

## **HIGHBURY TENNIS CLUB SAFEGUARDING POLICY**

All members, coaches and volunteers should read this document carefully.

Safeguarding is everyone's responsibility.

Not responding to a safeguarding concern is not an option.

If you have any questions or concerns, please contact the Club's Welfare Officer at [highburytenniswelfareofficer@gmail.com](mailto:highburytenniswelfareofficer@gmail.com) or on her mobile phone – details overleaf.

# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

## Reporting a safeguarding concern that occurs within the tennis environment.

You have a concern, or have been told about, possible abuse of an adult or child at risk, poor practice, or wider welfare issue:

### RESPOND

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (see appendix B for guidance)

### REFER

Is a child or adult in immediate danger or need immediate medical attention, or is a crime being committed.

Yes

Call the Police  
(999)

If not in immediate danger, if it is an **adult at risk**, speak to the adult (if safe to do so). Tell them what you are going to do about the concern and note any views they may have regarding how they wish the matter to be dealt with. **Seek consent from the adult.** If you feel they do not have capacity, you can act without consent, but you must log your decision.

No

Inform your Welfare Officer of the concern. If they are unavailable or they are implicated, please contact the LTA safeguarding team via the LTA online concern form, or call the NSPCC if you need advice outside of business hours and it is not an emergency or your local authority child/adult social services team and follow their advice

If a child, you should discuss with parent/carers except where this may place a child or others at risk

### RECORD

Write an objective account of the concerns immediately using the Venue Reporting a Concern Form.

LTA online concern form completed by venue Welfare Officer.

LTA Safeguarding Team assess the concern and decides whether to investigate.

#### Contact Details Club Welfare Officer

Barbara Reissner:  
[highburytenniswelfareofficer@gmail.com](mailto:highburytenniswelfareofficer@gmail.com)  
Or 07939 418384

Please see Appendix C for full  
LTA flowchart

#### LTA Safeguarding Tennis Team

[safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)  
LTA online concern form  
<https://safeguardingconcern.lta.org.uk>  
**NSPCC**  
0808 800 5000

# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

## Policy Details

### 1. Policy statement and Scope

Highbury Tennis club recognizes our moral and statutory responsibility to safeguard and promote the welfare of all children (anyone under 18) and adults at risk. We are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and with LTA safeguarding standards, which can be found here: <https://www.lta.org.uk/about-us/safeguarding/venue-standards>

We are committed to prioritising the well-being of all children and adults at risk, and providing a safe and welcoming environment where they are respected and valued. We are alert to signs of abuse and neglect and follow our procedures to ensure that children and adults at risk receive effective support and protection.

We recognise the health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

We recognise there is a legal framework in which sport needs to work to safeguarding adults at risk and will act in accordance with the relevant safeguarding adult's legislation and local statutory safeguarding procedures.

Actions taken by us will be consistent with the principles of safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult.

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

We expect contractors and partner organisations including for example, suppliers to adopt and demonstrate their commitment to the principles and practice set out in this policy and associated procedures.

Advice, guidance, and support on the use of this policy is available from the Club Welfare Officer and the LTA Safeguarding Tennis Team.

### Policy Principles

- The safety and welfare of children and adults at risk is paramount
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Safeguarding is everybody's responsibility.
- All safeguarding concerns or allegations will be taken seriously and responded to swiftly and appropriately
- We strive to create a culture and environment where everyone is empowered to protect themselves and others and feel able to raise concerns.

# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

- We actively promote working together to ensure all children and adults at risk are safeguarded

## Policy Aims

The purpose of the policy is to:

- Protect children (including children of adults who use our services) and adults at risk from harm
- Provide the necessary information to enable people to meet their safeguarding responsibilities
- Deliver good practice and high safeguarding standards
- Outline our commitment to safeguarding children and adults at risk

## 2. Definitions

**Child:** anyone under the age of eighteen years.

**Adult at risk of abuse or neglect: In England,** a person aged eighteen years or over who:

- (a) Has needs for care and support (whether the local authority is meeting any of those needs) and;
- (b) is experiencing or at risk of, abuse or neglect, and;
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

**England (Care Act 2014)**

**Safeguarding children:** the action taken to promote the welfare of children and protect them from harm. This means protecting children from abuse and maltreatment, preventing harm to their health or development, ensuring they grow up with the provision of safe and effective care, and taking action to enable all children to have the best outcomes. Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

**Safeguarding adults at risk:** 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.

**Child protection:** the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

**Local Authority Designated Officer (LADO):** an individual within a local authority with responsibility for oversight of allegations against people who work with children.

