



# ***Warriston Community Tennis Club***

## **Child & Vulnerable Adult Safeguarding Policy**

September 2018

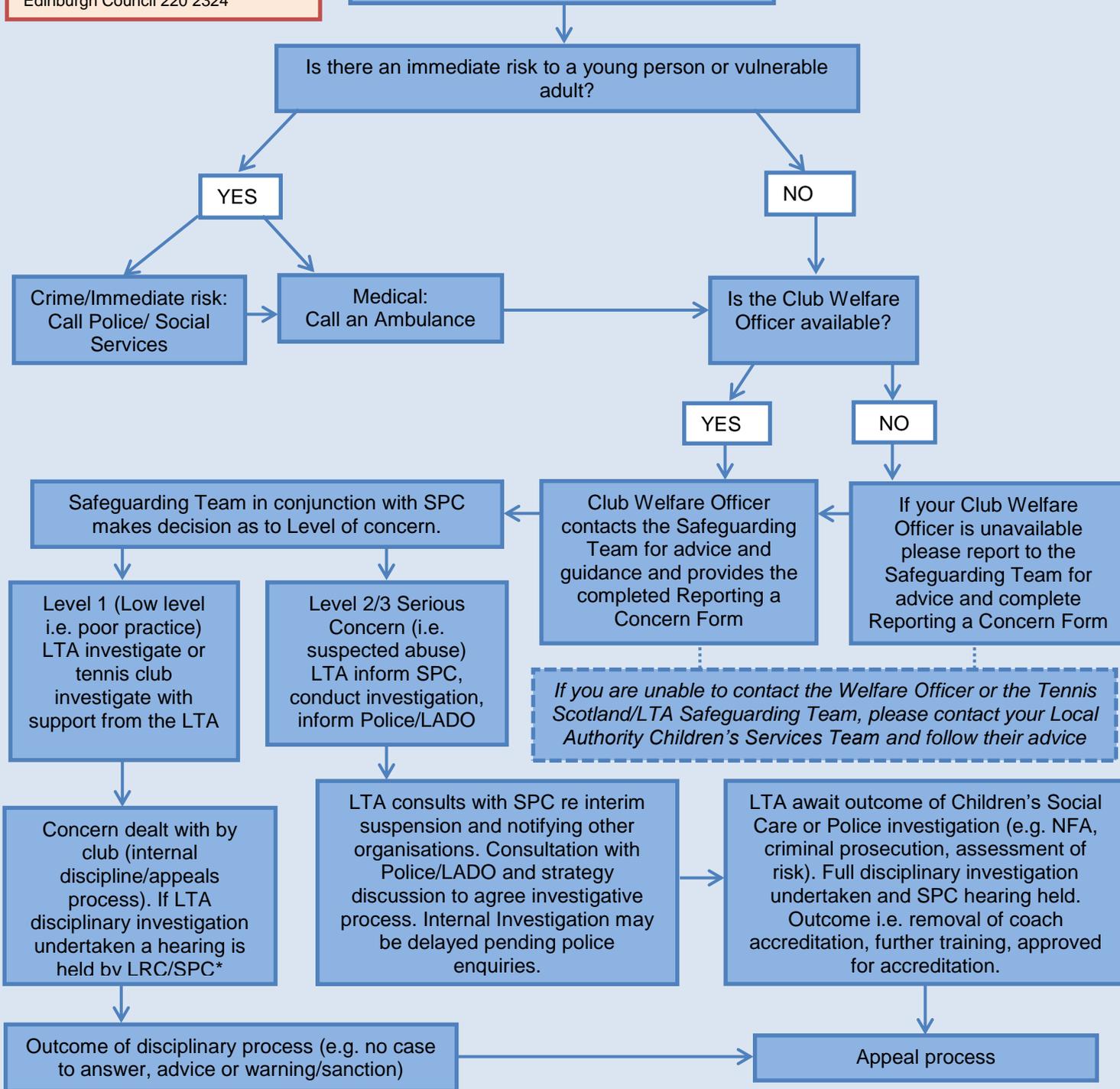
# Reporting a Safeguarding Concern within the Tennis Environment

## Useful Contacts

Tennis Scotland 0131 444 1984  
[info@tennisscotland.org](mailto:info@tennisscotland.org)  
 Children 1<sup>st</sup> 0131 446 2300  
 ParentLine 08000 282233  
 Emergency Services 999  
 Edinburgh Council 220 2324

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. Make a note of anything you/the witness has seen/said, with dates and times

**Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk**



\*SPC – Safeguarding and Protection Committee  
 \*LRC – Licensing and Registration Committee

# Safeguarding Policy

## 1. Policy statement

Warriston Community Tennis Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times. This Policy aims to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures. It is based on and takes account of the relevant LTA model documents and advice from Tennis Scotland.

