



Brentwood Hard Court Tennis & Padel Club

# Safeguarding Policy

Date	Issue Number	Reason for change
12 <sup>th</sup> June 2023	001	Change of Welfare Officer
8 <sup>th</sup> November 2023	002	Removal of Padel Welfare Officer
2nd October 2024	003	Change of Welfare Officer

## Table of Contents

1. Policy Statement	3
2. Use of terminology	3
3. Scope	3
4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure	3
5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure	4
6. Whistleblowing	4
• Codes of conduct	6
• Safe and Inclusive Tennis Standards	8
• Appendix A: Glossary of Terms	10
• Appendix B: What to do if a disclosure from a child or adult at risk is made to you	13
• Appendix C: Concern Reporting Procedure for Children (within a tennis environment)	14
• Appendix D: Concern Reporting Procedure for Adults at Risk (within a tennis environment)	15
• Appendix E: Concern Reporting Procedure for Children (outside a tennis environment)	16
• Appendix F: Concern Reporting Procedure for Adults at Risk (outside a tennis environment)	16

## SAFEGUARDING POLICY

### 1. Policy statement

The Brentwood Hard Court Tennis and Padel 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. 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 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. *(See Appendix A for full glossary of terms).*

### 3. Scope

This Policy is applicable to all staff, volunteers, committee members, coaches and club members. It is in line with national legislation and applicable across the UK. Advice, guidance and support is available from the LTA Safeguarding Team. This Policy, Standards, Code of Conduct and Reporting a Safeguarding Concern Procedure are in line with national legislation, Working Together to Safeguard Children 2018 and applicable across the UK, to every person and place that the LTA has direct safeguarding responsibility.

### 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 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 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. 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:
  - o The police in an emergency (999);
  - o Local Authority Children's Services **Brentwood Social Care: 0345 603 7630**
  - o Essex County Council Social care -out of hours: **0345 606 1212**
  - o Local Authority Adult Services : **0845 603 7630**
  - o Designated Officer for concerns/disclosures about a member of staff, consultant, coach, official or volunteer: Local Authority Designated Officer (**LADO**) : **0333 013 9797**
  - o Interim Club Welfare Officer Tennis: **Mike Jones: Tel 020 8502 6364**

## 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 [Club Appeal procedure still to be developed using LTA tool kit].

## 6. Whistleblowing

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 by completing Reporting A Concern form on the LTA website, the Local Authority Designated Officer (LADO) or the NSPCC Whistleblowing advice line on 0808 800 5000.

The Interim Club Welfare Officer Tennis can be contacted on:

**Mike Jones: Tel 020 8502 6364**

## 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](mailto: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.











## Our Codes of Conduct

### - All members of staff and volunteers 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.
-  Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them.














## Our Codes of Conduct

### - 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 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 Club Welfare Officer about any concerns or worries they have about themselves or others.

## Our Codes of Conduct

### - All adults agree to:

-  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 conditions and/or history.

*The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.*

## Safe and Inclusive Tennis Standards

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis. *Implementing the Safe and Inclusive Tennis Standards* is intended to be used alongside this Policy and Code of Conduct; and the Equality, Diversity and Inclusion policy/Statement of Commitment.

### **Standard 1: We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches, club members and events**

- Everyone has read, understood and follows the Safeguarding and Equality Policies, Standards, Code of Conduct and Reporting Procedure
- Our Safeguarding and Equality Policies and procedures are monitored and updated to keep them relevant to everyone in our club and the programmes and events we run.

### **Standard 2: We empower children and adults to create safe and inclusive tennis environments, both on and off court**

- We support everyone to uphold the Fair Play values: enjoy; respect.
- Information, resources and guidance on how to stay safe, promote equality, diversity and inclusion and report concerns is easy to access, understand and implement.
- There is a club Welfare Officer or named person responsible for safeguarding and equality at our club; their name and contact details are clearly displayed at the club on the notice board
- Children and adults are actively encouraged to report any concerns they have about themselves or others; those who report concerns are protected and supported.

### **Standard 3: We prioritise safe and inclusive recruitment, induction, training and support**

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes.
- All eligible staff and volunteers have a criminal records check.
- All our coaches are LTA-accredited.
- Our Welfare Officer (or named person responsible for safeguarding and equality) has the relevant skills and training to undertake the role.
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the Safe and Inclusive toolkit.

