

The Park Tennis Club (2012) Ltd
Safeguarding Policy

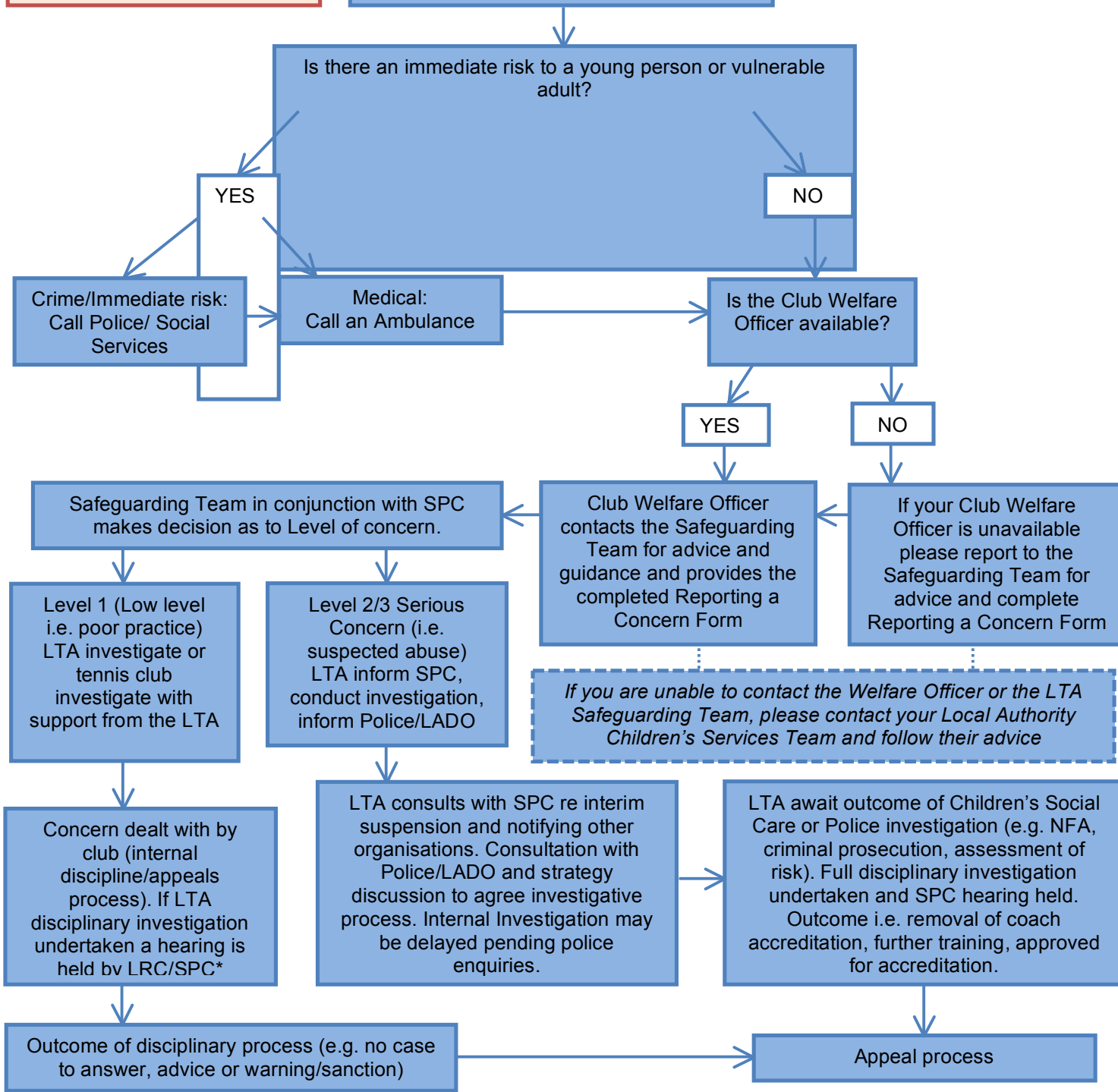
Reporting a Safeguarding Concern within the Tennis Environment

Useful Contacts

British Tennis 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



*SPC – Safeguarding and Protection Committee

*LRC – Licensing and Registration Committee

Safeguarding Policy

1. Policy statement

The Park Tennis Club is committed to prioritising the well-being 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.

At our club, we strive to provide a safe, enjoyable and inclusive environment for all of our members & volunteers and coaches.

We are committed to working in accordance with statutory responsibilities, government guidance and comply with the best practice and requirements set by the Lawn Tennis Association (LTA). A set of the LTA guidance documents relating to the safeguarding policy are attached after the appendices.

We aim to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and adults at risk have a positive and enjoyable tennis experience.

2. Use of terminology

Child: a person under the age of eighteen years.

Note that some legislation in defines a child as a person under sixteen years old, however where there is an adult in a position of trust this age is raised to 18 to reflect the potential for influence. 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.

(See appendix A for full glossary of terms).

3. Scope

This Policy is applicable to all staff, volunteers, committee members, coaches, club members and people acting on behalf of the club. It is in line with national legislation and applicable across the UK.

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 club's committee has overall accountability for this Policy and its implementation
- Our club Welfare Officer *Martha Guillen & Club Secretary* 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.

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 club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The club Welfare Officer and 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 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. Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency (999);
 - Local Authority Children's Services
 - Local Authority Adult Services
 - Designated Officer for concerns/disclosures about a member of staff, consultant, coach, official or volunteer
 - Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer

Additional Support

Anyone who has been subject to abuse (including bullying) or wishing to report abuse, can get guidance and support from a number of organisations. These include:

Organsation	Website	Contact number
ChildLine	www.childline.org.uk	0800 11 11
National Association for people Abused in Childhood (NAPAC)	www.napac.org.uk	0800 085 3330 / 0808 801 0331
National Society for the Prevention of Cruelty to Children (NSPCC)	www.nspcc.org.uk	0808 800 5000
Action on Elder Abuse (AEA)	www.elderabuse.org.uk	0808 808 8141
Victim Support	www.victimsupport.org.uk	0845 30 30 900
National Domestic Abuse Helpline	www.nationaldomesticviolencehelpline.org.uk	0808 2000 247
Broken Rainbow	www.broken-rainbow.org.uk	0300 999 5428

This is Abuse	www.thisisabuse.co.uk	
Child Exploitation and Online Protection Centre (CEOP)	www.ceop-police.uk	
Internet Watch Foundation	www.iwf.org.uk	
UK Safer Internet Centre	www.saferinternet.org.uk	0844 381 4772
Nottingham City Council Access Duty Team for adults	www.nottinghamcity.gov.uk/ncaspb	0300 300 3333 opt 2
Nottinghamshire County Council	www.nottinghamshire.gov.uk/care/adult-social-care/safeguarding-adults	0300 500 8080
Nottingham City Safeguarding Children Board	www.nottinghamcity.gov.uk/article/24052/Contact-Nottingham-City-Safeguarding-Children-Board	0115 876 4762
Nottinghamshire Safeguarding Children Board	www.nottinghamshire.gov.uk/nscb	0115 977 3935
LTA Designated Officer	www.lta.org.uk/about-us/safeguarding-protection/	020 8487 7000
Disclosure & Barring Service	www.gov.uk/government/organisations/disclosure-and-barring-service	03000 200 190

5. Reporting Procedure

Responding to concerns about a child, young person or adult at risk.

Any concerns about a child, young person or adult at risk should be raised with the Welfare Officer as soon as possible.

If there is a concern about the safety of a child, young person or adult at risk, the Welfare Officer will contact the Police or Social Care immediately and then inform the Safeguarding Team.

If a child, young person or adult at risk makes a disclosure of abuse, we cannot maintain confidentiality and will inform the child, young person or adult at risk that we need to speak to the Welfare Officer to help keep them safe.

We will always try to inform the parents and carers about the concern, unless we believe it will put the child, young person, adult at risk or another person at risk.

This flowchart outlines the process for sharing concerns:



Responding to concerns about someone who works with children and young people at our club.

