



Downend & Frenchay Tennis Club

Safeguarding Policy

Date reviewed: April 2023

Date of next review: April 2025

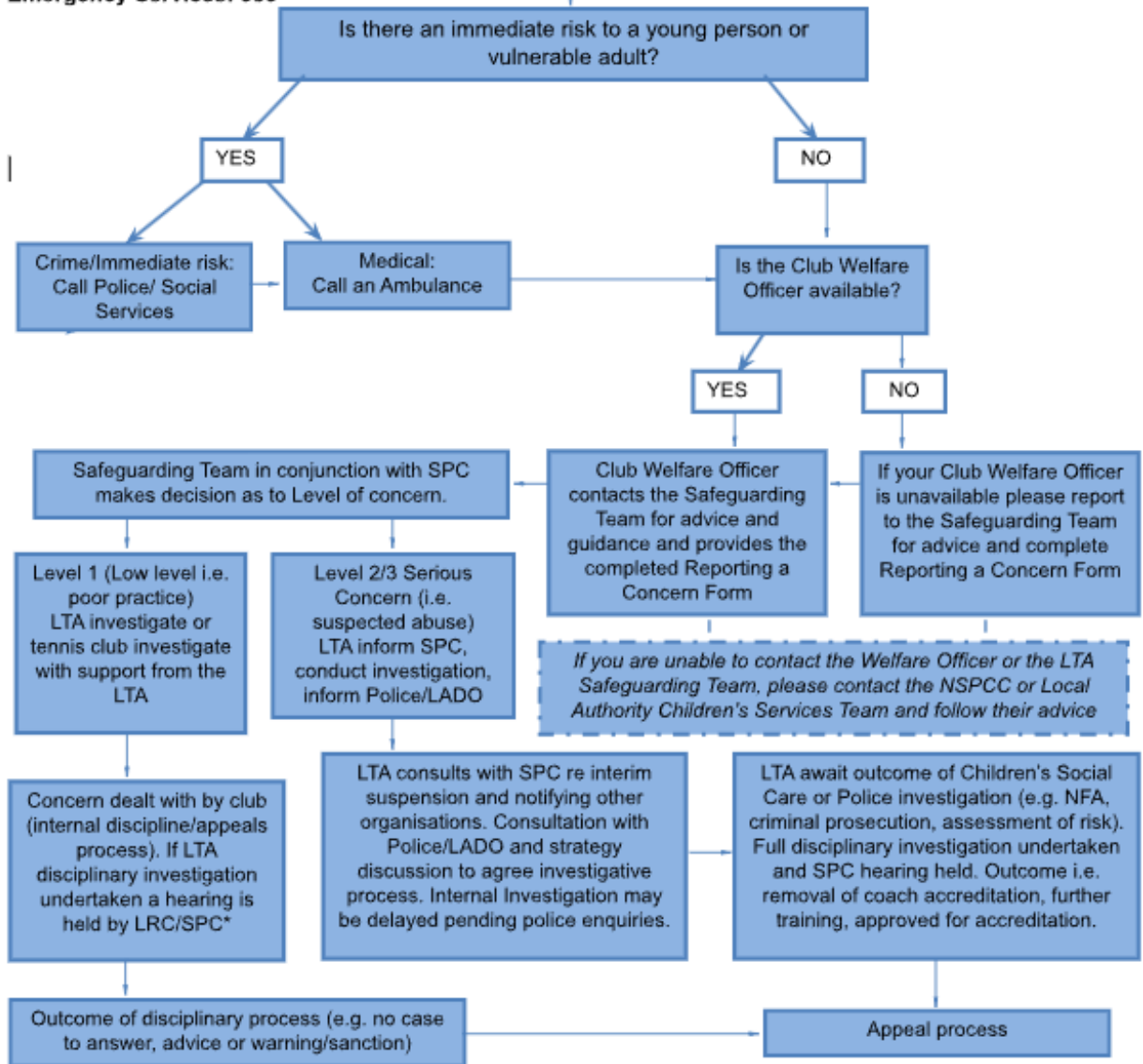
Downend and Frenchay Tennis Club (DFTC) Charitable Incorporated Organisation
(CIO)
Registered Charity No: 1195249

Concerning Reporting Procedure within the Tennis Environment

Useful Contacts
British Tennis Services
 team: 020 8487 7000
 Email:
 safeandinclusive@lta.org.uk
 NSPCC: 0800 800 5000
 Emergency Services: 999

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. Make a note of anything you/the witness has seen/said, with dates and times

Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk



Safeguarding Policy

1. Policy statement

The Downend and Frenchay 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. 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 and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that any individual is best placed to make decisions about their own well being, taking proportional action on their behalf only if someone lacks capacity to make a decision; is exposed to a life threatening risk; someone else may be at risk of harm; or a criminal offence has been, or is likely to be committed.

