



KENT
TENNIS

Kent Tennis

Safeguarding Policy

Version: 1.0

Date: 20 January 2021



TENNIS
FOR BRITAIN

What to do if Kent Tennis becomes aware of a safeguarding concern

Useful Contacts

LTA Services team: 020 8487 7000
Email: safeandinclusive@lta.org.uk
NSPCC: 0808 800 5000
Emergency Services: 999

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. Make a note of anything you/the witness has seen/said, with dates and times.

Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk

LTA Online Concern Form:

<https://safeguardingco.ncern.lta.org.uk/>

Is there an immediate risk to a young person or vulnerable adult?

YES

NO

Crime/Immediate risk:
Call Police/ Social Services

Medical:
Call an Ambulance

Contact the LTA Safeguarding Team and complete the [LTA's online concern form](#). Inform the County Safeguarding Officer of the situation if they are not already aware.

Safeguarding Team in conjunction with SPC makes decision as to Level of concern.

If you are unable to contact the LTA Safeguarding Team, please contact the NSPCC or your Local Authority Children's Services Team and follow their advice.

Level 1 (Low level i.e. poor practice)
LTA investigate or tennis venue/county association investigate with support from the LTA.

Level 2/3 Serious Concern (i.e. suspected abuse)
LTA inform SPC, conduct investigation, inform Police/LADO.

Concern dealt with by club (internal discipline/appeals process). If LTA disciplinary investigation undertaken a hearing is held by Safeguarding and Protection Committee or Licensing and Registration Committee.

LTA consults with SPC re interim suspension and notifying other organisations. Consultation with Police/LADO and strategy discussion to agree investigative process. Internal Investigation may be delayed pending police enquiries.

LTA await outcome of Children's Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk). Full disciplinary investigation undertaken and SPC hearing held. Outcome i.e. removal of coach accreditation, further training, approved for accreditation.

Outcome of disciplinary process (e.g. no case to answer, advice or warning/sanction).

Appeal process.

SAFEGUARDING POLICY

1. Policy statement

Kent Tennis is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our county at all times, including all programmes and events we run. All activities, events and trips arranged by the county association run in accordance with the LTA's Safeguarding at Events and Competitions guidance. This Policy strives to minimise risk, deliver a positive tennis 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 unless advised otherwise by the LTA Safeguarding Team.

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

This Policy is applicable to all staff, volunteers and people affiliated to Kent Tennis. It is in line with national legislation and applicable across the UK.

Guidance on implementing the policy is outlined in the following documents:

- *What's the Score toolkit* - which can be found here on the LTA website: [What's the Score toolkit](#)
- *Glossary of Safeguarding Terms*
- *Codes of Conduct*

Advice, guidance and support is available from the LTA Safeguarding Team.

4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- Our Board of Management has overall accountability for this Policy and its implementation.
- Our County Safeguarding Officer is responsible for updating this Policy in line with legislative, county and LTA developments.
- All individuals involved in Kent Tennis are required to adhere to the Policy and Code of Conduct.
- The LTA Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support Kent Tennis.

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 their County Safeguarding Officer, LTA Safeguarding Team or National Safeguarding Lead
- The County Safeguarding Officer is responsible for reporting safeguarding concerns to the LTA Safeguarding Team
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the County Safeguarding 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);
 - Local Authority Children's Services:
 - **Kent County Council** Social Services 03000 411111 (Out of hours 03000 419191)
 - **London Borough of Bexley Council** Contact Centre 0203 045 5440 (Out of hours 020 8303 7777 or 020 8303 7171)
 - **London Borough of Bromley Council** Services 020 8461 7373 / 7379 / 7026 (Out of hours 0300 303 8671)
 - **London Borough of Lewisham** Council Mash Agency 020 8314 6660
 - **Medway Council** Social Services 01634 334 466 (Out of hours 03000 419191)
 - **Royal London Borough of Greenwich Council** Children's Services MASH Team on 020 8921 3172
 - Local Authority Adult Services:
 - **Kent County Social Services** 03000 416161 (Out of hours 03000 419191)
 - **London Borough of Bexley Council** Contact Centre 0203 045 5159
 - **London Borough of Bromley Council** 020 8461 7777 (Out of hours 0300 303 8671)
 - **London Borough of Lewisham Council** Adult Social Care Access and Information Team (SCAIT) on 020 8314 7777 (Option 1)
 - **Medway Council Social Services** 01634 334 466 (Out of hours 03000 419191)
 - **Royal London Borough of Greenwich Council** Safeguarding Adults Board 0208 921 2304 (Out of hours 0208 854 8888)
 - Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer: **Regional LTA Safeguarding Officer**, Greg Pople 07732 649201

5. Breaches of the Safeguarding Policy, 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 Kent Tennis and other roles in clubs, and the LTA.

Actions taken by staff, consultants, volunteers, officials, coaches who are engaged by Kent Tennis that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to disciplinary action taken by Kent Tennis, the rights of appeal will be explained to the individual. Appeals will be heard by a panel of members drawn from the Kent Tennis Board of Management and Council, appropriate to the issue at the heart of the matter.

6. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a county, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

We have a separate whistle blowing policy which explains how to take action. That is also available on our website.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club Welfare Officer. The Club Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the County Welfare Officer, the whistle blower should contact:

- the LTA Safeguarding Team directly on 020 8487 7000
- OR the Local Authority Designated Officer (LADO) as follows:
 - Kent County Council – 03000 410808
 - London Borough of Bexley Council – 0203 045 3436
 - London Borough of Bromley Council – 0208 461 7775 / 0208 313 4325
 - London Borough of Lewisham Council - 020 8314 3114
 - Medway Council – 01634 333036
 - Royal London Borough of Greenwich Council – 0208 921 3930
- OR the NSPCC on 0808 800 5000.

