

Oadby Granville Tennis Club
Safeguarding Policy

Safeguarding Policy

1. Policy statement

Oadby Granville Tennis Club (OGTC) 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.

OGTC takes child protection seriously. We believe that children and young people have the right to be safe, secure and free from threat, 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 through specific programmes, designated facilities, and safe practice.

We have procedures in place to address poor practice, and to help any young person who appears to be at risk, or who appears to be the victim of abuse. We will offer help and support if a child or young person tells us that they are affected by these issues.

We will take steps to ensure that any club volunteers or professionals working with children 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 LTA's Disclosure and Barring Service checking process.

We will also ensure that all of those working with children are aware of this policy and associated guidance, and that they also follow the LTA code of conduct for people working with children in tennis.

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 Welfare Officer (Jackie Rossa) and/or the LTA Safeguarding Team.

2. Use of terminology

Child: a person under the age of eighteen years.

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

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

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

3. Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- Our club's committee has overall accountability for this Policy and its implementation
- Our club Welfare Officer Jackie Rossa 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 person who is told about, hears, or is made aware of a concern or disclosure is responsible for following the Safeguarding Reporting Procedure
- Unless someone is in immediate danger, they should inform the **club's Welfare Officer (Jackie Rossa)**, LTA Safeguarding Team or National Safeguarding Lead
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safeguarding Team
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer 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 other, external agencies such as social services or the Police.
- If a person is in immediate danger, the police should always be called

Contact information

- The police in an emergency (999);
- Local Authority Children's Services: 0116 305 0005
- Local Authority Adult Services: 01164541004, Emergency: 01162551606
- Designated Officer (LADO) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer, or for advice: Steve Tee 0116454243
- Disclosure and Barring Service (for concerns/disclosures about a member of staff, consultant, coach, official or volunteer: DBS helpline 03000 200 190
- The LTA Safeguarding and Protection Committee for advice and guidance: 02084877000 E: Safeguarding@LTA.org.uk.

4. Breaches of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible 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 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.

5. Related policies, codes of conduct and guidance

Appendices:

- *Appendix A: Safe and Inclusive Code of Conduct*
- *Appendix B: What to do if a disclosure from a child or adult at risk is made to you*
- *Appendix C: Concern reporting procedure*
- *Appendix D: Safer recruitment*
- *Appendix D: Glossary of terms*

Associated Policies and guidance:

- *Volunteer recruitment policy*
- *Code of conduct for people working with children*
- *Guidelines for travelling and staying away**
- *Use of images policy*

Associated Forms:

- *Photography filming consent form**
- *Trips/activity consent form**
- *Volunteer agreement form*
- *Reporting a concern form*
- *LTA recording a concern form*

Additional related documents:

- *Safe and Inclusive Tennis Standards**
- *Safe and Inclusive Tennis Toolkit**

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 Chair: Gary van der Byl

Date: 16/10/2016

Club Welfare Officer: Jackie Rossa

Date: 16/10/2016

Appendix A: Safe and Inclusive Code of Conduct

- Prioritise the well-being of all children and adults at all times
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between your professional and personal life, including on social media
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Where possible, do not be alone with a child or adult at risk

- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)

*It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

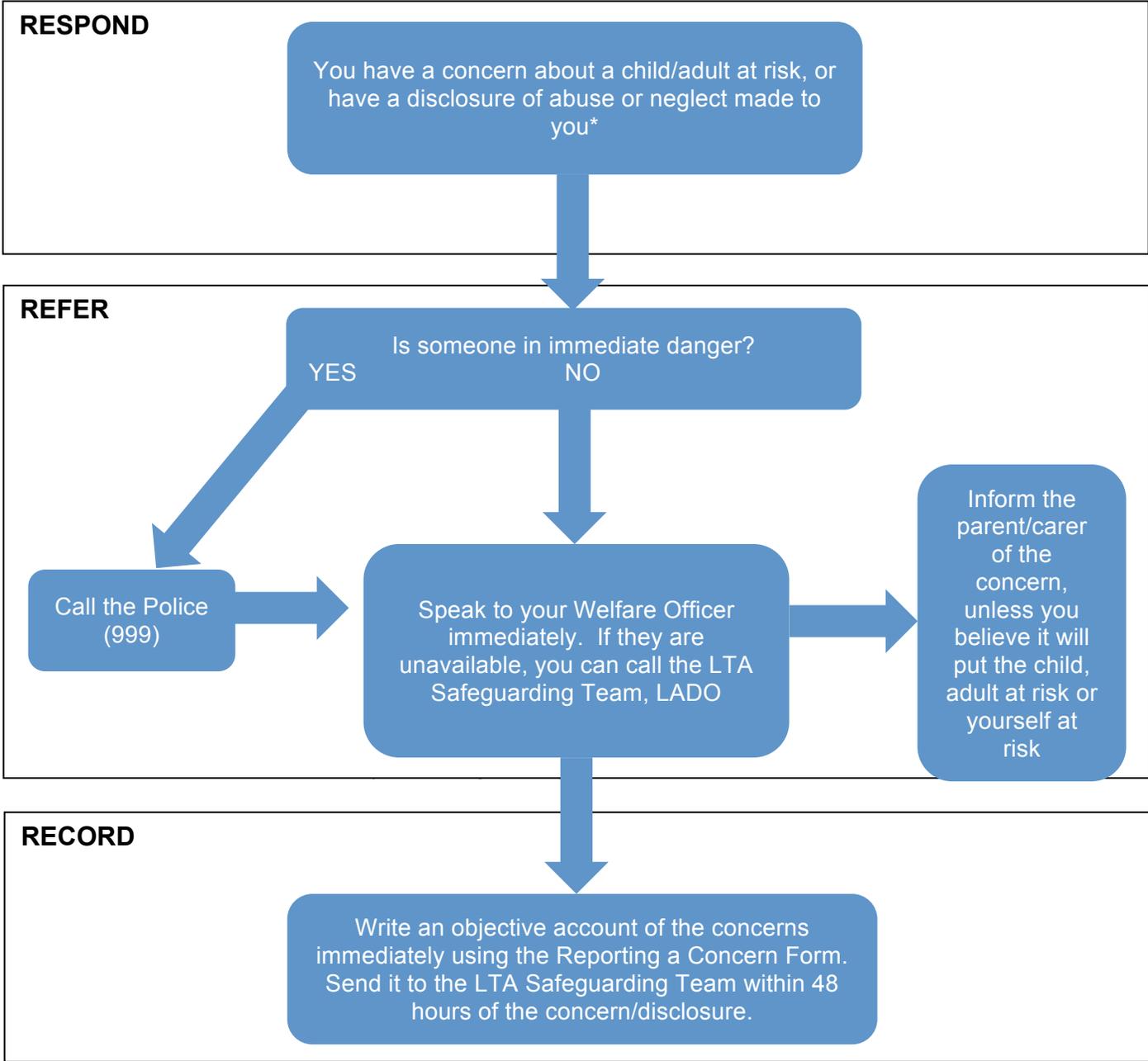
The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

