



# Safeguarding Policy

(replaces existing Child Protection Policy)

The BLLTC Safeguarding policy is based on the template, provided for venues, by the LTA.

| Document version number | Document date | Approved by GC date | Policy review date |
|-------------------------|---------------|---------------------|--------------------|
| V1                      | 08.06.2017    | 12.06.2017          | 08.06.2019         |
| V2                      | 02.08.2017    | 02.08.2017          | 08.06.2019         |
| V3                      | 04.03.2019    | 04.03.2019          | 08.06.2019         |

V3 – Amended due to change of Welfare Officer

## 1. Policy statement

**Bramhall Lane Lawn Tennis Club** continues to be 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.

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).*

## 3. Scope

This Policy is applicable to all staff, coaches, club members, volunteers, parents and all visitors including contractors. 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 toolkit (see LTA website)*

#### 4. Responsibility for the implementation of the Safeguarding Policy and related procedures and policies

- The General Committee has an overall and collective accountability for this Policy and related procedures and their implementation.
- The club's Welfare Officer **RICHARD JONES** is responsible for monitoring this Policy in line with legislative and club developments and recommending any changes to the club's General Committee
- The day to day management of the process is delegated to a **Safeguarding Subcommittee** (SGSc) made up of the following members of the General Committee
  - Chair or Vice-chair
  - Tennis Chair
  - Junior Tennis Chairand the Club's Welfare Officer  
In the absence of any of the above general committee members, another member of the general committee will be co-opted to the subcommittee to deal with a reported issue.
- **SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.**  
All individuals involved in/present at the club are required to adhere to the Policy and the related Codes of Conduct. Members are responsible for their visitors.

#### 5. Where there is a possible safeguarding concern/disclosure:

- **The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the club's Reporting a Concern Procedure.**  
Unless someone is in immediate danger, they should inform the club's Welfare Officer or, if not available, a member of the Safeguarding Subcommittee as soon as possible.
- The club's Welfare Officer is responsible for reporting all reported concerns/disclosures to the SGSc as soon as possible
- **The Safeguarding subcommittee is responsible for**
  - assessing each concern/disclosure that is reported to them
  - recommending the action that the Club needs to take to the General Committee for their approval.The well-being of the child/ adult at risk **MUST BE THE PRIORITY** at all times.
- **Dependent on the concern/disclosure, a referral MAY be made to:**
  - The police in an **emergency**  
**call 999**
  - Local Authority Children's Services

Multi-Agency Safeguarding and Support Hub (MASSH) **0161 217 6028**  
**Emergency out of office hours 0161 718 2118**

- Local Authority Adult Services  
**Adult Social Care Team 0161 217 6029 or dial 0161 217 6024 for the Minicom**  
Emergency out of office hours 0161 718 2118
- The LTA national Safeguarding Leads/ The LTA Safeguarding and Protection Committee for advice and guidance.  
**020 8487 7000**

## 6. Breaches of the Safeguarding Policy and other related policies and procedures

Breaches of this Policy and/or failure to comply with the related procedures may result in the following:

- Disciplinary action leading to possible 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 staff, committee members, volunteers, coaches and club members 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 expulsion procedure. Rule 7 and 5.2.8

## 7. BLLTC related policies and procedures

- Reporting a Concern Procedure
- Safe and Inclusive Codes of Conduct
- Unsupervised children
- Photography and Recording policy
- Volunteer Self Declaration form
- Junior Consent forms
- LTA Coach accreditation
- Junior Application form (Parent/Guardian declaration)
- Junior clubnight administration
- Junior tennis camps held on the club premises

This Policy will be reviewed every two years [or earlier if there is a change in national legislation].

## Appendix A: Glossary of Terms

**Safeguarding:** protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing 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. Enabling **adults at risk** 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, they are 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.

### 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 young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child 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 and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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 other 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 or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, 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 adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child/ adult at risk from physical and 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 as a result of maternal substance abuse.

### **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.

## **Appendix A: Glossary of Terms continued**

**Discriminatory abuse:** treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic 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 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
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- 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.