

# **GB National Tennis Academy at the University of Stirling**

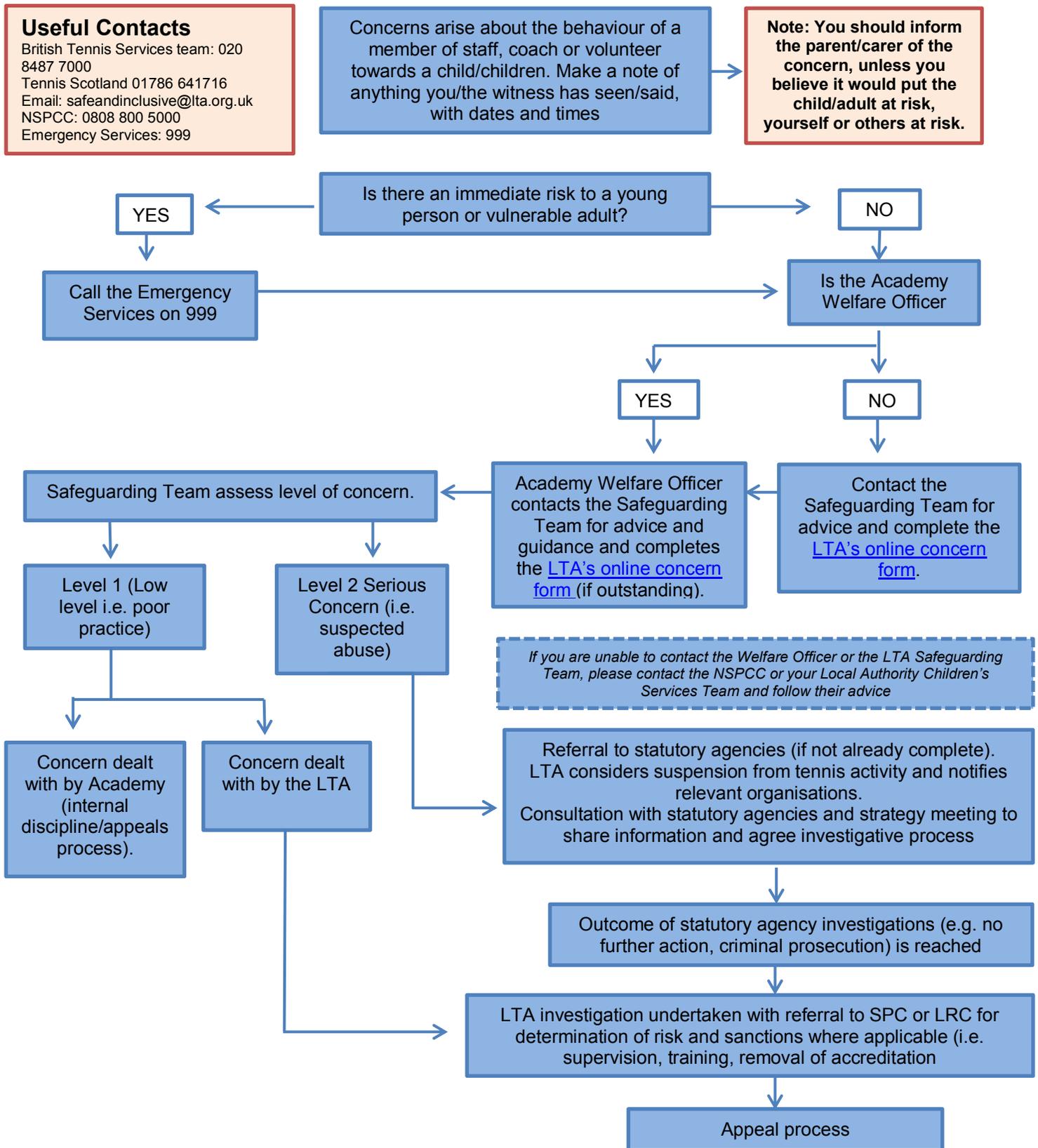
## **Safeguarding Policy**

		LTA version	Sign off
01/07/2019	Policy inception	1.2.15.01.2019	Mat Hulbert & Jason Atkins
01/04/2021	Policy review	1.3.18.07.2019	Mat Hulbert & Jason Atkins

**Reporting a Safeguarding Concern within the Tennis Environment**

Version 1.3.18.07.2019

How to respond to allegations against a member of staff/volunteer or another young person within the Tennis Environment. For Tennis Scotland cases, on-going consultation will take place with them.