(See appendix A for full glossary of terms).

3. Scope

This Policy, Standards, Code of Conduct and Reporting a Safeguarding Concern Procedure are in line with National Legislation and Working Together to Safeguard Children 2018. It is applicable to all staff, volunteers, committee members, coaches and club members.

Advice, guidance and support is available from the Club Welfare Officer and the LTA Safeguarding Team.

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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 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)

South Gloucestershire Council Children's Services

01454 866000 - Monday to Friday 9am – 5pm

01454 615165 - Out of hours/Weekends

South Gloucestershire Council Adult's Services

01454 868007 - Monday to Friday 9am – 5pm

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01454 615165 - Out of hours/Weekends

- **If you have a concern that someone is being drawn into or supporting terrorism, you should contact LTA lead Mathew Lea by calling 0208 487 7000 or by emailing safeandinclusive@lta.org.uk and contact Police Prevent Officer.**
- **Any concerns about a child, young person or adult at risk should be raised with your club's Welfare Officer or the Safe and Inclusive Tennis Team as soon as possible. If you are unable to contact either of them, the NSPCC has a 24/7 helpline – 0808 800 5000**

Designated Safeguarding Officer for concerns/disclosures about a member of staff, consultant, club member, coach, official, volunteer or a member of another club is:

Theresa Pearson 07763 058648.

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

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

- Disciplinary action leading to possible dismissal and legal action;
- Termination of current and future roles within 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. Where an appeal is lodged in response to a safeguarding decision made by the club, the individual and the investigating officer (or panel) should adhere to the club's appeal procedure. It is recommended that appeals be lodged up to 14 days after being notified of the first decision.

The criteria by which someone can appeal are for example, new evidence; due process has not been followed.

Who to appoint to investigate the appeal? (Must be someone who is independent for guidance on developing an appeal procedure – see the LTA's [what's the Score toolkit](#), section 2

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Safe and Inclusive Code of Conduct

All members of staff and volunteers must:

- Prioritise the well-being of all children and adults at risk 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 Fair Play values
- 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 required information, support and training to carry them out

WHERE POSSIBLE, DO NOT BE ALONE WITH A CHILD, OR AN ADULT AT RISK

- Do not abuse, neglect, harm, radicalise, draw into any extremist views or behaviour, or discriminate against anyone; or act in a way that may be interpreted as such*

*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 18 whether they give consent or not.

DOING NOTHING IS NOT AN OPTION:

- Report all concerns and disclosures as soon as possible, following the Reporting a Safeguarding Concern Procedure. If someone is in immediate danger call the Police (999).

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

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

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- 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
- If you are aware of anyone being unkind to anyone else, either tell the Welfare Officer or an adult but you must tell someone as unkindness is not allowed at our club.

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

Club Committee Chair: *Penny White* Date: April 2023

Club Welfare Officer: *Theresa Pearson* Date: April 2023

Appendix A: Glossary of Terms

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 adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or adult at risk 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 or touching outside of clothing. They may also include non-contact activities, such as involving children/ adults at risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming someone 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 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 in danger, or exploited. Some level of emotional abuse is involved in all types of maltreatment, 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 education, adequate food, clothing or shelter;
 - protect a child/ adult at risk from physical or 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 due to maternal substance abuse.
- **Radicalisation, extremism and terrorist behavior:** 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 radicalization 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, socioeconomic 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
- Bullying and harassment are recognised as forms of abuse
- Female Genital Mutilation (FGM) is recognised as a form of physical, sexual and emotional abuse that is practised in the UK (and elsewhere)
- 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

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- 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
- 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's online concern form. 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

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