When someone is concerned that a person who works at our club has abused their 'position of trust' and/or harmed a child, young person or adult at risk, they should speak to the Welfare Officer immediately.

If the allegation indicates that person has:

- Behaved in a way that has, or may have, harmed a child;
- Possibly committed a criminal offence against or in relation to a child; or
- Behaved in a way that indicates s/he is unsuitable to work with children

Our Welfare Officer will contact the LTA Safeguarding Team and Local Authority Designated Officer (LADO) within 24 hours for support in next steps.

Guidance on how we manage these types of allegations can be viewed in Appendix D which outlines a flowchart of the process that we follow, Appendix E which has a reporting form and Appendix F which summarises the procedures.

Complaints and Feedback

At our club we strive to go the extra mile so that we deliver our services right, efficiently and to a high standard at all times.

We understand there are times you may not always be happy with our club. Therefore your feedback is very important to ensure we continue to provide an excellent service.

When dealing with complaints, we follow these four values:

Right to Complain

You have the right to complain and complaints are taken very seriously. You will never be bullied, harassed or disadvantaged for making a complaint.

Equality

You will receive a response to your complaint regardless of your age, gender, disability, race, religion, nationality, social status, or sexual orientation.

Fairness

All complaints will be dealt with fairly and openly.

Safeguarding

All complaints will be treated as confidential and only discussed with those involved in the investigation and decision making process. If your complaint involves a situation where other people may be at risk or a crime has been detected, confidentiality cannot be guaranteed.

Making a complaint

Often, issues can be resolved through mediation and talking, so in the first instance we encourage people to talk to our Welfare Officer.

If, however, you would like to proceed with a complaint, you should report the matter in writing to our Welfare Officer or another member of the management committee.

Your report should include:

- a) details of what occurred, including any times and locations;
- b) details of any witnesses and/or their statements;
- c) details of any former complaints made about the incident, including the date and to whom the complaints were made; and
- d) what your desired outcome is.

Unfortunately, we cannot deal with anonymous complaints. This is because we operate in a fair and transparent manner and we need to know where the complaint has come from in order to make things better.

We reserve the right to end any investigation or refer to the LTA for support, guidance or direction. If this happens you will be given the reasons for our decision.

Complaint / Appeal Procedure

When a complaint or appeal is received by the Welfare Officer / Club Chairman, within 7 days a panel will be formed to determine the complaint / appeal. The panel will comprise:

1. Committee Chair / Secretary / Membership secretary
2. A coaching representative
3. The Welfare Officer
4. A committee member

All members of the panel will need to be impartial. Declarations of interest must exclude individuals that could not act impartially.

Prior to the panel meeting the Welfare Officer is to investigate the complaint and notify all parties of the panel hearing date. If the complaint is about the Welfare Officer the Club Chairman is to fulfill this role.

All parties to the complaint are to be invited to speak at the panel hearing.

Having heard evidence and had reporting from the Welfare Officer / Chairman the panel will deliberate and issue a decision in writing to the complainant / appellant within 10 days of the panel hearing.

If a decision is to be appealed, the appeal must be received by the Chairman in writing within 14 days of the original decision date. Appeals may be made if:

- New evidence emerges that suggests the panel decision was incorrect

The complaints / appeal process was not correctly followed.

If an appeal is received following the complaints procedure, the panel must comprise 4 different individuals from the original complaint panel. In the case of individuals with no direct replacement (Welfare Officer) a committee member with suitable experience is to act in their stead.

6. 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 club, 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 players, parents or carers, 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 appeal procedure.

7. 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.

What is whistle blowing?

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower 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 about a child or an adult at risk at the club

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

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 Club Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The Club Welfare Officer can be contacted on:

Name: Martha Guillen

Contact number: 07789 795820

Email address: msguillenp@hotmail.com

Information to include when raising a concern

The whistle blower 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 (unless they wish to remain anonymous);
- 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 whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

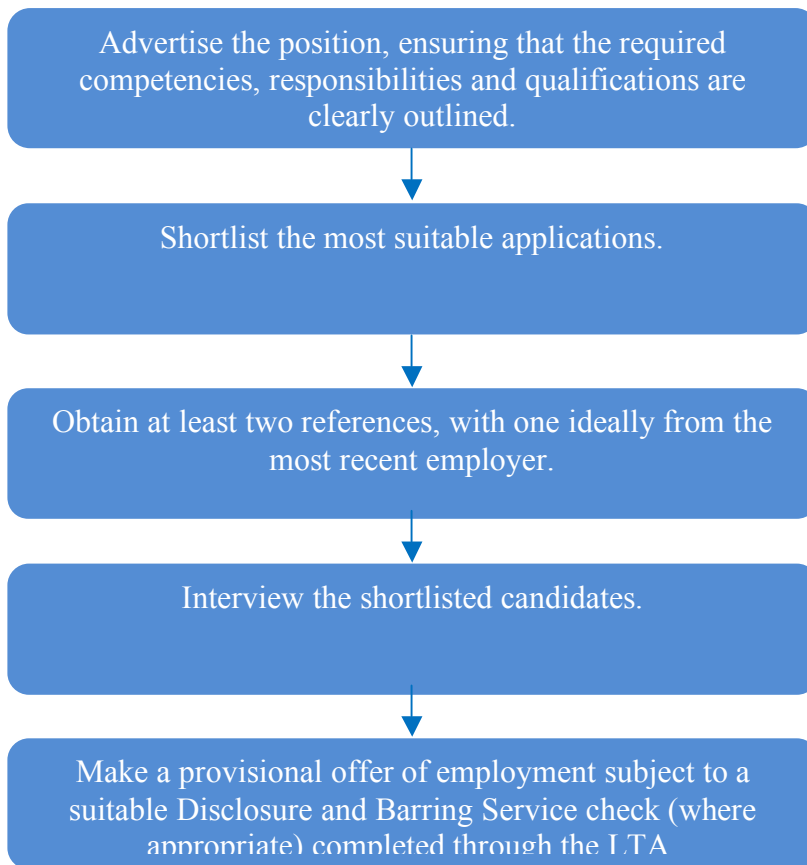
If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

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.

8. Safer Recruitment

When recruiting people (paid or voluntary) to work at our club, we work in accordance with the LTA's safe recruitment procedures. The process we follow is outlined below:



As a Tennismark Club, we only recruit LTA accredited tennis coaches.

We also ensure that anyone who works unsupervised with children completes an enhanced DBS and Barred List check through the LTA. In some situations, we may ask people who are supervised when working with children to complete an enhanced DBS check.

All DBS checks are updated every three years in line with best practice and guidance from the LTA.

Prior to commencing employment, the induction is to include confirmation of knowledge and understanding of the Club's Safeguarding Policy.

Rehabilitation of Offenders

We comply with the Rehabilitation of Offenders Act 1974 and seek to ensure that past offence(s) do not impact on an individual's life, if they have continued to abide by the law. This usually means we do not consider any spent conviction unless someone wants to work with children, young people or adults at risk.

When a DBS check does reveal an offence, we refer to the LTA Safeguarding Team to undertake a risk assessment process.

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 club Welfare Officer
- 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 club activities 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 club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your 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 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:

Club Committee Chair *Carole Harvey*

Date:

Club Welfare Officer *Martha Guillen*

Date:

Appendix A: Glossary of Terms

Safeguarding: 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. 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. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning 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, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which 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 abuse 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 in the production of, sexual images, 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 opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, 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 serious 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); or
- ensure access to appropriate medical care or treatment.

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

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.

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.

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

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.

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

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.

Sexting: 'Sexting' is one of a number of 'risk-taking' behaviours associated with the use of digital devices, social media or the internet.

Female Genital Mutilation (FGM): is recognised as a form of physical, sexual and emotional abuse. If FGM is reported or legitimately suspected it must be reported directly to the police. Reporting to the club Welfare officer or the LTA is not sufficient.

Child Sexual Exploitation: a form of sexual abuse in which children are sexually exploited for money, power or status

Child trafficking : 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

- A person who is being abused may experience more than one type of abuse
- 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 well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B: 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 Reporting a Concern Form or The form in Appendix E. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safeguarding Team within 48 hours of the incident. *If you do not have access to this document, write down the details using what you have available then sign and date it.*

These guidelines represent a summary of the Child Protection Policy and Procedures to which your attention is drawn.