# Safeguarding Policy

## 1. Policy statement

The GB National Tennis Academy at the University of Stirling is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our Academy at all times, including all programmes and events we run. All activities, events and trips arranged by the Academy run in accordance with the LTA's Safeguarding at Events 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.

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:** 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 staff, volunteers, committee members, coaches and Academy members. It is in line with national legislation and applicable across the UK.

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

## 4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

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

- Our Academy's committee has overall accountability for this Policy and its implementation
- Our Academy Welfare Officer - *Mat Hulbert* is responsible for updating this Policy in line with legislative and Academy developments
- All individuals involved in/present at the Academy are required to adhere to the Policy and Code of Conduct

- The LTA Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help Academies proactively safeguard.

#### **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 Academy Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The Academy Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the Academy 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 (999);
  - Police for non-emergency - 101
  - Stirling Social Services 01785 471177
  - Clackmannanshire and Stirling - Adult support and Protection 01259452519

### **5. Breaches of the 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 Academy, dismissal and legal action
- Termination of current and future roles within the Academy and roles in other Academies, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of the Academy 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 Academy, the individual should adhere to the Academy's appeal procedure.

### **6. Whistleblowing**

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As an Academy, 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.

#### **What is whistle blowing?**

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

### **How to raise a concern about a child or an adult at risk at the Academy**

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 Academy Welfare Officer. The Academy Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the Academy Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The Academy Welfare Officer can be contacted on: *01786 641716*

### **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:

- 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.

### **What happens next?**

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 whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the Academy or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **Support**

The Academy will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

# Codes of Conduct

## All members of staff, volunteers and members 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 Academy 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 Academy 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 a Academy 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

## Player Code of Conduct

As a player of the GBNTA at the University of Stirling you will be representing British Tennis at all times and the highest standards are expected in appearance, conduct and behaviour.

### General

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct, which could be regarded as sexual or other harassment towards fellow players and coaches.
3. Respect the talent, potential and development of fellow squad players and competitors.
4. Care and respect the equipment provided to you as part of your programme.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the programme requirements. You are encouraged to communicate with the coach immediately if you are injured or ill.
6. Conduct yourself in a professional manner relating to language, temper and punctuality.
7. Maintain high personal behaviour standards at all times.
8. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
9. Cooperate with coaches and staff in development of programmes to adequately prepare you for competition at the highest level.
10. Have a continued personal development pathway on and off the court.
11. Be tidy and clean. If it's on the floor, pick it up; if it's away from its normal place, put it back.
12. Gambling is strictly forbidden.

### Use of substances

13. Smoking, drinking alcohol and consuming or possessing drugs is not permitted at any time and under any circumstances.
14. Players who are taking prescription medication must inform GBNTA Coaching Support Team and appropriate staff, in particular the Sports Doctor from the **sportscotland** institute of sport (SIS) and Welfare Officer. In addition, players testing positive in any anti-doping test may confidentially inform the GBNTA Head Coach and the Welfare Officer of any such prescription medication taken prior to the test result being confirmed positive and disseminated to GB National Tennis Academy.

### Performance behaviours

15. Have unconditional effort when in practice and competition applying yourself physically and mentally.
16. Always bring a positive attitude and play to the best of your ability.
17. In competition – win with humility and lose with dignity,
18. Listen carefully, contribute and interact with your coaches.
19. Be on time for practices, warm-ups, matches and any other tennis or fitness commitments.
20. Abide by the rules and respect the decision of the umpire, match referee or other adjudicator, making all appeals through the formal process and respecting the final decision.
21. Be responsible and aware of your equipment and attire. Never run out of rackets, it's your responsibility to have two strung at all times. The same applies for the rest of your equipment: shoes, over-grips, dampeners, wrist bands and towels. Have a spare kit always in hand.
22. Follow your nutritional guidelines set by the SIS Nutritionist.

### School and Boarding

23. Abide by the code of conduct and boarding regulations set by Dollar Academy.

### Electronic Devices and Social Media

24. The GBNTA believes that e-mails, phones and social media used to positively promote academic and athletic endeavours and to interact with peers in an appropriate manner is allowable. The GBNTA reserves the right to monitor content and to request any material found objectionable to be removed with the potential for disciplinary consequences. This prohibition includes anonymous messages and posting in online forums and chats as well as operating accounts under a false identity.
25. Phones or tablets won't be allowed at the meal table, while training or in the gym.
26. Sexting is the act of sending or forwarding through mobile phones or other electronic devices sexually explicit, nude, or partially nude photographs, images or videos. Any form of sexting is well outside the boundaries of the expected standards. Any player engaging in this behaviour will face disciplinary consequences and could face legal consequences.
27. Understand that you are responsible for anything you post online.
28. Do not deliberately browse, download or upload any material that could be considered offensive, or illegal.
29. If you do accidentally come across such material – report it immediately to a member of staff.
30. Do not send anyone material that could be considered threatening, bullying, offensive or illegal.
31. Do not give out any personal information such as name, phone number or address.
32. Do not reveal your passwords to anyone.
33. Do not arrange a face-to-face meeting with someone you met online unless you are accompanied by an adult you trust such as a member of staff or a parent.

