

Claremont Tennis and Social Club

Safeguarding Policy

Draft

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Contents

1	Statement of Intent	3
2	Roles and Responsibilities.....	3
3	Code of Conduct.....	4
4	Recruitment and Training.....	4
5	Procedures for Reporting Concerns and dealing with allegations	4
6	Promoting Good Practice	4
7	Photography and Social Media	5
8	Health and Safety.....	5
9	Policy Review	5
10	Summary of Responsibilities	5
11	Appendix I Incident report form.....	6
12	Appendix II Additional Resources and contact information.....	7
13	Appendix III Key Legislation and regulations	8
13.1	Children Act 1989 and 2004.....	8
13.2	Working Together to Safeguard Children (2018)	8
13.3	Safeguarding Vulnerable Groups Act 2006	8
13.4	The Protection of Freedoms Act 2012	8
13.5	Children and Social Work Act 2017	8
13.6	Keeping Children Safe in Education (2023)	9
13.7	Equality Act 2010	9
13.8	Care Act 2014.....	9
13.9	DBS Checks and the Rehabilitation of Offenders Act 1974	9
13.10	LTA Safeguarding Standards	9
13.11	Local Safeguarding Partnerships	10
13.12	Ofsted's Role in Safeguarding	10

Claremont Tennis and Social Club

1 Statement of Intent

At Claremont Tennis Club, we are fully committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults who engage in our activities. We recognise our responsibility to ensure that everyone involved in our club, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, has the right to protection from harm and abuse.

Our club will:

- **Prioritise the welfare of children and vulnerable adults** in everything we do.
- **Create a safe and inclusive environment** where individuals feel valued, respected, and listened to;
- **Ensure that all staff, coaches, volunteers, and members are aware of their safeguarding responsibilities** and are equipped to identify and respond to concerns about safety and welfare;
- **Take all concerns seriously** and ensure appropriate action is taken in response to any allegations or suspicions of abuse;
- **Appoint a dedicated club member** to oversee safeguarding practices and be the point of contact for any concerns;
- **Adhere to relevant safeguarding legislation and guidance**, including the Children Act 1989 & 2004, Working Together to Safeguard Children 2018, and the Safeguarding Vulnerable Groups Act 2006;
- **Work closely with relevant authorities** and external agencies to ensure the safety and well-being of all members;
- **Provide appropriate safeguarding training** for all staff and volunteers to promote best practices and raise awareness of safeguarding issues;
- **Review and update our safeguarding policies and procedures regularly**, ensuring they remain aligned with the latest legislative requirements and best practices.

At Claremont Tennis and Social Club, the safety and welfare of all individuals are paramount, we are committed to creating a positive and supportive environment for everyone who participates in our activities.

2 Roles and Responsibilities

- **An appointed club member will act as its Welfare Officer (CWO):** This person is responsible for overseeing safeguarding, providing guidance, and being a point of contact for any concerns (See Appendix I for CWO name and contact details).
- **Coaches and Staff:** Will adhere to safeguarding procedures, complete relevant training, and be DBS checked;

- **Volunteers:** Are regularly informed of safeguarding practices and act to always protect members and visitors.

3 Code of Conduct

- **Coaches, staff, and volunteers:** Treat children with respect, avoid being alone with a child when not necessary, and maintain appropriate boundaries;
- **Children and young people:** Respect others, follow the club's rules, and report concerns to a trusted adult;
- **Parents:** Support the club's safeguarding measures, be respectful to all staff and children, and raise concerns appropriately.

4 Recruitment and Training

- All staff (hired or employed), volunteers, and coaches working with children and/or vulnerable adults will undergo safeguarding checks (DBS) before beginning their role;
- Regular safeguarding training is to be mandatory for all individuals working with children and vulnerable adults. This includes LTA-accredited training sessions.

5 Procedures for Reporting Concerns and dealing with allegations

- Details of how to contact the **Club Welfare Officer** or external authorities if a concern arises are contained in Appendix I and Appendix II;
- The CWO will ensure confidentiality is maintained while managing any disclosures;
- The CWO will complete an incident form to log any safeguarding concerns raised and will forward their concerns to the relevant authorities and/or Club committee;
- All allegations of abuse or misconduct will be taken seriously;
- The **CWO** will investigate with discretion and escalate the concern to authorities e.g. the LTA, police, or local safeguarding board where necessary;
- Support will be offered to both the victim and the accused during the investigation.

6 Promoting Good Practice

Encourage good safeguarding practices within the club by:

- Encouraging an open environment where children feel safe to speak up;
- Plan activities to ensure no staff member is left alone with a child;

- Regularly review the safeguarding policy to ensure it is up-to-date and in line with current legislation.