**Prohibited conduct:** engage or attempt or threaten to engage, in conduct that directly or indirectly harms the physical and/or mental welfare and/or safety of one or more child or adult at risk; or pose a risk of harm to the physical and/or mental welfare and/or safety of one or more child or adult at risk.

**Abuse:** Abuse happens when a person harms a child or an adult at risk. An abuser can be:

- family members
- friends
- people working or volunteering in organisational or community settings.
- people they know.
- strangers

# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

**Indicators of abuse:** There are many signs and indicators that may suggest a child or adult at risk is being abused or neglected. The NSPCC and Ann Craft Trust have comprehensive lists of the types of abuse and their indicators. Examples of signs and symptoms include but are not limited to:

- unexplained change in behaviour
- unexplained bruises or injuries
- missing belonging or money
- child is not attending/no longer enjoying their sessions
- changes in weight
- Truancy
- Sexually explicit knowledge or behaviour
- Being Withdrawn
- Genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections, STDs
- Dirty, ill-fitting clothes or a lack of appropriate clothing for the weather
- Self-harm
- A fear of a particular group of people or individual
- Lack of friends
- Lack of growth or development
- Low self-esteem

*(See appendix A for full glossary of terms).*

## **Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure**

Everyone has responsibility to ensure the safety and welfare of children and adults at risk and to take appropriate steps to ensure that safeguarding concerns and allegations are taken seriously and responded to quickly and appropriately, even if the safeguarding concern or allegations may not have occurred recently. It is advisable to discuss safeguarding concerns or allegations with adults at risk, or the child's parents in the first instance except where this may place the adult at risk, a child, or someone else, at increased risk.

It is not the responsibility of anyone in the venue to investigate any safeguarding concern or allegation, nor determine whether abuse has taken place. All concerns must be responded to in accordance with the Reporting a Safeguarding Concern Procedure.

Once a safeguarding concern or allegation is reported to our Welfare Officer, it will be passed onto the LTA safeguarding team who will triage and manage it through the LTA safeguarding regulations, which form part of the LTA Disciplinary Code

## **3. Responsibility for Safeguarding**

The club committee has overall accountability for this Policy and its implementation.

We have appointed a Welfare Officer, Barbara Reissner, who holds operational responsibility for safeguarding in line with the LTA role profile and is supported by the Committee. The Welfare Officer is

# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

the first point of contact to raise a safeguarding concern involving a child or adult at risk. They also play a proactive role in increasing awareness of safeguarding within the venue.

Our Club Welfare Officer is responsible for updating this Policy in line with legislative and club developments.

If the Welfare officer is not available to report a safeguarding concern or allegation to, the alternative contact within our venue is Caroline Griffiths, Chair of the Committee, [caroline@intextmedia.com](mailto:caroline@intextmedia.com)

The LTA safeguarding team as strategic and operational responsibility for safeguarding in tennis in Britain, including the monitoring and evaluations of safeguarding standards and investigating safeguarding concerns. Safeguarding concerns can be raised directly to the LTA Safeguarding team, via <https://safeguardingconcern.lta.org.uk>. The LTA Safeguarding Tennis Team can offer support to help clubs proactively safeguard.

All individuals involved in or present at the club are required to adhere to the Policy and Code of Conduct. All bound by this policy are responsible for raising concerns in accordance with the Reporting a Safeguarding concern procedure (Appendix C and D)

## Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern or disclosure is responsible for following the Concern Reporting Procedure. Unless someone is in immediate danger, they should inform the club Welfare Officer and/or the LTA Safeguarding Tennis Team
- The club Welfare Officer is responsible for reporting safeguarding concerns to the LTA Safeguarding Tennis Team
- The LTA Safeguarding Tennis Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club 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);
  - Islington Children's Services:  
020 7527 7400 - Children's Services Contact Team 9-5pm  
020 7226 0992 - Emergency Duty Team (at all other times)  
020 7527 3366 - Disabled Children's Team  
<https://directory.islington.gov.uk/kb5/islington/directory/service.page?id=72oH6rIO3Js>  
[csctreferrals@islington.gov.uk](mailto:csctreferrals@islington.gov.uk)
  - Islington Adult Social Care  
[Find Your Islington | Islington Adult Social Care First Point of Contact](#) - need to complete online safeguarding concern form
  - The LTA Safeguarding Team for advice and guidance.  
<https://safeguardingconcern.lta.org.uk> – for secure online concern form  
Or email [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

## 4. Breaches of the Safeguarding Policy and Safe and Inclusive Code of Conduct and Tennis Standards

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible dismissal and legal action;

# **Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023**

- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, volunteers, coaches (inside and outside of the club), parent carers, staff, consultants, officials, and members 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 club, the individual should adhere to the club's Complaints Procedure.

