

SUNDRIDGE PARK

TENNIS • PADEL • SQUASH

Safeguarding Policy

Including Reporting a Safeguarding Concern
Procedure, Code of conduct, and Safeguarding
Policy Statement

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Safeguarding Policy

Policy statement

Sundridge Park Tennis and Squash Ltd is committed to prioritising the wellbeing 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, squash and padel experience for everyone and respond appropriately to all safeguarding concerns and disclosures.

Use of terminology

Child: A person under the age of 18.

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 18 or over who is, or may be, in need of community care services by reason of disability, age or illness; and/or is, or may be, unable to take care of or unable to protect themselves against abuse or neglect.

Safeguarding children: Protecting children from abuse and neglect; preventing the impairment of children's health or development; ensuring 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 and 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 their best interests.

See Appendix A for a full glossary of terms.

Scope

This Policy is applicable to all staff, volunteers, Board and Committee members, coaches and members of coaching teams and Club members. It is in line with national legislation and applicable across the UK.

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

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

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 Club's Board has overall accountability for this Policy and its implementation.
- Our Club Welfare Officers are 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 Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

What to do in the event of a safeguarding concern/disclosure

For information on what to do if a disclosure from a child or adult at risk is made to you, see Appendix B.

- 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 (see *Appendix C and Appendix D*). Unless someone is in immediate danger, they should inform the Club Welfare Officer(s), LTA Safeguarding Team or National Safeguarding Lead
- The Club Welfare Officer(s) and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concerns/disclosures that are reported to them and working with the Club Welfare Officer(s) and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, always prioritising the wellbeing of the child/adult at risk.

Depending on the concern/disclosure, a referral may be made to:

- the police in an emergency (999)
- Local Authority Children's Services: 020 8461 7373 / 7379 / 7026; out of hours: 0300 303 8671; mash@bromley.gov.uk / candfhub@bromley.gov.uk
- Local Authority Adult Services: 020 8461 7777; adult.early.intervention@bromley.gov.uk / adultsocialcare@bromley.gov.uk
- the Sundridge Park Club Welfare Officer(s) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer.

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Club Welfare Officers – contact details

If you have any concerns or issues you wish to discuss, in confidence, please contact:

- Hannah Maynard-Slade – 07703 483775 or hmaynard@btinternet.com
- Rob Jones – 07786 927224 or rpjonesuk@yahoo.co.uk

Otherwise, contact the LTA Safeguarding Team on 020 8487 7000 or by email at safeguarding@lta.org.uk.

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:

- 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 and 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 person against whom the complaint has been raised should adhere to the club's appeal procedure.

For guidance on developing an appeal procedure, see the LTA's [What's the Score toolkit](#).

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Expectations of those who use our Club

All adults and members agree to:

- be friendly, supportive and welcoming to everyone
- play fairly and honestly
- respect Club staff, volunteers and officials and accept their decisions
- behave, respect and listen to their coach(es)
- take care of equipment and Club 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
- always act within UK law while on Club premises or while representing the Club at competitions or events; this includes not taking drugs of any kind
- talk to the Club Welfare Officer(s) about any concerns or worries they have about themselves or others.
- ensure any children who they are responsible for as parents/guardians are dressed appropriately for play and events – including appropriate clothing for the season
- ensure children are collected from coaching sessions and events on time, and that coaches are made aware of alternative arrangements for collection.

All members of staff and volunteers agree to:

- always prioritise the wellbeing of all children and adults at risk
- treat all children and adults at risk fairly and with respect
- be a positive role model and act with integrity, even when no one is looking
- help to create a safe and inclusive environment on and off court
- not allow rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- report all allegations of abuse or poor practice to the Club Welfare Officer(s)
- 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 lives, including on social media
- respect the wishes of members, including parents/carers on behalf of their children or vulnerable adults, who have opted out of appearing in photos and videosrefrain 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 Club activities or coaching sessions; the Sundridge Park Club is a non-smoking venue
- ensure roles and responsibilities are clearly outlined and everyone has the required information and training

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

- 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 have a relationship with anyone over 18 while 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 Club staff, volunteers and officials and accept their decisions
- behave, respect and listen to their coach(es)
- take care of equipment and Club 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(s) about any concerns or worries they have about themselves or others.

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

Our Club Code of Conduct can be found in Appendix E.

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Appendix A: Glossary of Terms

Safeguarding means protecting children from abuse and neglect; preventing the impairment of children's health or development; ensuring that children are growing 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 also means enabling adults at risk to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect.

