

Safeguarding Policy for All Win Tennis Ltd*



* All Win Tennis Ltd, which will be referred to in this document as All Star Tennis

Safeguarding Policy

1. Policy statement

All Star Tennis is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our organisation at all times, including all courses, individual coaching session and events we run. This policy states how we strive to minimise risk, including following safer recruitment procedures, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures. It also includes the All Star Tennis statement on anti bullying.

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. Who does this policy apply to?

This policy is applicable to all staff, volunteers, management members, coaches and players. It is in line with national legislation and has been adapted from the suggested LTA policy on safeguarding.

Guidance on implementing the policy as outlined in the What's The Score: Safe and Inclusive Tennis Toolkit has been followed.

Further advice, guidance and support is available from the LTA Safeguarding Team.

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.

- All Star Tennis Directors have overall accountability for this policy and its implementation.
- The organisation Welfare Officer, Sarah Garnett, is responsible for updating this policy in line with legislative and club developments.
- All individuals involved in/present at All Star Tennis venues are required to adhere to the policy and to the Codes of Conduct (both in the contract of employment and this policy). All staff will sign a self-declaration form to confirm they have read this policy.
- The LTA Safeguarding Team 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 Safeguarding Reporting Procedure, see Appendix B. Unless someone is in immediate danger, they should inform the organisation Welfare Officer, Sarah Garnett, (sarah@allstartennis.co.uk)
- The club Welfare Officer and/or the designated All Star Tennis management member 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 organisation Welfare Officer, Sarah Garnett 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);
 - **Local Authority Children's Services** Call 020 8871 6622 (9am to 5pm). Out of hours: 020 8871 6000 or email mash@wandsworth.gov.uk.
 - **Local Authority Adult Services** Telephone: 020 8871 7707 or email accessteam@wandsworth.gov.uk. Out of hours 020 8871 6000 and ask for the emergency social worker.
 - **Designated Officer:** Wandsworth Safeguarding Children's Board for concerns/disclosures about a member of staff, consultant, coach, official or volunteer, Tel: 020 8871 7401
 - **The LTA Safeguarding and Protection Committee** for advice and guidance.

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 All Star Tennis 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 member of staff wishes to appeal a decision made in response to a safeguarding issue they should put their concerns in writing to the Welfare Officer and Management in the first instance.

6. Prioritising safe and inclusive recruitment, induction, training and support

- All interviews for new staff, both office based and coaching, address safeguarding and equality requirements and attitudes.
- References are sought for all new employees, including coaching assistants on summer camps. (See reference templates for different staff)
- All eligible staff and volunteers have an enhanced criminal records check, carried out through the LTA, our governing body.
- All our coaches are LTA-accredited.
- Our Welfare Officer has the relevant skills and training to undertake the role.
- All our staff, volunteers, coaches and players know how to access relevant information and guidance, such as how to contact the Welfare officer.

7. Related policies and guidance

- What's the Score: Safe and Inclusive Tennis
- British Tennis Safeguarding Policy
- LTA Equality and Diversity Policy

8. Safe and Inclusive Code of Conduct

All staff should follow the Safe and Inclusive Code of Conduct below, to ensure the safety of the all children, adults and AWT employees. Coaches should also follow the Coach Code of Conduct in their contract of employment.

- Prioritise the well-being of all children and adults at all times.
- Attend a Safeguarding in Tennis course run by the LTA, if involved in coaching children and young adults.
- 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, e.g. photographs from coaching sessions should not be posted on personal social media accounts.
- Ensure all communication regarding players under the age of 18 is conducted with their parents / carers, or if this is not possible copy the parent or another staff member into the text / email.
- Remove photos and videos used in coaching sessions from personal mobile devices as soon as possible. Think carefully about being in photos taken by junior members / teenagers and how these look once posted on other's social media sites.
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined.
- Where possible, do not be alone with a child or adult at risk, e.g. take several children to help collect equipment from the shed, or if a child needs to wait in the office, always keep the door open.
- Do not have undue physical contact with a child. Should a child or adult at risk be hurt or in distress use common sense in your physical contact. Be sympathetic but do not invite or have prolonged physical contact.
- In the case of an accident or injury requiring further physical inspection, encourage the child to undress themselves, if possible in privacy. Do not stay with an undressed child alone in a closed room, leave the door open and stand with your back to the child whilst they are changing. If possible ask another adult to help you so you are not alone.
- 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 section 4. 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.

This Policy is reviewed annually [or earlier if there is a change in national legislation].

Sarah Garnett
All Star Tennis Welfare Officer

sarah@allstartennis.co.uk

Appendix A: Anti Bullying Statement

Bullying is hurtful behaviour, often repeated over a long period of time, which causes pain and distress to the victim. Types of bullying can be physical, emotional, sexual or discriminatory. A lot of bullying now takes place on-line using social media and mobile phones. This means that bullying can now take place all the time, wherever the victim is.

Examples of bullying could include:

- Ridicule: telling someone “your serve is pathetic”
- Physical: deliberately trying to hit someone with a tennis ball
- Name-calling: using nicknames that have racial connotations
- Hiding, damaging or stealing someone’s equipment or other personal items
- Using websites, social media or text messages to intimidate someone at any time.

Tennis venues are ideal places for role modeling positive behaviour and promoting a zero tolerance approach to bullying. All tennis members, coaches, staff and volunteers are well placed to identify when someone may be experiencing bullying.