### **Standard 4: We protect people's confidential information about safeguarding and equality**

Confidential information relating to safeguarding and equality is:

- Stored securely
- Accessed and processed securely
- Shared securely and appropriately.



## Safe and Inclusive Tennis Standards cont..

### Standard 5: We address safeguarding and discrimination concerns immediately, prioritising the wellbeing of children and adults at risk

- All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to
- All safeguarding and discrimination concerns/allegations made regarding a club member of staff, volunteer, coach or visitor are reported to our club Welfare Officer (or named person responsible for safeguarding and equality and may be reported to external authorities
- All concerns reported to the venue are reported immediately, following the Safeguarding Reporting Procedure
- We foster a collaborative approach to safeguarding across British Tennis and with other agencies.

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

This Policy is recommended for approval by:

Club Committee Signatory: Paul Draper:

Date: September 2022

Club Tennis Welfare Officer: Nina Davies:

Date: September 2022

## 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 nonpenetrative 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.

## Appendix A: Glossary of Terms cont...

**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:

- o provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- o protect a child/ adult at risk from physical and emotional harm or danger;
- o ensure adequate supervision (including the use of inadequate care-givers); or
- o 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.

**Radicalisation, extremism and terrorist behaviour**: Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

### 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.

## Appendix A: Glossary of Terms cont...

**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

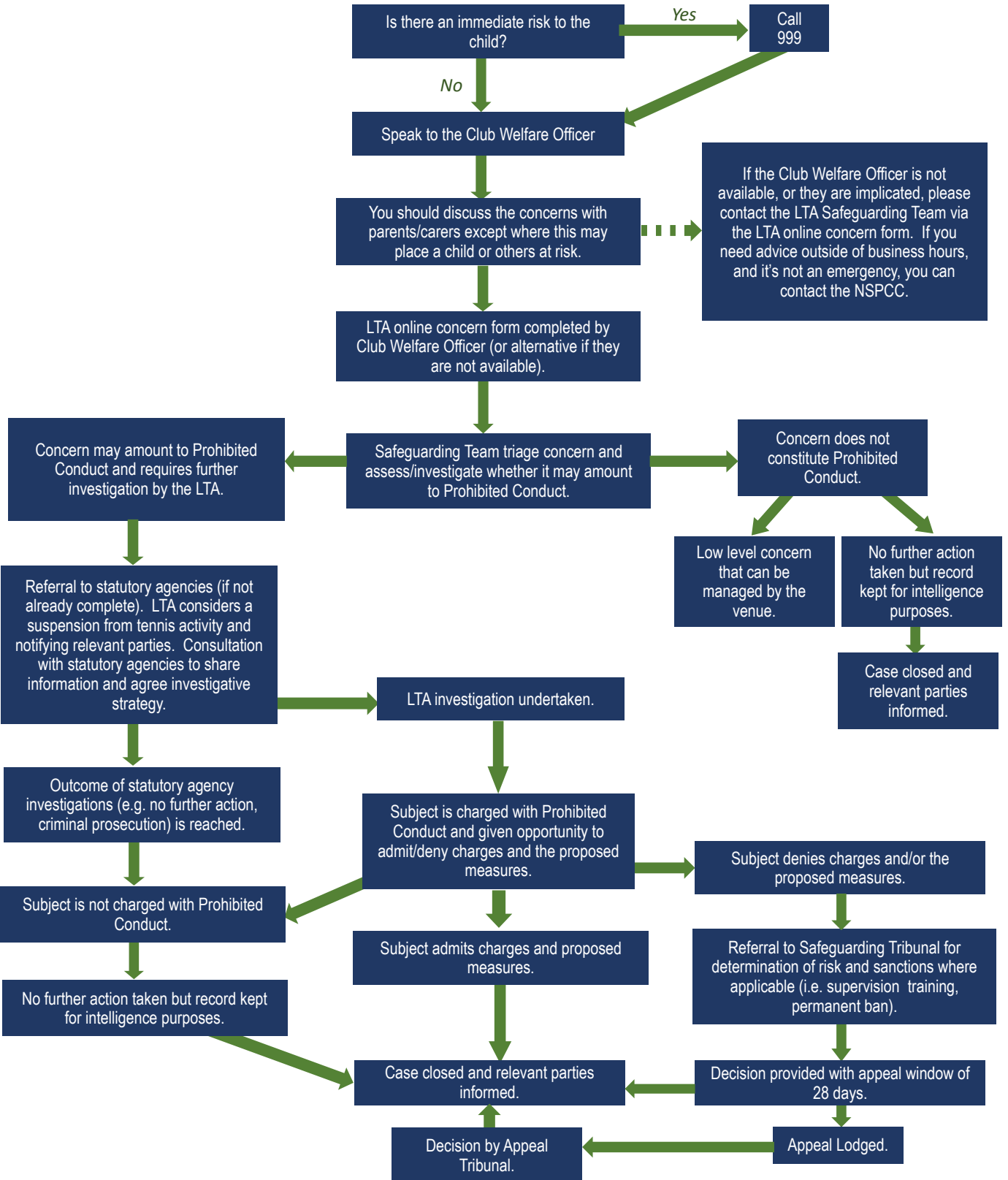
**Modern slavery:** encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- 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 antisocial Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.
- Some children and adults may be more vulnerable to abuse. For example, deaf and disabled people; people with mental health problems; new to the UK; or from minority groups (note this list is not exhaustive).

