



# **PLTC SAFEGUARDING (INCLUDING WHISTLEBLOWING) POLICY AND PROCEDURE**

## **1 Policy Statement**

PLTC is committed to supporting the right of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

## **2 Policy Scope**

This Policy is applicable to all staff, volunteers, Committee members, coaches and club members and is in line with national legislation. We will work together to prevent and minimise abuse.

Advice, guidance and support on the use of this Policy is available from the Welfare Officer and the LTA Safe and Inclusive Tennis Team.

## **3 Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure**

The Committee has overall accountability for this policy and its implementation.

The Welfare Officer is responsible for updating this policy in line with legislative and club developments.

All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct.

The LTA Safe and Inclusive Tennis Team and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

#### **4 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 Welfare Officer (currently David Halls, Club Manager), LTA Safe and Inclusive Tennis Team or National Safeguarding Lead. The LTA Safeguarding Team works Monday to Friday, 9am to 5pm, and can be contacted either by calling 020 8487 7000 or by email at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk).

The Welfare Officer and Safeguarding Leads 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.

If we know or suspect that a vulnerable adult is being abused, we will do something about it and ensure our work is properly recorded. We will work within the boundaries of the London Multi-Agency Safeguarding Adults Procedures (available to view at [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)).

#### **5 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 Complaints Procedure (as set out in the Club Constitution).

## 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 club, 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.

In the context of safeguarding, "whistleblowing" is when someone raises a concern about the wellbeing of a child or an adult at risk.

A whistleblower may be:

- a player
- a volunteer
- a coach
- other member of staff
- an official
- a parent
- a member of the public.

**How to raise a concern:** Any concerns about the wellbeing of a child or an adult at risk should be made without delay to the Club Welfare Officer.

If, however, the concern is about the Club Welfare Officer, it should be raised without delay with the President or the Honorary Secretary.

**Information to include when raising a concern:** The whistleblower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details
- names of individuals involved
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

**What happens next:** All concerns raised by a whistleblower about the wellbeing of a child or an adult at risk will be taken seriously and every effort will be made to deal with the concern fairly, quickly and proportionately.

a) Where a child or adult at risk is thought to be in immediate danger or risk of harm, the police should be contacted by calling 999.

b) If the concern is that a member of staff or a volunteer has or may have:

- behaved in a way that has or might have harmed a child or an adult at risk;
- committed a criminal offence against or involving a child or an adult at risk; and/or
- behaved in a way that indicates that he/she would or might pose a risk of harm to children or adults at risk

the Welfare Officer (or other individual notified in accordance with this policy) will contact the LTA Safeguarding Team and the Local Authority Designated Officer (LADO) to discuss how the allegation should be investigated.

c) If the concern does not fall into one of the three categories set out in (b) above or, after discussing the concern with the LADO or other appropriate statutory agency, it is agreed that the matter should be dealt with in accordance with the club's internal processes, the club will consult with the LTA Safeguarding Team to determine what action should be taken.

d) If the concern is that the club has not followed appropriate safeguarding procedures or has not followed up with appropriate statutory agencies where a concern about the wellbeing of a child or an adult at risk persists, the whistleblower should contact the LTA Safeguarding Team and the LADO.

If the whistleblower still has concerns and wishes to speak to someone outside the club or the LTA, the NSPCC Whistleblowing Advice Line should be contacted: 0800 028 [0285/help@nspcc.org.uk](mailto:0285/help@nspcc.org.uk).

**Confidentiality:** All concerns raised will be treated in confidence. The club will do its best to protect the identity of the whistleblower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistleblower may be required as part of the evidence.

Depending on the nature of the concern raised and the subsequent action taken, where possible the whistleblower will be kept informed of the progress of the investigation and advised of the outcome.

**Support:** The club will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect whistleblowers when they raise a concern in good faith.

## APPENDIX A: Use of Terminology

**Child:** a person under the age of eighteen years.

**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.

**Abuse** is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

- **Physical:** for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication. Psychological and emotional: for example, shouting,

swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

- **Financial:** including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

- **Sexual:** such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

- **Discriminatory:** including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.

- **Institutional:** the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

- **Neglect and acts of omission:** including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

# SAFEGUARDING POLICY: 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:

## RESPOND

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you.

## REFER

If someone is in immediate danger

If someone is NOT in immediate danger

Call the Police  
(999)

Speak to your Welfare Officer.  
If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team, or NSPCC for advice.

Inform the parent/carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk.

## RECORD

Write an objective account of the concerns immediately using the Reporting a Concern Form. Send it to the Welfare Officer within 48 hours of the concern/disclosure. If appropriate to do so the Welfare Officer will also forward it to the LTA Safe and Inclusive Tennis team.

### Contact Details

#### Club Welfare Officer

David Halls 07956 354456/[djhalls68@gmail.com](mailto:djhalls68@gmail.com)

#### LTA Safe and Inclusive Tennis Team

020 8487 7000/[safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)

(Monday to Friday, 9am to 5pm)

#### NSPCC

080 8800 5000