### Trips for camps and tournaments

34. The importance of following the above rules is magnified when travelling as to achieve the same standards when away from the normal work environment requires additional collaboration from everyone.
35. Shirts must be worn at all times in the tennis club even when in a warmer country.
36. Follow your nutrition plan within budget.
37. Players are not allowed in the hotel rooms of the opposite sex unless supervised or authorised by the Coach in charge of the trip. A breach of this rule will result in the player being sent back home or being collected by parents, with parents having to bear the expenses involved in this early return.
38. Appropriate clothing must be worn at social times.
39. Breaches of the player code of conduct will be subject to the Disciplinary Procedure captured in clause 8.

### **Parent Code of Conduct** *(revised 2020)*

Parents have a great influence on player's enjoyment and success in tennis. Aspiringly all players play tennis because they first and foremost love the game.

1. All inappropriate and disrespectful behaviour of parents can impact on their child's place at the GBNTA
2. Support the three main values of the GBNTA programme:
  - a. Respect for all players (including your own child), coaches, support staff, tournament officials and partners of the programme.
  - b. Effort and engagement.
  - c. Creating Independent players
3. Tennis is an individual sport of decisions made by players. Coaches deliver information and teach skills. Parents need to give your child appropriate space so that he/she can grow and develop as an independent person.
4. Remember that your child plays tennis for their enjoyment not yours.
5. Let your child know that your love for them is not associated with their sporting performances. Be an understanding listener rather than a critic, judge and/or fixer.
6. Provide positive encouragement which will contribute to:
  - a. Player enjoying tennis
  - b. A sense of personal achievement
  - c. Self-esteem
  - d. Improving skills and techniques
7. Recognise your own expectations and attitudes have a significant bearing on the player's attitude towards:
  - a. Other players, including opponents
  - b. Officials and tournament referees
  - c. Coaches and support staff
  - d. Spectators
8. Do not shout, scream or give instructions to your child when training or competing.
9. Trust the coaches. Let the coaches do the coaching: technically, tactically and scheduling.
10. Communicate all concerns with coaches first and after, if appropriate, with your own child.
11. Pass on and report any concerns that you have about the wellbeing or welfare of a child.
12. Demonstrate on-going commitment to participate in the parental engagement programme.
13. Any complaints or criticisms about the GBNTA programme to be addressed directly to GBNTA Coaching and Support staff rather than a third party, other parents or body;

### **Behaviours which will not be tolerated:**

1. Lack of respect towards players and staff, including: Threatening behaviour (written, verbal or social media); Defamatory, offensive or derogatory accusations without proof;

2. Disruptive behaviour which threatens to, or interferes with, normal GBNTA activities and operations. The GBNTA differs from most private sector operators. Appreciate there are multiple players and normally twice as many parents, which results in limited time constraints for each parent.
3. Using loud or offensive language or displaying temper.
4. Damaging or destroying GBNTA or partner property or reputation.
5. The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child

### **Summary**

1. It is very important for all parents to understand respect, healthy environment and trust are the three pillars for the GBNTA and anytime one of these pillars gets damaged by parents, the GBNTA will look at potential consequence and the future of your child in the programme will be considered.
2. For minors, adult actions are as important as the kids for the well-being of the programme
3. Breaches of the parent code of conduct will be subject to the Disciplinary Procedure captured in clause 8 or the Amendment, Suspension and Termination provisions in clause 9 of the GBNTA Player Agreement.

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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 GN National Academy – *Jason Atkins*

Date: 30 March 2021

Academy Welfare Officer – *Mat Hulbert*

Date: 30 March 2021



## 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.

- 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 a concern originates outside the tennis environment (e.g. at home, school or in the community) and is identified within a tennis setting.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

### Useful details

LTA: 0208 487 7000  
Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)  
Report a concern:  
<https://safeguardingconcern.lta.org.uk>  
NSPCC: 0808 800 5000  
Emergency Services: 999

