

CORHAMPTON AND MEONSTOKE COMMUNITY TENNIS CLUB VULNERABLE ADULTS PROTECTION POLICY

General Policy Statement

Corhampton and Meonstoke Community Tennis Club is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to own and 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 vulnerable adults, i.e. volunteers. Throughout this policy, reference is made to “vulnerable adults”. The term ‘vulnerable adults’ is used to mean those adults with mental or physical disabilities, or adults who need support from an outside agency in order to maintain their lifestyle, (e.g. Social Services).

The Management Committee is committed to ensuring that the Club:

- Provides a safe environment for vulnerable adults to play and learn in.
- Identifies vulnerable adults who are suffering, or likely to suffer, significant harm.
- Takes appropriate action including referrals to see that such are kept safe, vulnerable adults both at home and at the Club site
- Raises awareness of issues relating to the welfare of vulnerable adults.
- Aids the identification of vulnerable adults 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 vulnerable adult might be at risk of significant harm to the appropriate agencies e.g. police, social services.

The management committee will receive an annual report from the designated member of staff (Junior Membership Secretary) who will combine lead responsibility for vulnerable adults alongside that of child protection, to review 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 the protection of vulnerable adults 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
 - Psychological/Emotional Abuse
 - Financial Abuse

- Discriminatory abuse
2. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns if a tells a member of staff about possible abuse:
- Inform the vulnerable 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 vulnerable person, but question normally and without pressure, in order to be sure that you understand what the person is telling you.
 - Do not put words into the vulnerable person's mouth.
 - Reassure the person that by telling you, they have done the right thing.
 - Record the main points carefully using the exact language of the vulnerable person.
 - Make a detailed note of the date, time, place, what the vulnerable 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 vulnerable 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