## **5. Related policies and guidance**

This policy should be read alongside our other policies and procedure, including:

- Club Diversity and Inclusion Policy
- Club Complaint's Procedure
- Safe and Inclusive Code of Conduct and Tennis Standards
- Concern Reporting Procedure and Form

## **6. Recruitment**

We operate a Safe Recruitment Policy and are committed to ensuring that people who work (including volunteers and self-employed individuals who we engage) with children or adults at risk are appropriately qualified for that role. This means that where necessary, they will be required to undergo criminal records checks through the Disclosure and Barring Service before being allowed to work.

## **7. Training**

All LTA accredited coaches and Welfare Officers complete safeguarding training as part of their role to renew this as part of their accreditation requirements or every three years. The Committee also receive safeguarding training (every three years or when there are changes to the Committee) provided to them via the Welfare Officer to enable them to recognise possible signs and indicators of abuse and what to do if they have a safeguarding concern or allegation. An induction which includes our safeguarding policies and procedures, reporting and recording arrangements, and details for the Welfare Officer, is also provided to all new staff, volunteers, coaches, and any self-employed individual we engage.

***Highbury tennis club does not employ coaches, responsibility for checking completion of safeguarding training is Islington Council***

## **8. Transportation**

It is the responsibility of the adult at risk (or their carer) to ensure transport arrangements are in place.

## **9. Positions of Trust**

A person aged 18 or older who holds a position of authority or responsibility over a child or adult at risk is in a position of trust. Positions of trust are not defined by qualification or job title, but by reference to the activity which the adult is carrying out in relations to the child or adult at risk, namely coaching, teaching,

## **Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023**

training, supervising, or instructing (including as a volunteer) on a regular basis. People in positions of trust must be aware of the power in balance they hold over children and adults at risk and not use this for personal advantage or gratification.

In June 2022, The Sexual Offences Act 2003 was changed to extend abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising, or instructing a child under 18 years old within sport or religious settings. This means that under the Sexual Offences Act 2003, in England and Wales it is a criminal offence for a person of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual. Therefore, any sexual activity (including online activity) between someone in a position of trust and a child under 18 years old will be formally reported as it may be a criminal offence.

### **10. Increased Vulnerability to Abuse**

Vulnerability is a changeable and contextual state but may include children and adults at risk with a physical disability or diagnosed condition such as dementia, learning difficulties, or those who have a mental health condition such as severe anxiety or depression. Children and adults in these groups may have a smaller network of friends and peer group to support and protect, require intimate/physical or invasive medical care required which and allow abuse to be hidden, have communication difficulties, be less able to resist either verbally or physically, be dependent on the abuser for a service or basis need, have medical conditions that are used to explain injuries. Personal circumstance away from tennis such as domestic abuse, poverty, substance abuse, homelessness and social exclusion may also have an impact on vulnerability. In addition, children and adults at risk from LGBTQ+ and /or Black, Asian and Other Minority Ethnic groups can: be subjected to bullying, emotional abuse and physical abuse due to their sexual orientation or gender identify, experience racism and racist attitudes, engage in cultural practices, which are classed as abuse within the UK (e.g. honour-based violence, female genital mutilation), expect to be ignored by people in authority due to experience of institutional racism, be afraid of further abuse or racist abuse if they challenge others, be subjected to myths based on racial stereotyping, be using or learning English as a second language therefore find it more difficult to communicate.

### **11. Low level concerns**

A low-level concern (which can also be known as poor practice) is behaviour that falls short of abuse towards a child and does not meet the allegation threshold or referral to the Local Authority Designated Officer (LADO), but which nevertheless harms or places a child at risk of harm or has negative effect on the safety and well-being of children.

