

## **Safeguarding Venue Minimum Standards**

From October 2018 venues will be required to meet some simple minimum standards in order to register with the LTA. These standards help ensure that all LTA registered venues have Safeguarding, Diversity and Inclusion and Health and Safety embedded into their practices. The LTA and Tennis Scotland will audit venues to assist with meeting these standards and ensuring they are in place.

Your venue can prepare now for these, and the LTA have set up an easy to use page on the website to allow a venue to meet these standards quickly and easily. This webpage will go live soon at <https://www.lta.org.uk/safeguardingstandards>.

The standards will be discussed at the Safeguarding workshop, but for those unable to attend, they are summarised here for reference;

### **1. Safeguarding Policy and Procedure**

Your venue must have a Safeguarding policy, whistleblowing policy and a poster giving details of the club welfare officer. All these documents are available on the webpage to print and display. This standard is important as it enables users of your venue to identify the person they can report any concerns to, shows openness with regards to Safeguarding, and ensures you have procedures in place to identify and manage any incidents. The whistleblowing policy forms part of this, and enables concerns to be reported outside of the venue. A one page Safeguarding statement is also available to print along with a code of conduct that all members should sign.

### **2. Diversity and Inclusion policy**

We are receiving an increasing number of queries and complaints in this area. This policy can be printed from our website enabling a club to effectively deal with any diversity and inclusion issues.

### **3. Welfare Officer**

Each club requires a welfare officer to act as point of contact for any Safeguarding or diversity issues. Training is provided and details of requirements included on the website. The Welfare officer should ensure that Safeguarding is on the agenda for Committee meetings and also ensure any venue website has an up to date Safeguarding area. We will be supporting welfare officers with new webinars, an annual conference and newsletters.

### **4. Criminal Records Check**

Venues must ensure that relevant staff have a valid Criminal records check. Full details of requirements, roles which may require the check and an example of what a certificate looks like are available on the page. We would always advise venues to contact Tennis Scotland or the LTA if there are queries around this.

### **5. Risk Assessments**

You must conduct at least one annual risk assessment of your venue. This can be completed via the website in the online risk assessment area.

The webpage should be live by 10<sup>th</sup> December. We would advise venues to begin work to ensure these simple standards are met prior to October 2018. The LTA Safeguarding team are more than happy to visit venues to assist or answer any questions. Please do utilise us as we understand that Safeguarding can be an issue that causes concern to clubs and will support you at every stage.

We are available via email at [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) or 02084987000.