

National Tennis Centre (NTC) Safeguarding Policy



Useful details

NTC Welfare Officer: 07562437725 / Craig.Douglas@lta.org.uk

LTA Safeguarding: <https://safeguardingconcern.lta.org.uk/>

NSPCC: 0808 800 5000

Emergency Services: 999

Reporting a Safeguarding Concern within the NTC Tennis Environment

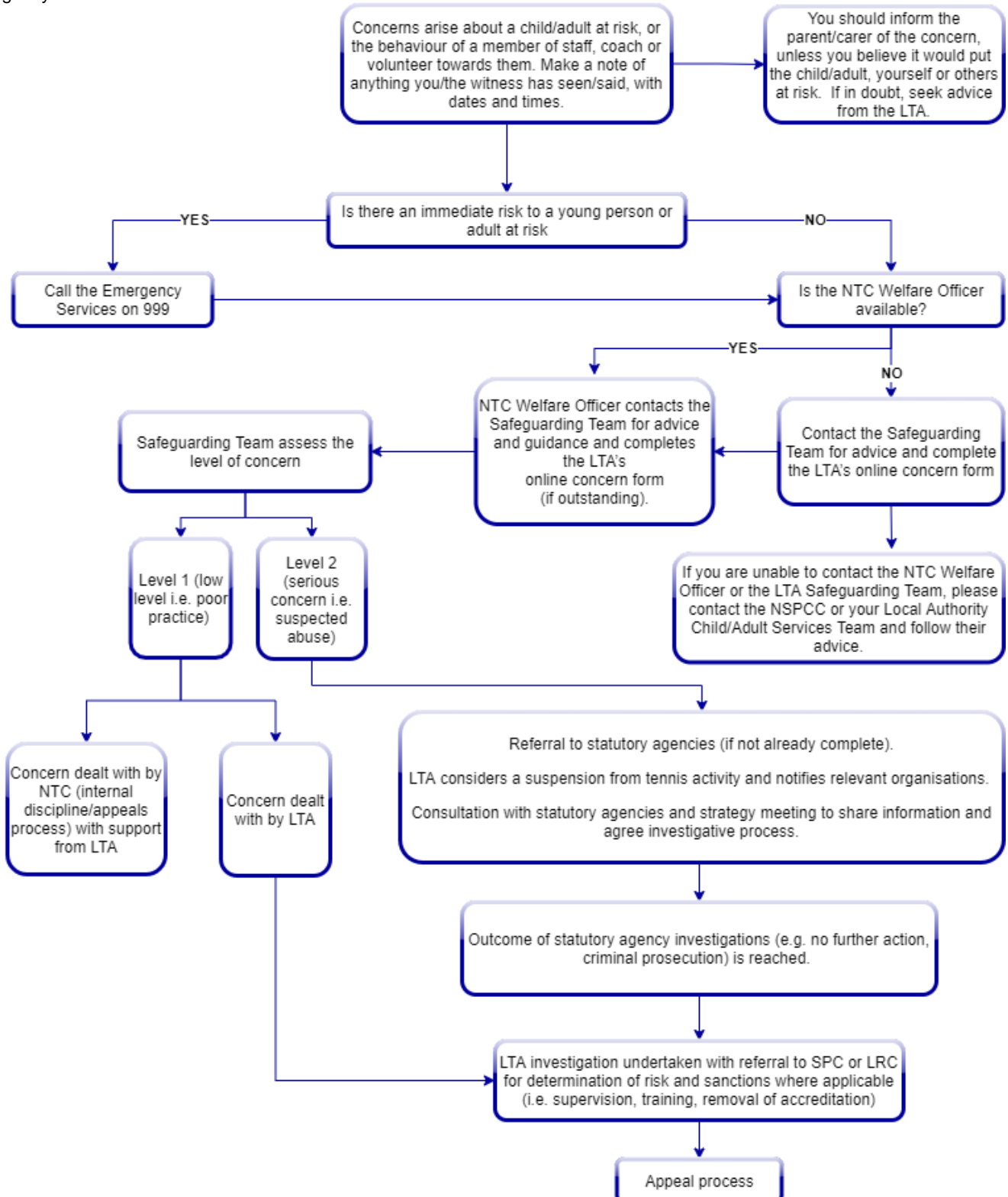
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NTC Safeguarding Policy

1. Policy statement

Safeguarding is the action taken to promote the welfare of children and adults at risk by people and organisations, working together to prevent and eliminate the risks of injury or harm to their health and development. This means ensuring children grow up with the provision of safe and effective care, that preventative measures are effective and where necessary positive action is taken to protect children and adults at risk from harassment, abuse and maltreatment.

The National Tennis Centre (NTC) is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at the NTC at all times, including in all programmes and events we run. All activities and events at the NTC are run in accordance with the LTA's Safeguarding at Events, Activities and Competitions guidance.

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.

Adult at risk: a person aged eighteen years or over who has needs for care and support (whether or not the local authority is meeting any of those needs); and is, is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and/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

A 'Covered Person' is bound by this policy and encompasses NTC staff (including LTA employees), volunteers, contractors, coaches and any children or adults who otherwise use or access the NTC, even if only once.

This policy shall be applied consistently regardless of age, disability, gender reassignment, marital or civil partner status, race, pregnancy and maternity, religion/belief, sex or sexual orientation.

