

DEAN TENNIS & SQUASH CLUB

SAFEGUARDING POLICY

Including Reporting Procedure

The Policy takes account of and acknowledges guidance provided in the British Tennis Safeguarding Policy Template (version: September 2017) and of the Child Wellbeing & Protection in Squash Guidance for Clubs published by Scottish Squash (version: October 2017).

Policy drafted by: Jerry Williams (President)
Amanda Jones (Welfare Officer)
Russell Whyte (Committee Member)

Approved by: Dean Tennis & Squash Club Management Committee
Date: 17th September 2018
Next review date: November 2024

Policy reviewed November 2022 with minor amendments made by:

Jerry Williams (President), Amanda Jones (Welfare Officer) & Euan Mackenzie (Club Member)

1. Policy statement

The Dean Tennis & Squash Club ('the Club') is committed to prioritising the well-being of children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy aims to minimise risk, deliver a positive tennis and squash 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.

Adult at risk of abuse or neglect: 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.

3. Scope

The policy applies to:

- all activities on the Club's premises that involve children or adults at risk or at which they may be present
- activities outwith the Club involving children or adults at risk who are members of the Club and being supervised by staff or volunteers appointed by the Club. This includes transport to and from any events.
- all staff, volunteers, committee members, coaches and Club members and to contractors and their employees whilst working on the Club's premises.

At present, the Club has no coaching programmes specifically targeted for adults at risk. The Club welcomes all persons to membership including adults at risk. The Club recognises its duty of care in respect of adults at risk and will review this policy should particular coaching programmes be introduced for adults at risk. In the safeguarding policy presented here, procedures for safeguarding children will be presumed to apply equally to adults at risk where applicable.

The policy is in line with national legislation and is based on a template provided and approved by the LTA. It takes note of guidance for clubs on Child Wellbeing & Protection in Squash provided by Scottish Squash.

Advice, guidance and support will be sought from the LTA Safeguarding Team, the Child Protection Officer at Scottish Squash and the Children 1st Safeguarding in Sport Service as appropriate should particular safeguarding concerns arise.

4. Responsibility

The Club's Management Committee has overall accountability for this Policy and its implementation

The Club appoints a Welfare Officer whose role is described in a separate document that is based on guidance provided by the LTA. The role is equivalent to that of the Child Wellbeing & Protection Officer as set out in guidance provided by Scottish Squash.

The Welfare Officer, together with nominated member(s) of the Committee, are responsible for updating this Policy in line with legislative and Club developments

All individuals involved in/present at the Club are required to adhere to the Policy and associated Codes of Conduct

The Club takes notice of and acts upon guidance provided by the LTA Safeguarding Team, and safeguarding leads appointed by Tennis Scotland and Scottish Squash. It seeks support from the appropriate organisation(s) to support safeguarding within the Club. The Club provides Codes of Conduct for: staff and volunteers who work with children; children who participate in sport at the Club; and parents of children participating in sport at the Club. These are provided as Appendix A of this policy.

5. Staff and Volunteers

The Club does not directly employ any staff. Work on the Club's premises (e.g. cleaning, gardening) is carried out under contract by the contractor's employees. Such contractors have no direct role in the Club's sporting programmes.

Coaches working at the Club are self-employed contractors but may be referred to as staff in this policy.

Volunteers, as identified in this policy, are individuals who may or may not be members of the Club who, in the context of the policy, assist in the running of junior tennis or squash programmes.

The Club requires that all coaches and volunteers who work with children or adults at risk in connection with the Club's sporting activities be members of the PVG scheme.

Parents of children who may be present during coaching sessions or who take their child to matches or other events elsewhere are not classified as volunteers. Neither are they classified as volunteers if they take the child from another family to the event provided that this is arranged and agreed by the parents themselves.

