

BERKHAMSTED
LAWN TENNIS &
SQUASH RACKETS CLUB



BLT&SRC Staff and Volunteer Safeguarding Induction Information

Summary of our Safeguarding Statement

BLT&SRC acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and LTA & England Squash requirements. A copy of the Club's full safeguarding policy is available on the Club website.

The Club's safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of tennis at BLT&SRC in a safe and inclusive environment
- are protected from abuse whilst participating in tennis and squash at the Club.

Safeguarding responsibility of staff and volunteers at BLT&SRC

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. Staff and volunteers are likely to be at the Club and involved in Club activities more than the average member and so their role in safeguarding children and vulnerable adults is even more important.

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, Sarah Markwort on

BLT&SRC Safeguarding Whistle Blowing Policy

or email: welfareofficer@bltsrc.co.uk.

The Club Welfare Officer will pass the details of the concern on to either the LTA or England Squash Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, you do not feel comfortable raising a concern with the Club Welfare Officer, you should speak to the LTA Safeguarding Team on 020 8487 7000/ safeguarding@lta.org.uk for tennis, or for squash contact the England Squash Safe Squash Team: on 0161 438 4302/email safesquash@englandsquash.com. If these Safeguarding Teams are unavailable and you want advice before the next working day, call the NSPCC (0808 800 5000) or Dacorum Child Social Care Services on 0300 123 4043 if your concern is about a child. If your concern is about an adult contact Dacorum Adult Social Care Services on 0300 123 4042.



Record Write an objective account of your concerns immediately and send it to the appropriate contact listed above within 48 hours of the concern/disclosure.

Information to include when raising a concern

You 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.

It is important to have a written record of this information.

What happens next?

All concerns raised 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 you do not believe that the concern has been dealt with appropriately and you wish to speak to someone outside the Club or the LTA or England Squash safeguarding teams, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safeguarding Team on 020 8487 7000 / safeguarding@lta.org.uk for tennis and for squash contact the England Squash Safe Squash Team: on 0161 438 4302 / safesquash@englandsquash.com.

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

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.