

Formby

Village Tennis Club

Safeguarding Policies

Revision 1.1

Pack containing information on the safeguarding of junior members and vulnerable adults (& associated issues)

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Safeguarding Policy Statement

- Formby Village Tennis Club aims to create an enjoyable environment for all members who wish to take part in tennis or other sport and social activities at the Club, including children (junior members) and vulnerable adults.
- We believe that everyone has the right to be safe, secure and free from threat.
- We believe that children and vulnerable adults have the right to be treated with respect and to have their concerns listened to and acted upon.
- We will ensure that the Club provides for the needs of junior members and vulnerable adults through specific programmes, designated facilities, and safe practice.
- We have procedures in place to address poor practice, and to help any junior or vulnerable adult who appears to be at risk, or who appears to be the victim of abuse. We will offer help and support when a child or vulnerable adult tells us they are affected by these issues.
- We will take steps to ensure that any Club volunteers or professionals working with children or vulnerable adults are suitable to do so, through the use of references and background checks. We will ensure that all relevant people have been vetted and approved through the **Disclosure & Barring Service** process.
- We will ensure that all those working with children are made aware of the Club's *Code of Conduct for People Working with Vulnerable Adults* (adopted from the LTA Code) and are required to follow it – **See Section 11.**
- The Club has an adult member who is specifically responsible for children, vulnerable adults and safeguarding; known as the Club Welfare Officer. **For contact details of the Club's Designated Safeguarding Officer, please see the Junior Noticeboard or contact the Club Secretary (safeguarding@formbyvillagetennis.com)**

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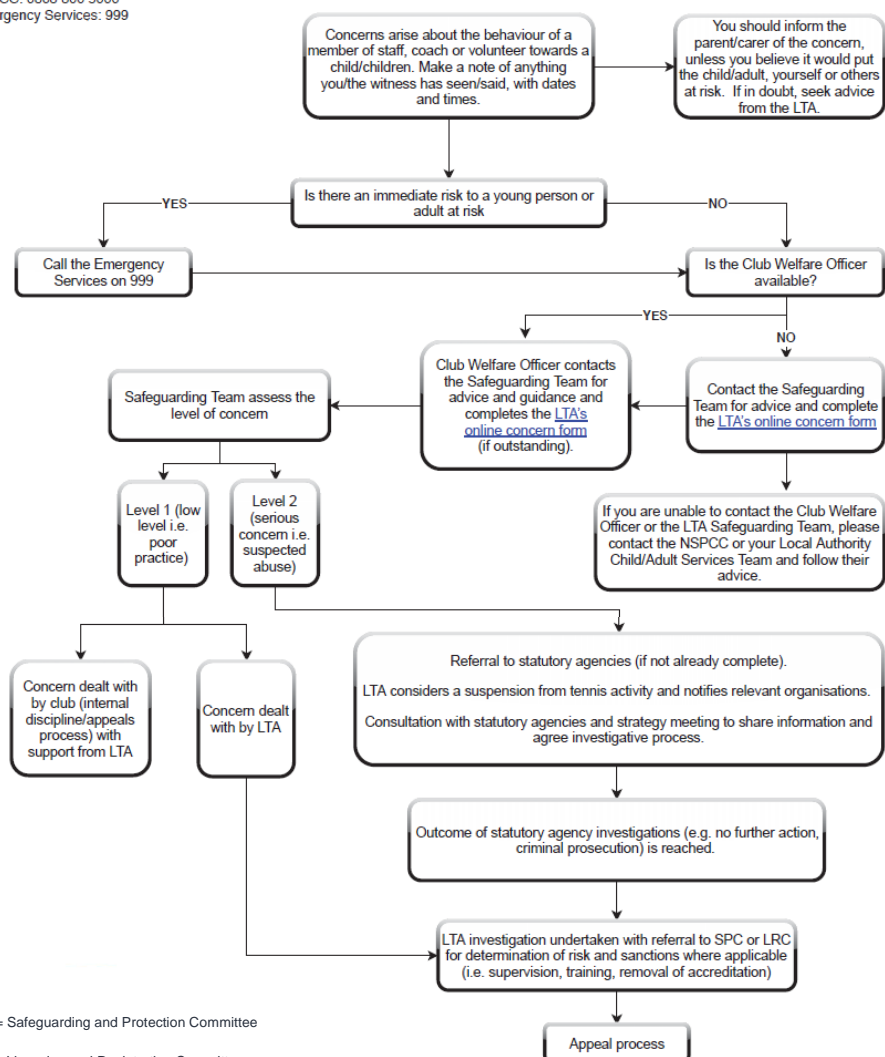
Reporting a Safeguarding Concern within the Tennis Environment