Safeguarding means empowering and supporting people to make choices, stay safe and raise any concerns. It begins with the assumption that an individual is best placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision or is exposed to a life-threatening risk, if someone else may be at risk of harm, or if a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse

A form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or the production of, sexual images, or watching sexual activities; encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional abuse

The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/adult at risk that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person; not giving them

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

opportunities to express their views; deliberately silencing them; or making fun of what they say or how they communicate.

It may involve imposing age or developmentally inappropriate expectations, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

The persistent failure to meet a child/adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child/adult at risk from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Discriminatory abuse

Treating someone in a less favourable way and causing them harm because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse

Includes physical, sexual, psychological or financial abuse by someone who is or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Financial abuse

Having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Modern slavery

Encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Organisational abuse

Where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Psychological abuse

Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation and withdrawal from services or supportive networks.

Self-neglect

Behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene or medication (when indicated), or take appropriate safety precautions.

Glossary notes

- A person who is being abused may experience more than one type of abuse.
- Harassment and bullying are abusive and can be harmful.
- Female genital mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK.
- Child sexual exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status.
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold.
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons.
- Abuse can have immediate and long-term impacts on someone's wellbeing, including anxiety, depression, substance misuse, eating disorders and self-destructive conducts, offending and antisocial conduct.
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

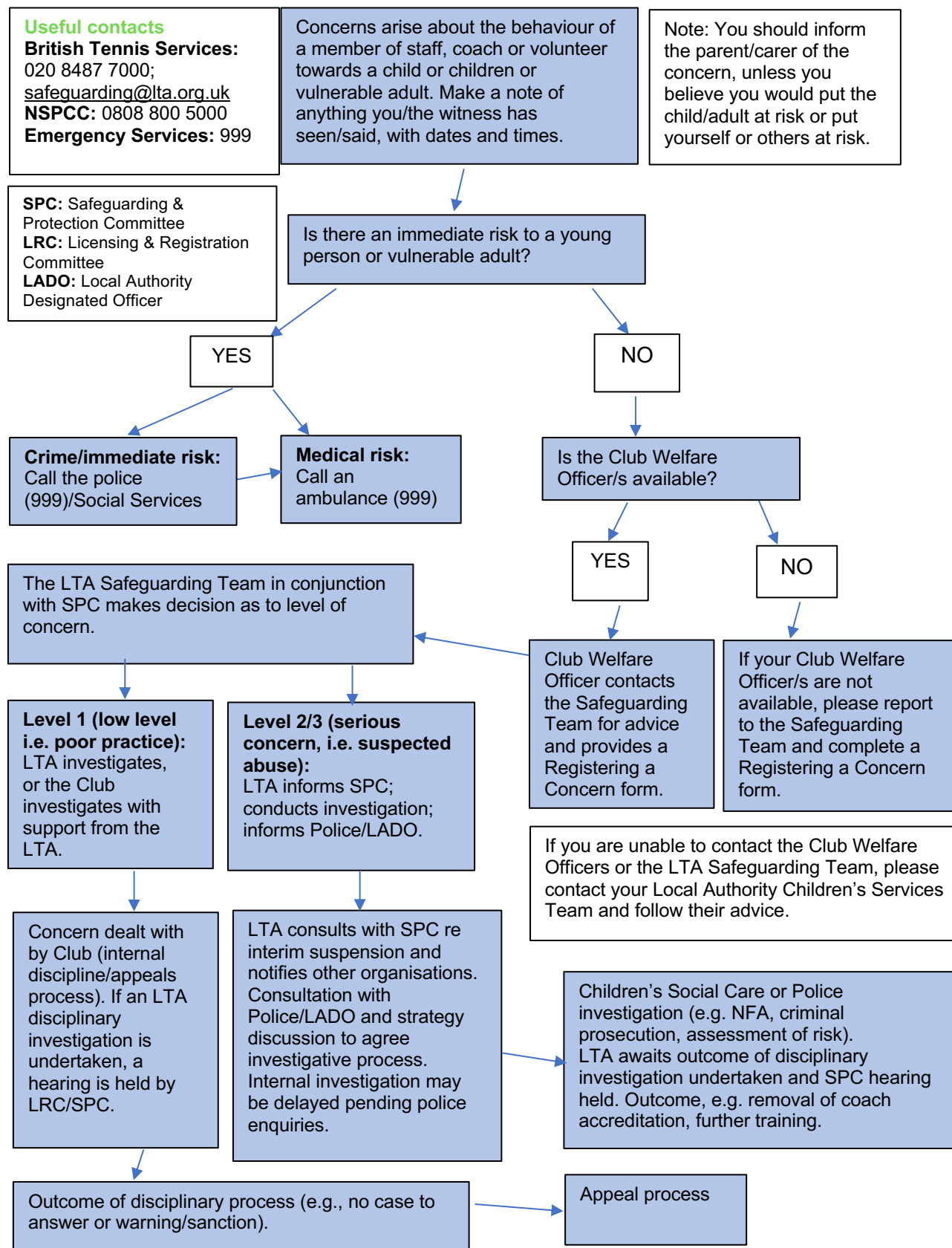
Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