7 Photography and Social Media

- Require written consent from parents/guardians for photography or videography of children during club activities;
- Ensure no identifying information is shared publicly alongside photos or videos;
- Establish guidelines for social media use, ensuring appropriate communication between staff, players, and parents.

8 Health and Safety

- Regularly check the club's facilities to ensure they are safe and suitable for children;
- First aid procedures are in place, and coaches will have had first aid training.

9 Policy Review

- The safeguarding policy will be reviewed annually or when there are significant changes to legislation or club operations;
- Feedback from staff, members, and parents will be incorporated to improve the policy.

10 Summary of Responsibilities

- **DBS checks** for all staff, coaches, and volunteers in regulated activities;
- Appoint a **Club Welfare Officer** to oversee safeguarding;
- Implement safeguarding training and clear reporting procedures;
- Work in partnership with local safeguarding authorities where necessary;
- Regularly review and update the safeguarding policy to remain compliant with legislation and LTA safeguarding guidance.

11 Appendix I Incident report form

Safeguarding Incident Report Form: Please complete this form as fully as possible and submit it to Mrs Mary Waite (the Club Welfare Officer, Phone: 0161 736 3235) immediately, alternatively please see 'links' in Appendix II. All information will be treated confidentially and in line with safeguarding policies.

1. Basic Information

Person completing the form): _____
Role/relationship to the club (e.g., coach, volunteer, parent): _____
Date of the incident/concern/disclosure: _____ Time of the incident (if -known): _____
Location of the incident: _____

2. Details of the Individual(s) Concerned: Name of the child/vulnerable adult involved:

Name _____ Date of birth/age (if known): _____
Contact details (if available): _____
Parent/guardian contact details (if child is involved): _____
Are there any known additional needs or vulnerabilities? _____

3. Nature of the Concern/Incident

What is the nature of your concern? (Please tick all that apply):

☐ Physical abuse ☐ Emotional abuse ☐ Sexual abuse ☐ Neglect

☐ Bullying ☐ Inappropriate behaviour ☐ Other (please specify): _____

Description of the incident or concern:

(Please provide as much detail as possible, including any direct quotes, observations, or specific behaviours you witnessed. Use additional paper as required.) _____

4. Details of Disclosure (if applicable)

Was this concern disclosed to you by the individual involved?

☐ Yes ☐ No **If yes, what did they say?** (Use exact words if possible. Do not promise confidentiality, as the information may need to be passed on to authorities.) _____

5. Action Taken

What action (if any) have you taken so far?(e.g., informed the Club Welfare Officer, called parents, contacted authorities.) _____

Who have you reported the concern to?

☐ Club Welfare Officer ☐ Police ☐ Children's Social Services ☐ Other (please specify): _____

Time and date when you reported the concern: _____

Name of the person(s) you reported the concern to (if applicable): _____

6. Additional Information

Is there any additional information you feel is relevant to this concern or incident? (For example, other witnesses, any previous concerns, or historical information about this individual.)

7. Signature of the person completing the form and Date:

Signed _____ Date: _____

8. For Club Welfare Officer Use Only

Date and time form received: _____

Name of the person receiving the form: _____

Further action required? ☐ Yes ☐ No **If yes, please outline the action taken** (e.g., referral to safeguarding authorities, further investigation required.)

Signature of the Club Welfare Officer: _____ Date: _____

Guidance on Completing the Form

- Stay factual and avoid assumptions or judgments;
- Use the individual's own words when quoting any disclosures;
- Keep the form secure and only share it with those who need to know;
- If the situation is urgent or if you believe a child or vulnerable adult is in immediate danger, contact emergency services immediately (999).

12 **Appendix II Additional Resources and contact information**

- **Lawn Tennis Association (LTA)** safeguarding resources: [LTA Safeguarding Policies & Procedures](#)
- **NSPCC Child Protection in Sport Unit (CPSU)** for guidance on safeguarding children in sports: [Introduction to safeguarding and child protection training | NSPCC Learning](#)
- **Salford Council Safeguarding support:** [Safeguarding adults•Salford City Council](#)
- Report abuse or neglect by completing our form [Report a Safeguarding Concern \(salford.gov.uk\)](#). If you have any problems with the online form, please call 0161 206 0604. In an emergency call the police or ambulance **999**.
- **Salford Safeguarding Children Partnership:** [Home | Salford Safeguarding Children Partnership](#)
- **Emergency contact information:** Bridge Partnership, call: 0161 603 4500 or [complete the online referral form on the worried about a child page](#). The Bridge Partnership is available Monday to Friday from 8:30am to 4:30pm. If you need to speak to someone outside of these times, please contact the Emergency Duty Team (EDT) on 0161 794 8888. If a child is in **immediate danger of being harmed or is home alone, call the police on 999**.