An allegation means that it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibility committed a criminal offence against a child
- Behaved towards a child or children in a way that indicates they may pose a risk or harm to children
- Have behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly related to the child, but could, for example, include an arrest for possession of a weapon
- Have, as a parent or carer, become subject to child protection procedures

A low-level concern is any concern – no matter how small, and even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

- Is not consistent with the code of conduct, and/or
- Relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about the adult’s suitability to work with children

# **Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023**

Low level concerns are not acceptable and should be reported to the Welfare Officer who will refer the matter to the LTA Safeguarding team. It is critical that all low level concerns are referred to the LTA. Having one recipient of all such concerns should allow any potential patterns of problematic or inappropriate behavior to be identified and ensure that no information is potentially lost.

Upon receipt by the LTA, low level concerns will be triaged and managed through the LTA Safeguarding Regulations, which form part of the LTA Disciplinary Code available here:

<https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations>

The LTA may decide that the low level concern is suitable to be dealt with by the venue directly, in which case the LTA will support them with managing the situation. If further information comes to light which raises the level of concern, the matter must be referred to the LTA.

## **12. Making Safeguarding personal**

Legislation recognizes that adults make choices that mean that one part of their wellbeing suffers at the expense of another. Similarly, adults can make decisions to risk their personal safety, for example to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

The concept of well-being is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connections to our communities and our contribution to society.

Making safeguarding personal means engaging an adult at risk in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control as well as improving their quality of life, well-being, and safety. Views, wishes, feelings and beliefs will be taken into account when decisions are made about how to support them to be safe and finding the solutions that are right for them. Treating people with respect, enhancing their dignity, and supporting their ability to make decisions also helps to promote people's sense of self worth and supports recovery from abuse. If an adult has difficulty making their views and wishes known, they can be supported or represented by an advocate. This might be a family member or friend of their choice or a professional advocate.

Being able to live free from abuse and neglect is a key element in well-being. Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

## **13. Mental capacity**

It is important to make sure that an adult at risk has choices in the actions taken to safeguard them, including whether they want other people informed about what has happened, however, in some situations an adults may not have the mental capacity to understand the choice or to tell use their views.

If we are concerned that an adult at risk who has a lot of difficulty making decisions is being abused or neglected, we will need to refer the situation to the Local Authority, and this should result in health and social care professionals making an assessment of mental capacity and/or getting the person the support, they need to make decisions.

We will always seek to obtain consent from an adult at risk before sharing information about them with others, however there are some circumstances where we will need to act without their consent, and these include where:

## **Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023**

- It is not safe to contact them to gain their consent – i.e., it might put them or the person making contact at further risk
- We believe they or someone else is at risk, including children
- We believe the adult at risk is being coerced or is under duress
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- The adult at risk does not have mental capacity to consent to the information being shared about them
- The person causing harm has care and support needs

When information is shared without the consent of the adult at risk this will be explained to them, when it is safe to do so, and any further actions should still fully include them.

### **14. Confidentiality**

All safeguarding concerns and allegations will be dealt with confidentiality by the Welfare Officer on a need to know basis, not only to maintain the privacy of the individuals involved but also to ensure that evidence of any investigation is not compromised. All people involved in a safeguarding concern or allegation should similarly ensure they maintain high levels of confidentiality.

There will be circumstances where an individual raising safeguarding concerns or allegations does not wish to be named if it is not possible to ensure anonymity, as in some circumstances individuals will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process)

### **15. Information sharing and retention.**

We share safeguarding information with the LTA in accordance with this policy and LTA regulations in certain situations, we may be required to also share information with statutory agencies and other relevant organisations where it is considered necessary and proportionate to prevent or manage the risk of harm in tennis or sport to children.

We follow the UK Government's Information Sharing Advice for Safeguarding Practitioners which describes the 7 golden rules of information sharing. **Further details of the above guidance** <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

When sharing safeguarding information, we will keep a dated record of what has been shared, with whom, and for what purpose. This should include, where applicable a record of any steps taken to secure, protect or minimise personal data, and express limitations placed on the onward use of the information, and a record of the basis for sharing.

Where safeguarding information is concerned, we operate in line with best practice which is for long term (e.g., lifetime) retention of relevant documentation.

### **16. Whistleblowing**

Whistle blowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This can include:

## Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

- Your or another organisation doesn't have clear safeguarding procedures to follow
- Concerns aren't dealt with properly or may be covered up
- A concern that was raised hasn't been acted upon
- You are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Whistleblowers should contact the Welfare Officer in the first instance. If the whistle-blower does not wish to speak to someone within the venue or the LTA safeguarding team, the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Safecall is an independent, confidential and if required anonymous reporting service provided by the LTA if there are serious concerns regarding the public interest areas below:

- Criminal offences, including fraud
- Failure to comply with legal obligation
- Legal miscarriage of justice
- Endangering someone's health and safety
- Damage to the environment
- Covering up wrongdoing in any of the above categories

If a Whistleblower feels that is not appropriate to contact the LTA safeguarding team on the grounds of one of the above areas, they can contact Safecall via telephone 0800 915 1571. Calls are not recorded.