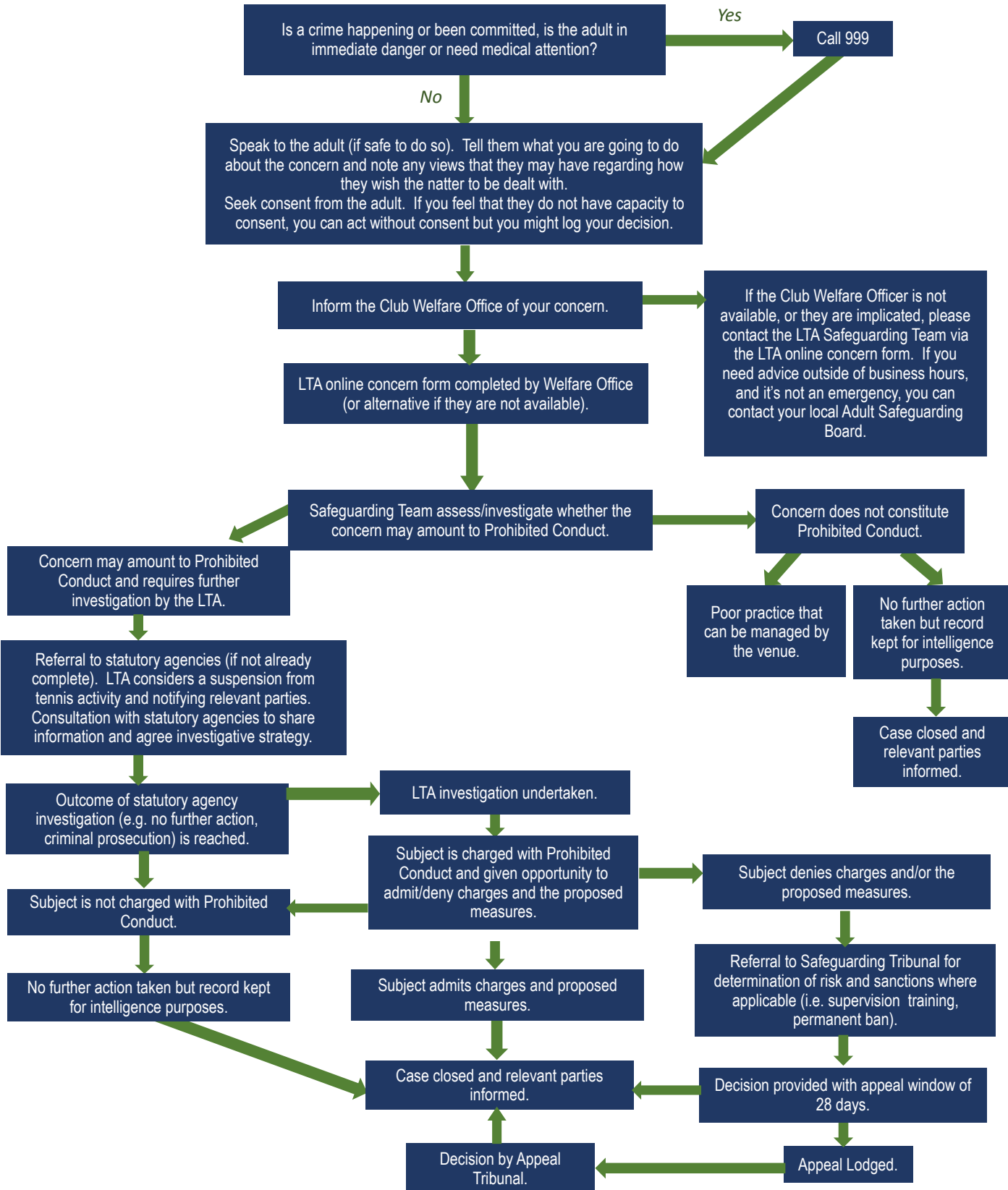
## Appendix B: What to do if a disclosure from a child or adult at risk is made to you

