



Safeguarding Policy
June 2020

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)

Club Welfare Officer
Melanie Hudson – 07751 373382
Or
Bridget Crabtree -

NSPCC
08088005000

Safeguarding Policy

1. Policy statement

The Oakfield Tennis and Bowling Club Limited 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.

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.

3. Scope

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

Guidance on implementing the policy is outlined in the *Safe and Inclusive British Tennis toolkit via the LTA website*.

Advice, guidance and support is available from the LTA Safe and Inclusive Tennis Team or the club welfare officers.

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 club Welfare Officer *Melanie Hudson supported by Bridget Crabtree* are 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 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
- 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 Kirklees
 - Local Authority Adult Services Kirklees
 - Designated Officer for concerns/disclosures about a member of staff, consultant, coach, official or volunteer – Melanie Hudson
 - The LTA Safeguarding and Protection Committee for advice and guidance.

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 Club Welfare officer or LTA Safe and Inclusive Tennis Team (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 LTA Safe and Inclusive Tennis Team as soon as possible. Once reported, the Safe and Inclusive Tennis Team will work with you to ensure the safety and well-being of the child/ adult at risk
6. Do not permit personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation using the Reporting a Concern Form. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the Club Safeguarding Officer within 48 hours of the disclosure who will take the appropriate action.

Safe and Inclusive Code of Conduct – Oakfield Tennis and Bowling Club

All members of the committee, the club, coaches and visitors must

- 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.

As a club

- We support everyone to uphold the Fair Play values: enjoy; respect
- There is a club Welfare Officer or named person responsible for safeguarding and equality at our club; their name and contact details are clearly displayed at the club
- Children and adults are actively encouraged to report any concerns they have about themselves or others; those who report concerns are protected and supported.
- All eligible staff and volunteers have a criminal records check
- Our Welfare Officer (or named person responsible for safeguarding and equality) has the relevant skills and training to undertake the role
- All safeguarding and discrimination concerns/allegations made regarding a club member of staff, volunteer, coach or visitor are reported to our club Welfare Officer and may be reported to external authorities
- All concerns reported to the venue are reported immediately, following the Safeguarding Reporting Procedure

This Policy is reviewed every two years.

This Policy *conduct* has been approved by the committee of Oakfield Tennis and Bowling Club

Club Committee Chair - Steve Wood

Date: 1st June 2020

Club Welfare Officers - Melanie Hudson and Bridget Crabtree

Date: 1st June 2020