



# ALREWAS TENNIS CLUB SAFEGUARDING POLICY

**CLUB WELFARE OFFICER  
DENISE TOLSON**

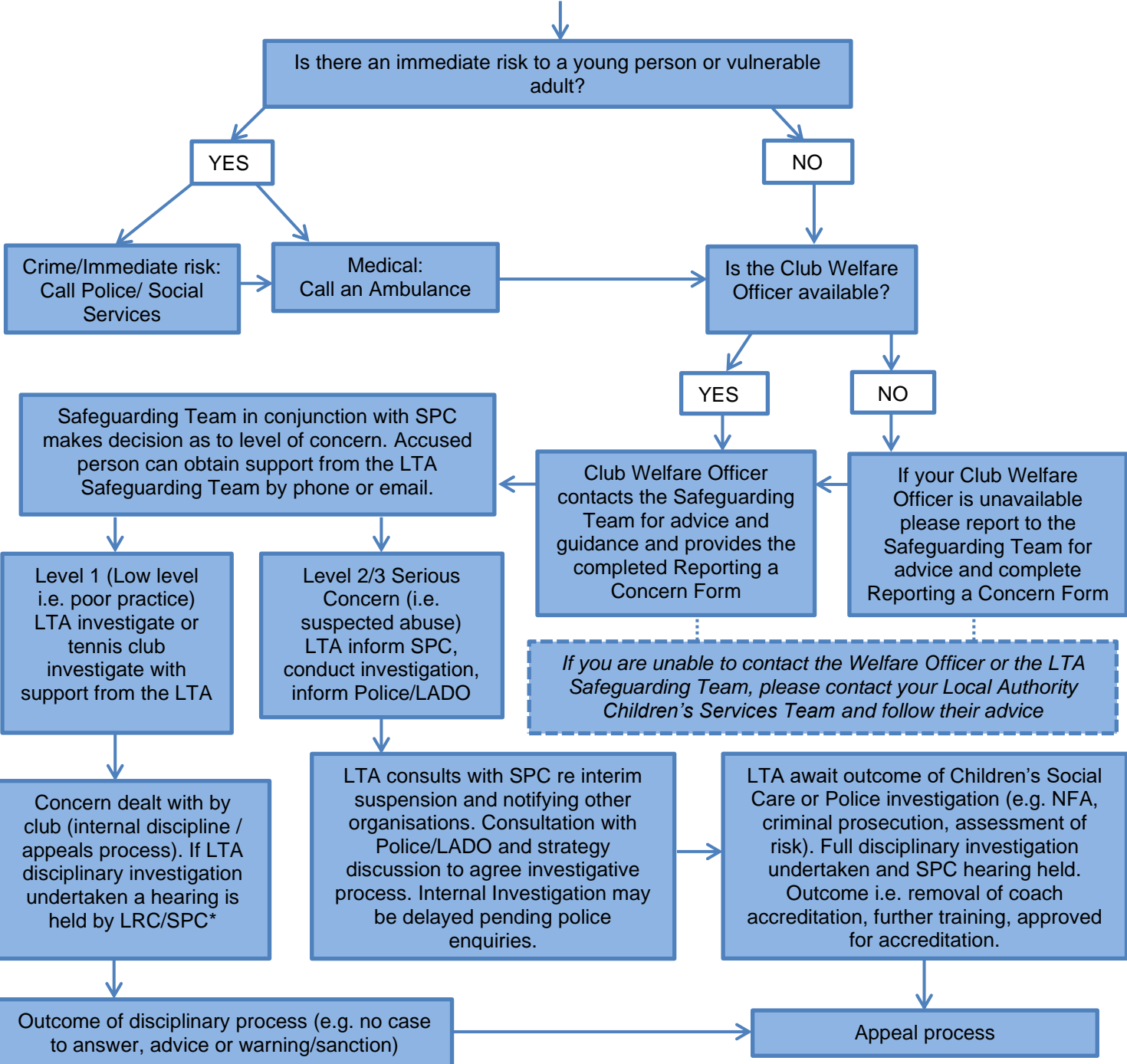
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# REPORTING A SAFEGUARDING CONCERN WITHIN THE TENNIS ENVIRONMENT

**Useful Contacts**  
**Club Welfare Officer**  
 Staffordshire Children and Families  
 First Response Team 0800 131 3126  
 British Tennis Services team: 020 8487 7000  
 Email: safeandinclusive@lta.org.uk  
 NSPCC: 0808 800 5000

Concerns arise about the behaviour of a member of staff, coach, volunteer, family member or member of the public towards a child/children. Or a child tells you something or you see evidence of suspicious injury on a child. 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

Alrewas Tennis Club 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.

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 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 volunteers, committee members, coaches, officials, club members, visitors and parents or carers. It is in line with national legislation and applicable across the UK.

Advice, guidance and support is available from the LTA Safeguarding Team.

## 4. RESPONSIBILITY

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

The roles and responsibilities relating to this policy are as follows:

- Alrewas Tennis Club Committee has overall accountability for this Policy and its implementation.
- The Club Welfare Officer, Denise Tolson, 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, the reporting procedures and the Club Rules.

- The LTA Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.
- Alrewas Tennis Club is committed to:
  - formally adopt this policy;
  - take steps to ensure that our committee, members, participants and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under our constitution; and
  - support measures and initiatives that British Tennis may institute or take part in to advance the aims of this policy as part of our commitment to our LTA membership.