How to respond to concerns that arise within a tennis environment.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

Useful details

LTA: 0208 487 7000
Email: safeguarding@lta.org.uk
Report a concern:
<https://safeguardingconcern.lta.org.uk>
NSPCC: 0808 800 5000
Emergency Services: 999



SPC = Safeguarding and Protection Committee

LRC = Licensing and Registration Committee

Safeguarding Policy

1. Policy statement

The Formby Village Tennis Club 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. 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.

2. 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 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 and visitors to the Club. It is in line with national legislation and applicable across the UK.

Additional advice, guidance and support is available from the LTA Safeguarding Team
[\(https://www.lta.org.uk/about-us/safeguarding/\)](https://www.lta.org.uk/about-us/safeguarding/)

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's committee has overall accountability for this Policy and its implementation
- Our club Welfare Officer and Committee are 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 Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads 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 is responsible for following the Reporting a Safeguarding Concern Procedure shown in the flowchart at the beginning of this policy. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe 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 and National Safeguarding Leads 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);
 - **Sefton Council Children's Service:** 0345 140 0845, 8 – 6 pm or emergencies 0151 934 3555. **If a child is in immediate danger, call the police.**
 - **Sefton Council Safeguarding Adults:** 0345 140 0845, 8 – 6pm. **If a vulnerable adult is in immediate danger, call the police.**
 - **Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer. Our designated safeguarding officer will be displayed in the Clubhouse (see Junior Noticeboard).**

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 exclusion from the club, 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 players, parents or carers, 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.

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.

6. Club Policy on the use of Changing Rooms

Formby Village Tennis Club strives to ensure that all children and vulnerable adults are safeguarded from abuse and have an enjoyable tennis experience when attending the Club.

This section sets out the Formby Village Tennis Club policy for the acceptable use of our changing rooms.

- 1) Groups of children will have sole use of changing rooms. This reduces any risks and potential vulnerability associated with mixing adults and children when changing and showering.
- 2) If adults and children need to share our changing rooms, they will do so at different times.
- 3) Where it is unavoidable that changing rooms are used by both adults and children at the same time, there will be access to separate changing, showering and toilet areas.
- 4) Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children using the changing rooms.
- 5) Mixed gender groups of children will have access to separate changing rooms, or use the same changing room but at different times.
- 6) If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing arrangements to suit their needs (n.b. for more information on this please go to <https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-and-sport/>)
- 7) Mobile phones and other electronic devices must not be used in changing rooms.
- 8) For younger groups of children, a DBS checked member of staff or volunteer will wait outside the changing rooms to allow children to call for assistance if required.
- 9) Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.

7. Club Anti-Bullying Policy

Formby Village Tennis Club strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

Bullying is defined as a range of abusive behaviour that is repeated and intended to hurt someone either physically or emotionally.

This section sets out how to help prevent bullying from happening to all children and adults at risk. It also sets out how to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need. It also provides information to all staff, volunteers, children and their families about what should be done to prevent and deal with bullying.

This policy applies to all staff, coaches, volunteers and other adults associated with Formby Village Tennis Club.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club child protection officer or a member of the committee.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be carried out by children or adults.

