

Safeguarding Policy

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Lydd Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council within the parish.

Policy Objective

To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.

To promote the general welfare, health and development of children by being aware of child protection issues.

As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

The aim of this document is to provide, staff, volunteers and councillors with overarching principles that guide the approach to safeguarding

Responsibility and Procedure

As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult

A Safeguarding Officer will be appointed from within the Council and in their role work alongside the Town Clerk. If there is no suitable person appointed then the role of Safeguarding Officer will be the Town Clerk or Assistant Town Clerk

Our Commitment

- To ensure that before any Town Council event with children or vulnerable persons that the Safeguarding Officer brief Members and Staff of the Council involved appropriately and remind them of their risks.
- To ensure that any persons who engage with the Town Council in providing activities for children or vulnerable adults are interviewed and two written references are taken up. N.B. This would apply to those arranging activities at the tennis courts and football pitches. They would be required to provide their own Safeguarding Policy and Risk Assessments to the Town Council.
- To ensure that all Members and Staff of Lydd Town Council are provided with a copy of the Policy and acknowledge by signature that they will abide by it.

What to do with any concerns

If a member of staff has a safeguarding concern and judges it to be an emergency or life threatening situation they should call 999 and they should advise a Councillor or member of the public to call 999 themselves if they report a concern under similar circumstances to a staff member. Otherwise, other concerns will be reported to the local authority referral services. Safeguarding concerns and allegations relating to Councillors will also be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council

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

- Our safeguarding lead has overall accountability for this Policy and its implementation
- Our safeguarding lead, Town Clerk, is responsible for updating this Policy in line with legislative and venue developments
- All individuals involved in/using the venue 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 to help clubs proactively safeguard.

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 Reporting a Safeguarding Concern Procedure. Unless someone is in immediate danger, they should inform their Safeguarding lead, LTA Safeguarding Team or National Safeguarding Lead.
- The venues Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the venue safeguarding lead 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. Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency 999
 - Local Authority Children's Services 03000411111 email social.services@kent.gov.uk
 - Local Authority Adult Services 03000 41 61 61 email social.services@kent.gov.uk.
 - Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer 01797 320999 email townclerk@lyddtowncouncil.gov.uk
 - Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer www.gov.uk/guidance/barring-referrals

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 exclusion from the venue, dismissal and legal action
- Termination of current and future roles within at the venue and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of the venue that are seen to contradict this Policy may be considered a violation of this Policy.

Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the venue Safeguarding lead
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during use of the venue or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and venue property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adults agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by: Lydd Town Council Personnel Committee 3rd October 2022

Safeguarding Lead Town Clerk, Lydd Town Council

Date: 3rd October 2022

Policy adopted 3rd October 2022

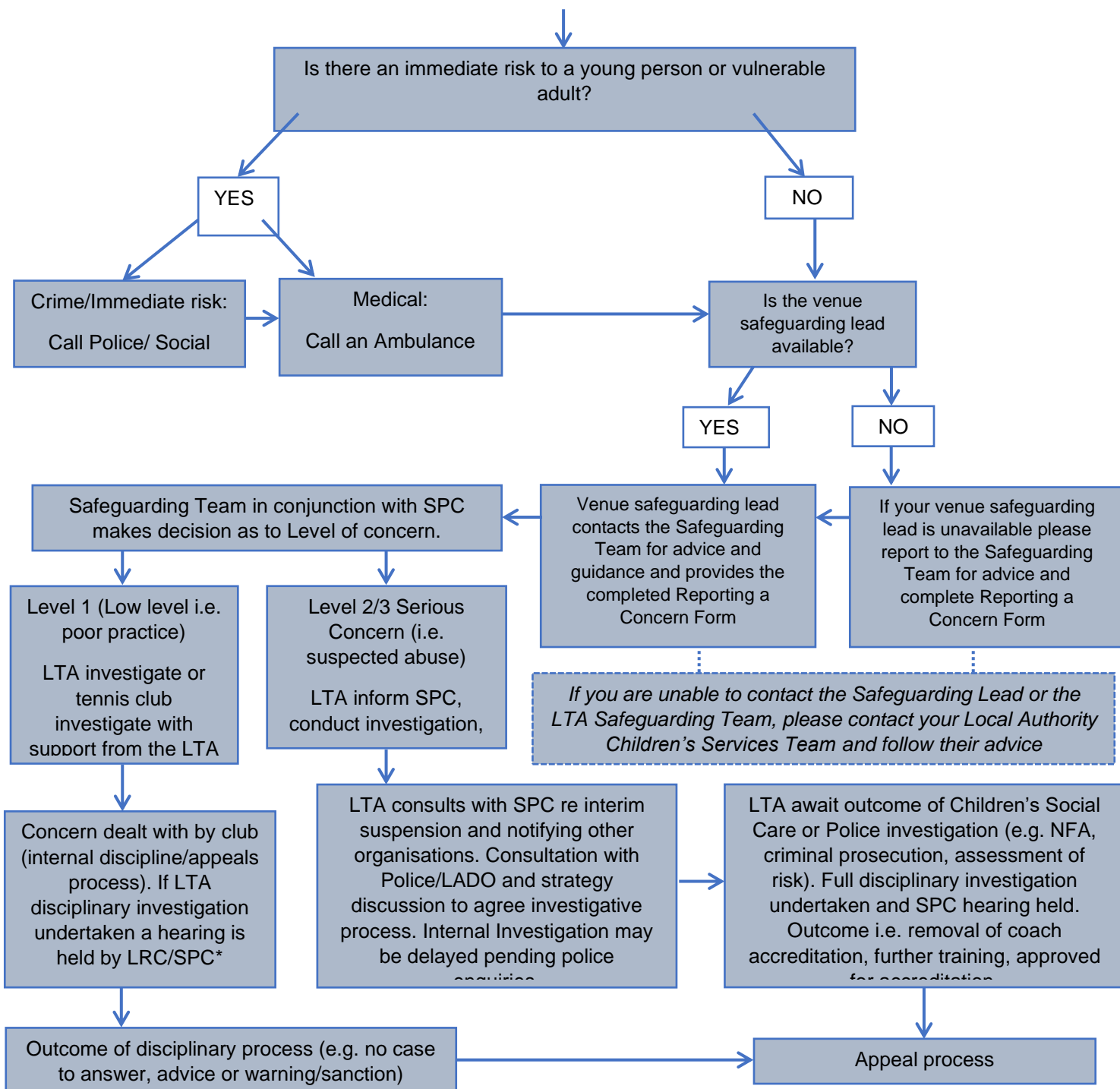
Reporting a Safeguarding Concern within the Tennis Environment

Useful Contacts

British Tennis Services team: 020 8487 7000
 Email: safeandinclusive@lta.org.uk
 NSPCC: 0800 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



*SPC – Safeguarding and Protection Committee

*LRC – Licensing and Registration Committee