4. Core Principles

- The welfare of every child, young person and adult at risk is of paramount importance.
- Safeguarding is everyone's responsibility.

- All children and adults at risk, regardless of age, disability, gender reassignment, marital or civil partner status, race, pregnancy and maternity, religion/belief, sex or sexual orientation have the right to protection from harassment, abuse, violence, exploitation and poor practice.
- All children and adults at risk have the right to participate, enjoy and develop through tennis, in a safe and inclusive environment, free from all forms of harassment, abuse, violence, exploitation and poor practice.
- Any persons who have responsibility to care for, supervise, coach or train children are considered to be in a position of trust.
- Children and adults at risk should feel safe, respected and valued in all our activities and engagement.
- All Covered Persons must be alert to the signs of abuse and neglect and report any concerns

5. Policy Aims

- Promote safer recruitment of those working directly with children and adults at risk.
- Provide information for all those working with children and adults at risk to ensure the adherence to safer working practice principles and create a culture of vigilance.
- Ensure that Covered Persons meet their safeguarding obligations and responsibilities through embedding a culture of reporting concerns about those at risk of, or subjected to, harassment, abuse violence or poor practice.
- Promote robust procedures to identify and remove individuals who pose a risk to children and/or adults at risk.
- Promote environments where children and adults at risk feel safe and included, are treated with respect, and empowered to protect themselves.
- Demonstrate the NTC's commitment to safeguarding

6. Legislation

The legal framework in this policy is consistent with UK legislation including:

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children (2018)
- The United Nations Convention on the Rights of the Child (UNCRC) 1989
- The Care Act 2014

7. Responsibility for the implementation of the NTC Safeguarding Policy, Code of Conduct and Reporting Procedure

- The NTC Operations Team and NTC Welfare Officer have overall accountability for this Policy and its implementation
- The NTC Welfare Officer is responsible for updating this Policy in line with legislative and NTC developments
- All individuals involved in/present at the centre are required to adhere to the Policy and Code of Conduct
- The LTA Safeguarding Team, Tennis Scotland and Tennis Wales can offer support to help clubs proactively safeguard.

8. 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 shown in the flowchart at the beginning of this policy. Unless someone is in immediate danger, they should inform the NTC Welfare Officer in the first instance or LTA Safeguarding Team.
- The NTC Welfare Officer is responsible for reporting safeguarding concerns to the LTA Safeguarding Team using the online reporting system
- The LTA Safeguarding Team is responsible for assessing all safeguarding concerns/disclosures that are reported to them and working with the NTC Welfare Officer 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 (999);
 - Local Authority Children’s Services: 0208 871 6000
 - Local Authority Adult Services: 0208 871 7707
 - Local Authority Designated Officer (LADO) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer: 0208 871 7440
- The NTC Welfare Officer and LTA Safeguarding Team will work in partnership with statutory agencies and other relevant organisations, which may include other National Governing Bodies of sport and the International Tennis Federation (ITF), to share relevant information in order to ensure the effective safeguarding of children and adults at risk.

9. Breaches of the NTC Safeguarding Policy, Code of Conduct and Reporting Procedure

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 NTC, dismissal and legal action
- Termination of current and future roles within the NTC and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.
- Referral to the Disclosure and Barring Service and/or Disclosure Scotland

Actions taken by players, parents or carers, LTA employees, consultants, volunteers, officials, coaches inside or outside of the centre that are seen to contradict this Policy may be considered a violation of this Policy.

10. Whistleblowing

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

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they’ve seen at work but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen in the near future

Whistleblowing at the NTC

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, any concerns about their well-being should be made without delay to the NTC Welfare Officer in accordance with the Reporting a Safeguarding Concern Procedure shown in the flowchart at the beginning of this policy. The NTC Welfare Officer, Craig Douglas can be contacted on: Craig.Douglas@lta.org.uk / 07562437725

If the whistleblower does not feel comfortable raising a concern with the NTC Welfare Officer, they can contact the LTA Safeguarding Team directly on 020 8487 7000 or the LTA’s independent, confidential and anonymous

service, Safecall (0800 915 1571 / www.safecall.co.uk/report). Alternatively, NSPCC Whistleblowing Advice Line can be contacted on 0808 800 5000.

Other related documentation

- Changing Room Policy
- Equality and Diversity Policy
- Safe Recruitment Policy
- Safeguarding at Events, Activities and Competitions
- Modern Slavery and Human Trafficking Policy
- LTA Photography Policy
- LTA Disciplinary Code

Codes of Conduct

All Covered Persons 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 NTC 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 NTC 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 an NTC 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
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect LTA employees, NTC staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and NTC property
- Respect the rights, dignity and worth of all participants regardless of age, disability, gender reassignment, marital or civil partner status, race, pregnancy and maternity, religion/belief, sex or sexual orientation
- 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 drugs of any kind on NTC premises or whilst representing the NTC at competitions or events
- Talk to the NTC Welfare Officer about any concerns or worries they have about themselves or others

All parents and carers agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the Official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their 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 two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Head of Operations, Gary Stewart:

Date:

NTC Welfare Officer *Craig Douglas*:

Date:

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.

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.

Radicalisation and Extremism: the process by which a person is influenced to support terrorism or forms of extremism leading to terrorism. Children and adults who are vulnerable can be groomed towards an extremist ideology and radicalised.

- 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.

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. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, 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.