**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. Unless someone is in immediate danger, they should inform the Club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The Club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safeguarding Team.
- The LTA Safeguarding 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 (Tel: 999);
  - Alrewas Tennis Club Welfare Officer for concerns/disclosures about a child, member of staff, consultant, coach, official or volunteer (Tel: Denise Tolson 07903 437291);
  - Staffordshire Children and Families First Response Service (Tel: 0800 1313 126); or
  - Disclosure and Barring Service (Email: [disclosure@staffordshire.gov.uk](mailto:disclosure@staffordshire.gov.uk))

**5. BREACHES OF THE SAFEGUARDING POLICY**

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

- Disciplinary action leading to possible exclusion from the club, 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 volunteers, committee members, coaches, officials, club members, visitors and parents/carers 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 appeal procedure.

**6. WHISTLEBLOWING**

The safeguarding of children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine concern and are confident that it will be taken seriously.

## **What is Whistleblowing?**

Whistleblowing is when someone raises a concern about activity taking place within the club. This could relate to:

- Dangerous activities;
- Illegal activities;
- Safeguarding of a child or adult at risk; or
- Any other wrongdoing within the club.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- an official;
- a visitor;
- a parent/carer; or
- a member of the public.

## **How to raise a concern:**

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, or where the concern does not relate to safeguarding of individuals, details of the issues should be provided without delay to the Club Welfare Officer.

### **Club Welfare Officer**

Name: Denise Tolson

Email: [djtolson@hotmail.co.uk](mailto:djtolson@hotmail.co.uk)

Tel: 07903437291

Where appropriate, the Club Welfare Officer will pass the details of the concern on to the relevant local authorities, Police and the LTA.

If, however, the whistle blower does not feel comfortable raising a safeguarding concern with the Club Welfare Officer, the whistle blower should contact the Local Authority Children and Families First Response Service on 0800 131 3126, or the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) on 0800 131 3126 or the NSPCC on 0808 800 5000.

If the allegation is about the Club Welfare Officer, the Chair or other member of the committee should be informed. Details can be found at <https://www.alrewastennis.net/contact-us>.

## **Information to include when raising a concern:**

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- Details of the incident;
- Their name and contact details (unless they wish to remain anonymous);
- Names of individuals involved;
- Date, time and location of incident/circumstance; and
- Whether any witnesses were present.

## **How the Club will respond:**

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the concern is that a committee member, coach or volunteer has or may have:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates that he/she would pose a risk of harm to children.

The Welfare Officer (or other as above) will contact the LTA and Local Authority Designated Officer (LADO) to discuss how the allegation should be investigated.

If the concern does not match any of the above criteria, or after consideration with the LADO or other appropriate agencies, it is agreed that the matter should be dealt with by internal processes, the club will consult the LTA to determine the most appropriate action.

If the concern is that the club has not followed appropriate safeguarding procedures or has not pressed other agencies where concerns about a child persists, the Club Welfare Officer should be approached to seek assurances that appropriate action will be taken. If in either case the member still has concerns that a child or children are at risk or that appropriate procedures have not been followed the member should contact the LTA and LADO or, in situations where children are thought to be in immediate danger or risk of harm, the police by contacting 999, or by contacting Staffordshire Children and Family Services First Response Team on 0800 1313126, or NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **Confidentiality**

All concerns will be treated in strictest confidence by all involved. The club will protect the identity of whistle blowers as much as possible. However, particularly in the context of safeguarding concerns, it may be that an investigation process may reveal the source of the information, even if the identity of the whistle blower is kept anonymous.

All parties involved in any related investigations are required to maintain confidentiality during and after the conclusion. The club will take steps to minimise any difficulties and will provide appropriate support and advice to whistle blowers who raise concerns.

The whistle blower will be updated appropriately depending on the nature of the concerns and the subsequent type of investigation.

All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately and consistently in a way that provides effective support for both the person who is subject to the allegation and the person bringing the concern to the attention of the club.

For details on what to do if you witness an incident or a disclosure is made to you, please refer to the steps listed in Appendix B and the flow chart on page 2 of this document. If the safeguarding concern is outside of the tennis environment please refer to the flow chart in Appendix C.

## **7. RELATED POLICIES & GUIDANCE**

The following related policies can found at: <https://www.alrewastennis.net/about-us/rules-policies>

- Club Rules
- Diversity & Inclusion Policy
- Incident Response Policy
- Disciplinary Policy
- Privacy Policy
- Volunteer Recruitment & Induction Policy

## 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 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, sex, 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. Children and adults can be victims of modern slavery.

- 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.

**Radicalisation:** Radicalisation is the process by which a person starts to believe or support extreme views. They could be pressured to do things illegal by someone else, or they might change their behaviour and beliefs. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people. Someone who has been radicalised might believe that sexual, religious or racial violence is OK. They may have links to extreme groups that preach hate such as Far Right groups such as Nazis or Islamic extremists such as Daesh (ISIS/IS). When children or vulnerable adults are indoctrinated in this way, there may be safeguarding issues that have to be considered.

Examples of radicalisation might include someone who:

- Talks positively about dangerous groups or people who promote hate, or make it seem like these group are OK



- Spends time with people on websites that promote hate, violence, racism, homophobia or islamophobia
- Becomes secretive and doesn't want to talk to people about where they spend their time or what they are doing online
- Refuses to talk to people from a certain country or who have a different sexuality or belief.
- Is rude or aggressive to a particular group of people, for example, Jewish, Muslim or gay people.

## APPENDIX B: WHAT TO DO IF A DISCLOSURE FROM A CHILD OR ADULT AT RISK IS MADE TO YOU:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible or contact Staffordshire Children and Families Service first Response Team on 0800 131 3126. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the online LTA Reporting a Concern Form found [here](#). 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 LTA Safeguarding Team within 48 hours of the incident. *If you do not have access to this document, write down the details using what you have available then sign and date it.*

# 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