Alternatively, a report can be made online: [www.safecall.co.uk/report](https://www.safecall.co.uk/report).

## 17. Code of Conduct

All members, coaches and volunteers and others involved in club activities are required to abide by the Club's Code of Conduct with the aim of providing a welcoming and safe environment for all players and of ensuring safeguarding policies are adhered to.

LTA code of conduct is available here - <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations>

Everyone should

- Prioritise the well-being of all children and adults at all times
- 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 and promote the LTA's Fair Play principles: [Learn About Fair Play Principles In Tennis | LTA](#)
- Respect the rights, dignity and worth of every person within the context of our sport
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Display high standards of behaviour
- 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 club Welfare Officer
- Keep clear boundaries between your professional and personal life, including on social media
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos

## **Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023**

- 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
- Have due regard to the need to prevent anyone from being drawn into terrorism or other expressions of radicalisation
- Always work in a physically open environment, avoiding private or unobserved situations
- Where possible, do not be alone with a child or adult at risk
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)

***The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.***

### **18. LTA safeguarding Standards**

More information on [www.lta.org.uk](http://www.lta.org.uk)

#### **Standard 1: Safeguarding Policies**

We have a set of clear safeguarding policies that have been implemented within the Highbury Tennis Club.

#### **Standard 2: Safeguarding Awareness**

We ensure that there is strong awareness within Highbury Tennis club of safeguarding, the requisite policies and how to report a concern.

#### **Standard 3: Safeguarding Culture**

We have a Welfare Officer who had undergone the necessary training, is engaged in the role, and collaborating with others in the venue to embed a positive safeguarding culture.

#### **Standard 4: Staff, coaches, and volunteers**

We ensure that relevant roles within Highbury Tennis club have completed satisfactory criminal records check.

- ***Islington Council are responsible for checking the accreditation of coaches working at Highbury Fields. Highbury Tennis club does not employ the coaches.***

#### **Standard 5: Procedure**

We ensure that safeguarding is embedded into Highbury Tennis club's operations and safeguarding risks are considered when running activities and events.

## Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

This Policy, Code of Conduct and Standards is reviewed every two years or earlier if there is a change in national legislation.

This Policy Code of Conduct and Standards is approved by:

Club Committee Chair: Caroline Griffiths

Date: 26<sup>th</sup> September 2023

Club Welfare Officer: Barbara Reissner

Date: 26<sup>th</sup> September 2023

**Note:** This September 2023 version has been updated in line with LTA changes to the policy and procedures, to include new sections on low level concerns definition and procedures, whistleblowing, mental capacity (adults at risk), confidentiality, information sharing and retention of safeguarding related information, making safeguarding personal (adults at risk), responding to a disclosure of abuse, reporting a concern flow charts in a tennis and non-tennis environment, positions of trust (regarding law change in 2022), increased vulnerability to abuse, appendix additions on legislation, guidance and regulations, and additional information on support and expanded appendix on definitions. Islington Local authority contacts have also been updated, as now they require online concern forms to be completed rather than email communication.

## Appendix A: Definitions

### Types of abuse

There are four main types of abuse that apply to children, these being:

- **Sexual**
- **Physical**
- **Emotional**
- **Neglect**

### Abuse and neglect

#### Physical abuse:

**Children-** physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning, and suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII)

**Adults at risk** – Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

#### Sexual abuse:

**Children** – Any at which involves forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Abusers may threaten to send sexually explicit images, video, or copies of sexual conversations to the child's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

**Adults at risk** – includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

**Grooming:** The process of developing a relationship with and the trust of a child, their family, and any other adults around the child, to commit sexual abuse or exploitation against them. Grooming can happen both online and in person.

**Child sexual exploitation:** A form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or the financial advantage or increased status of the

## Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can take place through the use of technology.

