

All Star Youth Tennis Scholarship Trust

Safeguarding Policy



Introduction

It is the duty of the trustees to take reasonable steps to protect people who come into contact with the All Star Youth Tennis Scholarship Trust (ASYTST) from harm, in particular the children benefiting from, or working with our charity. Safeguarding children means protecting them from abuse and maltreatment, preventing harm to their health or development, ensuring they grow up with the provision of safe and effective care and taking action to enable all children and young people to have the best outcomes. This policy outlines how The ASYTST aims to safeguard children in its care and has been drawn up following Charity Commission guidance 'Safeguarding and protecting people for charities and trustees' which can be found [here](#). Further guidance has been taken from the LTA Minimum Standards For Safeguarding.

Aims

The trustees of the ASYTST strive to act in the best interest of children involved with the Trust and ensure we take all reasonable steps to prevent harm to them. We believe that

- The welfare of the child is paramount.
- All children regardless of age, gender, ethnicity, disability, sexuality or religious beliefs have a right to equal protection from types of harm or abuse.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

To safeguard children and promote their welfare we will

- Appoint a Trust Safeguarding Officer who is responsible for safeguarding and ensuring that Trust policies and procedures are followed.
- Have a Code of Conduct for trustees, staff and volunteers. (Appendix C).
- Practice safer recruitment. Ensure that all staff and volunteers are suitable and legally able to act in their positions by obtaining criminal records checks where positions are eligible and references on any gaps in work history. The Commission's guidance describes the various checks and safeguards that will be appropriate for charities working with children [Finding new trustees \(CC30\)](#).
- Obtain an enhanced DBS for people working in regulated activity for the Trust.
- Ensure all staff and volunteers receive regular training on child protection or working with adults at risk, including the different types of child abuse, (Appendix D). Safeguarding induction training is now mandatory for all new trustees who work directly with children, young people, their families and/or carers. ([See CC guidance](#))
- Ensure confidentiality and information sharing is legislation compliant, and keeps the protection of the child as the most important consideration.

To make sure people can raise safeguarding concerns we will

- Create an environment where adults and children can voice concerns about unacceptable and/or abusive behaviour towards children, know they will be listened to and their concerns are taken seriously.
- Not tolerate any bullying, harassment, victimisation or unfair treatment of whistle blowers and take appropriate action to protect whistle blowers when they raise a concern in good faith. For more information refer to our Whistle Blowing Policy.

Handling allegations or incidents

- All concerns, and allegations of abuse will be taken seriously and responded to appropriately - this may require a referral to children's social care services.
- In the first instance, unless someone is in immediate danger, any individual who is told about, hears, or is made aware of a concern/disclosure should report this to the Trust Safeguarding Officer, Sarah Garnett, (sarah@allstartennis.co.uk).
- If someone is in immediate danger this should be reported to the police.
- Concerns should be logged using the Reporting a Concern Form (Appendix B).
- Information on what to do if a child makes a disclosure to you can be found in (Appendix A).

Reporting to the relevant authorities

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 Designated Officer:** Wandsworth Safeguarding Children's Board for concerns/disclosures about a trustee, member of staff, consultant, coach, official or volunteer, Tel: 020 8871 7401, or in emergencies call the police.
- **The LTA Safeguarding and Protection Committee** for advice and guidance.
- **CEOP – Child Online Exploitation Protection Centre** <https://ceop.police.uk>
- **NSPCC Helpline – 0808 800 5000**, help@nspcc.org.uk

All concerns and disclosures will be recorded by the Safeguarding Officer and will be kept confidential until the matter has been resolved.

This policy was last reviewed in January 2019

Signed: Sean Molony ASYTST Chairman

References

Safeguarding and protecting people for charities and trustees – [Charity Commission Guidance](#)

Finding New Trustees – [Charity Commission Guidance](#)

Appendix A: 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 Trust's Safeguarding Officer (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 Safeguarding Officer as soon as possible. Once reported, the Safeguarding Officer will work with you to ensure the safety and well-being of the child/ adult at risk.
6. Do not permit personal doubt to prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation, if possible using the Reporting a Concern Form (Appendix C). Make certain you distinguish between what the person has actually said and the inferences you may have made. The Safeguarding Officer will keep this report confidential.
8. If you are unable to access the form, use a blank piece of paper and remember to include as much information as possible regarding the incident, 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.

Appendix B - ASYTST Reporting a Concern Form

Please complete this form as fully as possible and then pass it on to the Trust Safeguarding Officer. Make certain you distinguish between what the person has actually said and the inferences you may have made.

Date incident happened:		Today's date:	
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Your Details

Name:	
Contact details:	

Details of incident / concern

Name of person(s) involved	
Location of incident	
What happened? <i>Please include:</i> <ul style="list-style-type: none">• <i>When</i>• <i>Where</i>• <i>Who told you about the concern</i>• <i>Who was involved</i> <i>Any visible injuries?</i>	
Please add any other information, which you think is relevant to the concern?	

Witnesses

Were any other adults present during the disclosure / incident?	Yes / No
If Yes please add their names here.	

Is the Safeguarding Officer aware of the concern? (please circle) No Yes

Appendix C - ASYTST Safeguarding Code of Conduct

All trustees, staff and volunteers involved in the Trust should follow the Code of Conduct below, to ensure the safety of the all children and adults at risk.

- 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 for all Trust activities.
- 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 Trust Safeguarding 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.
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
- Keep clear boundaries between your professional and personal life, including on social media, e.g. photographs from any coaching sessions should not be posted on personal social media accounts and removed from personal mobile devices as soon as possible.
- Ensure roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and that everyone has the required information and training.
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such.
- Refrain from smoking and consuming alcohol during Trust sponsored performance coaching and development programs involving children or coaching sessions.
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. a child is hurt, brief handshake / high five).
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances.
- Refrain from transporting children or adults at risk, unless this is required as part of a Trust activity (e.g. tournament) and there is another adult in the vehicle.
- Not have a relationship with anyone under 18 for whom the Trust is responsible for.
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players.

Appendix D: Different types of child abuse

(Taken from the LTA Safeguarding Policy)

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.