



SELSDON TENNIS CLUB

21a Queenhill Road South Croydon CR2 8DU

SAFEGUARDING POLICY

Selsdon Tennis Club operates in the Borough of Croydon and is affiliated to the Lawn Tennis Association.

Policy Statement:

Selsdon Tennis Club is committed to the safeguarding of children and vulnerable adults in all programmes and events we organise. We strive to minimise risk and deliver a positive tennis experience for everyone. We will respond appropriately to all safeguarding concerns and disclosures.

Terminology:

Child: a person under the age of eighteen (18) years.

Vulnerable Adult: A person aged eighteen (18) years or over who is or maybe in need of community care services by reason of disability, age or illness and is or maybe unable to take care of or unable to protect him or herself against abuse or neglect.

STC: Selsdon Tennis Club

Safeguarding:

Safeguarding Children: Is the protection of children from abuse and neglect, prevention of the impairment of children's health or development, ensuring their growth in circumstances consistent with the provision of safe and effective care and acting to enable all children to have the best life chances.

Safeguarding Vulnerable Adults: Is the protection of adults from abuse and/or neglect. Enabling adults to maintain control over their lives and to make informed choices without coercion. It is the empowering of vulnerable adults by consulting them before acting, unless someone lacks the capacity to make their own decision, or their mental health poses a risk to their own or someone else's safety, in which case, acting in his or her best interest.

Scope:

This policy is applicable to all staff, directors, volunteers, committee members, coaches, club members and any visitors. It is in line with the national legislation and applicable across the UK.

Implementation:

STC recognises that it has a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children.

All children and vulnerable adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse. We will ensure that all children attending STC are valued, are safe and happy.



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STC undertakes to exercise proper care in the appointment and selection of all persons who will work with children and vulnerable adults.

STC's Directors have overall accountability for this policy and its implementation. The Club's Welfare Officer is responsible for updating this policy in line with legislative and club developments.

All individuals involved in and present at STC are required to adhere to the policy and code of conduct.

All staff and volunteers working with children and/or vulnerable adults on a regular basis defined as regulated activity, should have a DBS (Disclosure and Barring Service) certificate.

All coaches working at STC should be LTA accredited and be sanctioned by our Head Coach, George Cooper. They must also have an up-to-date DBS Certificate.

The Welfare Officer should have the relevant skills and training as outlined by the LTA which should include Safeguarding training to at least level 2 in order to undertake the role.

Safe and Inclusive Code of Conduct for all members:

To prioritise the well-being of all children and vulnerable adults at all times.

To be a positive role model and act with integrity at all times.

To help to create a safe and inclusive environment both on and off court and promote the fair play values of 'enjoy' and 'respect'.

To value and celebrate diversity and make all reasonable efforts to meet individual needs.

To keep clear boundaries between professional and personal life including on social media.

You must have the relevant consent from parents/carers, children and adults before taking or using photos and videos.

To 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, not to be alone with a child or adult at risk.

Not to abuse, neglect, harm or discriminate against anyone, or to act in a way that may be interpreted as such.

Report all concerns and disclosures as soon as possible, following the Safeguarding Reporting Procedure, detailed below. If someone is in immediate danger, call the Police on 999.

DOING NOTHING IS NOT AN OPTION.

Ensure that all concerns, including on-line concerns (cyber-bullying, sexting, grooming extremism, radicalisation and all other forms of on-line abuse) are recognised, reported and responded to.

Ensure all safeguarding and discrimination concerns and disclosures made regarding an STC member, volunteer, coach or visitor are reported to our Welfare Officer and maybe reported to external authorities.

Ensure all concerns reported to STC are acted upon immediately, following the Safeguarding Reporting Procedures.

Ensure STC fosters a collaborative approach to safeguarding with British Tennis and other agencies.



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Safeguarding Reporting Procedure:

Any concern/disclosure is to be made to the Welfare Officer who will be responsible for reporting safeguarding concerns to the LTA Safeguarding Team or National Safeguarding Lead. See Contact details below.

Where a child or adult is in immediate danger call the Police on 999 and inform the Welfare officer as soon as possible. If there is no immediate danger but there is still a concern, then contact the Welfare Officer as outlined below. If they are unavailable, contact the LTA Safeguarding Team or NSPCC for advice. See all contact details below.

A written record of the concern/disclosure will be made by the Welfare Officer for submission to the LTA Safeguarding Team.

The role of the Welfare Officer is to collate and clarify the precise details of the concern/disclosure and pass this information onto statutory agencies who have a legal duty to investigate. It is not for the Welfare Officer to investigate themselves. Whilst ensuring the safety of children and vulnerable adults is paramount and that confidentiality is maintained, in the event that concerns/disclosures are made which require action under this policy, the Chairperson will be involved at the earliest opportunity, where possible prior to any external referral being made in order to ensure all necessary pastoral support is in place and to manage any wider implications for tennis club activities.

The directors will support the Welfare Officer in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Policies for Supervision and Conduct of Activities:

As an organisation working with children and vulnerable adults STC operates and promotes good working practice to enable appointed officers of STC to run activities safely and develop good relationships.

Record Keeping:

Anyone appointed by STC to undertake activities and hold in their possession information covered by the Data Protection Acts involving children and adults will be required to state that they are aware of the Data Protection Act and its requirements and to ensure that such information is held securely and for the purposes and use of STC matters only.



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Transportation of Juniors to Away Fixtures:

Juniors will be made aware of the travel plans, venue and time of collection, time of return and any costs. Juniors will also have a clear understanding of what standard of behaviour is expected from them.

Parents will be made aware of the above and will have completed a consent form detailing any medical issues that the team manager should be aware of. Parents will also have name and contact details of the team manager in the event of an emergency.

Coaches/Volunteers will be made aware of their responsibilities in advance of the trip. The driver must have a valid UK driving licence, insurance, MOT certificate and ensure that the law with regard to the use of seat belts and restraints are adhered to. No one individual coach or volunteer should be alone with a junior unless that person coach or volunteer has a DBS Certificate and then if there is no alternative. The staff member who is organising the trip must have conducted a risk assessment for the trip and will have presented it to the STC Directors and Welfare Officer for approval before the trip.

Coaching of Juniors/Vulnerable Adults:

The LTA accredited coach must do a risk assessment for the coaching activities of juniors and vulnerable adults and have present the risk assessment to the directors. This assessment should be reviewed annually.

Safeguarding Contacts:

Chairperson: Frances Cullen – telephone 07971 238191
(francesmnelluc@hotmail.co.uk)

Welfare Officer: Felicity Abbott – telephone 07809 062 328
(welfareofficerstc@gmail.com)

Head Coach: George Cooper 07913 586 009
(gcoopertennis@gmail.com)

LTA Safe and Inclusive Tennis Team: 020 8487 7000 (safeandinclusive@lta.org.uk)

Report a Concern to the LTA at [Register a Concern | Tennis Association | Tennis in Britain \(lta.org.uk\)](#) OR Email safeguarding@LTA.org.uk if you have a problem filing in the form or unsure whether to report a concern.

NSPCC: 080 8800 5000

Childline 0800 1111

Policy reviewed 14/10/2022

Next review 13/10/2023