



## ***Old College Lawn Tennis and Croquet Club***

### **Safeguarding Policy**

## 1. Policy principles

Old College Lawn 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 that we run. Our aim is to minimise risk, deliver a positive sporting experience for everyone, and to respond appropriately to all safeguarding concerns or disclosures.

## 2. Definitions

**Child:** A person under the age of eighteen years.

**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 and responsibilities

The Policy and associated Codes of Conduct apply to everyone involved with the club: members, coaches, volunteers, staff. The Policy is in line with national legislation and applicable across the UK.

- The Club Committee has overall accountability for this Policy and its implementation.
- The Club Welfare Officer, **Emma Michell**, is responsible for updating this Policy in line with legislative and club developments.
- All coaching staff, the Club Welfare Officer, and any others with responsibility for children or adults at risk at Old College must have a current Disclosure and Barring Service check and Safeguarding training.

**Safeguarding is everyone's responsibility. Not responding to a safeguarding concern is not an option**

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for reporting it. Unless someone is in immediate danger, they should inform the club Welfare Officer.
- The Club Welfare Officer is 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);
  - Surrey Local Authority Children's Services: 0300 470 9100 (9am-5pm), 01483 517898 (out of hours)
  - Surrey Local Authority Adult Services: 0300 200 1005
  - LTA Designated Officer (for concerns/disclosures about a, coach, official or volunteer): 0208 487 7000

## 4. How to raise a concern about a child or adult at risk at the club

### 4.1 Whistleblowing

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 club member; a coach; a parent; a volunteer; other member of staff; a visiting player; a member of the public.

Safeguarding children and adults at risk requires everyone to maintain 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.

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

### 4.2 Reporting a concern

If a child or an adult at risk is in immediate danger or risk of harm, you should:

1. Contact the police by calling 999.
2. Inform the Club Welfare Officer

If there is no immediate danger or risk of harm you should report any concern about the welfare of a child or adult at risk to the Club Welfare Officer. The Club Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team, and the relevant local authority and the police will be contacted, where appropriate.

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, you should follow the same procedure.

If you do not feel comfortable raising a concern with the Club Welfare Officer, you should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The current Club Welfare Officer is **Emma Michel**: 07907803472, [emmamichell@ymail.com](mailto:emmamichell@ymail.com)

### 4.3 Information to include:

You should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- Your name and contact details (unless you wish to remain anonymous);
- Names of individuals involved;
- Date, time and location of incident/circumstance; and
- Whether any witnesses were present.

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

- **Listen** carefully and calmly to the individual
- **Reassure** them that they have done the right thing and what they have told you is very important
- **Avoid questioning** where possible, and never ask leading questions

- **Do not promise secrecy.** Let them know that you will need to speak to the Welfare Officer/LTA Safeguarding Team, and the police or social care if appropriate, because it is in their best interest.
- **Report the concern** (as described in 4.2). Do not let doubt/personal bias prevent you from reporting the allegation.

#### 4.5 What happens next?

The club will take seriously all concerns raised by a whistle-blower about the well-being of a child or an adult at risk. Every effort will be made to deal with each concern fairly, quickly and proportionately.

If you not believe that the concern has been dealt with appropriately and you wish to speak to someone outside the Club or the LTA Safeguarding Team, you should contact the NSPCC Whistleblowing advice line (0800 028 0285, [help@nspcc.org.uk](mailto:help@nspcc.org.uk)).

### 5. Breaches of the Policy

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

- Suspension of membership or exclusion from the club
- Termination of current and future roles within the club, and roles in other clubs and the LTA.

Actions taken by members, parents or carers, staff, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Appeals to a safeguarding decision may be made, in writing, to the Club Executive Secretary and Chair and will be heard by a sub-group of delegated by the Club Committee, to include the Chair and Executive Secretary.

## Appendix 1: Codes of Conduct

### All coaching staff, volunteers and members 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
- Coaches to 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 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. Coaches to always make sure there is another adult present at the end of coaching sessions.
- 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

### All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect coaches, volunteers and club staff, and accept their decisions
- 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

### All parents and carers 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 history

## Appendix 2: 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.

### Types of Abuse

**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.

### **Additional points to note:**

- 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.