Bullying can have lots of different forms:

- Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages,
- tormenting, (e.g. hiding racquets/other equipment, threatening gestures
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focussing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing

Here are some examples of what we call 'bullying':

- Someone calling you names
- Being threatened
- Being pressured to give someone your money or your things
- Being hit or pushed
- Having your possessions damaged or broken

- Someone spreading rumours about you or about your family
- Someone posting hurtful comments or pictures on the web (such as on Facebook)

Why do we care about bullying?

Bullying is a serious problem. **You have the right to stop it.**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Players who are bullying need to learn a different way of behaving.

The club has a responsibility to respond promptly and effectively to issues of bullying.

We recognise that

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to keep children and adults at risk safe by

- Recognising that bullying is closely related to how we respect and recognise the value of diversity.
- Recognising our duty of care and responsibility towards safeguarding
- Promoting and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- Ensuring that bullying behaviour is not tolerated or condoned
- Taking action to respond and deal with any reports of bullying towards children
- Encouraging children to play a part in developing and adopting appropriate behaviours
- Making sure our response to incidents of bullying takes into account:
 - o the needs of the person being bullied
 - o the needs of the person displaying bullying behaviour
 - o the needs of others who may be affected
 - o Formby Village Tennis Club as a whole

Players, parents, coaches, volunteers and other members of staff will:

- Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour they see to the Welfare Officer / County Safeguarding Officer (or suitable alternative county representative, e.g. county coach, tournament organiser etc).
- Respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

Supporting children

- We'll let children know who will listen to and support them
- We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour
- Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- Children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
- Those who display bullying behaviour will be supported and encouraged to develop better relationships
- We'll make sure that any sanctions are proportionate and fair

Support to the parents/carers

- Any experience of bullying behaviour will be discussed with the child's parents or carers
- Parents will be consulted on action to be taken (for both victim and bully)
- Information and advice on coping with bullying will be made available
- Support will be offered to parents, including information from other agencies or support lines

How to spot if someone is being bullied?

A child might show that he or she is being bullied in lots of ways. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with torn/damaged clothes or damaged
- Has possessions “go missing”
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what’s wrong
- Gives unlikely explanations for any of the above

In more extreme cases:

- Starts stammering
- Cries themselves to sleep or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- stops eating
- attempt or threatens suicide or runs away

These signs and behaviour may indicate other problems, but bullying should be considered a possibility and should be investigated.



Procedures

- Report bullying incidents to the club child protection officer or a member of the club committee.
- In cases of serious bullying, the club should contact the LTA for advice
- Parents should be informed and will be asked to come in to a meeting to discuss the problem
- If necessary and appropriate, the police will be consulted
- The bullying behaviour and threats of bullying will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help the bully (bullies) change their behaviour and disciplinary action will also be considered where there have been serious acts of misconduct.
- The club will initiate disciplinary action under the club constitution if the bully does not change his or her behaviour.
- How we will work with the bully and the victim
- If we decide that it is appropriate for us to deal with the situation, we will follow the procedure outlined below.
- Where the victim is comfortable to do so and the bullying has not become very serious, reconciliation will be attempted by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/ or is not appropriate a small panel made up from Captain, Child Protection Officer, Secretary, Committee members) will meet with the parent and child alleging bullying to get details of the allegation. Notes/minutes will be taken for clarity, and these should be agreed by all as a true account.
- The same panel will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes will be taken and agreed.
- If bullying has, in their view, taken place, the panel will consider whether it is serious enough to take disciplinary action immediately under the Club's normal procedures.
- If disciplinary action is not taken immediately, the player should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

All coaches involved with both players should be made aware of the concerns and outcomes of the process i.e. the warning.

In the case of adults reported to be bullying players under 18

- Bullying by an adult is child abuse and allegations will be treated very seriously.
- In most cases in which adults are found to have bullied children, child protection awareness training is the minimum likely outcome. Serious disciplinary action by the club could also be taken.
- More serious cases may be referred to statutory services such as the police or social services. We will consult statutory services at an early stage if we think that this could be relevant.

Prevention

- The club has developed a written constitution, which includes what is acceptable and proper behaviour for all members, of which the anti-bullying policy is one part.
- All players and parents will sign to accept the constitution upon joining the club.
- The club child protection officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with players to discuss the issue openly and constructively.

