

APPENDIX 9 – HELEN’S BAY TENNIS CLUB SAFEGUARDING POLICY

This policy applies to all those involved in Helen’s Bay Tennis Club (HBTC) including, but not limited to, coaches, administrators, officials, volunteer drivers, members, parents and young people.

SAFEGUARDING POLICY STATEMENT

HBTC is fully committed to safeguarding the well-being of its members. Every individual in the organisation should at all time show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of HBTC and the guidelines contained in this policy.

(Please refer to the HBTC website for our Safeguarding Statement)

Safeguarding or Child Protection

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as “Doing everything possible to minimise the risk of harm to children and young people.”

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe and this is what HBTC wish to have in place.

This could include:

- Ensuring staff / volunteers are properly checked when they are recruited;
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Code of Conduct

HBTC supports the view that all children’s sport should be conducted in an atmosphere of fair play. In this context the club undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993).

‘Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption.’

In order to promote the best practice in children's sport, HBTC has adopted and implements the guidelines as set out in Safeguarding Guidance for Children & Young People in Sport and as required by law, has conducted a risk assessment of their facility and children's programmes and the potential for harm to come to young participants whilst they are in their care.

As a follow up to the risk assessment exercise, the Committee has written a Safeguarding Statement signed by our chairperson and our Children's Officer and Designated Liaison Person, and put in place the policies and procedures required to bring all risks down to low levels.

HBTC's Safeguarding Statement is posted prominently on the Organisation's website and in their premises. We require all adults associated with children's activities to have signed our relevant code of conduct.

HBTC operates under our Club Constitution. This document has been approved and adopted by the members of the club at the Annual General Meeting of the members of the Club.

The committee of HBTC is elected by the members of the club at the Annual General Meeting in accordance with the procedures set out in the Club Constitution.

Safe Recruitment

HBTC has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Volunteers, Officials, Coaches and any other Employees or Contractors who have contact with children.

Details of this can be found in Appendix 4 of the Club's Safeguarding Guidance for Children & Young People.

HBTC expects all affiliated clubs/organisations to adhere to our safe recruitment procedure.

The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.

Reporting Procedures

HBTC has two Children's Officers and a Designated Liaison Person appointed by the committee.

Children's Officer: Stephen Leach Email: stephenjamesl@aol.com
Mobile: 07980 742513

Children's Officer: Fiona Gouk Email: Fiona_frances@hotmail.com
Mobile:

Designated Liaison Person: Lucy Morrow Email: lnmorrow@gmail.com
Mobile: 07933 281043

The committee appoints Children's Officers and a Designated Liaison Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the HBTC procedures.

Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Volunteer or Sports Leader.

A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined.

He/she will be invited to resume full duties following consultation and advice from statutory services and an internal HBTC assessment to ensure there is no risk to our members.

Monitoring

All groups in charge of HBTC Children's activities are required to report to the committee on a regular basis.

HBTC encourages regular turnover of committee membership while ensuring continuity and experience.

Effective procedures for responding to and recording accidents/ incidents have been put in place.

HBTC monitors both the use of the facilities and participation in their organised activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Liaison Person to the committee.

All Club members are given notice of General Meetings of the club in accordance with the procedures in that regard as set out in the Club Constitution.

The minutes of all committee meetings are recorded, adopted as correct and safely filed.

HBTC is committed to ensuring that adequate adult supervision of all activities involving children is provided.

Training

HBTC is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. They are required to attend safeguarding workshops as part of their coach education and licensing and ensure their knowledge is updated. Appropriate training and education opportunities will also be made available to officials, non-coaching staff and parents/guardians as appropriate.

EQUALITY STATEMENT

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children,

irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children.

HBTC recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help. That is –

- The increased likelihood of social isolation
- Having fewer contacts to disclose to than non-disabled children
- A dependency on others for practical assistance in daily living, including intimate care
- An impaired capacity to resist, avoid or understand abuse
- Their speech and language communication needs may make it difficult to tell others what is happening
- Their particular vulnerability to bullying
- Being viewed as a “safe target” for abusers
- Their relative powerlessness physically, psychologically and socially and the opportunities this presents for grooming by potential abusers
- A reluctance to challenge carers who may often be viewed as valiantly coping with the burden of a disabled child and therefore not considered as potential risks
- The denial of the possibility of (particularly sexual) abuse of disabled children
- Disabled children being less likely to be heard or listened to.

To address this vulnerability coaches are encouraged to seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

CONFIDENTIALITY STATEMENT

HBTC recognises that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm.

Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. Information, however, of a confidential nature will only be communicated on a ‘need to know’ basis.

APPENDICES

HBTC is committed to continual monitoring and development of this Safeguarding Policy in the light of changing circumstances.

All Coaches, Volunteers and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices of the Safeguarding Guidance for Children & Young People in Tennis Manual.

The original signed document will be held by the HBTC President or Chairperson.

The following Appendices form part of the Safeguarding Policy of HBTC and they can be downloaded from our Child Protection page on our website under "Safeguarding Children".

Appendix 1 - Legislation

Appendix 2 - Risk Assessment and Child Safeguarding Statement

Appendix 3 - Safeguarding Audit Framework

Appendix 4 - Safe Recruitment

Appendix 5 - Safeguarding Training

Appendix 6 - Roles, Responsibilities & Relationships in Sport

Appendix 7 - Reporting and Protection

Appendix 8 - Disciplinary, Complaints & Appeals of Code Breaches

Appendix 9 - Safeguarding Guidance

Appendix 10 - Codes of Conduct

Appendix 11 - Additional Forms

Appendix 12 - Missing Child Policy

Appendix 13 – Comms Policy

Appendix 14 – Filming and Photography Policy

Appendix 15 – Anti-bullying Policy

Appendix 16 – Overnight, Staying Away and Hosting Policy

Appendix 17 – Supervision Policy

Appendix 18 – Parental permission form