



# **SALE TENNIS CLUB**

**Clarendon Crescent**

**Sale**

**Cheshire**

**M33 2DE**

# **SAFEGUARDING POLICY**



## Introduction

Sale Tennis Club is part of Sale Sports Club and its safeguarding and other policies sit within the overall policies of Sale Sports Club.

Sale Tennis Club is an open tennis club, which provides adult team and social tennis, family and junior social tennis, junior tennis competitions and coaching for adults and juniors.

Sale Sports Club is currently governed by two elected bodies – the Council and the Executive. One of the officers of the Executive is the Club Safeguarding Officer who has the responsibility to ensure that all sporting sections are up-to-date with their policies and procedures. Any safeguarding incidents must be reported to the Club Safeguarding Officer who reports to the Executive. The Executive is in turn responsible to the Club Council to account for its management of safeguarding.

The Sports Club and the Tennis Club recognise the importance of providing a safe and welcoming environment for all who play tennis at the club and accept a special responsibility for the safeguarding of juniors and vulnerable adults. However, we also accept that our duty of care applies to all children and adults whatever their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity status, race, religion or faith, sex, sexual orientation, socio-economic or other background.

The policies and procedures outlines apply to all members, coaches, visitors, volunteers, and employees.

This policy document has been drawn up to conform to the good practice outlined in the LTA Advice and Guidance document – What's the Score.

<https://www.lta.org.uk/globalassets/about-lta/safeguarding/whats-the-score---safe-and-inclusive-tennis.pdf>

## Policy

The elected committee of the Tennis Club is responsible for formulating and implementing the safeguarding policy within the tennis section. They acquit that responsibility by:

- appointing a Welfare Officer
- reporting to the Club Safeguarding Officer
- ensuring appropriate training for welfare officer and committee members and volunteers where appropriate
- discussing safeguarding at minuted tennis committee meetings
- keeping abreast of advice from the LTA
- informing members and others of this policy;
- ensuring that any coaches and volunteers working with juniors have the required DBS clearance as well as appropriate qualifications
- following LTA advice in contracting with coaches via an SLA
- ensuring the name and contact details of the Club Welfare Officer is available:
  - as the first point of contact for parents, children and volunteers/staff within the club
  - as a local source of procedural advice for the club, its committee and members
  - as the main point of contact within the club for the LTA Safeguarding Team
  - as the main point of contact within the club for relevant external agencies in connection with child safeguarding
- ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns. Such procedures should recognise the responsibility of the statutory agencies and be in accordance with pre-defined child safeguarding procedures as set down by the LTA, Statutory Agencies and Local Safeguarding Children Board (LSCB) guidelines and policies
- providing everyone connected with the Club (including parents, children and volunteers) with the opportunity to voice any concerns they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer
- ensuring all individuals working within tennis at, or for, the Club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and code of conduct guidelines defined by the LTA and the club
- ensuring the name and contact details of the Club Welfare Officer is available
- reviewing and updating this policy annually

## Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/adult at risk, or has a disclosure of abuse or neglect made to them must report this to the Tennis Section Welfare Officer

**Mrs. Catherine Graves - 07914 945663**

### 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 Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform the Tennis Club Welfare Officer or any club official who will pass the matter to the Welfare Officer
- The Tennis Club Welfare Officer and the Sale sports Club Safeguarding Officer are responsible for reporting safeguarding concerns to the LTA Safe and Inclusive Tennis Team
- The LTA Safe and Inclusive Tennis Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club 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);
  - Trafford MBC Multi-Agency Assessment and Referral Team via the main switchboard on 0161 912 2000 or online at [https://www.trafford.gov.uk/residents/contacts/secure/multi-agency-referral-and-assessment-team-\(marat\).aspx](https://www.trafford.gov.uk/residents/contacts/secure/multi-agency-referral-and-assessment-team-(marat).aspx) or by email on [access.trafford@trafford.gov.uk](mailto:access.trafford@trafford.gov.uk) - quoting MARAT.
  - Local Authority Adult Services - contacts as above.
  - The LTA Safeguarding and Protection Committee for advice and guidance.

If you have concerns, or wish to report anything, you can call the LTA on: 020 8487 7000 (Monday-Friday, 9am-5pm) or email the safeguarding team at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk).

If you'd like to speak to someone outside of office hours, you can call the NSPCC on 0808 800 5000.

If someone is in immediate danger, call the police (999).



## Breaches of the Safeguarding Policy, Standards, 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 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 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.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure available in the club rules.

### **Other Relevant Policies**

- Diversity and Inclusion Policy
- The Recording and Publishing of Images Policy
- Safe and Inclusive Code of Conduct – working with children, young people and adults at Risk
- Sun Safety Guidance
- Consent and Emergency Contact Form
- Accident Reporting Form