**Emotional abuse:** Any act or other treatment which is persistent and may cause emotional damage and undermine a child's sense of wellbeing. This includes persistent criticism, denigration or putting unrealistic expectations to children, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

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:**

Children – Ongoing failure to meet the basic needs of children. Neglect may involve failing to provide adequate food or shelter including exclusion from home abandonment, failing to protect them from physical and emotional harm or danger or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

Adults at risk – includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

### **Additional examples of abuse and neglect**

**Financial abuse (adults at risk):** includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance, or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

**Discriminatory abuse (adults at risk):** Abuse or bullying because of discrimination occurs when motivated by prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender reassignment, sexual orientation, or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults, and 'banter'.

**Domestic Abuse (adults at risk):** Domestic abuse is any type of controlling, coercive, threatening behaviour, violence, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional, or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse, for they may be harmed by seeing or hearing abuse happening. Children in homes where this is domestic abuse are also at risk of abuse or neglect.

**Emotional/Psychological abuse (adults at risk):** 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.

## Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

**Organisational abuse (adults at risk):** Includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Self-neglect (adults at risk):** 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 (adults at risk):** 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.

**Harmful sexual behaviour (HSB)** – HSB is developmentally inappropriate sexual behaviour which is displayed by children, and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualise behaviour.

HSB can include:

- Using sexually explicit words and phrases
- Inappropriate touching
- Using sexual violence and threats
- Sexual activity with other children or adults

Sexual behaviour between children is considered harmful if one of the children is much older, particularly if there is more than two years difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example if the older child is disabled.

**Bullying:** repeated behaviour intended to intimidate or upset a child and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in the public or in front of their peers, threatening to cause harm, physically hurting someone, or damaging their possessions.

**Cyberbullying** – the use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another child

**Child trafficking** – involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude, forced labour, criminal exploitation and more.

**County lines** – the organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using children. Gangs recruit children through deception, intimidation, violence, debt bondage and/or grooming. County line gangs pose a significant threat to children upon whom they rely on to conduct and or facilitate such criminality.

## Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

**Female Genital Mutilation (FGM)** – is the partial or total removal of external female genitalia for non-medical reasons. The age FGM is carried out varies.

**Hazing** – rituals, initiation activities, actions or situations that occur with or without consent, which recklessly, intentionally, or unintentionally endanger the physical or emotional wellbeing of vulnerable groups.

**Honour based violence** – encompasses crimes which have been committed to protect or defend the honour of the family and/or community, including FGM, forced marriage. All forms of HBV are abuse.

**Infatuations** – children may develop an infatuation with a person who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. People who work with children should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against them. These people should therefore ensure that their own behaviour is above reproach.

**Child on Child abuse** – children can be taken advantage of and harmed by other children. Child on child abuse is a form of physical, sexual, emotional, and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and non-intimate)

**Radicalisation** – the process in which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children for the purpose of involvement in extremist activity is a serious safeguarding issue.

**Please note also that: -**

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- 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

## Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

### Appendix B: What to do if a child or adult at risk discloses that he or she has been abused or is at risk of abuse:

1. **Listen** carefully and calmly to what is said
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Keep questioning to a minimum**, only ask questions if you need to identify/clarity what the person is telling you
4. Ask them what they would like to happen next
5. Explain what you would like to happen next
6. Ask for their consent for the information to be shared (adults only)
7. **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 interests. If you intend to speak to the police or social care you should let them know this too.
8. **Do not seek to investigate it yourself** or let doubt/personal bias to prevent you from reporting the concern/disclosure.
9. Make an arrangement as to how you can contact them safely (adults only)
10. Help them to contact other organisations for advice and support (e.g., Police, Victim Support)
11. Ensure that their immediate needs are met, and that priority is their safety and protecting from further risk of harm
12. **Report the concern** If someone is in immediate danger call the police (999), otherwise talk to the Club Welfare Officer. If they are unavailable call the LTA Safeguarding Tennis Team or NSPCC as soon as possible.
13. **Record:** details of the disclosure and allegation using the LTA's online recording concern form as soon as possible (but not during the disclosure). Make certain you distinguish between what the person has said, and the inferences made by you. <https://safeguardingconcern.lta.org.uk>
14. [https://www.highburytennisclub.com/uploads/1/2/9/2/12920550/reporting\\_a\\_concern\\_form.docx](https://www.highburytennisclub.com/uploads/1/2/9/2/12920550/reporting_a_concern_form.docx)  
Found on this page of our website:  
<https://www.highburytennisclub.com/safeguarding.html#> *If you do not have access to the online form, write down the details using what you have available then sign and date it.*

# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

## Appendix C: Reporting a Safeguarding Concern within the Tennis Environment

How to respond to concerns that arise within a tennis environment.