Related policies and procedures

This policy should be read alongside our club policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy
- Code of conduct for staff and volunteers
- Online safety and communication policy
- Photography and filming policy

Useful contacts

LTA - 02084877000 / safeguarding@lta.org.uk

NSPCC Helpline - 0808 800 5000

Childline - 0800 1111 / www.childline.org.uk

Kidscape - www.kidscape.org.uk

Anti-Bullying Alliance - www.antibullyingalliance.org



8. Club Online Safety and Communication Policy

This document sets out how the Formby Village Tennis Club uses the internet and social media, and the procedures for doing so. It also outlines how we expect staff, coaches, volunteers, players and parents/carers, to behave online and communicate with players.

The principles in this policy apply no matter which current or future technology is used.

The purpose of this policy is to:

- Protect children involved in with our organisation and who make use of technology (such as mobile phones, tablets, games consoles and the internet).
- Provide staff, coaches and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- Ensure our organisation operates within the law regarding how we behave online

We recognise that

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children safe online, whether or not they are using [club/county]'s network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, their parents, carers and other organisations is essential in helping them to be responsible in their approach to online safety

We will seek to keep children safe by

- understanding the safety aspects, including what is acceptable and unacceptable behaviour for staff, coaches, volunteers and children, when using website, social media, apps and other forms of digital communication
- being aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- when using social media platforms, ensure that we adhere to relevant legislation and good practice
- ensuring the person managing our organisation's online presence is suitably trained and experienced

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least two members of staff and/or volunteers will have access to each account and password
- social media accounts will be monitored by a designated person, who will have been appointed by the committee
- the designated person managing our online presence will seek advice from our Welfare Officer / County Safeguarding Officer and the LTA to advise on safeguarding requirements as required
- the designated person will remove any inappropriate posts, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- account, page and event settings will be set to 'private' so that only those invited can see their content
- social media pages/groups (e.g. Facebook pages/groups) used to communicate with children must be an organization, community or sports group and not personal
- identifying details such as a child's home address, school details, telephone number or email will not be posted on social media platforms
- any posts or correspondence will be of a professional purpose
- we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- parents will be asked to give their consent for us to communicate with their children through social media, or by any other means of communication
- parents will need to give consent for photographs or videos of their child to be posted on social media
- all of our accounts and email addresses will be appropriate, fit for purpose and only used for club/county specific activities

What we expect of staff, coaches and volunteers

- they should be aware of this policy and behave in accordance with it
- they should seek the advice from our Welfare Officer / County Safeguarding Officer and the LTA if they have any concerns about the use of the internet or social media
- any messages they wish to send out to children must be sent through the designated person responsible for the organisation's online presence
- they must not 'friend' or 'follow' children from personal accounts on social media
- they must make sure any content posted is accurate and appropriate

- they must not communicate with children via personal accounts or private messages
- they must communicate with parents through email or in writing, or use an organisational account, profile or website rather than via personal social media accounts
- they must copy in parents or at least one other member of staff, coach or volunteer should to any communications sent to children
- they must avoid communication with children beyond dedicated event or activity timings , unless it is necessary for professional purposes (i.e. emergencies, whilst on a trip, etc.) and contacting the parents is not possible
- they must sign off any communication in a professional manner, avoiding the use of emojis or symbols such as kisses (“X’s”)
- they must respond to any disclosure of abuse in line with the safeguarding policy
- they must not engage in sexting, or send pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone

What we expect of children

- they should be aware of this policy
- they should follow the guidelines set out in our acceptable use statement on all devices

What we expect of parents/carers

- they should be aware of this policy and behave in accordance with it
- they should seek the advice from our Welfare Officer / County Safeguarding Officer and the LTA if they have any concerns about the use of the internet or social media
- they should communicate with staff, coaches and volunteers in a professional and appropriate manner
- they must not engage in sexting, or send pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone

Using mobile phones or other devices to communicate

When using mobile phone or other devices to communicate, we will take the following precautions to help keep children safe:

- staff, coaches and volunteers will communicate through parents directly or copy them into all messages to children
- where it is necessary to contact children directly, and it is not possible to copy for the parents into the message, we will seek parental consent to do this
- messages will be used for professional communication, such as reminders about lesson times, meeting points etc.

