

EAST WAVERTREE AND CHILDWALL COMMUNITY ASSOCIATION (EWCCA)

Charity No. 505664
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EAST WAVERTREE AND CHILDWALL LAWN TENNIS CLUB (EWLTC) (under the auspices of EWCCA)

SAFEGUARDING POLICY

East Wavertree and Childwall Community Association aims to create an enjoyable environment for all children and adults who wish to take part in tennis, bowls or other sporting and social activities on our site.

We believe that children and adults have the right to be safe, secure and free from threat.

We believe that all people have the right to be treated with respect, and to have their concerns listened to and acted upon. In return people present on our site will be encouraged to respond respectfully.

We will ensure that The Association provides for the needs of section members through specific programmes, designated facilities, and safe practice.

We have procedures in place to address poor practice, and to help any person who appears to be at risk, or who appears to be the victim of abuse. We will offer help and support when a child or adult tells us that they are affected by these issues.

We will take steps to ensure that any volunteers or professionals working with children or adults are suitable to do so, using references and background checks.



We will ensure that all relevant people have been vetted and approved through the Disclosure and Barring Service (DBS).

We will ensure that all of those working with children and adults are made aware of the relevant codes of conduct relating to various sporting activities and are required to follow them.

There is an adult who is specifically designated as the Welfare Officer for the Association. She has been trained in Safeguarding procedures through the Lawn Tennis Association (LTA) and has been the subject of a LTA DBS check.

This person's name is: **Tracy Smith**

She can be contacted through EW tennis section or on Mob: 07770478024.

The Deputy Welfare Officer is: **Joe Kelly** (Mob: 07977971894)

SAFEGUARDING: IMPLEMENTING THE POLICY

Safeguarding : a shared duty

Sport plays a vital role in the growth and development of children and adults. The Association, through its sections and rental groups, provides opportunities for persons of all ages to take part in exciting, challenging and healthy activities. Within The Association we carry a shared duty to ensure that children and adults benefit from a safe, enjoyable environment, and are protected from abuse. This means having systems in place to promote and maintain the highest standards possible, and to respond quickly to any problems or concerns.

Working Together to Safeguard Children (HM Government, 2006) is a detailed government guidance document, applicable to all organisations that work with children. It stresses that organisations have a responsibility to work together, within a common framework, to ensure that those who come into contact with children are skilled and safe, and to ensure that concerns are properly acted upon.

Resources

The LTA's Child Protection Department and the Charities Commission provide a wide range of resources and support to The Association in helping us to meet our responsibilities.

Code of conduct for people working with children (3.1.2) – this code provides clear guidance on the types of attitude and forms of conduct that help to make tennis clubs safe, positive and friendly places for children.

Child protection policy (3.1.3) – Our club has adopted a clear statement of its commitment to the safety and welfare of junior members. The completed document is on display at our club in the bar area, where children and adults can see it.

Guide to safer recruitment (3.1.4) – finding the right people to work with junior members is one of our club's major responsibilities. We have noted the LTA hints and tips on developing a recruitment policy that will help to stop problems before they arise. We will apply a clear policy whenever we are taking on volunteers, employees or contractors.

Self-declaration form for coaches and volunteers (3.1.5) – this form is very important when recruiting volunteers, staff and contractors and we retain a copy on file.

Policy on the use of images of children and young people (3.1.6) – this guidance document covers the safe and appropriate use of films and photographs of children under 18. It includes a sample consent form, which should be completed (wherever possible) before any filming or photography takes place.

Guidelines for travelling and staying away (3.1.8) – taking players on trips is a complex issue that requires careful planning. This guidance document outlines all the major considerations, including transport, supervision, medical emergencies nutrition and codes of conduct. It also covers what to do if child safety concerns arise and includes a comprehensive checklist for away fixtures and overnight stays.

Junior tennis club membership form (3.1.9) – we have revised our forms to make sure we gather the basic information that we need in order to look after our junior members properly.

Trip and activity consent form (3.1.10) – to be completed by parent(s)/guardian(s) whenever children and young adults are taken on trips or to special events.

