



# Westcliff Lawn Tennis Club



## Overview of Safeguarding

Westcliff Lawn Tennis Club acknowledges the duty of care to safeguard and to promote the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and LTA requirements. A copy of the club's full safeguarding policy is available on the Safeguarding notice board, the club's website, and the club's Welfare Officer.

The club's Safeguarding Policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. The policy aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background everyone:

- has a positive and enjoyable experience of tennis at Westcliff Lawn Tennis Club in a safe and inclusive environment
- is protected from abuse whilst participating in tennis

Westcliff Lawn Tennis Club acknowledges that some children, young people and adults with special needs and or from ethnic minority communities, can be particularly vulnerable to abuse, and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. The club has a Diversity and Inclusion Policy which is very intertwined with

Further details regarding Safeguarding at Westcliff Lawn Tennis Club, appointed Welfare officers, etc., can be obtained from the Club's notice board and website.

Westcliff Lawn Tennis Club is committed to safeguarding all members.

We have 5 core principles which we aim to comply with in order to promote safeguarding and equality:

1. We have a Safeguarding Policy and a Diversity and Inclusion Policy; both apply to every member, all coaches and visitors
2. We encourage children and adults to create safe and inclusive tennis environments
3. We prioritize safe and inclusive recruitment, induction, training and support
4. We protect people's confidential information about safeguarding and equality
5. We address safeguarding and discrimination concerns immediately



## Westcliff Lawn Tennis Club - Safeguarding Policy

### **SAFEGUARDING IS EVERYONE'S RESPONSIBILITY - NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.**

Westcliff Lawn Tennis Club is committed to prioritising the well-being of all children and adults at risk by promoting safeguarding in our club at all times, including all programmes and events we run. This Policy aims to minimize risk, deliver a positive tennis experience for everyone, and respond appropriately to all safeguarding concerns.

#### **Definition of Safeguarding**

- Safeguarding children involves protecting them from abuse and neglect, preventing the impairment of their health or development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.
- Safeguarding adults at risk involves protecting them from abuse or neglect, and empowering them to make their own choices, consulting them before taking action, wherever possible and safe to do so.

#### **Use of Terminology**

- **A child** is a person under the age of eighteen years.
- **An adult at risk of abuse or neglect** is an adult who has care and support needs; is experiencing, or is at risk of abuse or neglect, and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.
- **Safeguarding children:** protecting children from abuse and neglect, preventing the impairment of children's health or development, preventing children from being drawn into extremism and/or terrorist activity, 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. Recognizing that some children may be more vulnerable to abuse or neglect, such as children with disabilities.
- **Safeguarding adults at risk:** protecting adults from abuse and neglect and preventing them from being drawn into extremism and/or terrorism. Enabling individuals 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; is 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.

### **Roles & Responsibilities**

- Our club's management 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 the club are responsible for reading and upholding the Policy and Code of Conduct

### **Safe Recruitment**

- All coaches at the club are required to read our policies and code of conduct, and to discuss them with the Head Coach
- All coaches are required to have current DBS and Safeguarding certification from the LTA
- All coaches and the Welfare Officer receive Safeguarding Training as stipulated by the LTA

**Note - 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.**

### **Reporting**

- Any concerns regarding Safeguarding should be reported using our Safeguarding Reporting Procedure

### **Breach of Policy**

- Breaches of this Policy may result in disciplinary action leading to possible dismissal from the club and or legal action
- Where an appeal is made following a safeguarding decision by the club, an independent appeal body may be used

### **Recording & Publishing Images**

We encourage coaches, parents and friends to take pictures and videos. We believe this can encourage children to take part in tennis, record special moments in their tennis development, and be a useful aid in coaching and development.

- Parents, carers and spectators who want to take photos or videos are required to obtain the consent of the parents of all children involved.
- Coaches who wish to take photos or videos at an event, or publish images after the event, must obtain consent from parents, explaining why they are taking the images and what they will be used for.
- Coaches may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware if this forms part of the tennis programme, and any such recording must be destroyed after use.

If anyone has concerns about inappropriate photography, this should be reported immediately to the event organizer or the Welfare Office, who will follow our Safeguarding procedures.

