SAFEGUARDING VERSION CONTROL - JANUARY 2023

Document	Version	Date	Summary of changes
Template Policies			

Anti-Bullying Policy	1.1	January 2023	• Addition of section on Purpose and Scope
			• Change of terminology from club to venue
			• Amendments to wording including:
			  o Promoting code of conduct and safe recruitment
			  o Requirements around reporting bullying incidents
			  o Ensuring children are aware of helpline numbers
			  o Informing parents of anti-bullying policy
			  o Useful contacts updated.

Compliments, Complaints and Disciplinary Policy	1.0	September 2021	N/A
Diversity and Inclusion Policy	1.0	September 2017	N/A

Events, Activities and Competitions Guidance	1.2	January 2023	• Added the following sections:
			  o LTA Approved Competition Safeguarding Information
			  o Risk Assessment checklist of LTA Licensed Officials
			  o LTA Approved Competition Welcome Speech
			• Amendments to the following sections:
			  o Lead for safeguarding at the event – clarify responsibility at LTA Approved Competitions
			  o Additional vulnerabilities – updated terminology
			  o Definitions – updated terminology

Mental Health and Well-Being Advice and Support	1.0	August 2022	NA

Online Safety and Communication Policy	1.1	January 2023	• Addition of purpose and scope • General wording amendments for improved clarity • Update to include references to video conferencing • Added information on 1-1 communication from "Interim guidelines for remote communication" document (no longer available)
Photography and Filming Policy	1.2	January 2023	• Change from guidance to policy • Addition of purpose and scope • General wording amendments for improved clarity e.g., referring to photographs/videos rather than just images. • Update to the section on photography/filming for personal use for added clarity on requirements and procedure
Safe Recruitment Policy	1.2	January 2023	• Updates to terminology, e.g., club changed to venue • Amendments to purpose and addition of scope • Addition of review and sign off section for Chair and Welfare Officer / County Safeguarding Officer •
Safeguarding Guidance for Livestreaming Activities	1.1	November 2020	• Updated to include additional guidance for coaching
Safeguarding Guide for County Cup and League Matches	1.0	November 2020	N/A
Safeguarding Training for Committees	1.0	June 2021	N/A
Staying Safe Online Guidance	1.0	November 2020	N/A
Supporting Players with their Mental Health	1.0	August 2022	N/A
Use of Changing Facilities Policy	1.1	January 2023	• Updates to briefing section for added clarification around variances in venues and facilities

Venue Safeguarding Policy	1.5	January 2023	- Addition of contents page - New reporting a concern flowcharts to bring in line with new LTA procedures - Added responsibility for safeguarding within the venue - Added details on recruitment and training - Changed the code of conduct to Standards of Practice and Behaviour to refer to the LTA code of conduct in disciplinary code - Added details on the definition of position of trust and that the law changed in 2022 - Added information about factors which increase vulnerability to abuse - Added low level concerns definition and procedure - Added requirements on confidentiality - Added section on information sharing and retention of safeguarding related information - Added section on mental capacity (adults at risk) - Added section on making safeguarding personal (adults at risk) - Added section on consent requirements for adults at risk - Updated section on legislation - Addition of support services
Venue Safeguarding Policy Statement	1.1	January 2023	Revisions to bring in line with the updates made to the safeguarding policy
Template Forms			
Acceptable Use Statement for Internet and Social Media Use	1.0	February 2020	N/A
Emergency Contact Form	1.0	February 2020	N/A
Lost Child Form	1.0	Jan 2019	N/A
Photography and Filming Consent Form	1.1	March 2021	Update to include detail around children's details

Reference Request form	1.1	September 2022	Update to wording to include volunteer roles
Risk Assessment Template	1.0	February 2020	N/A
Self-declaration form	1.1	January 2023	Update to contact details for Safeguarding Team
Template Posters			
Welfare Officer Poster	2.0	June 2022	Update to branding and addition of QR code to scan to report a concern
Safeguarding Posters	1.0	July 2022	Update to branding and addition of QR code to scan to report a concern
Park Site Poster	1.0	July 2022	Update to branding and addition of QR code to scan to report a concern