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

### Useful details

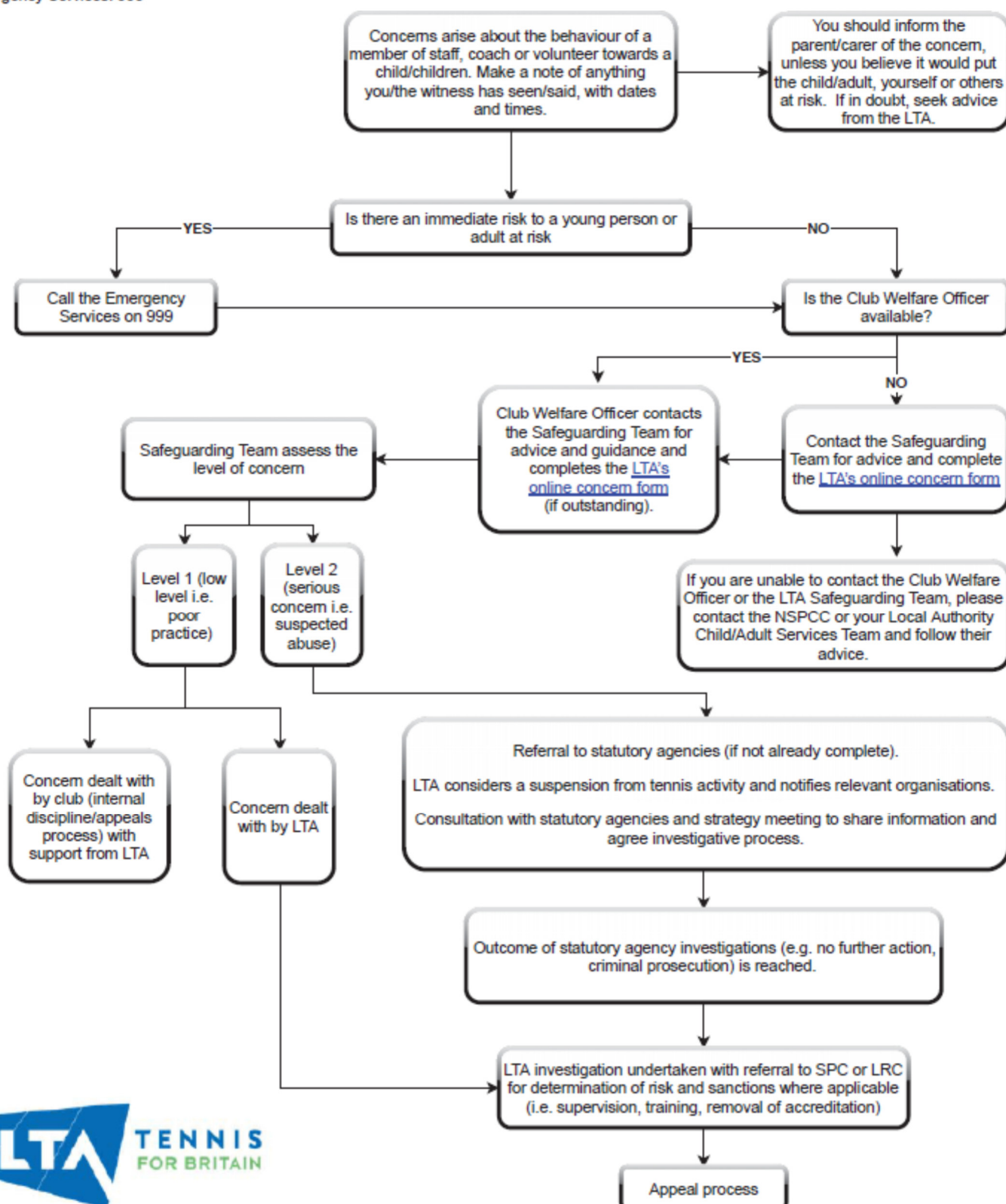
Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

Report a concern:

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

NSPCC: 0808 800 5000

Emergency Services: 999



# Highbury Tennis Club Safeguarding Policy, 26<sup>th</sup> September 2023

## Appendix D: Reporting a Safeguarding Concern that happens outside of a 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

