

Arnside Lawn Tennis Club

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

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HISTORY PAGE

Version Number	Comments	Date Issued
1	First issue of procedure	July 2020
2	Policy extended to include (i) Child Protection and (ii) Diversity & Inclusion & (iii) addition of Diversity and Inclusion Statement as Appendix 3	August 2020
3	Policy modified to cover (a) Child Protection and (b) Protection of Vulnerable Adults. Diversity & Inclusion will be covered in a separate Policy. (c) Additional Section A1 included to cover safeguarding of children during Club events	April 2021

1) INTRODUCTION:

This document is the Safeguarding Policy for Arnside Tennis Club. It will be promoted by those in the position of leadership within the Club and will apply to all members of the Club.

The Safeguarding Policy is based on two separate pieces of UK legislation. These are :

- (i) UK Child Protection legislation which is grounded in the Children's Act 1989 and supported by a number of additional pieces of legislation issued since that date.
- (ii) Care Act 2014 & Protecting Vulnerable Adults Act (updated July 2017).

The Safeguarding document published by the Lawn Tennis Association provides an excellent reference to the relevant documentation.

Vulnerable groups of people need to be protected and checks are required to assist in ensuring that the most suitable people are appointed to roles working with these vulnerable groups. This was initially the responsibility of the Criminal Records Bureau (CRB) but the CRB has now merged with the Independent Safeguarding Authority to become the Disclosure and Barring service (DRB). CRB checks are now called DBS checks.

The CRB lists vulnerable adults as individuals who have ::

- a learning disability
- mental health problems
- substance misuse problems
- a long term illness or chronic condition
- a physical disability.

The CRB defines "vulnerable" as people "who do not have capacity to defend themselves from exploitation and abuse". This is different from people covered by the Equalities Act 2010 which deals with discrimination on the grounds of age, race, sex, sexual orientation and so on.

For clarity, this policy is divided into two parts :

Section A describes the steps to be taken within the tennis club to protect and safeguard the welfare of children

Section B describes the steps to be taken to protect vulnerable adults as defined by the CRB.

SECTION A CHILD PROTECTION POLICY

The Club does not undertake activities with children in the absence of a minimum of two responsible adults. Parents/carers remain responsible for their children's welfare throughout all the work undertaken by the Club.

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the Club are transparent and safeguard and promote the welfare of all young people.

If any parent or young person/child has any concerns about the conduct of any member of the Club, this should be raised in the first instance with the Welfare Officer who will then liaise with the Management Committee (see Appendix 1).

Principles upon which the Child Protection Policy is based are :

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.
- Those people in positions of responsibility within the Club will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

A1 SAFEGUARDING OF CHILDREN DURING CLUB EVENTS

A1.1 Ratios of adults to children

In planning and running events for children, it is important to consider the appropriate supervision ratio of adults to players. This will minimise any risks to players, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents arising. You should consider supervision levels for all parts of the event, including travelling to and from it, non-competition periods and down time. Anyone undertaking the supervision role should have been recruited and vetted (DBS check) for suitability, and understand their role and responsibilities.

The ratio of supervisors to children/young people will depend on a number of factors:

age of players

- gender
- behaviour
- abilities within your group
- nature and duration of activities
- competence and experience of staff involved
- requirements of location, accommodation or organisation
- any special medical needs
- specialist equipment needed.

The LTA recommended ratio levels for trips and events are:

- 2 adults for every 8 children aged 10 and under
- 2 adults for every 10 children aged 11 and over

Regardless of the overall supervision ratio agreed, at least two adults should be supervising children/young people at all times. If the group of children is male and female, there should be male and female adult supervisors.

A1.2 SUPERVISING COMFORT BREAKS AND TOILET RATIOS

Adults who haven't previously volunteered and haven't had the necessary vetting checks, should not be left alone with children or take them to the toilet unaccompanied. It may therefore be a good idea, in larger groups of children, to encourage bigger groups to take a comfort break together. If the group has children of mixed genders, there should be at least one responsible adult of each gender supervising visits to the toilet. Adults should not enter the toilet cubicle and should remain outside until the child is finished

B THINGS TO CONSIDER IF SAFEGUARDING ISSUES ARE OBSERVED

(a) Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO PROTECT THE CHILD/REN i.e :

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

(b) Recognition of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel

frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Individuals within the Club need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of the Club.

Club members should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the Club to respond to any suspected or actual abuse of a child in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, you must not discuss your concerns with parents/carers in the following circumstances:

- where sexual abuse is suspected
- where organised or multiple abuse is suspected
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.