6. If there is a safeguarding concern/disclosure

- The individual who is told about, hears of, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure as set out in Appendix B of this policy.
- If a child is at immediate risk the individual should call the police service and if necessary an ambulance.
- If there is no immediate risk, they should inform the Welfare Officer or in his/ her absence, the LTA Safeguarding Team or the Tennis Scotland Safeguarding Lead.
- The Club Welfare Officer and the Scottish Tennis Safeguarding Lead are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concerns/disclosures that are reported to them and, working with the Club Welfare Officer and the Scottish Tennis Safeguarding Lead, will follow up as appropriate on a case-by-case basis. The well-being of the child will be prioritised at all times.
- Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency
 - Local Authority Children's Services
 - Local Authority Adult Services
 - Disclosure Scotland

Should the incident be associated with squash activities, the Welfare Officer will report the concerns to the Scottish Squash Child Protection Officer for advice and guidance.

Contact details are provided in Appendix C

7. Breaches of the Safeguarding Policy, Codes of Conduct and Reporting Procedure

The outcome of any investigation carried out by the Welfare Officer together with the LTA Safeguarding Team or (if appropriate) Scottish Squash, will classify the breach in the Safeguarding Policy at one of 4 levels:

- Level 0: No case to answer
- Level 1: Poor practice or inappropriate behaviour
- Level 2: Serious poor practice or misconduct
- Level 3: Possible criminal behaviour

For Level 1 breaches, the Club will carry out internal disciplinary action that may involve further training of the individual(s) involved unless otherwise advised by the LTA Safeguarding and Protection Committee (SPC).

For level 2 or 3 concerns, the LTA SPC or Scottish Squash will be informed and will advise on further action. Level 3 concerns will always be referred to the Police.

The Club recognises that should the Club dismiss or be advised to dismiss an employee or volunteer because of breaches in the Safeguarding Policy, this information will be passed on to Disclosure Scotland. This will apply even if the individual resigns from their post or leaves for any other reason.

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

- Disciplinary action leading to possible exclusion from the Club, dismissal and legal action
- 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, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of the Club that are seen to contradict this Policy may be considered a violation of this Policy.

At present the Club has no detailed or formal policy regarding the conduct of appeals. Any appeal should be addressed to the Club President within 14 days of the Welfare Officer's report. The criteria for the appeal could include new evidence or a lack of due diligence. The President will appoint an assessor who, for a level 1 breach would be a current or former Committee member. For a level 2 breach would seek a second assessor from outside the Club. The assessor would be provided with access to the Welfare Officer's report. The appellant would be entitled to appoint a companion for additional support.

Appendix A: Codes of Conduct

For staff and volunteers who work with children and adults at risk:

Volunteers and staff referred to below are as defined in Section 5 of this policy.

- Prioritise the well-being of children at all times
- Treat children 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
- Do not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Do not use any sanction that humiliates or harms 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 club 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 unless there are exceptional circumstances
- Refrain from transporting children, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Do not have a relationship with anyone under 18 for whom you are coaching or responsible for
- Do not have a relationship with anyone over 18 whilst continuing to coach or be responsible for them
- If any allegation of abuse or poor practice is reported to you by a child, parent or any other person, report this to the Welfare Officer
- If you observe or have concerns about the behaviour of other staff, volunteers or any other person at the Club that you consider may be abuse or poor practice, report this to the Club's Welfare Officer.
- If you have concerns about the potential abuse of a child outside the tennis or squash environment, report this to the Club's Welfare Officer.

For children:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect Club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and Club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Do not use bad, inappropriate or racist language, including on social media
- Do not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or use non-prescription drugs of any kind on club premises or whilst representing the club at competitions or events
- Be prepared and on time for training and competition
- Tell your parents or carers where you are if you are going to be late.

If you are worried about something, don't keep it to yourself. Speak to an adult whom you know and trust. It could be a parent, a close family member or a teacher. You can also talk to the Club's Welfare Officer.

For parents and other adults who have responsibility for children at the Club:

- 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
- Provide your child with suitable tennis or squash shoes
- Ensure that your child understands their code of conduct
- Adhere to the Club's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including any relevant medical requirements.

If whilst your child is at the Club, you have any concern about the behaviour of coaches, volunteers or other adults present, or if your child has any such concerns, you should report this to the Club's Welfare Officer.

Appendix B: Procedure for reporting and investigating a safeguarding concern

The safety of the child or adult at risk is paramount. Should any person at the Club consider that there is an immediate risk to a child or to any other person, (s)he should contact the police and, if a child is injured, call an ambulance. Having done so, they should inform the Club's Welfare Officer, the President or any other member of the Management Committee.

