



SAFEGUARDING POLICY STATEMENT

1. ABOUT THIS POLICY

- 1.1 Chandos 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.
- 1.2 The Club Manager who is our Welfare Officer, has overall responsibility for this policy, including keeping it under review.
- 1.3 Breach of this policy may be dealt with under our Disciplinary Procedure if you are an employee, and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 1.4 This policy does not form part of any staff's contract and we may amend at any time.

2. USE OF TERMINOLOGY

- 2.1 **Child:** a person under the age of eighteen years
- 2.2 **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.
- 2.3 **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.

- 2.4 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. SCOPE

- 3.1** This policy is applicable to all staff, volunteers, directors, committee members, coaches and club members. Advice, guidance and support is available from the LTA Safeguarding Team.

4. RESPONSIBILITY FOR SAFEGUARDING

- 4.1** Safeguarding is everyone's responsibility: not responding to a safeguarding concern is not an option.
- 4.2** Where there is a safeguarding concern/disclosure:
- a) The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform the Club's Welfare Officer or the LTA Safeguarding Team.
 - b) The Club's Welfare Officer is responsible for reporting safeguarding concerns to the LTA Safeguarding Team.
 - c) The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the Club's Welfare Officer 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:
 - i) The police in an emergency (999)
 - ii) Local Authority Children's Services
 - iii) Local Authority Adult Services

- iv) Designated Office for concerns/disclosures about a member of staff, consultant, coach, official or volunteer.
- v) Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer
- vi) The LTA Safeguarding and Protection Committee for advice and guidance.

5. SAFEGUARDING 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 or 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 (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).
- 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)
- Staff may not use their mobile phones at all in the presence of children

- **Mobile phone calls must be taken or made in the Club office**
- **Mobiles cannot be used to take pictures or videos**

This 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.

6. SAFE AND INCLUSIVE TENNIS STANDARDS

These standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis.

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 Policy, Standards, Code of Conduct and Reporting Procedure**
- **Our Safeguarding policy 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**
- **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 tennis 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:
 - i) Stored securely
 - ii) Accessed and processed securely
 - iii) Shared securely and appropriately

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

- All concern, 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 the Club's member of staff, volunteer, coach or visitor are reported to our Club's Welfare Officer 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

7. SAFEGUARDING REPORTING PROCEDURE

7.1 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 the LTA Safeguarding Team (and the police in an emergency) because it is in his/her best interest
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 found in the Club Office. 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.

LTA Safeguarding Team
020 8487 7000 /
safeguarding@lta.org.uk
NSPCC
0808 800 5000

- See above 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



HAVE YOU SEEN OR HEARD SOMETHING AT THE CLUB WHICH MAKES YOU CONCERNED ABOUT SOMEONE'S WELFARE?

You should use the below contact details to speak to someone as soon as possible:

PETER QUEK – CLUB MANAGER

T: 020 8343 1755

E: office@chandostc.com

OR

Multi-Agency Safeguarding Hub (MASH)

North London Business Park (NLBP)

Oakleigh Road South

London N11 1NP

T: 020 8359 4066

E: mash@barnet.gov.uk

You can also contact the NSPCC on 0808 800 5000 for advice about safeguarding concerns.

IN ANY EMERGENCY, please call 999

Please also let the LTA know by using our secure form which can be found

Online at: www.lta.org.uk/safeguarding

Your club's full Safeguarding policy is on our homepage:

www.chandostc.com