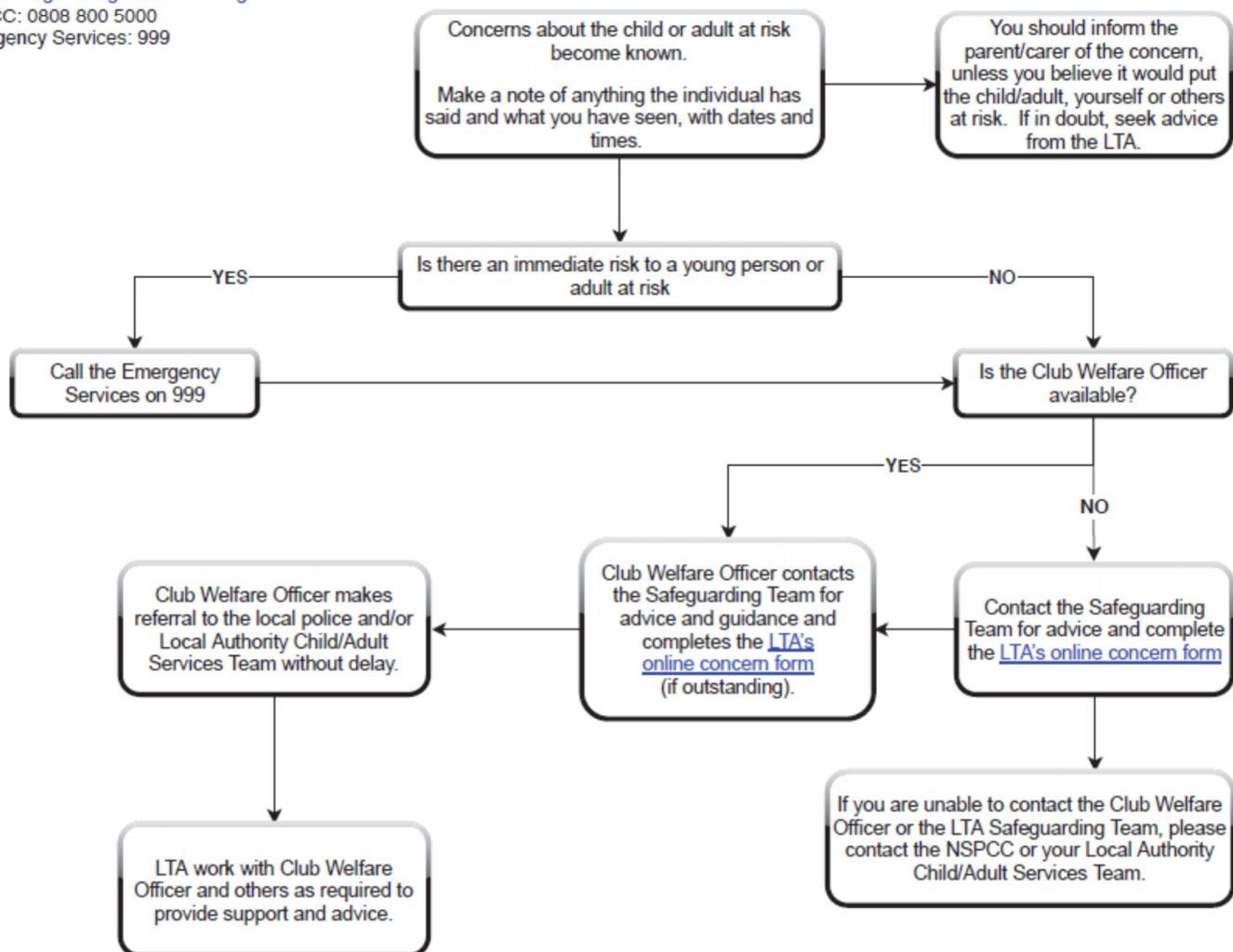
Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

Report a concern:

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

NSPCC: 0808 800 5000

Emergency Services: 999



**Appendix E: Legislation, guidance, and regulations**

Care Act 2014

Children Act 1989

Children Act 2004

Data Protection Act 1998

Equality Act 2010

Human Rights Act 1998

Sexual offences Act 2003

Mental Capacity Act 2005

Police Act 1997

Keeping Children Safe in Education 2023

Working Together to Safeguard Children 2019 (revised 2020)

Information sharing advice for safeguarding practitioners 2018

**Appendix F – Additional information and support**

**Childline**

0800 1111

**Mind**

0300 123 3393

**National Domestic Violence helpline**

0808 2000 247

**Samaritans**

116 123

**Talk to Frank**

Advice on substance abuse

0300 123 6600