# Coaching for All Tennis LLP Safeguarding Policy

# August 2017

**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\*

Call the Police (999)

Is someone in immediate danger?

Speak to your Welfare Officer immediately on 0773 926 7612 If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team or the NSPCC for advice.

**REFER**

**Contact details for reporting concerns**

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

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

Club Welfare Officer: *[insert name and contact details]*

The British Tennis Services Team (ask to speak to the LTA Safe and Inclusive Tennis Team): +47000 *(Monday to Friday, 9am to 5pm)*. Email: safeandinclusive@lta.org.uk

In Wales? You can contact your Safeguarding Lead in Tennis Wales: +44 (0) 1978 352773

In Scotland? You can contact your Safeguarding Lead in Tennis Scotland: +44 (0)131 444 1984

**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.

\*See appendix B for guidance on how to respond to a disclosure

If you would like to raise a concern about your club Welfare Officer contact the LTA Safe and Inclusive Tennis Team.

**LTA Safe and Inclusive Tennis Team**

02084877000 / [safeandinclusive@lta.org.uk](mailto:safeguarding@lta.org.uk)

**NSPCC**

08088005000

**Safeguarding Policy**

1. **Policy statement**

Coaching for All Tennis LLP is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our coaching programme and events we run at all times. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

1. 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)*.

1. **Scope**

This Policy is applicable to all staff, volunteers and coaches working for or volunteering help with Coaching for All Tennis LLP. 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*

Advice, guidance and support is available from the LTA Safe and Inclusive Tennis Team.

1. **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.**

* Coaching for All Tennis LLP Partners are responsible for updating this Policy in line with legislative and club/venue developments
* All individuals involved in representing 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 the Coaching for All Ltd Welfare Officer, LTA Safe and Inclusive Tennis Team or National Safeguarding Lead *(page 2)*
* 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 *–****Surrey Children’s services Mon-Fri 9-5 T:0300 470 9100. Out of hours: 01483 517898***
* Local Authority Adult Services *–****Surrey Multi Agency Safeguarding Hub (MASH) Mon-Fri 9-5 T:0300 470 9100. Out of hours: 01483 517898***
* 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.

1. **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 offered by Coaching for All Tennis LLP, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation*.*

Actions taken by staff, consultants, volunteers, officials, coaches that are seen to contradict this Policy may be considered a violation of this Policy.

1. **Related policies and guidance**

* *Equality and Diversity Policy*

**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.*

**Safe and Inclusive Tennis Standards -**

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis. *Implementing the Safe and Inclusive Tennis Standards* is intended to be used alongside this Policy and Code of Conduct; and the Equality, Diversity and Inclusion policy/Statement of Commitment.

**Standard 1: We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches and events**

* Everyone has read, understood and follows the Safeguarding and Equality Policies, Standards, Code of Conduct and Reporting Procedure
* Our Safeguarding and Equality Policies and procedures are monitored and updated to keep them relevant to everyone in our club and the programmes and events we run.

**Standard 2: We empower children and adults to create safe and inclusive tennis environments, both on and off court**

* We support everyone to uphold the Fair Play values: enjoy; respect
* Information, resources and guidance on how to stay safe, promote equality, diversity and inclusion and report concerns is easy to access, understand and implement
* The Directors of Coaching for All Ltd, Warwick and Kath Pistorius are responsible for safeguarding and equality in our coaching programme.
* Children and adults are actively encouraged to report any concerns they have about themselves or others; those who report concerns are protected and supported.

**Standard 3: We prioritise safe and inclusive recruitment, induction, training and support**

* All applicable applications, interviews and references address safeguarding and equality requirements and attitudes .
* Our Welfare Officer Warwick and Kath Pistorius has the relevant skills and training to undertake the role

**Standard 4: We protect people’s confidential information about safeguarding and equality**

* Confidential information relating to safeguarding and equality is:
  + Stored securely
  + Accessed and processed securely
  + Shared securely and appropriately.

**Standard 5: We address safeguarding and discrimination concerns immediately, prioritising the wellbeing of children and adults at risk**

* All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to.
* We foster a collaborative approach to safeguarding across British Tennis and with other agencies.

This Policy is reviewed every two years

Warwick Pistorius Director – Coaching for All Tennis LLP Date: 1 August 2017

Kath Pistorius Director – Coaching for All Tennis LLP Date: 1 August 2017