Adults looking after children or young people in schools should be aware of the risks of abuse (by adults or other young people) and take steps to reduce those risks. Adults in charge of children or young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that it is happening.

The following key points give a guide on what to do and what not to do.

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, once you are sure the child is settled, write brief notes of what they are telling you while they are speaking, if not, try to do so immediately after speaking to the child.

These may help later if you have to remember exactly what was said – and to keep your original note, however rough and even if you wrote it on the back of something else (it is what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards).
3. Either attach your original notes to a Child Protection Disclosure Form or write up your notes immediately after speaking to the child on a disclosure form. Copies of these forms are found _____. Ensure you sign and date the forms
4. Do not give a guarantee that you will keep what is said confidential or secret

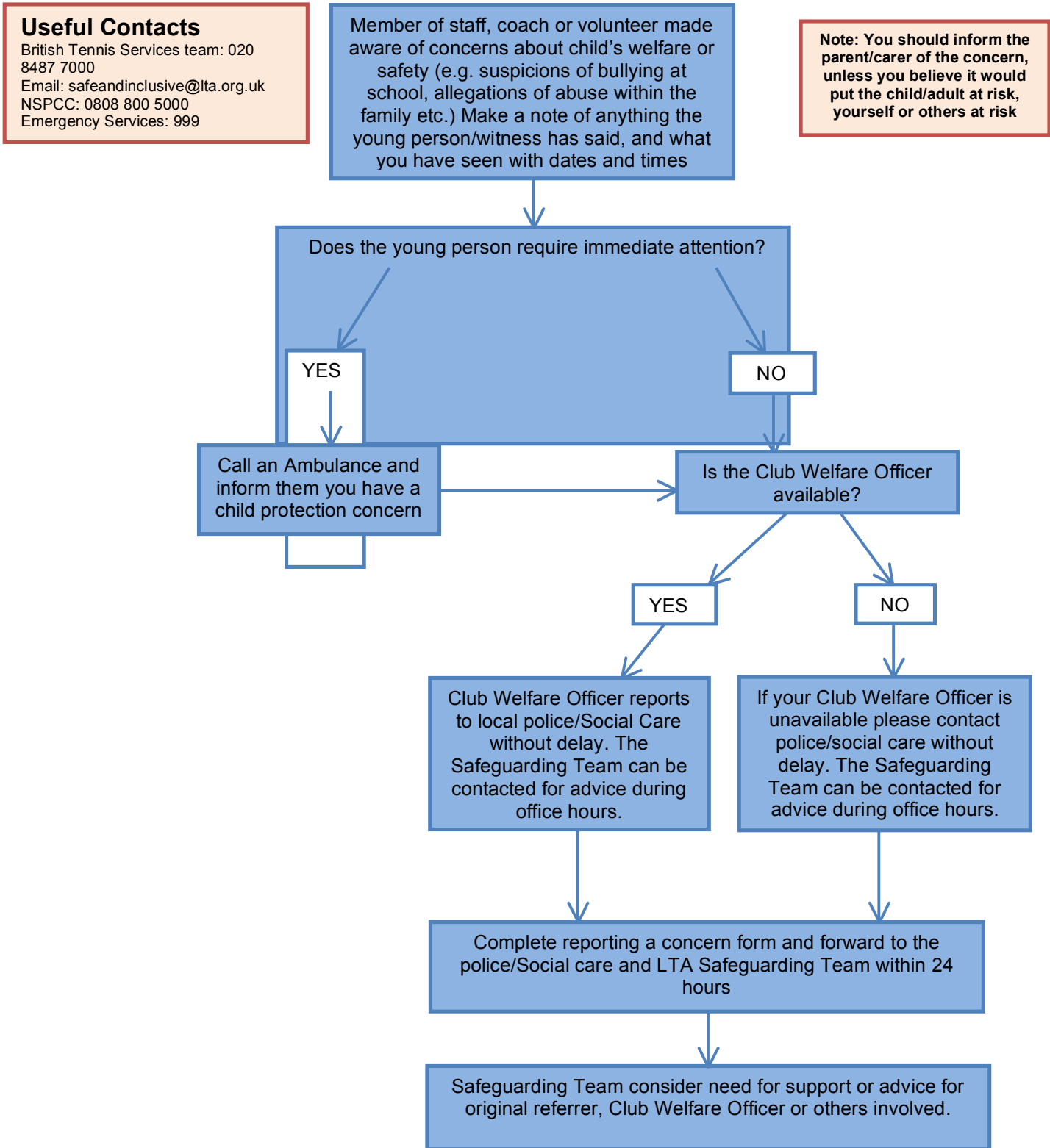
If you are told about abuse you have a responsibility to tell the right people to get something done about it (see below). If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell people who absolutely have to know.
5. Don't ask leading questions that might give your own ideas of what might have happened.

Not "He did do X to you?" – just ask "what have you to tell me?" or "is there anything else you want to say?"
6. Immediately tell the Designated Safeguarding Leads (DSL), OR their deputy, unless one of them is accused or suspected of abusing, in which case tell the Head.

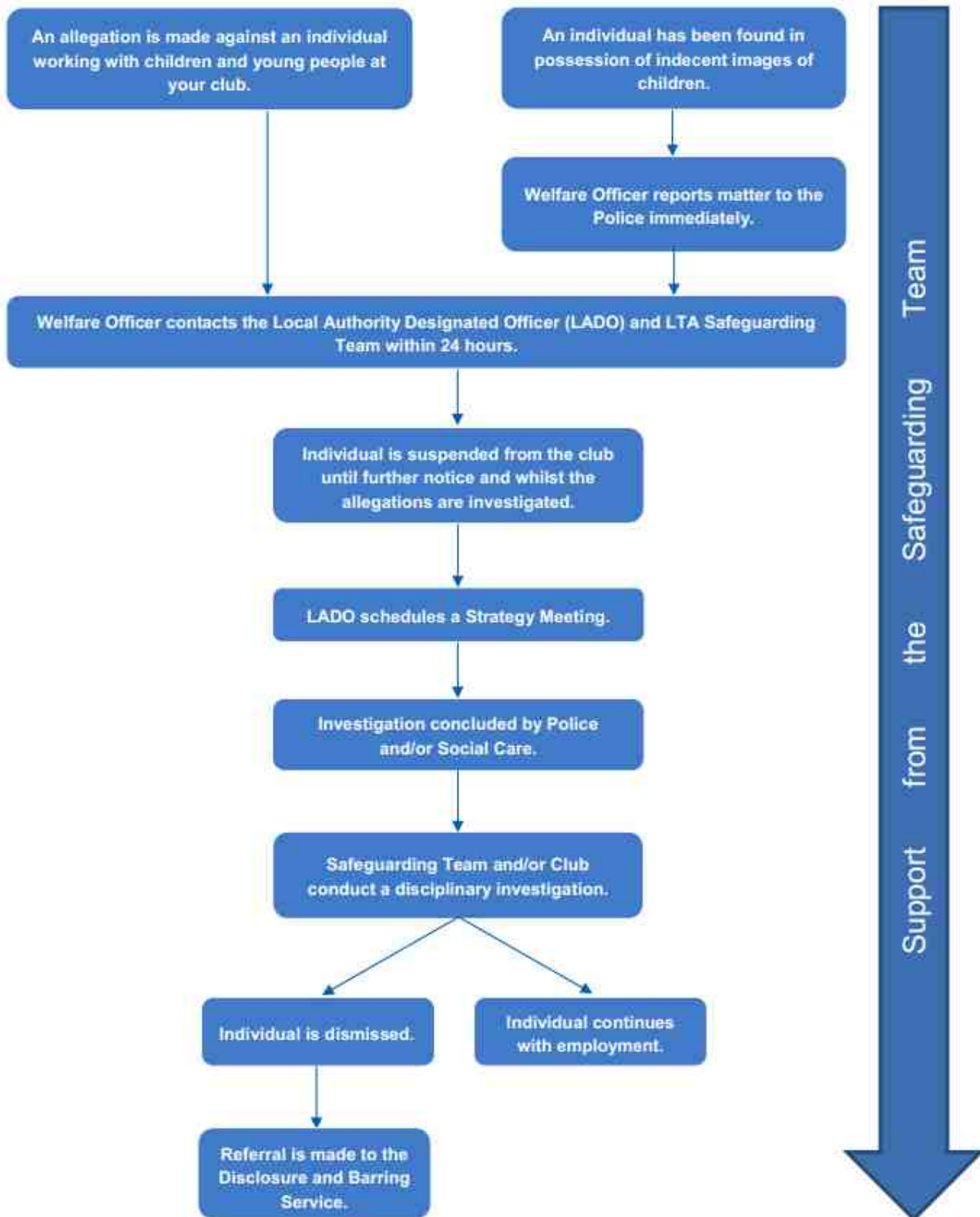
Don't discuss what you have been told with a wider audience, you may seek advice from your HOY.
7. Discuss with the DSL (or the Head) whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you)
8. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc.

