

Woodthorpe Tennis Club

Safeguarding Policy

May 2022

Reviewed by Welfare Office: Sheila Downey April 2022

Approved by Club Committee April 2022

Next review date April 2024

1. Policy statement

Woodthorpe Tennis Club is committed to prioritising the well-being of all children and vulnerable adults, promoting safeguarding at all times, including in all programmes and events at the club. This policy aims to minimise risk, make sure the club offers a positive tennis experience for everyone, and responds appropriately to any safeguarding concerns.

2. Terminology: what it means in this policy

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.

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

Safeguarding children: protecting children from abuse and/or neglect, preventing the impairment of a child's health or development, promoting circumstances consistent with the provision of safe and effective care.

Safeguarding vulnerable adults/Adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their own lives and make informed choices without coercion. Empowering vulnerable adults by 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.

Please see Appendix A for a full glossary of terms

3. Scope

This policy applies to everyone affiliated to Woodthorpe Tennis Club, members, volunteers, coaches, employees or anyone undertaking contracted work for the club. It is in line with national legislation and applicable across the UK.

Advice, guidance and support are 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 committee has overall accountability for this policy and its implementation
- Our club Welfare Officer (Sheila Downey) 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 to the Code of Conduct contained in this policy
- The LTA Safeguarding Team and Safeguarding Leads can offer support to our club to assist in any safeguarding matter.

Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears about, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure as described in the flowchart contained in this policy. Unless someone is in immediate danger, they should inform their Club Welfare Officer or the LTA Safeguarding Team
- The Club Welfare Officer and LTA Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safeguarding Team
- The club has the benefit of support from an LTA Regional Safeguarding Officer – currently Alyson O'Donnell for our region.
- The national LTA Safeguarding Team is responsible for assessing all safeguarding concerns/disclosures that are reported to them and working with the Club Welfare Officer and safeguarding leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/vulnerable adult 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 – contact Children's Social Care tel : 0300 500 8000 (in an emergency out of hours contact the emergency duty team on 0300 456 4546) www.nottinghamshire.gov.uk/nsch/report-a-concern
 - Local Authority Adult Social Care Services – 0300 5000 8080
 - Local Authority Designated Officer for concerns/disclosures about a member of staff, consultant, coach, official or volunteer – 0115 8041272
 - Disclosure and Barring Service for concerns/disclosures about a staff member, coach, official, or volunteer - 0300 020 0190 www.gov.uk/government/organisations/disclosure-and-barring-service

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 dismissal and legal action
- Termination of current and future roles within Woodthorpe Tennis Club and other roles in clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by any staff, volunteers, officials or coaches who are engaged by Woodthorpe Tennis Club that are seen to contradict this policy may be considered a violation of this policy.

6. Raising Safeguarding Concerns/Whistleblowing

Safeguarding children and vulnerable adults requires everyone to be committed to the highest standard of openness, integrity and accountability. As a club we are committed to encouraging and maintaining a club culture where people feel able to raise any safeguarding concern and confident that it will be taken seriously and acted on in accordance with this policy.

In the context of Safeguarding “whistle blowing” is when someone raises a concern about the wellbeing of a child or an adult at risk. The person raising the concern can be:

- Any member, adult or junior
- A volunteer
- A coach
- Anyone employed by the club or undertaking work on behalf of the club
- An official

- A parent
- A member of the public

As a club we aim to have a culture where anyone with a concern feels able to contact the Welfare Officer directly as outlined in this policy.

The club Welfare Officer can be contacted directly on 07341 387686 or a message can be left by e mailing the club at woodthorpeltc@gmail.com. This will be passed on to the Welfare Officer at the earliest opportunity.

The Welfare Officer will pass the details of the concern to the LTA Safeguarding Team as soon as practicable and the necessary actions will be taken depending on the nature of the concern.

However we also recognise that, in some situations, a person may be reluctant to contact the Welfare Officer directly. Anyone in this situation whether they be a member, volunteer, coach, official, parent, anyone undertaking paid or unpaid work at the club, or a member of the public associated with the club is encouraged to contact the LTA Safeguarding Team directly on 020 8487 7000, or the Local Authority Designated Officer.

Information to include when reporting a concern

Please see Appendix B for what to do if a child or vulnerable adult makes a disclosure to you

When you are reporting concerns please provide as much information as possible regarding the incident or circumstances, this should include:

- Your own name and contact details (unless you wish to remain anonymous).
- The names of all individuals involved
- Dates, times and locations of any incidents reported, as far as possible
- Details of any other witnesses or any other individuals who may have knowledge of the concerns being raised
- Any other information which is, or may be relevant to the concern being raised.

What happens next?

All concerns raised about a child or a vulnerable adult 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 a concern has been dealt with appropriately and wishes to speak with someone outside of the club or the LTA Safeguarding Team then the NSPCC whistleblowing advice line should be contacted on 0800 028 0285 or by e mailing help@nspcc.org.uk. Alternatively the local authority childrens' or adult's safeguarding teams can be contacted.

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

Safeguarding and Inclusion - Code of Conduct

All members, staff and volunteers agree to:

- Prioritise the well-being of all children and vulnerable adults at risk at all times
- Treat all children and vulnerable adults 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 concerns about 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 vulnerable 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 vulnerable 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 who they are coaching or responsible for
- Not have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

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 others 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 take 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

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 vulnerable adults/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 favorable 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 recognized as a form of physical, sexual and emotional abuse that is practiced across the UK
- Child Sexual Exploitation is recognized as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognized 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 directly made to you:

1. Reassure the child/adult that s/he is right to report the behavior
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the 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 follow this procedure and refer it to the Welfare Officer or the LTA Safeguarding Team as soon as possible. Once reported the 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 permit personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation using the Reporting a Concern Form. You can find this form on the club website with the policies. Try to distinguish between what the person has actually said and any inferences you may have made. Your report should be sent to the Welfare Officer / LTA Safeguarding Team as soon as possible, and ideally within 48 hours of the incident taking place. The form will be stored safely and used as the basis upon which to investigate the matter.

Appendix C: Reporting a Safeguarding Concern outside the Tennis Environment

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis

