



Table of contents:

# CHILD PROTECTION AND SAFEGUARDING POLICY

## Policy statement

Salts Tennis Club recognises that anyone working with children and young people has a duty, under the Children Act of 1989 to ensure the safety and protection of any children and young people in their care. Salts Tennis Club acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

## Aim of the Policy

The policy recognises that child protection covers a range of issues that require careful consideration including:

- Coaching staff / volunteer's recruitment
- Action to be taken
- Code of conduct
- Definition of abuse

The policy aims to set out in clear terms how the procedures of Salts Tennis Club are designed to ensure the safety and protection of children and young people.

## Child Protection Officers

Members of the committee will be appointed to take on the role of Child Protection Officer.

This person will act as a contact between any members of Salts Tennis Club who have a concern and the appropriate service/agency who will deal with the problem.

This person will not be expected to be a Child Protection expert, but will be a channel for information. They will not be expected to deal with any Child Protection issues on their own.

**Jim Dyer    Chairman**  
**Simon Kennett Safeguarding Officer**

The Child Protection Officer will establish an **Incident Book** where they will record any reported incidents or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

### **Recruitment and Selection of Staff & Volunteers**

Any individual taking employment or volunteering with Salts Tennis Club who is in contact with children or young people must agree to a Criminal Records Bureau 'enhanced' check being obtained prior to their commencement of employment or voluntary work. This will be made clear on any application form for employment or volunteering. It will also be stated as part of any interview process and will be a condition before any offer of employment or volunteering can be confirmed.

Salts Tennis Club will always seek at least two references for coaching staff and volunteers and will not allow a member of the coaching staff to start working with children or young people until it has received written assurances that the coaching staff member or volunteer is suitable to do so.

Salts Tennis Club will ensure that all coaching staff are properly trained in issues around Child Protection and safeguarding.

If Salts Tennis Club dismiss a worker because of misconduct with children or young people they will refer the person for inclusion on the Protection of Children's Act List.

### **Code of Conduct**

Salts Tennis Club will ensure that our code of conduct for coaching staff and volunteers working with children and young people is followed at all times.

The code is designed to minimise situations where abuse may occur by stipulating that:

- Coaching staff avoid situations where they are alone and unobserved with individual children or young people;
- All activities, as far as possible, is publicly observed or conducted in a group setting;
- Inappropriate touching of any form is never permitted;
- The use of inappropriate language never goes unchallenged;
- Appropriate action will be taken in all cases and instances of child protection concerns involving young people;
- A 'whistle-blowing' policy will be adhered to. This will ensure that staff who make bona fide complaints about colleague's behaviour will not be punished, even if the concerns prove unfounded
- **Definition of Abuse**
- Salts Tennis Club recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However, we believe that the safety of the child should override any doubts or hesitations.
- **Physical Abuse**
- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical

harm to a child or young person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or young person whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

- **Emotional Abuse**

- Emotional abuse is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

- **Sexual Abuse**

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other children or young people. This includes people from all different walks of life.

- **Neglect**

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Action to be taken**

- Salts Tennis Club recognises that it has a duty to act on reports or suspicions of abuse.
- It also acknowledges that taking action in cases of child abuse is never easy. However, we believe that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour physical condition or appearance staff will:

### **Stage 1**

When a member of the club, volunteer or committee member is alerted to an incident of possible child abuse, in all cases they will:

- Listen carefully to what the young person has to say **and take it seriously.**
- Record what was said as soon as possible after the disclosure;
- Date and sign the record;
- Respect confidentiality and file documents accordingly;
- Not take sole responsibility;

- Notify the clubs Child Protection Officers;
- Where concerned will discuss with relevant agencies.

## **Stage 2**

Salts Tennis Clubs Child Protection Officers will take advice from the NSPCC National Child Protection Helpline on 0800 800 5000.

Salts Tennis Clubs Child Protection Officers will ensure that the allegation is reported to Bradford Safeguarding Children Board if appropriate.

## **CONTACT NUMBERS**

<b>NSPCC HELPLINE</b>	<b>0800 800 5000</b>
<b>Bradford Safeguarding Children Board</b>	<b>01274 434361</b>
<b>Police</b>	<b>08456 060606</b>

All verbal referrals will be followed up in writing.

## **On behalf of Salts Tennis Club**

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This Policy was adopted on 2<sup>nd</sup> June 2007 and amended on 5<sup>th</sup> May 2018

Signed and Witnessed by

Signed	Position
Jim Dyer	Chairman

Signature



Witness

Signed	Position
Simon Kennett	Minutes Secretary/ Safeguarding Officer

Signature