Appendix C: Reporting a Safeguarding Concern outside the Tennis Environment

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



Appendix D: Reporting Flowchart for managing allegations against people who work with children and young people.



Appendix E: Safeguarding Concern Form

Please complete within 24 hours and send to the Safeguarding Team within 48 hours

Date of concern:		Date form created:	
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Details of person who is raising the concern (they should complete this section of the form)

Name		Role in Club	
Telephone		Email	

Who are you concerned about?

This concern relates to: (please tick all that apply)	Child (U18)	<input type="checkbox"/>	
	Adult at Risk	<input type="checkbox"/>	
	Coach	<input type="checkbox"/>	
	Official	<input type="checkbox"/>	
	Volunteer	<input type="checkbox"/>	
	Parent	<input type="checkbox"/>	
	Club	<input type="checkbox"/>	
	Other	<input type="checkbox"/> Please State:	
Name of person you are concerned about:		Date of Birth	
Address		Contact Details	
Parents or carers names and contact details if applicable			

Confidentiality

(If the allegation is against a member of staff or volunteer that person should not be informed of the concern until advice has been sought from the LTA Safeguarding Team)

Have the parents / carers or adult at risk been informed of the concern	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If not, please state why:
(If you feel that informing the parents or carers about the

concern will put the child or yourself at risk, you should not inform the parent or carer but need to document here why you feel it will put them at risk)
(Adults at risk need to be informed of your concerns)

What date and time was the parents/carers or adult at risk informed of the concerns?
 (DD/MM/YYYY)
 (Hr/Mins)

Parent / carer or adult at risk response:

Have the parents / carers or adult given consent to share the information Yes
 No

Details of the parent / carer or carer of the adult at risk

Name(s)		Address	
Telephone		Email	

Your concerns

Facts:
(please state facts i.e. the child / adult at risk had a bruise on their right hand)

Opinions:
(please state what is your opinion of the concern i.e. I believe in my position as a tennis coach that the adult at risk is being pushed beyond their ability which is causing injuries such as..)

Hearsay

(please state what has been said by others or overheard i.e. you overhear the child talking to their friend saying they are scared)

Actions

What did you do about your concern?	
Who have you informed about your concern?	<input type="checkbox"/> Welfare Officer <input type="checkbox"/> LTA Safeguarding Team <input type="checkbox"/> Police <input type="checkbox"/> Other (please state):

Welfare Officer

Date / Time you received concern:		Who raised the concern and what is their role in the club?	
Who have you informed about your concern:		<input type="checkbox"/> LTA Safeguarding Team <input type="checkbox"/> Police <input type="checkbox"/> Children's Services <input type="checkbox"/> Adult Services <input type="checkbox"/> Local Authority Designated Officer <input type="checkbox"/> Other (please state):	
What date did you contact?		Who did you speak to?	
What was their role?		What advice were you given?	
What actions (if any) have you taken?			

Safeguarding Team Only

Link to LTA Safeguarding and Referral Form

Date Form Received:	
---------------------	--

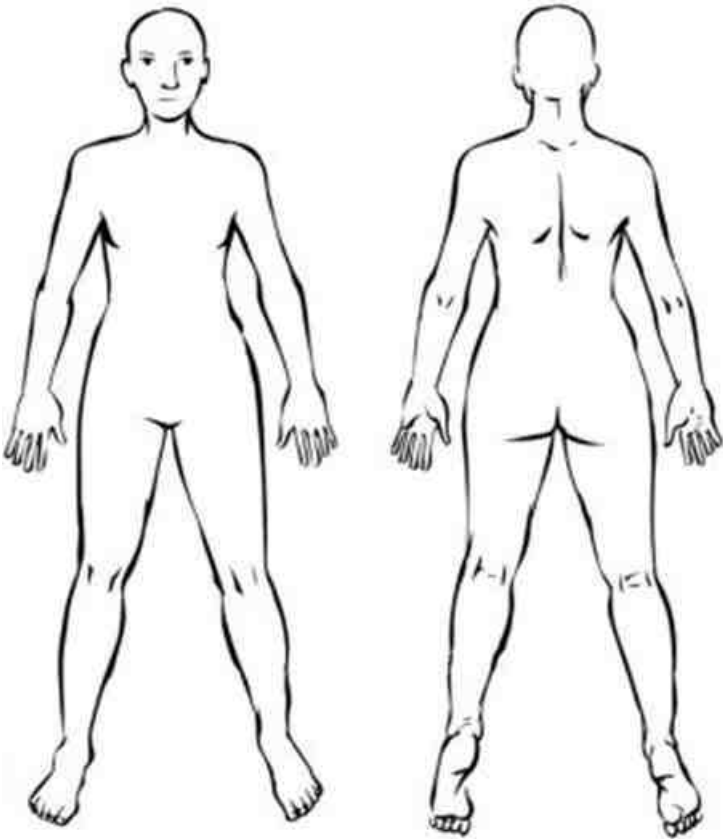
Body Map

Record any physical injuries or marks you notice on the body map. Place a mark where the injury is and then a line out to written text describing the nature of the injury.

Care should be given to state:

- specific location, e.g. right elbow
- description of the injury, e.g. colour of bruise, bleeding, scabbing etc.
- approximate size of the injury by relating to objects of a standardised size, such as British coins
- sign your name and date injury recorded.

Example: Open wound above right eyebrow which was bleeding. Approximately the size of a 10p coin. John Doe, 01/01/2014.



Appendix F: Safeguarding Procedure

Individual Staff/Volunteers/Other Adults – main procedural steps

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible write a dated and timed note of what has been disclosed or noticed, said or done and report to the appropriate “Welfare Officer” (or a ‘Deputy’ in their absence).
- 3) **If, at any point, a child is in immediate danger or is at risk of harm a referral should be made to Children’s Social Care and/or the police immediately. Anybody can make a referral to the necessary external agencies. Inform the police if a crime may have been committed.**
- 4) If the concern involves the conduct of a member of staff (including the WO) or volunteer, a visitor, a trainee or another young person or child, the Chairman must be informed. If a safeguarding issue also involves misconduct by a person involved in regulated activity, a referral should be made to the DBS and if they are a coach, to the LTA.
- 5) If the allegation is about the Chairman, the information should be passed to the Local Authority Designated Officer (LADO) without the Chairman being informed.
- 6) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

Welfare Officer – main procedural steps

- 1) Begin a case file, which will hold a record of communications and actions in a coherent order, to be stored securely.
- 2) Provide and act as a source of advice, support and expertise when they have been notified of a disclosure or concern. Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professional’s consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children’s Social Care (Priority 1), the First Response Children’s Duty should be contacted by phone. Written confirmation should be made within 24 hours on the Local Authority Agency Referral Form to Children’s Social Care. All other referrals should be made using the online Local Authority form.
- 5) If the concern is about children using sexually abusive behaviour, be mindful of the guidance given during initial training and update training from LTA and also refer to the relevant section in the Local Authority procedures.
- 6) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.

Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take

advice from the First Response Professionals Consultation line (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (e.g. a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

These procedures include descriptions of action undertaken by the Club, the local authority services and the Police.

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children.

1) Individual Staff/Volunteers/Other Adults:

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the Welfare Officer.
- iii. Pass on the written record.
- iv. If the allegation concerns the conduct of a WO, report immediately to the Club Chairman.

2) Welfare Officer / Club Chairman

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Before taking further action notify and seek advice from the LADO, Safeguarding Unit on the same day. The Club Chairman and WO may have an informal discussion with the LADO without naming an individual.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Report to First Response Children's Duty if the LADO, Safeguarding Unit so advises or if circumstances require a referral concerning a child.
- v. Ongoing involvement in cases includes:
 - Liaison with the LADO, Safeguarding unit.
 - Co-operation with the investigating Agencies' enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating Agencies take no further action.
- vi. Keeping a written record of all communications and agreed actions
- vii. Possible referral to the DBS, depending on the outcome.

3) Local Authority Designated Officer (LADO), Safeguarding Unit

- i. Identifies an officer to liaise further with the WO or Club Chairman, and provides advice on how to proceed.

- ii. Monitors cases through its Casework Monitoring Group
- iii. Keeps written records.
- iv. Liaises with children's social care and the Police in relevant cases.

4) Initial action (First Response Children's Duty team): usually same day or next day if key staff are not immediately available

Discussion involving the WO or Club Chairman, the Local Authority Designated Officer (LADO) and the Safeguarding Unit to:

- i. Share what information is available, both from the source of the allegation and also from the Personnel and child protection files.
- ii. Identify what other information might be needed.
- iii. Come to a view on the seriousness of the allegation.
- iv. Consider whether the alleged perpetrator should continue working or remain in contact with children.
- v. Consider whether suspension is appropriate advice to the Club on this aspect.
- vi. Decide what information and/or advice is to be given to the WO / Club Chairman, including whether the member of staff should be informed of the allegation at this stage.
- vii. Decide what action is needed, and who needs to be involved and informed.

5) Initial action and discussions (inter-agency)

The Club Chairman / WO, will in the first instance contact the Local Authority Designated Officer (LADO). If it is then decided, on the basis of the referral or subsequent initial assessment, that child protection enquiries are required, a strategy meeting must be held. The timescales are as for any referral – 24 hours to decide that an initial assessment is required, and up to 7 working days to complete an initial assessment. Once an investigation is under way and it has been agreed that the member of staff should be informed, agencies should identify clear and named points of contact for regular updates, advice and support to the member of staff and their representatives in individual cases.

7) From the above discussions, there are three possible courses of action:

- i. it may be the subject of a Police and/or joint Police and children's social care investigation and possible action through the courts (see 8 below)
- ii. it may be the subject of a disciplinary investigation (see 10, 11 below);
- or
- iii. the matter may be remitted to the Club to be dealt with

If children's social care and the Police decide to take no action the club will generally still need to consider further investigation. The LADO will notify the schools in these circumstances.

8) Case subject to police investigation

If the initial action discussions and/or Strategy Meeting conclude that a Police or Police/children's social care investigation is required, the Department for Education expects that the Police will:

- i. consider whether to consult the CPS about the evidence that will need to be obtained in order to charge the person with an offence without delay;
- ii. consult the CPS if the person has not been charged, to consider whether to proceed with the investigation or refer the case back to the employer; (It is expected that where possible a review

date should be set **no later than 4 weeks** after the initial action meeting, with subsequent reviews at least every 4 weeks.) If the decision is not to prosecute or caution the individual, the Police will pass all relevant and appropriate information they have to the LADO, Safeguarding Unit, if practicable, **usually within 3 working days**. Sections 10 and 11 below then apply.

- 9) **If the case comes to trial**, the Crown Prosecution Service is responsible for the timescales, but the **expectation is** that:
- i. If the person is charged with an offence, the case will be scheduled to be heard **as soon as possible**.
 - ii. Immediately after a trial the Police will provide a report and in the case of an acquittal will provide all relevant information they have.
- 10) **Where the matter is remitted to the Club** to resolve with appropriate action, it is expected that initial action will be taken **usually within 3 working days**.
- 11) **Where a disciplinary investigation is required**. An investigating officer should aim to provide a report within 7 days. If possible a disciplinary hearing should be held within a further 10 working days.

Appendix G: Safeguarding Indicators

All staff/volunteers must be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

There are a number of warning indicators which might suggest that a child may be being abused or neglected.

Types and Signs of Abuse

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Some of the following signs might be indicators of abuse or neglect:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movement.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently 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, although it may occur alone.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

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 in the production of, sexual images, 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.

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

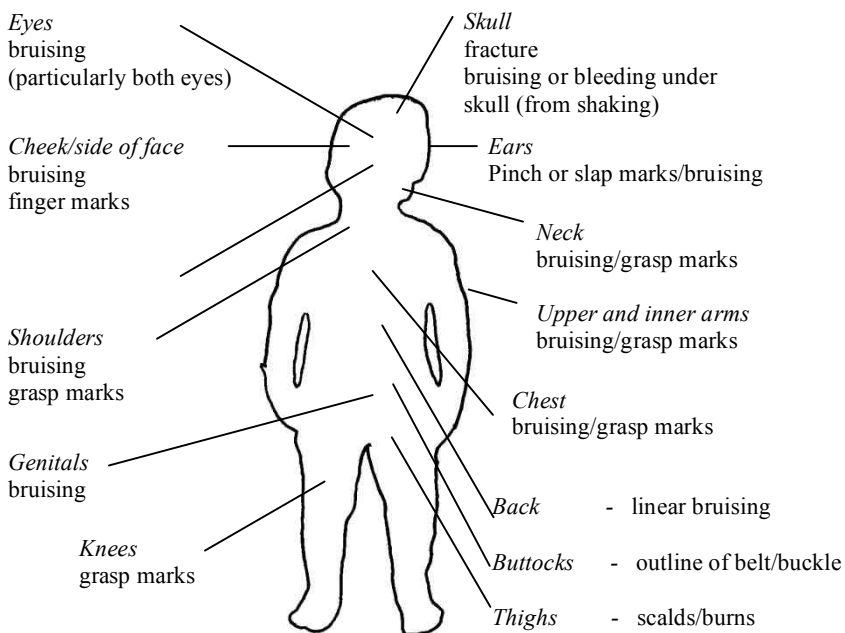
Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some of the following signs may be indicators of neglect:

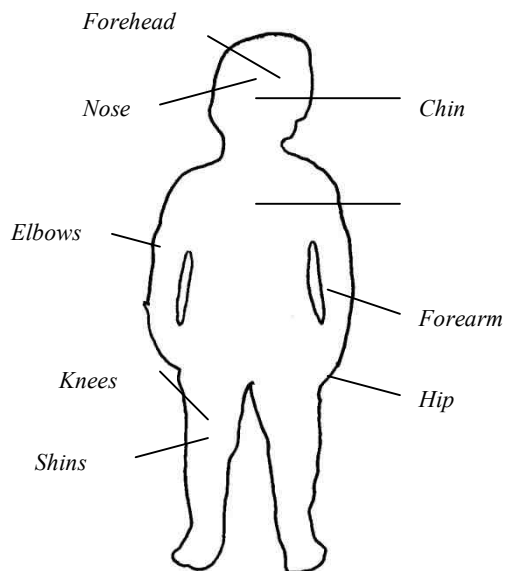
- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Common sites for non-accidental injury