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

1. Reassure the child/adult that they are right to report the behaviour.
2. Listen carefully and calmly to them.
3. Keep questions to a minimum – and never ask leading questions.
4. Do not promise secrecy. Inform them that you must report your conversation to the LTA Safe and Inclusive Tennis Team (and the police in an emergency) because it is in their best interest.
5. Report it! If someone is in immediate danger, call the police (999), otherwise talk to the LTA Safeguarding Team as soon as possible. Once reported, the Safe and Inclusive Tennis Team will work with you to ensure the safety and wellbeing of the child/adult at risk.
6. Do not let personal doubt prevent you from reporting the concern/disclosure.
7. Make an immediate objective written record of the conversation using the [Register a Concern Form](#). Make sure you distinguish between what the person has actually said and the inferences you may have made. Within 48 hours of the incident, send your report to the LTA Safeguarding Team, who will store it safely.

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

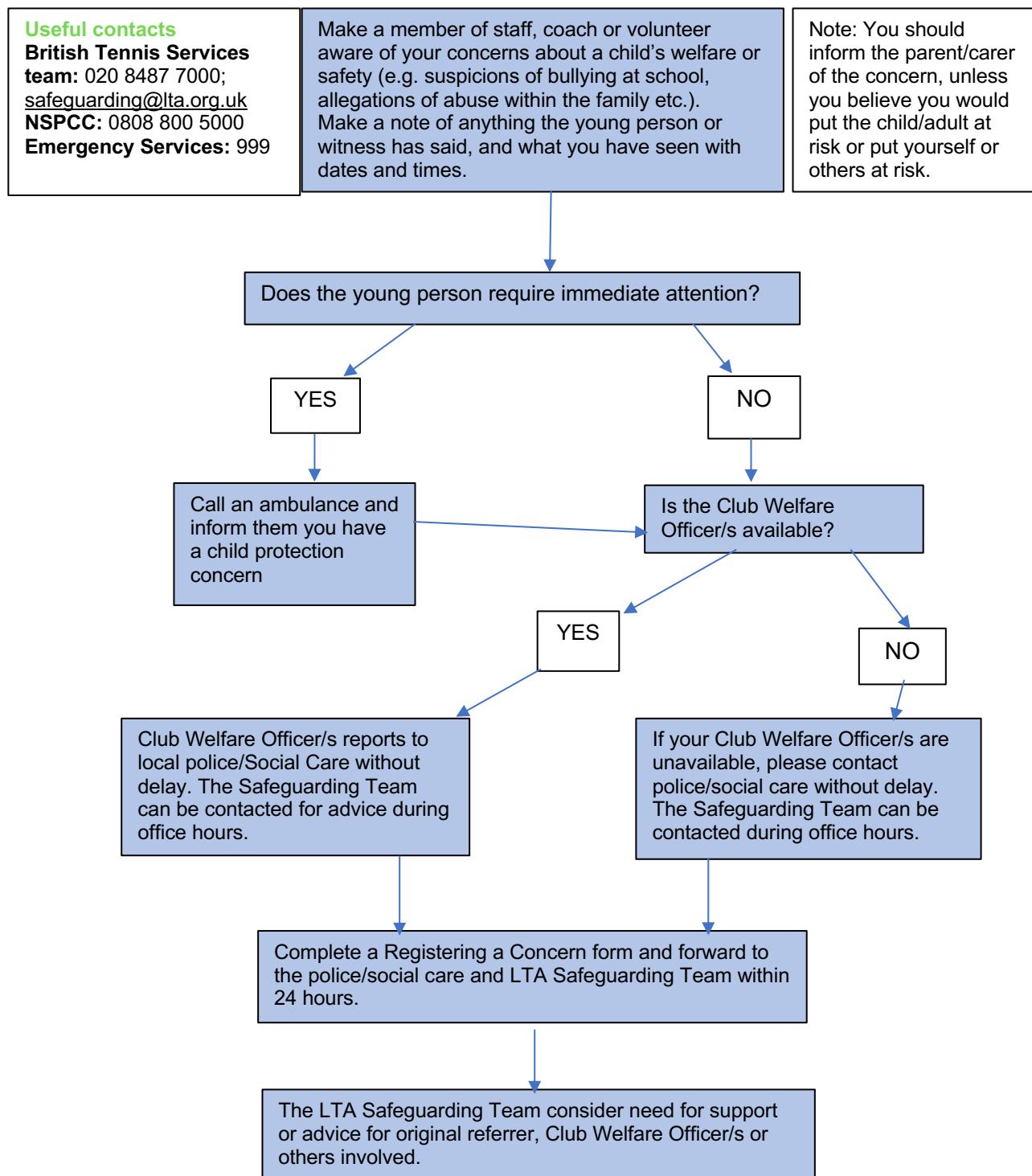
Appendix C: Reporting a Safeguarding Concern within the Tennis/Squash/Padel Environment



Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Appendix D: Reporting a Safeguarding Concern outside the Tennis/Squash/Padel Environment

If you are worried a child is being abused outside the tennis/squash/padel environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis/squash/padel, please follow the guidance below.



Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Appendix E: Sundridge Park Tennis and Squash Ltd Code of Conduct

- Always prioritise the wellbeing of all children and adults.
- 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 and promote the Fair Play values: enjoy and respect.
- Value and celebrate diversity and make all reasonable efforts to meet individual needs.
- Keep clear boundaries between your professional and personal life, including on social media.
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out.
- Where possible, do not be alone with a child or adult at risk; if you have to be alone with a child or adult at risk, let someone – such as a carer, official Club representative or volunteer – know.
- Do not abuse, neglect, harm or discriminate against anyone or act in a way that may be interpreted as such.
- Doing nothing is not an option: report all concerns and disclosures as soon as possible, following the Reporting a Safeguarding Concern procedure (*Appendix C and Appendix D*). If someone is in immediate danger, dial 999.

It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust. It is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

This Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Appendix F: Safeguarding Policy Statement

Sundridge Park Tennis and Squash Ltd acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The Club is committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance, and complies with best practice and LTA requirements.

A copy of the Club's full safeguarding policy (this document) is available from the Club office, website and file in the clubhouse. The Club's safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances.

It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of playing sport at Sundridge Park Tennis and Squash Ltd in a safe and inclusive environment
- are protected from abuse while participating in tennis, squash and padel.

Sundridge Park Tennis and Squash Ltd acknowledges that some children, including disabled children, young people and those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Our commitment

As part of our safeguarding policy, Sundridge Park Tennis and Squash Ltd will:

- promote and prioritise the safety and wellbeing of children and adults at risk
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raises or discloses the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The Club's policy and procedures will be widely promoted and are mandatory for everyone involved in Sundridge Park Tennis and Squash Ltd. Failure to comply with the policy and procedures will be addressed and may result in dismissal/exclusion from the Club.

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028

Monitoring

The Club's safeguarding policy will be reviewed every three years, or sooner in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board or LTA
- as a result of any other significant change or event.

Club Welfare Officers – contact details

If you have any concerns or issues you wish to discuss, in confidence, please contact:

- **Hannah Maynard-Slade** – 07703 483775 or hmaynard@btinternet.com
- **Rob Jones** – 07786 927224 or rpjonesuk@yahoo.co.uk

Otherwise, contact the **LTA Safeguarding Team** on 020 8487 7000 or by email at safeguarding@lta.org.uk.

Related policies

Sundridge Park Tennis and Squash Ltd has several Safeguarding policies. Those most relevant to this policy and available on our website are:

- Safeguarding Policy
- Diversity and Inclusion Policy
- GDPR: Data Protection Policy
- Recording and Publishing Images Policy
- Online Safety and Communication Policy, including Social Media Policy
- Policy for Use of Changing Rooms and Showering Facilities
- Sickness and Injury Policy
- Sun Safety Policy
- Whistleblowing Policy
- Guidance for Travelling to Away Fixtures Policy

In addition to our Sundridge Park club-specific policies, we support the policies and intentions of the nationwide governing bodies for tennis and squash, which can be found at:

LTA – Safeguarding Children, Safeguarding Adults at Risk, Inclusion, Transgender Inclusion and Photography and Filming policies can be found at lta.org.uk/about-us/safeguarding/overview

England Squash – the Safeguarding Children, Safeguarding Adults at Risk and Equity policies can be found at englandsquash.com/safesquash

Safeguarding Policy	Last Review Date: January 2025 (review/amendments by R Jones)
Written by LTA HP	Next Review Date: January 2028