- 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 online Reporting a Concern Form -<https:safeguardingconcern.lta.org.uk>  
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. *If you do not have access to this document, write down the details using what you have available then sign and date it.*

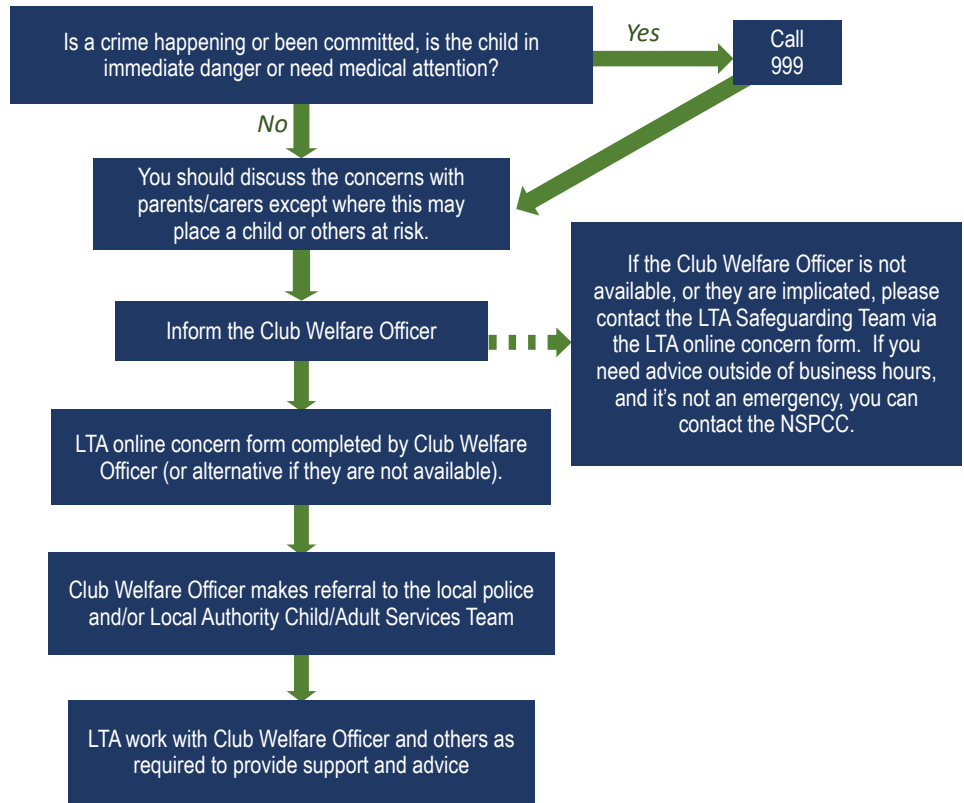
## Appendix C: Concern Reporting Procedure for Children (within a tennis environment)



## Appendix D: Concern Reporting Procedure for Adults at Risk (within a tennis environment)



## Appendix E: Concern Reporting Procedure for Children (outside a tennis environment)



## Appendix F: Concern Reporting Procedure for Adults at Risk (outside a tennis environment)