Common sites for accidental injury



<u>Non-accidental injuries</u>	<u>Accidental injuries</u>
<p><i>Bruises</i> likely to be: frequent patterned, e.g. finger and thumb marks old and new in same place (note colour), in unusual position (see chart) consider: developmental level of the child and their activities may be more difficult to see on darker skins</p> <p><i>Burns and scalds</i> likely to have: clear outline splash marks around burn area unusual position, e.g. back of hand indicative shapes, e.g. cigarette burns, bar of electric fire</p> <p><i>Injuries</i> suspicious if: bite marks fingernail marks large and deep scratches incisions, e.g. from razor blade</p> <p><i>Fractures</i> likely to be: numerous - healed at different times consider: age of child, always suspicious in babies under two years or old delay in seeking treatment</p> <p><i>Sexual abuse</i> may result in: unexplained soreness, bleeding or injury in genital or anal area sexually transmitted diseases, e.g. warts, gonorrhoea</p>	<p><i>Bruises</i> likely to be: few but scattered no pattern same colour and age consider: age and activity of child, e.g. learning to walk may be confused with birthmarks or other skin conditions</p> <p><i>Burns and scalds</i> likely to be: treated easily explained may be confused with other conditions e.g. impetigo, nappy rash</p> <p><i>Injuries</i> likely to be: minor and superficial treated easily explained</p> <p><i>Fractures</i> likely to be: of arms and legs seldom on ribs except for road traffic accidents rare in very young children may rarely be due to 'brittle bone syndrome'</p> <p><i>Genital area</i> injury may be accidental (seek expert opinion) soreness may be nappy rash or irritation, e.g. from bubble bath, anal soreness may be due to constipation or threadworm infestation</p>

Parental attitude is important in assessing all of the above - when a child is suffering a severe and painful injury most would seek medical help.

Staff should only view those parts of the body that are normally visible.

Appendix H: Prevent Duty

The Park Tennis Club recognise and promote fundamental British values with the club core values which are Teamwork, Respect, Enjoyment, Discipline and Sportsmanship. This is the key to building resilience to radicalisation on every level, allowing every young person from diverse and ethnic backgrounds to reach their full potential within their chosen sport. This has been recognised at every level with the prevent policy.

From 1st July 2015, all schools and childcare providers were required, under section 26 of the Counter terrorism and Security Act 2015, to have due regard to the prevention of people from being drawn into terrorism. This legalisation is primarily aimed at the education system. However, all agencies having contact with young people must adhere to the prospect of preventing radicalisation. The Park Tennis Club is responsible for the welfare of all children and young people that partake in the sport at our club. The club has adopted the policy strategy laid down by the law to ensure the safeguarding of all.

The Prevent Duty

In dealing with the Prevent Duty it is important to recognise that the dealings that a club official will be different to those of a child care professional, however, there are areas that will overlap and these are reproduced here:

'The general risks affecting children and young people may vary from area to area, and according to their age. Schools and childcare providers are in an important position to identify risks within a given local context. It is important that schools and childcare providers understand these risks so that they can respond in an appropriate and proportionate way.'

'There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.'

'As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views.'

'The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.'

There may not be any one sign which will lead you to the belief a young person is being radicalised. The general risks affecting children and young people may vary from area to area, and according to their age.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, club personnel should be alert to changes in children's behaviour that could indicate that they may be in need of help or protection. In these cases, the general safeguarding principles apply to the 'Keeping Safe' from radicalisation in accordance with the general safeguarding relevant statutory guidance and the Club policy. Any concerns of a young person being at risk demonstrated by behaviour on or off the court, views posted online or concerns from family or friends should be referred to the welfare officer.

Concern does not require any person to carry out any form of investigation but will ultimately be referred to the relevant professional body.

Government Policy Document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Prevent Action Plan

The Park Tennis Club (2012) Ltd does not have a strict duty under Section 26 of the Counter-Terrorism and Security Act 2015 (as a school would have), in the exercise of its functions, to have due regard to the need to prevent people from being drawn into terrorism. In order to be aware of the Prevent Duty, the club recognises a typical Prevent Action Plan will include the following:

Duty	What this means	Action	By whom	Date Completed
Risk Assessment				
Assess the risk of children being drawn into terrorism	Staff can demonstrate a general understanding of the risks affecting children and young people	All staff to read "Keeping Children Safe in Education" and Annex A, September 2018 The Prevent Lead informs staff of their duties as set out in "The Prevent Duty" (DfE, June 2015)	All Staff Prevent Lead	
	Staff can identify individual children who may be at risk of radicalisation and how to support them.	The Prevent Lead informs staff about signs and indicators of radicalisation.	Prevent Lead	
	There is a clear procedure in place for protecting children at risk of radicalisation.	All staff to read the LES Safeguarding Policy which includes a statement regarding the School's "Prevent" duty. All staff understand how to record and report concerns regarding risk of radicalisation.	All staff All staff	
	The school identifies a Prevent Lead.	All staff know who the Prevent Lead is and that this person acts as a source of advice and support.	All staff	
Prohibit extremist speakers and events in the school	The school exercises "due diligence" in relation to requests from external speakers and organisations using school	Prior to any external visitor speaking, the School actively; Requests an outline of what the speaker intends to cover Researches the	Prevent Lead	

	premises.	<p>person/organisation to establish whether they have demonstrated extreme views/actions.</p> <p>Denies permission for people/organisations to use school premises if they have links to extreme groups or movements.</p> <p>Provides justification for their decisions in writing.</p>		
Working in Partnership				Date completed
The school is using existing local partnership arrangements in exercising its Prevent duty.	Staff record and report concerns in line with existing policies and Procedures.	All staff record and report concerns on the usual "Child Protection Concern" form.	All staff	
	The Prevent Lead makes appropriate referrals to other agencies including the Channel Panel.	<p>Records of referrals are kept in the Welfare File.</p> <p>Referrals are followed up appropriately.</p>	Prevent Lead	
Staff training				Date Completed
Equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.	Assess the training needs of staff in the light of the school's assessment of the risk to pupils at the school of being drawn into terrorism.	<p>As a minimum the school:</p> <p>Ensures that the designated safeguarding lead undertakes Prevent Awareness Training.</p> <p>Ensures that the Designated Safeguarding Lead is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.</p>	<p>Designated Safeguarding Lead/Prevent Lead</p> <p>Relevant staff</p>	

		<p>Relevant staff to complete the Home Office online “General Awareness Training on Channel”. (Referred to in the DfE guidance cited below). *</p> <p>All front line staff have attended a Workshop Raising Awareness of Prevent (WRAP) session or completed the Home Offices online training version. *</p> <p>*to be completed by October half term</p>	identified by the Prevent Lead	
IT Policies				Date Completed
Ensure that children are safe from terrorist and Extremist material when accessing the internet in School.	The school has policies in place which make reference to the “Prevent” duty.	<ul style="list-style-type: none"> • E safety policy • Acceptable use policy • Anti-bullying policy 	Prevent Lead	
	Children are taught about online safety with specific reference to the risk of radicalisation.	The curriculum reflects this duty.	Head	
Building children’s resilience to radicalisation				Date Completed
Ensure that pupils have a “safe environment” in which to discuss “controversial	Pupils develop “the knowledge, skills and understanding to prepare them to play a full and active part in society”.	Through PSHE/Citizenship, and other curriculum activities, pupils are able to explore political, religious and social issues.	Head of PSHE	

issues”.		<p>Pupils are taught about the diverse national, regional and ethnic identities in the UK and the need for mutual respect.</p> <p>Relevant staff are aware of the government guidance</p>	Other relevant staff	
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References:

“Keeping Children Safe in Education: Information for all school and college staff” DfE, September 2018
 “The Prevent Duty: Departmental advice for schools and childcare providers”, DfE, June 2015

Appendix I : Sexting Policy

Introduction

'Sexting' is one of a number of 'risk-taking' behaviours associated with the use of digital devices, social media or the internet. It is accepted that young people experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated. However, The Park Tennis Club recognises its duty of care to its young people who do find themselves involved in such activity as well as its responsibility to report such behaviours where legal or safeguarding boundaries are crossed.

Whilst there may be no clear definition of 'sexting', for the purposes of this Policy sexting is defined as 'youth produced sexual imagery' (UKCCIS,2016):

- Imagery, covering both still photos and moving videos
 - by children under the age of 18, or
 - of children under the age of 18, that are of a sexual nature.
- These images are shared between young people and/or adults via a mobile phone, handheld device, computer, 'tablet' or website with people they may not even know.

Some of the legalities of 'sexting' are outlined in Addendum 1.