13 Appendix III Key Legislation and regulations

Safeguarding legislation is designed to protect the welfare of children, young people, and vulnerable adults. It applies to a range of settings, including sports clubs, schools, and community organisations. Below is an overview of key safeguarding legislation and regulations.

13.1 Children Act 1989 and 2004

- **Children Act 1989:** Establishes the principle that the welfare of the child is paramount. It places a duty on local authorities, parents, and other agencies to ensure children are safeguarded and that their needs are met;
- **Children Act 2004:** Builds on the 1989 Act and introduced the principle of *Every Child Matters*. It outlines how agencies (such as schools, local authorities, and sports clubs) will work together to safeguard children.

13.2 Working Together to Safeguard Children (2018)

- This statutory guidance from the government explains the responsibilities of organisations (including sports clubs) to work together to safeguard children. It highlights:
 - The need for clear procedures for dealing with allegations;
 - Requirements for staff and volunteers to be appropriately trained in safeguarding;
 - The importance of multi-agency cooperation to protect children.

13.3 Safeguarding Vulnerable Groups Act 2006

- This Act established the framework for the **Disclosure and Barring Service (DBS)**. The DBS is responsible for checking the criminal records of individuals working with children and vulnerable adults;
- The Act also introduced the concept of “regulated activities,” which include roles involving close contact with children and vulnerable adults, such as coaching at sports clubs. People barred from working with children or vulnerable adults are prohibited from undertaking regulated activities.

13.4 The Protection of Freedoms Act 2012

- This Act reformed the criminal records system and safeguarding regulations, including the **DBS**. It reduced the number of people requiring criminal record checks but maintained a strong framework for safeguarding children and vulnerable adults. It outlines:
 - How DBS checks will be conducted for people in regulated roles;
 - Restrictions on individuals who have been barred from working with children or vulnerable adults.

13.5 Children and Social Work Act 2017

- This legislation strengthens the duties of local authorities and other

agencies in safeguarding children, including the establishment of local **safeguarding partnerships**;

- It also reinforces the duty of care for organisations working with children, including ensuring that they follow safeguarding procedures and policies.

13.6 Keeping Children Safe in Education (2023)

- Though focused on education, this statutory guidance applies to sports clubs and other organisations working with children, providing important guidance on:
 - The need for safeguarding policies and practices;
 - Procedures for managing allegations against staff and volunteers;
 - The role of the **Designated Safeguarding Lead (DSL)** in organisations.

13.7 Equality Act 2010

- This Act aims to protect people from discrimination, including vulnerable adults and children. In the context of safeguarding, it requires organisations to ensure that no one is discriminated against based on their age, disability, gender, race, or sexual orientation, and that all participants have equal access to services and protection.

13.8 Care Act 2014

- This Act is primarily concerned with adults and sets out the responsibilities of local authorities and organisations to safeguard **vulnerable adults**. It outlines the concept of **adult safeguarding** and stresses the importance of:
 - Preventing abuse and neglect;
 - Cooperating with other organisations to protect vulnerable adults;
 - Ensuring that clubs and organisations have a safeguarding lead to oversee vulnerable adults' safety.

13.9 DBS Checks and the Rehabilitation of Offenders Act 1974

- The **Disclosure and Barring Service (DBS)** is a crucial part of safeguarding. Sports clubs and other organisations will carry out **DBS checks** on individuals in regulated roles (such as coaches and volunteers) to ensure they are not barred from working with children or vulnerable adults;
- The **Rehabilitation of Offenders Act 1974** allows certain convictions to be “spent” after a period, but safeguarding roles often require individuals to declare all convictions, spent or not.

13.10 LTA Safeguarding Standards

- The **Lawn Tennis Association (LTA)** sets out safeguarding standards that clubs will follow. These standards ensure that clubs are compliant with the law and safeguarding best practices, including:
 - Safeguarding training for staff, volunteers, and coaches;

- Having a **Club Welfare Officer** who oversees safeguarding;
- Clear procedures for managing safeguarding concerns and allegations.

13.11 Local Safeguarding Partnerships

- Local authorities coordinate **Local Safeguarding Children Boards (LSCBs)**, which bring together key agencies to promote the welfare of children in their area. Claremont tennis Club is aware of our local safeguarding partnerships and know how to contact them for advice or to report concerns (Please see Appendix II).

13.12 Ofsted's Role in Safeguarding

- Although Ofsted is primarily an educational oversight body, it also has a role in inspecting the safeguarding practices of organisations, including sports clubs that offer after-school or extracurricular activities. Ensuring compliance with Ofsted standards can help clubs align with national safeguarding expectations.