Incident report form (3.1.11) – Our Welfare Officer, Deputy Welfare Officer and senior officials have easy access to this form. They will use it to report any concerns or incidents in which a child or adult’s safety or welfare was placed at risk. Our club can get expert advice immediately (by telephone) from the Charity Commission, our county LTA or national LTA Child Protection unit, if we feel it is necessary.

All the above documentation is available on request from the Association’s Welfare Officer, Tracy Smith.

Safeguarding and protecting: what’s the difference?

‘Safeguarding’ is the word that applies to all the work a club does to provide a safe, positive and friendly environment for children and adults. The code of conduct provided in this pack encourages attitudes and approaches that help to safeguard children and adults. By adopting an open, accountable and responsible approach, we can help to prevent problems before they occur. Measures such as safe recruitment, clear standards of conduct, and careful planning for photography, events and travel, also contribute to a safe, high quality environment for junior tennis members. In summary, safeguarding is the ‘behind the scenes’ work that well-organised Associations do to prevent problems from arising.

‘Protecting’ refers to the procedures that come into force when there is a particular concern or incident. Good safeguarding helps to reduce the need for protection, but it is vital to have rigorous and clear procedures in place in case a problem arises. If a child suggests that they are being abused, or if an adult reports abuse or bad practice that could put a child’s welfare at risk, these procedures must be understood and followed by everyone involved. By appointing a Welfare Officer who can liaise with county LTA or national LTA Child Protection, we establish an important safety net.

Of course, safeguarding and protecting often overlap. By using the resources provided by the Charity Commission and LTA, and by accessing the training provided, we will be adding to our knowledge and understanding in both areas. The better we are at developing a safe and positive environment, the easier we will find it to identify when things are going wrong and to deal with them appropriately.

Recognising signs of abuse

Most of our work within the Association should focus on the sporting and social activities which we provide. The safeguarding measures suggested here are mainly intended to help us deliver such activities in a safe environment. This will help young people and adults to feel supported and ensure that most problems are tackled before they become serious.

Even so, it is extremely important that we are aware of the different forms of abuse, and of the possible signs that abuse is occurring. Although this should not be the main focus of our safeguarding and protection measures, we could prevent a person from coming to harm if we have some basic knowledge in this area.

What is abuse and neglect? – abuse and neglect are forms of maltreatment usually relating to a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse – physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse – emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently 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.

Sexual abuse – sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect – neglect is the persistent failure to meet a person’s basic physical and/or psychological needs, likely to result in the serious impairment of the person’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Bullying – bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Responding to a concern

It can be very difficult to identify that abuse or neglect is occurring, or that someone's poor conduct is having a serious impact on a person. It's not always a question of identifying the visible signs of abuse; often, a child or adult speaking out raises concerns. Children may not be able to give a clear explanation of what has happened but will indicate that something is wrong.

It is not our responsibility to investigate or intervene, but it is our responsibility to listen and to make sure that the person receives all the necessary help and support.

Here are five simple steps that we should take if someone reports a concern to you:

- 1. Stay calm and assure the person.**
- 2. It takes a lot of courage for a child to disclose a problem, and he/she usually wants you to help. Therefore, you should not make promises of confidentiality, but be clear that you may have to contact other people who will be able to help.**
- 3. Listen carefully to what the person says and do not suggest ideas. Keep questioning to a minimum, use open questions, and record the conversation as soon as you can. Record precise words and phrases (as closely as possible) and be clear to make a distinction between fact and opinion.**
- 4. Report the concern to the Association's Welfare Officer or go directly to the county/national parent body. For example, in the case of the Tennis Section do not hesitate to call national LTA Child Protection if you need urgent advice. If you fear that a child is at immediate risk, and you cannot get advice from a Child Protection Officer, you should contact your local police or social services.**
- 5. A club or county officer might contact LTA Child Protection, if they feel the problem is serious, and it is possible that the police and/or social services may then become involved. It is not your responsibility to make these decisions; the correct course of action is for you to report the concern, as quickly and accurately as you can.**
- 6. Do not discuss the concerns with others until you have reported them, as above.**

Dated 07/03/19 Author TS