- if a child tries to engage a member of staff, coach or volunteer in a conversation which is not of a professional manner (for example, their personal life), the member of staff, coach or volunteer will:
 - end the conversation or not reply
 - inform the Welfare Officer / County Safeguarding Officer as soon as possible and arrange to address the matter with the child and their parents appropriately
 - if the conversation raises safeguarding concerns, notify the LTA as soon as possible

Using mobile phones/devices during activities

So that all children can enjoy and actively take part in tennis activities, we discourage the use of mobile phones/devices. As part of this policy we will:

- make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements
- inform parents of appropriate times they can contact children who are away on trips
- advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency

9. Club Policy on Photography and Filming

The main concerns addressed by these guidelines relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children.
- The breach of court orders restricting photography of specific children.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sport web sites and other publications when they are accompanied by personal information. This information can make a child vulnerable to an individual who may wish to 'groom' that child for abuse. In addition, photographs can be adapted for inappropriate use. There is evidence of adapted material finding its way on to child pornography sites.

Guidelines for recording images:

- All children featured in recordings must be appropriately dressed with outer clothing covering the torso from at least the bottom of the neck to the thighs (i.e. a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible, images of children or young people should be recorded in small groups. The group may comprise any combination of adults and children.
- Ensure that images of a young person are not recorded and published where a court order prohibits this.
- Any inappropriate use of photography or of images should be reported to the Club's Welfare Officer or LTA Welfare Officers or the police.
- Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, tennis players and their parents/carers should be made aware that this forms part of the coaching programme, and recordings should be used, stored and destroyed with care.

Guidelines for publishing images:

- If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- Ask the child and parent/carer for permission to use their image. This ensures that they understand how the image will be used to represent the sport. The Club achieves this by seeking completion of a photography and filming consent form.
- Try to take photographs that represent the broad range of youngsters participating safely in tennis. Think about the gender, ethnicity, ability and age of the children you photograph and try to capture the diversity of the children you work with.

Photography and film at tennis events:

The following guidelines are designed to reduce the opportunity for taking inappropriate photographs:

If the press or a professional photographer is invited, it is important to ensure they are clear about your expectations of them in relation to child protection. Provide a clear brief about what is considered appropriate in terms of content and behaviour.

- Issue the photographer(s) with identification. This must be worn at all times.
- Inform participants and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to players or one-to-one photo sessions.
- Do not approve or allow photo sessions outside the event or at a player's home.
- Ensure that photographers are able to identify any players who have not consented to being photographed and make sure that they are not within shot of any photographs.
- If an event is being streamed, members and spectators must be informed via email prior to the event. Participants have the right to refuse being streamed, if they consent they must fill in a written emergency consent form.
- If an event is being recorded or livestreamed and there is a possibility that spectators may be captured, adequate signage must be placed at the entry point to the Club and clearly visible at different points on the premises. This must give guidance on who to contact regarding the filming if spectators do not wish to be filmed – guidance can be given such as advising the person of safe viewing areas that are not being filmed. Spectators that are children must not be filmed without parental or guardian consent.

Parents taking photographs:

- Parents and spectators might also wish to take photographs or record their children participating at an event. If parents or other spectators are intending to photograph or video an event, they should also be made aware of your expectations.
- Parents and spectators are required to register with the Club, if they wish to use photographic equipment at an event.
- Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or to an Executive Committee member of the Club and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police if the person involved continues to record images.

Getting consent:

Consent is always required for the photography of children and vulnerable adults.

- Consent can be gained from either the joining information or via the Emergency Consent Form.



10. Whistleblowing Policy

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistle blowing?

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.

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 Club 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 0800 800 5000.