There are many different types of sexting (see Addendum 2) and it is likely that no two cases will be the same. It is necessary to carefully consider each case on its own merit. However, it is important that The Park Tennis Club applies a consistent approach when dealing with an incident to help protect young people and the club. The response to these incidents should be guided by the principle of proportionality and the primary concern at all times should be the welfare and protection of the young people involved. For this reason, the Welfare Officer needs to be informed of any 'sexting' incidents. All club coaches are expected to be aware of this procedure. The decisions made by the Welfare Officer will be guided by a pathway (Addendum 3).

Steps to take in the case of an incident

Step 1 - Disclosure by a child/vulnerable adult

Sexting disclosures can happen in a variety of ways. Any disclosure must be referred to the WO as soon as possible and should follow normal safeguarding practices and protocols.

A child/vulnerable adult is likely to be very distressed especially if the imagery has been circulated widely and if they don't know who has shared it, seen it or where it has ended up. They will need pastoral support during the disclosure and after the event. They may even need immediate protection or a referral to police or social services; parents should be informed as soon as possible unless there is good reason to believe that this may put the young person at risk of harm (police advice permitting).

The WO should hold an initial review meeting where the following questions will help decide upon the best course of action:

- Is the child/vulnerable adult disclosing about themselves receiving an image, sending an image or sharing an image?
- What sort of imagery is it? Is it potentially illegal or is it inappropriate?
- Is the clubs' Safeguarding policy and practice being followed?
- How widely has the imagery been shared and is the device in their possession?
- Is it a Club device or a personal device?
- Does the child/vulnerable adult need immediate support and/or protection?
- Are there other children/vulnerable adults and/or young people involved?

- Do they know where the imagery has ended up?

Step 2- Searching a device – what are the rules?

Please refer to the DfE advice on ‘Searching, screening and confiscation’ (February 2014).

The guidance allows for a device to be examined, confiscated and securely stored if there is good reason to believe it contains sexual imagery or extreme pornography. When searching a mobile device, the following conditions should apply:

- The action is in accordance with the school’s policies regarding Safeguarding and Searching and Confiscation.
- The search is conducted either by the Club Head Coach or a person authorised by them.
- A member of the safeguarding team is present.
- The search should be conducted by a member of the same gender as the person being searched. However, if the imagery being searched for is likely to be of a different gender to the person ‘in possession’ then the device should only be viewed by a member of the same gender as the person whose image it is.

If any illegal imagery of a young person is found the Welfare Officer should consider whether to inform the police.

It will almost always be proportionate to refer any incident involving ‘aggravated’ sharing of imagery to the Police, whereas purely ‘experimental’ conduct may be proportionately dealt with without such referral, most particularly if it involves the young person sharing images of themselves (see Addendum 2).

‘Experimental conduct’ commonly refers to that shared between two individuals (e.g. girlfriend and boyfriend) with no intention to publish the imagery further (see Addendum 2). Coercion is not a feature of such conduct, neither are requests for images sent from one person to multiple other young persons.

Any conduct involving, or possibly involving, the knowledge or participation of adults should always be referred to the police.

If an ‘experimental’ incident is not referred to the Police, the reasons for this should be recorded in the School’s ‘Safeguarding Incidents Log’.

Always put the young person first. Do not search the device if this will cause additional stress to the pupil/student whose image has been distributed. Instead rely on the description by the young person.

Never...

- Search a mobile device even in response to an allegation or disclosure if this is likely to cause additional stress to the student/young person UNLESS there is clear reason to do so.
- Print out any material for evidence.
- Move any material from one storage device to another

Always...

- Inform and involve the Welfare Officer (or their Deputy) so that they are able to take any necessary strategic decisions.
- Record the incident. The Club employs a systematic approach to the recording of all safeguarding issues.
- Act in accordance with the Clubs’ Safeguarding and search and confiscation policies and procedures

If there is any sexual imagery of a child on a website or a social networking site, then the

Welfare Officer will report the imagery to the site hosting it. Under normal circumstances the WO would follow the reporting procedures on the respective website; however, in the case of a sexting incident involving a child/person where it may be felt that they may be at risk of abuse then the WO will report the incident directly to CEOP www.ceop.police.uk/ceop-report , so that law enforcement can make an assessment, expedite the case with the relevant provider and ensure that appropriate action is taken to safeguard the child.

Step 3 - What to do and not do with the imagery

If the imagery has been shared across a personal mobile device:

Always...

- Confiscate and secure the device(s). Close down or switch the device off as soon as possible. This may prevent anyone removing evidence 'remotely'.

Never...

- View the imagery unless there is a clear reason to do so or view it without an additional adult present (this additional person does not need to view the imagery and certainly should not do so if they are of a different gender to the person whose image has been shared). The viewing of any imagery should only be done to establish that there has been an incident which requires further action.
- Send, share or save the imagery anywhere.
- Allow students to do any of the above.

If the imagery has been shared across a school network, a website or a social network:

Always...

- Block the network to all users and isolate the imagery

Never...

- Send or print the imagery
- Move the material from one place to another
- View the imagery outside of the protocols in the Clubs' Safeguarding policies and procedures.

Step 4 - Who should deal with the incident

Whoever the initial disclosure is made to she/he must act in accordance with the Clubs' Safeguarding policy, ensuring that the Welfare Officer (or their Deputy) are involved in dealing with the incident.

The Welfare Officer should always record the incident. The Club Chairman should also always be informed- usually by the WO. There may be instances where the image needs to be viewed and this should be done in accordance with protocols.

Step 5 - Deciding on a response

The response should be child/vulnerable adult focused and 'solution' focused.

There may be many reasons why a pupil/student has engaged in sexting – it may be a romantic/sexual exploration scenario or it may be due to coercion.

It is important to remember that it won't always be appropriate to inform the police; this will depend on the nature of the incident (see Addendum 1 for definitions). However, as a club it is important that incidents are consistently recorded. It may also be necessary to assist the young person in removing the imagery from a website or elsewhere.

If sexual imagery of a young person is found:

- Act in accordance with the Safeguarding policy i.e. inform the Welfare Officer

- Store the device securely
- The Welfare Officer will carry out a risk assessment in relation to the young person (Use Addendums 2 and 3 for support)
- The Welfare Officer will make a referral if needed, e.g. Children's Social Care if the nature of the incident is high-risk
- The Welfare Officer will contact the police (if appropriate).
- The Welfare Officer will put the necessary safeguards in place for the child/vulnerable adult, e.g. they may need counselling support or immediate protection
- The Welfare Officer will inform parents and/or guardians about the incident and how it is being managed.

Step 6 - Containment and Prevention

The young persons involved in 'sexting' may be left feeling sensitive and vulnerable for some time. They will require monitoring by and support from their Pastoral teams.

Where cases of 'sexting' become widespread or there is thought to be the possibility of contagion then the Club will reinforce the need for safer 'online' behaviour using a variety of resources (see Addendum 3).

Other coaches may need to be informed of incidents and should be prepared to act if the issue is continued or referred to by other children / vulnerable adults. The Club, its students and parents should be on high alert, challenging behaviour and ensuring that the victim is well cared for and protected. The children's / vulnerable adults' parents / guardians should usually be told what has happened so that they can keep a watchful eye over the young person especially when they are online at home.

Creating a supportive environment for children/vulnerable adults in relation to the incident is very important. Preventative educational programmes on sexting can be found on CEOP's advice-giving website www.thinkunknow.co.uk and the South West Grid for Learning have developed advice for young people at www.swgfl.org.uk/sextinghelp.

Step 7 - Review outcomes and procedures with the aim of preventing future incidents

The frequency or severity of such incidents may be such that the club will need to review its approach. Where this is the case The Club will adopt the 'PIES' model where:

P= Policies and Practices - ensuring that key policies e.g. Safeguarding, Anti- Bullying, Authorised User, Searching and Confiscation Policies are still relevant and can meet emerging issues.

I= Infrastructure - ensuring that the Club's infrastructure and technologies are robust enough to meet new challenges and that the WO is well supported and well resourced.

