

# MEONSTOKE TENNIS CLUB CHILD PROTECTION POLICY

## **General Policy Statement**

Meonstoke Tennis Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To underpin this policy, the Club has set out a clear DBS (Disclosure and Barring Service) strategy to cover all staff and all associated personnel who have roles with children or young people, i.e. volunteers. Throughout this policy, reference is made to “children and young people”. These terms’ are used to mean anyone who has not yet reached their 18th birthday.

The Management Committee is committed to ensuring that the Club:

- Provides a safe environment for children and young people to play and learn in.
- Identifies children and young people who are suffering, or likely to suffer, significant harm.
- Takes appropriate action including referrals to see that such children and young people are kept safe, both at home and at the Club site
- Raises awareness of issues relating to the welfare of children and young people.
- Aids the identification of children and young people at risk of significant harm, and provides procedures for reporting concerns.
- Establishes procedures for reporting and dealing with allegations of abuse against members of staff.
- Ensures the safe recruitment of staff

The Club will refer concerns that a child or young person might be at risk of significant harm to the appropriate agencies as agreed with the LSCB (Local Safeguarding Children’s Board), e.g. police, social services.

The management committee will receive an annual report from the designated member of staff (Junior Membership Secretary) with lead responsibility for child protection, which reviews how the duties have been discharged.

## **Monitoring and Review**

- Ensuring that the Club has procedures and policies which are consistent with the CLTA and LTA procedures.
- Ensuring that the Management Committee considers the Club’s policy on child protection annually.

## **Abuse and how it should be dealt with**

1. The Management Committee recognises the following as definitions of abuse:
  - Physical Abuse
  - Neglect
  - Sexual Abuse
  - Emotional Abuse

2. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns if a child or young person tells a member of staff about possible abuse:
  - Inform the child or young person that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
  - Listen carefully and stay calm.
  - Do not interview the child or young person, but question normally and without pressure, in order to be sure that you understand what the child or young person is telling you.
  - Do not put words into the child's mouth.
  - Reassure the child or young person that by telling you, they have done the right thing.
  - Record the main points carefully using the exact language of the child or young person.
  - Make a detailed note of the date, time, place, what the child or young person said, did, and your questions etc.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the Junior Membership Secretary.

### **Safe Recruitment and Selection Procedures**

This procedure addresses the safe recruitment procedures with appropriate checks that are carried out on staff that may come into contact with or work with children or young persons are all DBS checked.

This policy has been written to reflect LTA policies and guidance for more detail please go to <http://www3.lta.org.uk/safeguardingresources/>

Where more LTA policy detail can be found covering:

Safeguarding Children & Young People Policy

Safeguarding Adults Policy

LTA and Tennis Foundation Equality and Diversity policy

Recording and Publishing Images Policy (updated August 2013)

Recruitment and Rehabilitation of Offenders Policy

Recognising the signs and indicators of abuse in Tennis

Managing allegations against people who work with children and young people in Tennis

Definitions of Abuse

Advice and guidance for victims of abuse

Well-Being and Protection Process Children and Adults

Code of Conduct for Working with Children

Safe Recruitment Guidance for Tennis Venues

Social Media Guidance

Unsupervised Children Guidance

Working with Children with Disabilities Guidance

Sun Safety