The Club Welfare Officer can be contacted on: [\[insert contact details\]](#).

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);
- names of individuals involved;

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

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.

Support

The club 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.



11. Codes of Conduct

Working with children or vulnerable adults Code of Conduct

All members of staff, coaches, members and visitors working with children or vulnerable adults in tennis should:

- Be professional and maintain the highest standards of personal behaviour at all times.
- Recognise the trust placed in adults by children & vulnerable adults, and recognise the power held over children & vulnerable adults by adults. Treat this trust and this power with the highest responsibility.
- Try to work in an open and accountable manner at all times. Work in view of others wherever possible. Be wary of working alone and unobserved and be willing to accept questions or criticism regarding good practice.
- Expect others to work in an open and accountable manner. Question and criticise the practice of others if necessary.
- Maintain a professional relationship with children. Any form of sexual relationship or activity with a child or vulnerable adult is unacceptable and could lead to disciplinary or legal action.
- Not be under the influence of drink, drugs or any illegal substance.
- Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching, slapping) should be regarded as a serious incident.
- Use appropriate language. Do not swear, and never make sexual or suggestive comments to a child. If a child makes such comments, be prepared to enforce these boundaries in your response.
- Not appear to favour one child or show interest in one child more than another.
- Not discriminate against a child because of age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- Use physical contact with players only where necessary. If contact is necessary, (e.g. for the purposes of coaching or first-aid), explain to the child or vulnerable what the contact is for, and change your approach if he or she appears uncomfortable.
- Design and use training methods and training programmes appropriate to the individual child.
- Be aware of situations that could be misunderstood or manipulated by other adults. For example, if a coach or official is alone with a child in a clubhouse, changing room or car, he or she may be vulnerable to allegations of misconduct.
- Be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive or intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of the impact of their actions and should sensitively address any misunderstanding.

If a concern about a child or vulnerable adult's welfare comes to your attention:

- Take seriously any suspicion, allegation of abuse or any disclosure of concern made by a child or adult.
- If a concern comes to your attention, record information, including relevant details. Be sure to record opinions or feelings as such: do not record them as facts. Do not question or interview the people involved in the incident of concern.
- Report any concerns within the area of Child Protection (physical, emotional or sexual abuse, neglect or bullying), in confidence and without delay, to your club, county or LTA Child Protection Officer.
- If the Club Welfare Officer cannot be contacted and there appears to be an immediate risk, contact the police or your local social services.
- Never discuss an allegation or suspicion with another person, other than the police or social services, before receiving advice from the club, county or LTA Welfare Officer.

Remember that it is the responsibility of all adults to safeguard children and vulnerable adults in sport. By recognising, following and discussing the principles behind this code, you are helping to make bad practice and abuse unwelcome in tennis.

All members of staff, volunteers, members and visitors 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 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 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 for whom they are coaching or responsible for
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players

Junior Code of Conduct

- 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



Parent and Carer Code of Conduct

- 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



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.