The **County Welfare Officer**, Janice White, can be contacted on 07596 365617.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the county or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

7. Related policies and guidance

Related policies and guidance

- Codes of Conduct
- Glossary of Safeguarding Terms
- Inclusion & Diversity Policy
- Glossary of Inclusion & Diversity Terms
- Complaints Policy
- Anti-Bullying Policy
- Online safety Policy
- Whistle-blowing Policy

This Policy is recommended for approval by:

Kent Tennis County Safeguarding Officer, Janice White

Approved at Kent Tennis Board of Management meeting on 20 January 2020

Jason Baker, Hon. Secretary, Kent Tennis

Nigel Jordan, County Safeguarding Board member

Appendix A:

What to do if a disclosure from a child or adult at risk is made to you:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **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 interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*

Appendix B: Reporting a Safeguarding Concern outside the Tennis Environment that is brought to the attention of Kent Tennis

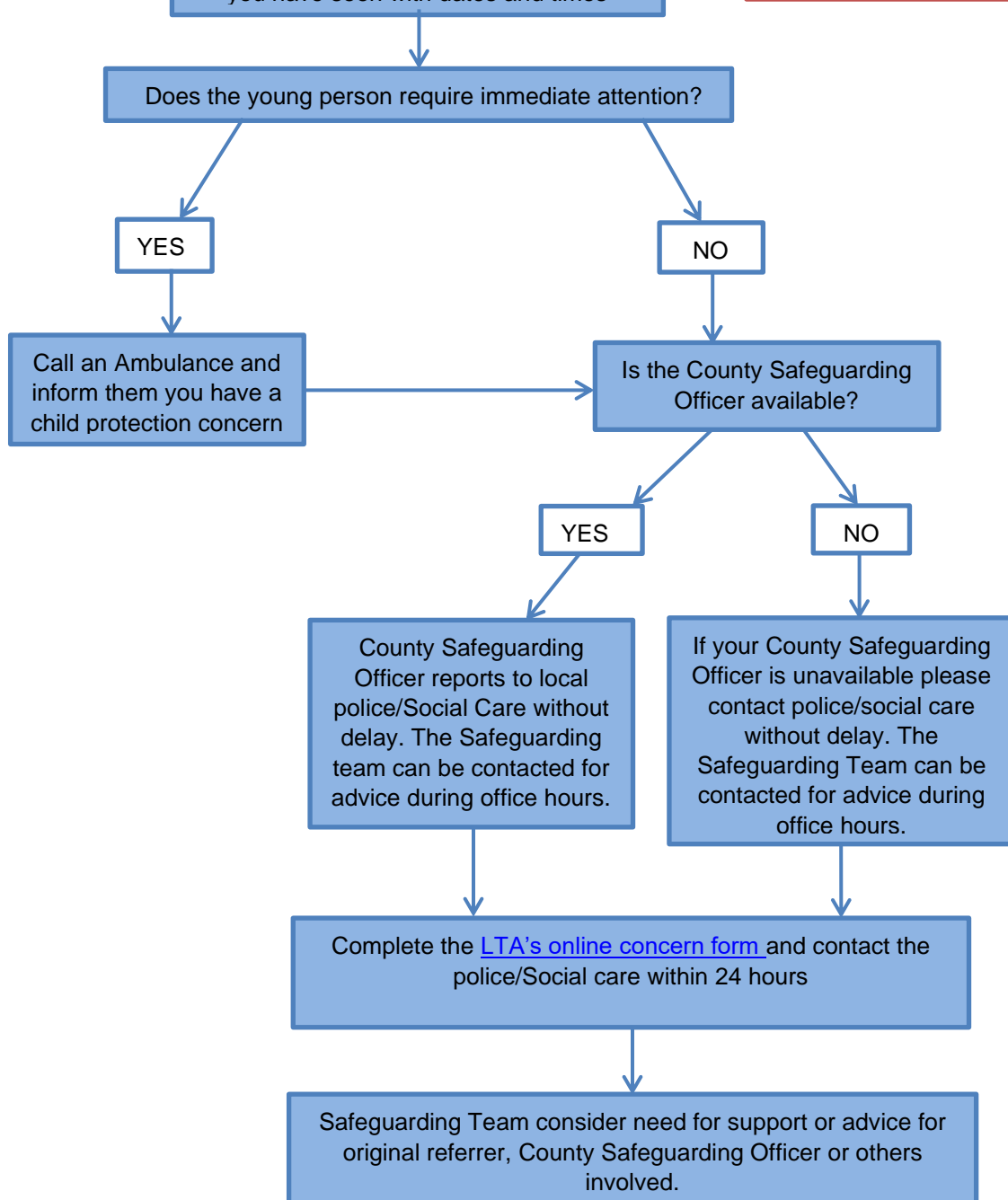
What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis

Useful Contacts

LTA Services team: 020 8487 7000
Email: safeandinclusive@lta.org.uk
NSPCC: 0808 800 5000
Emergency Services: 999

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety (e.g. suspicions of bullying at school, allegations of abuse within the family etc.) Make a note of anything the young person/witness has said, and what you have seen with dates and times

Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk



Appendix C: Reporting a Safeguarding Concern within the Tennis Environment

How to respond to allegations against a member of staff/volunteer or another young person within the Tennis Environment