- Reassure the child that:
you are glad they have told you;
they have not done anything wrong;
what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

(c) **Procedure for Reporting Concerns Relating to Protection of Child Members**

The procedure for reporting and dealing with possible breaches of the Club Safeguarding Policy is listed in Appendix 1. If you are concerned about a child you must share your concerns. Initially you should talk to the Welfare Officer who is designated as responsible for safeguarding within the Club. The Welfare Officer will then inform the Management Committee of your concerns. If one or more of the Management Committee is implicated in the concerns you are free to discuss your concerns directly with Social Services.

(d) **Making a referral to Social Services**

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family eg: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

(e) **Confidentiality**

The Club should ensure that any records made in relation to a referral should be kept confidential and in a secure place.

Information in relation to safeguarding concerns should be shared on a "need to know" basis. However, the sharing of information is vital to safeguarding and, therefore, the issue of confidentiality is secondary to a child's need for protection. If in doubt, consult with the Welfare Officer.

SECTION B PROTECTION OF VULNERABLE ADULTS

1. Policy Statement

As a club we contribute actively to enable more people to play tennis more often, in a manner that it is safe, inclusive, and fair.

The CRB lists vulnerable adults as individuals who have ::

- a learning disability
- mental health problems
- substance misuse problems
- a long term illness or chronic condition
- a physical disability.

This policy strives to minimise risk and support our club, events and individuals to deliver and experience a positive tennis experience for everyone.

2. Procedure for Reporting Concerns Relating to Protection of Vulnerable Adults

The procedure for reporting and dealing with possible breaches of the Club Safeguarding Policy is listed in Appendix 1. If you are concerned about a vulnerable adult you must share your concerns. Initially you should talk to the Welfare Officer who is designated as responsible for safeguarding within the Club. The Welfare Officer will then inform the Management Committee of your concerns. If one of the Management Committee is implicated in the concerns you are free to discuss your concerns directly with Social Services.

APPENDIX 1

Breaches of the Policy for Safeguarding Children & Vulnerable Adults

Where there are concerns that the Safeguarding Policy for Children & Vulnerable Adults has been contravened, all club members are encouraged to follow the club's whistle blowing policy;

- STEP 1 Complain directly to the Welfare Officer and seek resolution. In the first instance, this can often resolve many disputes or concerns.
- STEP 2 If appropriate, the Welfare Officer will discuss the concerns of the Club member(s) who may require safeguarding
- STEP 3 Welfare Officer to discuss with Management Committee to agree the future Club action(s)
n.b. any members of the Management Committee who are responsible for the concerns should not be involved in these discussions
- STEP 4 If requested by the concerned members(s), the Welfare Officer and Club Chair should contact the relevant Non-Government Organisations (NGO)
e.g. (i) the LTA Safeguarding Team e-mail : safeguarding@lta.org.uk
(ii) the NSPCC Whistle blowing Advice line Tel : 0800 028 0285
(iii) the NSPCC Help Line e-mail : help@nspss.org.uk
- STEP 5 If recommended by the relevant NGO, the Welfare Officer and Club Chair should contact the responsible government office for the relevant UK legislation
e.g. for adults : the Local Authority Adult Social Care Services
Citizen's Advice

for children : the Local Authority Children's Social Care Services
Citizen's Advice

For further information, their website is <http://equalityadvisoryservice.com/app/ask>

If someone comes to you with a concern around discrimination, listen to their complaint, reassure them and advise them of the routes listed above (Steps 1-5).

APPENDIX 2

Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- 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
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

APPENDIX 3

Arnside Tennis Club

Safeguarding Policy Statement

Arnside Tennis Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults. The club is committed to ensuring that 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 from the Chairman or Secretary of the club.

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

- have a positive and enjoyable experience of tennis at Arnside Tennis Club in a safe and inclusive environment
- are protected from abuse whilst participating in tennis.

Arnside Tennis Club acknowledges that some children, including disabled children and young people or those 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.

As part of our safeguarding policy Arnside tennis Club will:

- promote and prioritise the safety and well-being of children and vulnerable adults
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk
- encourage and maintain a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation

The club's policy and procedures will be widely promoted and are mandatory for everyone involved in Arnside Tennis Club. Failure to comply with the policy and procedures will be addressed and may result in dismissal/exclusion from the club.

Whistle blowing

Anyone who does not feel comfortable raising a concern with the Club Welfare Officer should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0800 800 5000. Further details about whistle blowing can be found in the club's safeguarding policy.

Monitoring

The club's safeguarding policy will be reviewed every two years, or sooner in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board or LTA
- as a result of any other significant change or event.