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

1. Reassure the child/adult that s/he is right to report the behaviour
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 someone else (someone who will take them seriously and help them) If they ask who, tell them who it will be – for example, the Welfare Officer, LTA Safeguarding Team, or Police in an emergency)
5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the LTA Safeguarding Team as soon as possible. Once reported, the Safeguarding 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. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safeguarding Team within 48 hours of the incident, who will store it safely.

Appendix C: Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:



Welfare officer: Jackie Rossa 07701029798

LTA Safeguarding Team
02084877000 / safeguarding@lta.org.uk

NSPCC
08088005000

*See appendix B for guidance on how to respond to a disclosure

If you would like to raise a concern about your club Welfare Officer contact the LTA Safeguarding Team. (opposite)

Appendix D: Safer recruitment

Guide to safer recruitment at Oadby (Granville) Tennis Club

Oadby (Granville) Tennis Club believes that all children should be able to play tennis in a safe and enjoyable environment. With this in mind, the following LTA advice has been adopted by the club: By taking recruitment of our staff and volunteers, seriously, we aim to help to make British tennis friendly, professional and safe for children and young people.

1. Always take a background and history – this is particularly important for employees, but also applies to those seeking senior committee roles and to coaches who are contracted to provide junior coaching. Make sure that you have seen a full CV or work history. Ask about any gaps or inconsistencies. This can be a very useful way of spotting previous problems or concerns. You might not take a full history from volunteer helpers, but don't be afraid to ask about their experience and skills.

2. Ask for references – as with the background and history checks, this is particularly important for employees, contractors and committee members. Ask for the names of two referees and follow these up. Both referees should be people who have known the candidate in a professional capacity for a substantial period of time (at least 3 years). Ask them to comment on the candidate's suitability to work with children and vulnerable people, and about the quality of their work. Also ask if they ever had reason to take disciplinary action against the candidate. You may not require references for volunteers taking on minor roles, if they are well-known to you or other club members. However, consider pursuing these for volunteers taking on large or important roles. Seeking references is one of the best ways of ensuring that you take on the right people. Make all roles subject to satisfactory references and be prepared to follow this up, if they are not produced.

3. OGTC will always obtain a Disclosure and Barring Service (DBS) check for all those who are likely to have regular, unsupervised contact with children, young people or adults at risk, such as, for example, coaches and the Welfare Officer. DBS checks are useful for identifying and managing risks, however, they should not be used in isolation. The LTA will help the club to apply for any checks that are needed, while the Child Protection team provides individual risk-assessment and support to ensure that all disclosures are dealt with fairly and safely.

The club will regularly risk-assess the extent to which other people may need DBS checks. DBS checks may be requested for anyone who is new to the organisation, or taking on a child-related role for the first time. All DBS checks will be carried out through the LTA, and the club will not accept previous DBS checks without first checking the status of the disclosure with the LTA (anything over than 12 months old is likely to be rejected).

If a coach is required to start work before a DBS check is completed, the coach must always be accompanied by another adult club member until clearance is obtained.

CRB disclosure is not an award, certificate, or guarantee. It is only one source of information and it should be considered alongside all others.

4. Set up agreements or contracts: OGTC will make sure that roles and responsibilities are absolutely clear. Even for volunteers, there will be a manager who takes responsibility for supporting and overseeing the role. There will also be clear expectations around conduct.

All employed and contracted coaches have contracts that clearly outlines the roles and responsibilities of the parties, and include details of how performance will be monitored and reviewed. They also make it clear what action will be taken if conduct falls short of the relevant standards.

5. Organise an induction – OGTC will ensure that all new starters are given a proper induction. This should include information on the standards expected of those working with children, and on the arrangements in place at the club for ensuring the welfare of children and young people.

If OGTC is concerned that a person might pose a risk to children, advice will be sought from the Local Authority Designated Officer (LADO), or the LTA Child Protection Department using the details below.

Appendix E: 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.