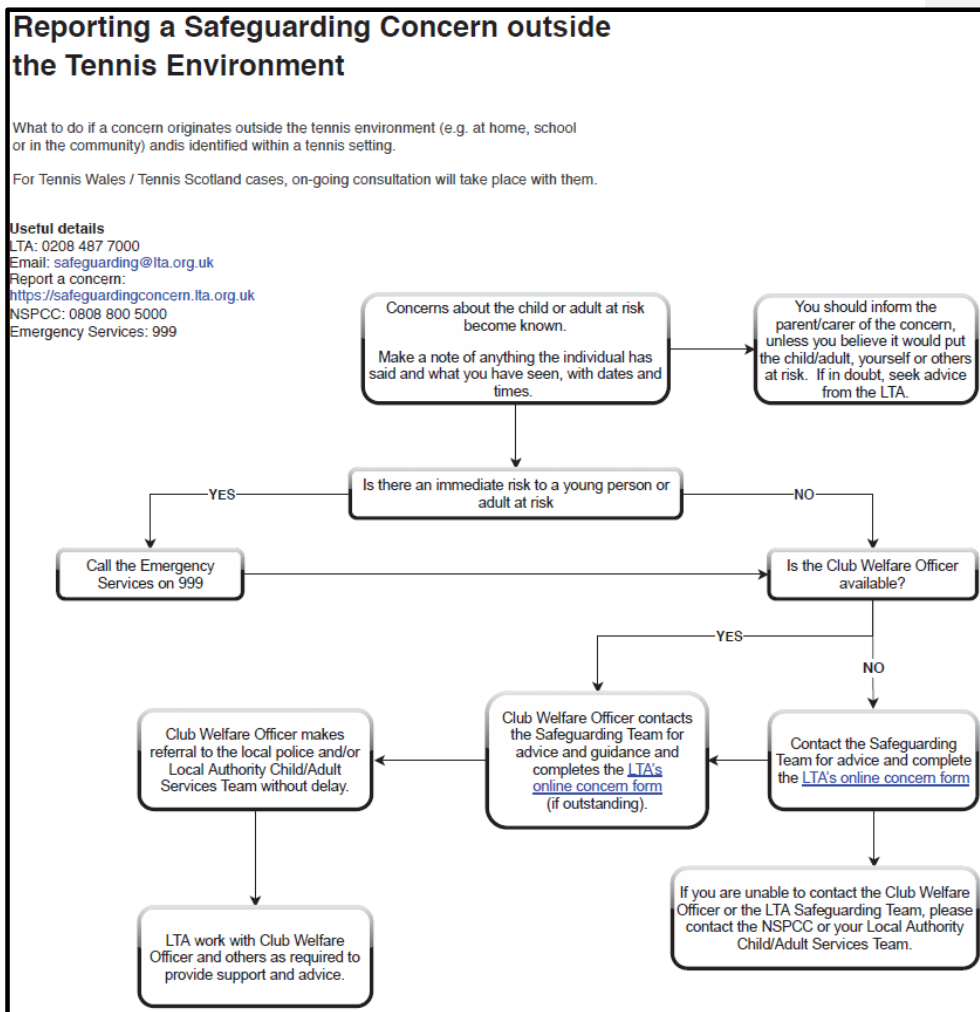


Appendix B: What to do if a disclosure from a child or adult at risk is made to you:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*



Appendix C: Reporting a Safeguarding Concern outside the Tennis Environment



SELF DECLARATION FORM FOR COACHES AND THOSE WORKING WITH CHILDREN

The following personal disclosure is made in accordance with Rule 22 of the Club Rules. This form will be held securely by the Club.

Under the Rehabilitation of Offenders Act, if you are working with children, young people or adults at risk you are required to declare any reprimands, cautions or criminal convictions regardless of how long ago these occurred or if they are spent.

Name	
Date of Birth	
Home Phone Number	
Mobile Number	
Email Address	

Please circle 'YES' or 'NO' to the following questions:

Please Circle Have you ever received any reprimands, cautions or convictions?	YES	NO
Have you ever been sanctioned or disciplined for any matter relating to child abuse, adults at risk, sexual offences, violence, drink driving or use of illicit drugs?	YES	NO
Have you ever been subject to a police or social care investigation even if it did not result in a criminal conviction?	YES	NO

I confirm that the above information is correct to the best of my knowledge. I understand that if any information of a serious nature is later discovered to be incorrect or omitted this may result in disciplinary action, resulting in termination of membership and/or employment at the club. I hereby give consent to the Club processing the data supplied on this form for safeguarding monitoring purposes.

Signature	
Print Name	
Date	

You may find it useful to refresh your knowledge of our Child Protection Policy which is displayed on our website under "[Club Documents and Rules](#)".



REVISION HISTORY

Revision	Date	Details of changes	Reason for changes
1.0	March 2021	Updated to LTA Guidance Policy.	To comply with LTA guidance on safeguarding.
1.1	February 2022	Added where to find Designated Safeguarding Officer & their contact details.	-

Changes made to this document: 19/02/2022

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

