



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 who are 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 if requested from 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, that 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 this policy.

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

Westcliff Lawn Tennis Club is committed to safeguarding every member.

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, 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 regarding **Safeguarding and Equality**
5. We immediately address Safeguarding and discrimination concerns



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 at all times promoting **Safeguarding** in our club; this includes all 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 immediately 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

- 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
- 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.

Referral

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

Concerns about radicalisation

If you have a concern that someone is being drawn into or supporting terrorism, you should phone 0208 487 7000 or email safeandinclusive@LTA.org.uk. If you have immediate concerns phone 999.

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 immediately or within 24 hours of the concern and return it to the Welfare Officer

Contact Details

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

APPENDIX A: GLOSSARY OF TERMS 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 adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or adult at risk 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 or touching outside of clothing. They may also include non-contact activities, such as involving children/ adults at risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming someone 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 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 in danger, or exploited. Some level of emotional abuse is involved in all types of maltreatment, 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 education,

adequate food, clothing or shelter;

protect a child/ adult at risk from physical or 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 due to maternal substance abuse.

Radicalisation, extremism and terrorist behaviour: Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

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, socioeconomic 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 (FGM) 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.

Bullying and harassment are recognised as forms of abuse Female Genital Mutilation (FGM) is recognised as a form of physical, sexual and emotional abuse that is practised in the UK (and elsewhere).

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.

Some children and adults may be more vulnerable to abuse. For example, deaf and people; people with a physical disability and or mental health problems; are new to the UK; or from minority groups (note this list is not exhaustive).



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 Welfare Officer or if they are not available the Club Captain.

Date concern raised:		Today's date:	
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Section 1 - Details of those involved in concern

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

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

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

