

**Trebah Tennis Club**  
**Safeguarding Children and Young People Policy**  
**Revised: March 2019**

Trebah Tennis Club acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the Lawn Tennis Association requirements. It should be read in conjunction with the Code of Conduct attached to this policy.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of sport at Trebah Tennis Club in a safe and child-centred environment
- are protected from abuse whilst participating in playing tennis at Trebah Tennis Club.

Trebah Tennis Club acknowledges that some children, including disabled children and young people or those from minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

**As part of our safeguarding policy Trebah Tennis Club will:**

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect, and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure that robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Trebah Tennis Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the club.

**Contact details:**

If any member of the club has an immediate welfare concern regarding a child, they should contact the police or social care, depending on the immediate risk to the child.

If the concerns are not immediate, they can contact the Welfare Officer Helen Trelease Todd for guidance on what action to take. All members have a duty to take responsibility for any concern regarding a child and report them immediately.

If there are any safeguarding concerns involving children and young people who are members or visiting the club, the Welfare Officer will seek advice from the local authority on what action is required.

Depending on the nature of the concern the club member who has raised the concern will be asked to

complete an incident form which will be given to them by the Welfare Officer. This will be available on the club website.

### **Key Contacts:**

Cornwall Social Care: Multi Agency Referral Unit (MARU) 0300 123 1116 -if the concern relates to a child or is an allegation against an adult

Police :999 or 101 if not urgent

Trebah Tennis Club Welfare Officer: Helen Trelease Todd 01326 250294

Cornwall Council Adult Services: 0300 1234 131 – if the concern is about a vulnerable adult

British Tennis Services team: 0208487 7000

### **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 Safeguarding 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.

### **Scope**

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

### **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.**

- Our club's committee has overall accountability for this Policy and its implementation
- Our club's Welfare Officer 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

## **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 exclusion from the club, 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 players, parents or carers, 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.

## **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by Cornwall Safeguarding Children's Partnership, UK Sport and/or Home Country Sports Councils and the Lawn Tennis Association
- as a result of any other significant change or event.

(This policy is based on the NSPCC Safeguarding in Sport template: Last reviewed March 2019)

## **This Policy is recommended for approval by:**

Club Committee Chair: Claire Richardson      Date: 31/07/18 - Further revised March 2019

Club Welfare Officer: Helen Todd      Date: 31/07/18 – Further revised March 2019

# Trebah Lawn Tennis Club

## Codes of Conduct linked to the Safeguarding Children Policy

### All members agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Children under 13 years of age should be accompanied by a responsible adult and should not play unsupervised.
- Children who are not members can only play if accompanied by a responsible adult who is a member of the club
- 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's 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
- 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 club activities or 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
- 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 they are coaching or are responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

**All children agree to:**

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club members
- Behave, respect and listen to their coach
- Take care of their 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's Welfare Officer about any concerns or worries they have about themselves or others

**All adults agree to:**

- Not allow any child to play unaccompanied under the age of 13 years. Children over the 13 years of age should be members of the club or accompanied by a club member
- Positively reinforce their 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, and club members with respect
- Behave responsibly at the venue; not embarrass their child
- Encourage their child to play by the rules, and teach them that they can only do their best
- Deliver and collect their child punctually from the venue
- Ensure their child has appropriate clothing for the weather conditions
- Ensure that their child understands their code of conduct
- Adhere to their venue's safeguarding policy, diversity and inclusion policy, rules and regulations