E= Education - ensuring that both adults and young persons are alerted to the issues such as safety mechanisms, support mechanisms and the legal implications of such behaviour.

S = Standards – KCSIE (2018) provides a good benchmark to test the strength of the club's approach.

'SEXTING' - ADDENDUM 1

The Legal Position

It is important to be aware that young people involved in sharing sexual videos and pictures may be committing a criminal offence. Specifically, crimes involving indecent photographs (including pseudo images) of a person under 18 years of age fall under Section 1 of the Protection of Children Act 1978 (England and Wales) as amended by the Sexual Offences Act 2003 (England and Wales). Under this legislation it is a crime to:

- take an indecent photograph or allow an indecent photograph to be taken;
- make or copy an indecent photograph (this includes downloading or opening an image that has been sent via email);
- distribute or show such an image;
- possess with the intention of distributing images;
- advertise; and
- possess such images

While any decision to charge individuals for such offences is a matter for the Crown Prosecution Service, it is unlikely to be considered in the public interest to prosecute children (Outcome 21). However, children need to be aware that they may be breaking the law. Although unlikely to be prosecuted, young people who send or possess images may be visited by police and on some occasions media equipment could be removed. This is more likely if they have distributed images.

The decision to criminalise young people for sending these kinds of images is a little unclear and may depend on local strategies. However, the current Association of Chief Police Officers (ACPO) position is that:

'ACPO does not support the prosecution or criminalisation of children for taking indecent images of themselves and sharing them. Being prosecuted through the criminal justice system is likely to be upsetting and distressing for children especially if they are convicted and punished. The label of sex offender that would be applied to a child or young person convicted of such offences is regrettable, unjust and clearly detrimental to their future health and wellbeing.'

However, there are cases in which children and young people have been convicted and sent to prison. The important thing to remember is that whilst, as a club, we will want to consider the implications of reporting an incident over to the police, it is not our responsibility to make decisions about the seriousness of the matter; that responsibility lies with the Police and the CPS hence the requirement for the club to refer.

The National Police Chiefs Council (NPCC) has made it clear that incidents involving youth produced sexual imagery should primarily be treated as safeguarding issues.

In summary sexting is classed as illegal as it constitutes sharing and/or possessing an indecent image of a child.

'SEXTING' - ADDENDUM 2

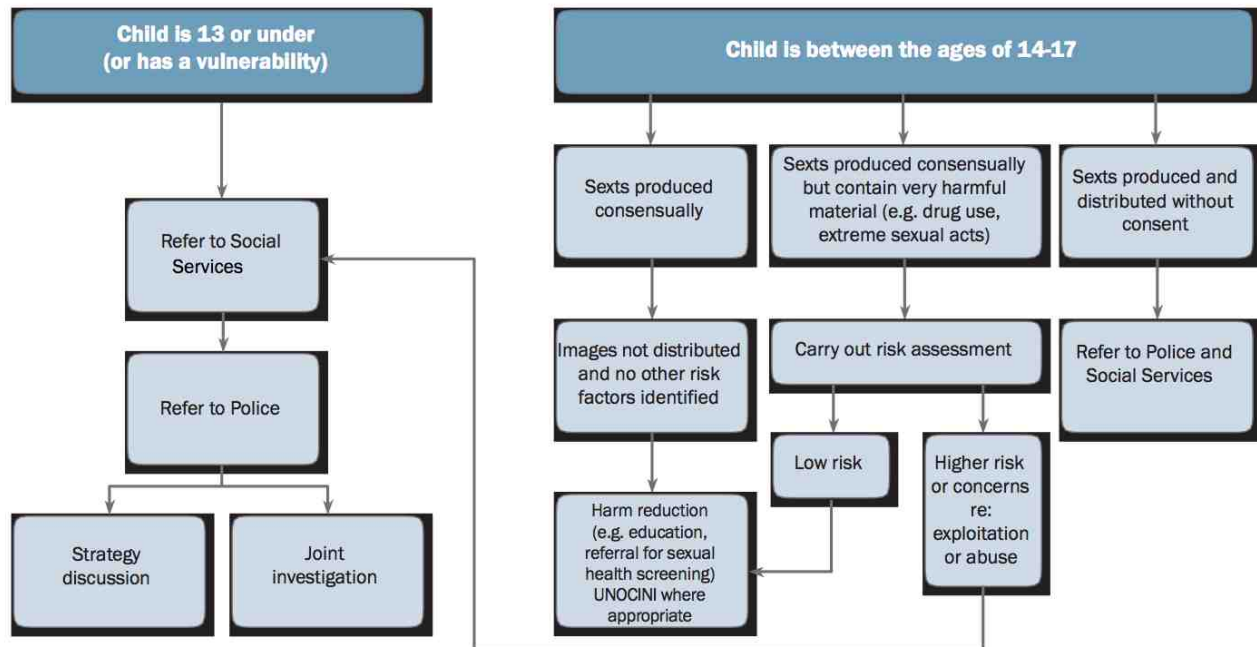
Different Levels of Sexting

The following is adapted from Wolak and Finkelhor 'Sexting: A Typology'. March 2011

<p>Aggravated incidents involving criminal or abusive elements beyond the creation, sending or possession of youth-produced sexual images</p>	<p>Adult offenders develop relationships with and seduce underage teenagers, in criminal sex offences even without the added element of youth-produced images. Victims may be family friends, relatives, community members or contacted via the Internet. The youth produced sexual images generally, but not always, are solicited by the adult offenders.</p> <p>Youth Only: Intent to Harm cases that:</p> <ul style="list-style-type: none">• arise from interpersonal conflict such as break-ups and fights among friends• involve criminal or abusive conduct such as blackmail, threats or deception• involve criminal sexual abuse or exploitation by juvenile offenders. <p>Youth Only: Reckless Misuse no intent to harm but images are taken or sent without the knowing or willing participation of the young person who is pictured. In these cases, pictures are taken or sent thoughtlessly or recklessly and a victim may have been harmed as a result, but the culpability appears somewhat less than in the malicious episodes.</p>
<p>Experimental incidents involve the creation and sending of youth produced sexual images, with no adult involvement, no apparent intent to harm or reckless misuse</p>	<p>Romantic episodes in which young people in ongoing relationships make images for themselves or each other, and images were not intended to be distributed beyond the pair.</p> <p>Sexual Attention Seeking in which images are made and sent between or among young people who were not known to be romantic partners, or where one youngster takes pictures and sends them to many others or posts them online, presumably to draw sexual attention.</p> <p>Other: cases that do not appear to have aggravating elements, like adult involvement, malicious motives or reckless misuse, but also do not fit into the Romantic or Attention Seeking sub-types. These involve either young people who take pictures of</p>

themselves for themselves (no evidence of any sending or sharing or intent to do so) or pre-adolescent children (age 9 or younger) who did not appear to have sexual motives.

'SEXTING' – ADDENDUM 3



'SEXTING' - ADDENDUM 4

Education and Training

Sexting incidents often relate to self-generated images on personally-owned devices, generally outside of school, and it is recommended that schools will adopt preventative education strategies for its young people and put in place appropriate staff training to identify and manage incidents. The following are resources currently available:

- Check the CEOP resources at www.thinkuknow.co.uk . There is a film called *Exposed* and accompanying lesson plans for 11-16 year olds.
- The children’s charity Childnet www.childnet-int.org have developed a drama for secondary school-aged children on the issue of sexting.

- Crossing The Line by Childnet International, a practical PSHE toolkit www.childnet.co.uk/pshetoolkit for educators containing films, lesson plans and activities. The film about 'sexting' and peer pressure, 'Just send it', is rated 12 by the BBFC.
- The Southwest Grid for Learning have developed a resource for young people: 'So you got naked online' www.swgfl.org.uk/sextinghelp which supports them in knowing what to do if things have gone wrong online

(Adapted from;

"Sexting in School and Colleges: Responding to incidents and safeguarding young people" UK Council for Child Internet Safety (UKCCIS), 2016 and

"Sexting' in schools: advice and support around self-generated images What to do and how to handle it"
www.parentsprotect.co.uk)