Everyone should:

- Follow the organisation’s Safe and Inclusive Code of Conduct
- Ensure everyone is able to participate and have fun
- Report any concerns they have about themselves or someone else
- Actively promote a safe and inclusive tennis environment and a zero tolerance approach to bullying.

Incidents of bullying that cannot be resolved with a member of staff mediating with the children, or if concerns exist of bullying between staff members, should be reported to the Welfare Officer.

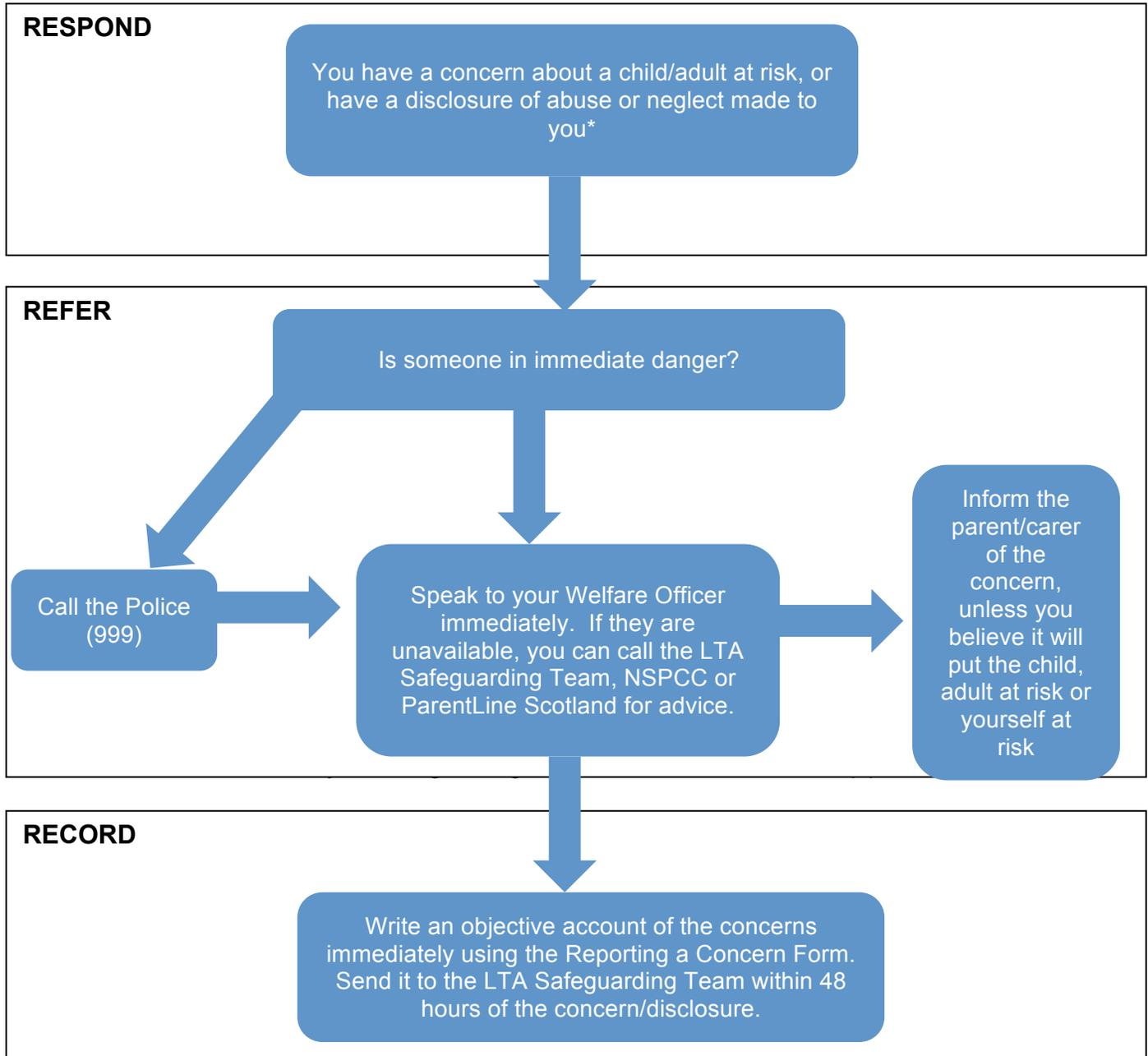
Appendix B: Concern Reporting Procedure

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 organisation’s Welfare Officer or 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 Welfare Officer or 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, available in the 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.

See the LTA guidance on Respond, Refer and Record below.

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:



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

NSPCC
08088005000

*See appendix B 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.

Appendix C: 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.

Appendix D: Safeguarding Policy Self Declaration



To ensure consistency of attitude and behaviour towards children and adults at risk, at All Star Tennis venues, and to protect and safeguard our staff we ask all employees to read the All Star Tennis Safeguarding Policy, in particular, section 7: Safe and Inclusive Code of Conduct, also listed below, and then sign this self declaration.

- Prioritise the well-being of all children and adults at all times.
- Attend a Safeguarding in Tennis course run by the LTA, if involved in coaching children and young adults.
- 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.
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- 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 section 4. 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.

I _____ in my capacity as _____

have read and understood the Safeguarding Policy and agree to follow the guidelines in it.

Signed _____ Date: _____

Please return the completed slip to the either Kat or the Welfare Officer