If there is no immediate risk, responsibility for investigating safeguarding concerns rests with the Club's Welfare Officer. Investigations will not be carried out by any person who is not a PVG Scheme member.

Reporting a concern

Safeguarding concerns may be reported by:

- a child who has potentially been abused or who has concerns,
- a parent or carer
- an employee of the club or volunteer
- any other member of the club.

The Codes of Conduct in Appendix A require individuals who become aware of inappropriate or abusive behaviour to inform the Welfare Officer. If a child reports a concern to a parent or other adult, the parent (or other adult) should then inform the Welfare Officer.

If the Welfare Officer is not available or contactable, report the concern directly to the LTA Safeguarding Team. If neither the Welfare Officer or the LTA Safeguarding Team are available, you should contact Social Services at the City of Edinburgh Council and follow their advice.

The complainant may, if they choose, go directly to the LTA Safeguarding Team or to the Child Protection Officer at Scottish Squash.

To assist the Welfare Officer to investigate the concern, you should make a note of what you have seen or heard and the times and dates when this happened.

Should you want independent advice on any issue relating to the safeguarding of children, you can contact Children 1st, Scotland's National Children's Charity.

Full contact details are provided in Appendix B of the Club's Safeguarding Policy.

Investigating a concern

The following general rules apply to the Welfare Officer's investigation into a concern where there is no immediate risk to a child.

- Do not permit personal doubt to prevent you from investigating any concern about the safety of a child
- Speak to the individual who reports the concern and make a formal record using the LTA Safe and Inclusive Tennis – Reporting a Concern Form
- In talking to a child, you must:
 - Listen carefully and calmly to her/ him
 - Reassure the child that they have done the right thing and that what they tell you is very important
 - Avoid questioning if possible and do not ask leading questions; these may be restricted to, for example, Who? What? Where? When?
 - Do not promise secrecy. Let the child know that the report will be passed on to the LTA Safeguarding Team because it is in their best interests

- Should a parent report the concern, you may wish to speak directly with the child. However, you may only do so with the parent's permission
- If it is not the parent who reports a concern, it will be necessary to consider whether to inform a parent and if so when and by whom. Advice may be taken from the LTA Safeguarding Team or Scottish Squash Child Protection Officer as appropriate
- In finalising the report, distinguish between what was said by the complainant and the inferences drawn from that information
- Send a copy of your report to the LTA Safeguarding Team within 48 hours
- **If you have any reason to believe that abuse of a criminal nature might have taken place**, report it to the police without delay.

Outcome of investigation

- The Safeguarding Team, in conjunction with the LTA's Safeguarding Protection Committee (SPC) will determine the level of concern
- The Welfare Officer should inform the Committee of the outcome of any investigation for which disciplinary or other action has been recommended
- For a level 1 concern (for example poor practice) the Club will apply an internal disciplinary process. For a level 3 of concern (suspected abuse), the incident will be reported to the police.

Appendix C: Contact Details

Club Welfare Officer (Amanda Jones)

Email: Amanda.rich.jones@gmail.com
Tel: 0131 332 4882
Mobile: 07593 816 129

Police

Tel no: 999 (for emergencies)
101 (non-emergencies)

LTA Safeguarding Team

Email: safeguarding@lta.org.uk
Tel: 0208 487 7000

Tennis Scotland Safeguarding Lead

Website: <https://www3.lta.org.uk/in-your-area/Scotland/safeguarding-and-inclusion/>
Email: matthew.hulbert@tennisscotland.org
Tel: 01786 641716 ext. 2012

Scottish Squash

Website: <https://www.scottishsquash.org/about-us/player-welfare/>
Email: info@scottishsquash.org
Child.Protection@scottishsquash.org
Tel: 0131 374 2020

Children 1st; Safeguarding in Sport

Website: www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport
Email: cwps@children1st.org.uk
Tel: 0141 419 1156

City of Edinburgh Council Social Services

Website: www.edinburgh.gov.uk/info/20046/protect_someone_from_harm/365/child_protection
Email: socialcaresdirect@edinburgh.gov.uk
Tel: 0131 200 2324