### **Appropriate Images**

All children featured in photographs or recordings must be:

- Appropriately dressed with clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt
- Featured with people engaging in tennis
- Where possible recorded in groups with other children or adults
- Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability
- Identified using their first name only, although it is preferable that their name is not given

### **Safeguarding Reporting**

**If you have a concern Doing nothing is NOT an option: report all concerns and disclosures as soon as possible**

**If you think someone is in immediate danger, call the police: 999**

If a child or adult voices a concern

- Listen carefully; do not interrupt
- Keep questions to a minimum
- Do not promise to keep the information secret

## Refer

- If someone is in immediate danger, call the police (999)
- Inform our Welfare Officer immediately, who if appropriate will report it to the LTA Safeguarding Team
- It is best practice to gain consent before you share information, however you can still share information to help keep them safe.
- Regarding a child you should, where possible, gain parental consent to share information unless it puts the child, yourself or another person at risk of harm.
- If an adult at risk does not give consent, you can share the information if you reasonably believe they are at risk of harm to themselves or others, or someone has committed or is likely to commit a criminal offence.

## Concerns about radicalisation

If you have a concern that someone is being drawn into or supporting terrorism, you should contact Mathew Lea by calling 0208 487 7000 or by emailing [safeandinclusive@LTA.org.uk](mailto:safeandinclusive@LTA.org.uk)

- If you are unable to contact the Welfare Officer contact the LTA Safeguarding Team on 020 8487 7000 (Monday-Friday, 9am-5pm) or email the Safeguarding Team at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk); or or NSPCC on 0808 800 5000.

## Record

- Concern Report Forms can be found on a noticeboard in the club house; if unable to find a form contact our Welfare Officer or the Club's Chairman
- Complete the form within 48 hours of the concern and return it to the Welfare Officer

## Contact Details

- The British Tennis Safeguarding Team - 020 8487 7000 (office hours)
- NSPCC - 0808 800 5000 (outside office hours)
- Southend Adult Social Care – 01702 215008 – email: [accessteamsouthend.gcsx.gov.uk](mailto:accessteamsouthend.gcsx.gov.uk)
- If you would like to raise a concern about the Welfare Officer, contact the Club's Chairman



## Westcliff Lawn Tennis Club's Reporting a Concern Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and return to the Safe and Inclusive Tennis Team at [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) within 48 hours of the concern.

<b>Date concern raised:</b>		<b>Today's date:</b>	
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### Section 1 - Details of those involved in concern

	Your details	Welfare Officer / Referee (if different)
<b>Name</b>		
<b>Role at venue (if applicable)</b>		
<b>Contact details (including address)</b>		

	Person you are concerned about	Alleged perpetrator
<b>Name</b>		
<b>Age or date of birth (if known)</b>		
<b>Name of venue where concern was observed</b>		
<b>Role at venue (if applicable)</b>		
<b>Contact details (including address)</b>		

<b>Is the Welfare Officer of the concern?</b> <i>(please delete)</i>		
Yes	No	If not please state reason:

**Section 2 - Details of the concern**

<p><b>What happened?</b> Please include:</p> <ul style="list-style-type: none"> <li>• When</li> <li>• Where</li> <li>• Who told you about the concern</li> <li>• Who was involved</li> <li>• Any there any visible injuries?</li> </ul>	
<p><b>Additional comments</b> Is there any other information which you think is relevant to the concern?</p>	

**Section 3 - Details of the parent or carer of the person you are concerned about (if relevant)**

<b>Name(s)</b>			
<b>Contact details (including address)</b>			
<p><b>Have they been informed of the concern?</b> <i>(please delete)</i> <i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm</i></p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> <hr style="border-top: 1px dotted black;"/> <p>If they have not been informed of the concern, please give your reason why:</p>	Yes	No
Yes	No		

**Section 4 - Actions taken**

<b>Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.)</b>			
<b>Name</b>	<b>Organisation and role</b>	<b>Contact details</b>	<b>Date informed</b>

<b>What did they say/do?</b>	
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<b>What else has been done about the concern (if anything)?</b>	
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**Signature of person submitting concern:** .....