants/parents to confirm their agreement.

Outside of group coaching sessions (for which coach: player ratios apply), Junior and Mini members and visitors are the responsibility of their parent or guardian, or another nominated adult. Mini (10&U) members visitors must always also be accompanied by an adult whilst on club premises.

When moving from the top clubhouse area of the site to the bottom (clay) courts, it is advised that Mini tennis players use court 7, unless it is in use in which case the road access should be used whilst under the supervision of their parent/guardian/assigned adult.

### **Security**

All personal property remains the responsibility of the participant and should not be left unattended.



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### Safeguarding Responsibilities

Our event officials have a duty of care to all event participants and will act in line with Club/LTA policy to report any safeguarding concerns.

Participants and spectators are also reminded to be familiar with reporting policies should they have any concerns.

### Reporting a Concern

We are a 'telling club' and endorse a Whistleblowing policy (see Appendix B)

Should you have a concern about the welfare or behaviour of any individual involved in the event, please raise this with:

- Any of the event officials / The Club Welfare Officer Alison James (07854 963369). *Alison is away during this event so please direct any on-the-day concerns to the event organiser Robert Wedlake or go directly to LTA Safeguarding.*
  - An incident report form is available in the clubhouse.
- The LTA Safeguarding team: 0208 487 7000
  - *If you believe any individual to be in immediate danger, dial 999.*



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#### Appendix A: Codes of Conduct

By entering our event you agree to abide by our event codes of conduct:

Children and young people are expected to:

- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Behave and listen to all instructions from the officials. Play within the rules and respect decisions.
- Show respect to other youth members/leaders
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings
- Wear suitable kit
- Pay any fees for training or events promptly.
- Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Parents & Guardians are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete any relevant registration, medical or consent notes
- Deliver and collect your child punctually before and after sessions/matches/the event.
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child upon enrolment. Any changes in the state of the child's health should be reported to the coach/school/event staff prior to the activity.
- Inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach/school/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Accept the official's judgment and do not enter the field of play
- Promote your child's participation in playing sport for fun.



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#### Appendix B: Whistleblowing

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within the club.

#### How to Raise a Concern.

Any concerns about a child or allegations about an adult who works with children should be raised with the club Welfare Officer. If the allegation is about the club Welfare Officer, the Chairman or senior member of the committee should be informed.

#### How the club will respond

- a) If the concern is that a member of staff or volunteer has or may have;
  - Behaved in a way that has harmed a child or may have harmed a child.
  - Possibly committed a criminal offence against or related to a child.
  - Behaved towards a child or children in a way that indicates that he / she would pose a risk of harm to children

The Welfare Officer (or other as above) will contact the LTA and Local Authority Designated Officer (LADO) to discuss how the allegation should be investigated.

- b) If the concern does not match any of these criteria or, after consideration with the LADO or other appropriate agencies, it is agreed that the matter should be dealt with by internal processes the club will consult the LTA to determine the most appropriate action.
- c) If the concern is that the club has not followed appropriate safeguarding procedures or has not pressed other agencies where concerns about a child persists, the Welfare Officer should be approached to seek assurances that appropriate action will be taken.

If in either case the member still has concerns that a child or children are at risk or that appropriate procedures have not been followed the member should contact the LTA and LADO or, in situations where children are thought to be in immediate danger or risk of harm, the police by contacting 999.

#### Confidentiality & Support

- a) All concerns will be treated in strictest confidence by all concerned. The club will protect the identity of whistle blowers as much as possible.
- b) However particularly in the context of safeguarding concerns it may be that an investigation process may reveal the source of the information, even if the identity of the whistleblower is kept anonymous.
- c) All staff/volunteers involved in any related investigations must maintain confidentiality during and after the conclusion.
- d) The club will take steps to minimise any difficulties and provide appropriate support and advice to staff/volunteers passing on concerns.
- e) Depending on the nature of the concerns and the subsequent type of investigation the whistleblower will be updated appropriately.
- f) All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately and consistently in a way that provides effective protection for the child and at the same time supports the person who is subject to the allegation and the person bringing the concern to the attention of the club.
- g) Organisations who can provide support include:
  - a. Samaritans - <https://www.samaritans.org/>
  - b. Mind - <https://www.mind.org.uk>
  - c. Sporting Chance - <https://www.sportingchanceclinic.com/>



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- d. Club Welfare Officer – Alison James - 07854963369
- e. Local Authority
- f. General Practitioner (GP)

### Appendix C – Photography

- Photography (including video) Before taking photos
- The individual intending to take the photographs must have authorisation to do so from the event planners, venue management and any other key stakeholders
- Children and their parents/carers must be informed how, where and for how long the photo will be used and provide their written consent for the photography to take place.

#### When publishing photos

- Do not include the full name of a child whose photo is being used. If naming a child or group of children, only use their first names, as this will reduce the risk of inappropriate or unsolicited attention
- Avoid including other identifying information about children (such as their school, friends and other hobbies and interests as this information can be used by others to identify them)
- Be clear about how and for how long photos will be securely stored
- Report any inappropriate content to the LTA Safe and Inclusive Tennis team as soon as possible



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## Event Safeguarding

### Event safeguarding checklist

<u>Basics</u>	
Does someone at your event have lead responsibility for safeguarding?	Yes
Do you have a safeguarding plan for your event?	Yes
Do you have robust policies and procedures in place?	Yes
<u>Creating a Safe Environment</u>	
Do you have codes of conduct and principles of participation?	Yes
Have you completed pre-event risk assessment?	Yes
Have you confirmed the ratios of supervisors to children at the event?	Yes
Do you have plans in place in case a child goes missing at your event?	Yes
Have you arranged registration and consents for all participants?	Yes
Do you have all relevant medical information?	Yes
Have you arranged security at your event?	Yes
<u>Roles and Responsibilities</u>	
Are all the relevant people DBS checked?	Yes
<u>Responding to Concerns</u>	
Do you know how to recognise and respond to concerns?	Yes
Do you have procedures in place for whistleblowing?	Yes
<u>Additional Vulnerabilities</u>	
Have you considered young people with additional vulnerabilities?	Yes
Have you thought about the role of technology and social media?	Yes
Have you received completed social media statements for participants?	N/A
<u>Travel and Overnight Stays (if applicable)</u>	
Have you planned for any overnight stays effectively?	N/A
Have you communicated effectively with parents, carers and players?	N/A
Have you assessed potential risks?	N/A
Have you considered and assessed transport plans?	N/A
Do you have plans for emergency procedures in place?	N/A
Have you considered all aspects of accommodation and catering?	N/A

More detailed guidance on the topics in this document can be found at <https://thecpsu.org.uk/event-management/>