

Angela Crossley Tennis
Coaching
Safeguarding Policy

Concern Reporting Procedure

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:

RESPOND

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (see appendix B for guidance)

REFER

Is someone in immediate danger?

Call the Police
(999)

Speak to your Welfare Officer immediately. If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team, NSPCC or ParentLine Scotland for advice.

Inform the parent/carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk

RECORD

Write an objective account of the concerns immediately using the Reporting a Concern Form. Send it to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure.

Contact Details

LTA Safe and Inclusive Tennis Team
02084877000 / safeandinclusive@lta.org.uk
(Monday to Friday, 9am to 5pm)

Tennis Wales Safeguarding Lead
01978352773 (Monday to Friday, 9am to 5pm)

Tennis Scotland Safeguarding Lead
01314441984 (Monday to Friday, 9am to 5pm)

Club Welfare Officer
Jo Coverdale

NSPCC
08088005000

ParentLine Scotland
08000282233

Safeguarding Policy

1. Policy statement

Angela Crossley Tennis Coaching 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 Safe and Inclusive Tennis 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 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

This Policy is applicable to all staff, volunteers, committee members, coaches and club. It is in line with national legislation and applicable across the UK.

Guidance on implementing the policy is outlined in the following documents:

- *Safe and Inclusive British Tennis toolkit*
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Advice, guidance and support is available from the LTA Safe and Inclusive Tennis Team.

4. Responsibility for the implementation of the Safeguarding Policy, Standards, 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 Welfare Officer (Jo Coverdale) 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 Safe and Inclusive Tennis 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 Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safe and Inclusive Tennis Team or National Safeguarding Lead (*page 2*)
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe and Inclusive Tennis Team
- The LTA Safe and Inclusive Tennis 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);
 - Local Authority Children's Services – Leeds City Council
 - Local Authority Adult Services – Leeds City Council
 - Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer.
 - Disclosure and Barring Service (or Disclosure Scotland; Adult Social Work Team or Health and Social Service Department (Channel Islands) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer
 - The LTA Safeguarding and Protection Committee for advice and guidance.

5. Breaches of the Safeguarding Policy, Standards, 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 should adhere to the club's appeal procedure

6. Related policies and guidance

Safe and Inclusive 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 and 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*
- 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)

*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.