## 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 Tennis Scotland/LTA Safeguarding 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, volunteers, committee members, coaches and club members. It is in line with national legislation and applicable across the UK. Advice, guidance and support is available from Tennis Scotland and the LTA Safeguarding Team.

## 4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.**

- Warriston Community Tennis Club's 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/present at the club are required to adhere to the Policy and Code of Conduct
- The LTA Safeguarding Team and Tennis Scotland 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 Reporting a Safeguarding Concern Procedure (page 2). Unless someone is in immediate danger, they should inform the club's Welfare Officer, Tennis Scotland Safeguarding lead or LTA Safeguarding Team.
- The club's Welfare Officer is responsible for reporting safeguarding concerns to Tennis Scotland.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club's Welfare Officer and Tennis Scotland Safeguarding Lead to follow up as appropriate, prioritising the well-being of the child/adult at risk at all times. Depending on the concern/disclosure, a referral may be made to:
  - The police in an emergency (999);
  - City of Edinburgh Council Social Care Direct (for adult and child protection issues) (tel 0131 200 2324, [socialcaredirect@edinburgh.gov.uk](mailto:socialcaredirect@edinburgh.gov.uk));
  - Disclosure Scotland, Adult Social Work Team for concerns/disclosures about a member of staff, consultant, coach, official or volunteer (tel 0300 020 00401).
- Where the individual does not feel comfortable about raising a concern with the club's Welfare Officer, s/he should contact Tennis Scotland, Children 1st or the Council Social Care team.
- The individual should provide as much information as possible including her/his name and contact details, names of people involved, date, time and location and whether any witnesses were present. If s/he wishes to remain anonymous, s/he should recognise that her/his name will be required if the matter is taken to the police.
- The club will take appropriate action to protect an individual who raises a concern in good faith.

### **5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure**

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in disciplinary action leading to possible exclusion from the club, dismissal and legal action; and/or termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Scotland, Tennis Wales and the Tennis Foundation. Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outwith 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 appeal procedure.

## **Codes of Conduct**

### **All staff, volunteers and members of Warriston Community Tennis Club 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
- 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)
- Not consume alcohol inappropriately during club activities or coaching sessions (excluding social events)
- Ensure roles and responsibilities are clear and everyone has the required information and training

- Avoid being alone with a child or adult at risk unless in an emergency
- Avoid transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match), there is another adult in the vehicle and parental/carer permission has been obtained. The correct safety child seats/restraints should be used.
- 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 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

**Children: All children agree to:**

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club coaches, staff, volunteers and officials and accept their decisions
- Take care of equipment and club property
- Respect all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or take illegal drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

**Adults: All adults agree to:**

- Use appropriate language at all times
- Be realistic and supportive of your child and other children
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue, respect rules and teach your child(ren) to do so
- Accept the official's decisions and do not go on court or interfere with matches
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands the children's code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

This Policy is reviewed every 3 years (or earlier if required by legislative change, good practice or incident).

**This Policy is recommended for approval by:**

Club Committee President: *Richard Sweet* Date: *27 September 2018*

Club Welfare Officer: *Alison Campbell* Date: *27 September 2018*

## 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 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.

**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
- 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; children may be to multiple forms of exploitation, recruited, moved or transported to, or within the UK, then exploited, forced to work or sold.
- Abuse of whatever kind cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on well-being, including anxiety, depression, substance misuse, eating disorders, self-destructive conduct, offending and anti-social conduct
- Those committing abuse are most often adults, male and female, but child-to-child abuse can occur.

## **Appendix B: What to do if a disclosure from a child or adult at risk is made to you (normally this would be through the club Welfare Officer):**

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; never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the Welfare Officer and/or Tennis Scotland Safeguarding Lead (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 Welfare Officer, Tennis Scotland Safeguarding Lead or LTA Safeguarding 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 (*Welfare Officer only*). 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 Tennis Scotland Lead or LTA Safeguarding Team within 48 hours of the incident, who will store it safely.

# Appendix C: Reporting a Safeguarding Concern outside the Tennis Environment

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis

