

Safeguarding Children and Young People Policy

Lawn Tennis Association

Contents

Foreword	2
Introduction	3
Policy statement	4
Overview	5
Different types of abuse	7
Children with additional vulnerabilities	9
Recognising signs of abuse	11
Responding to concerns or allegations	12
How to respond to a child	13
Well-being and protection process	14
Detailed Guidance	15
i) Confidentiality and consent	
ii) Information sharing	
Supervising children	18
Travelling and staying away	19
Recording and publishing images	20
Code of conduct for working with children and young people	21
Glossary	14

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Lawn Tennis Association

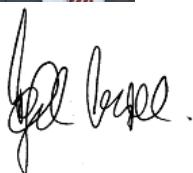
Foreword

We, the national governing body for British Tennis, want tennis to be an inclusive, fun, affordable sport for people of all ages and abilities. We want everyone involved in tennis to have a positive experience of the sport, free from abuse or other forms of inappropriate behaviour. It is our responsibility to protect and support those playing our sport, and in particular children, young people and adults at risk.

Most people have a positive experience of tennis. Any form of abuse is unacceptable, and it is our duty to protect those who are more vulnerable to abuse. Where abuse occurs, the LTA acts urgently, working in partnership with Police and Social Services, to protect that individual or individuals from further harm. We have robust safeguarding procedures to manage these situations with confidence and efficiency.

These procedures are set out in this policy which is based on the principle of empowering children and young people. It places the onus on everyone who has contact with vulnerable individuals to protect them from harm as well as to create a positive environment in which to participate. Based on best practice, it provides information about abuse and what can happen, advice on identifying problems, as well as policies and procedures for use by those involved in delivering tennis around the country.

If you are involved in tennis in any capacity, whether as a player, coach, parent, volunteer or teacher, I urge you to adopt this safeguarding policy to help provide a positive experience for those playing tennis as we grow and sustain the sport across Great Britain.

A handwritten signature in black ink, appearing to read 'Roger Draper'.

Roger Draper
Chief Executive, LTA

A handwritten signature in black ink, appearing to read 'Peter Bretherton'.

Peter Bretherton
President, LTA

1. Introduction

The Lawn Tennis Association (LTA) is the National Governing Body (NGB) for British tennis and the Tennis Foundation is Britain's leading tennis charity.

The LTA and Tennis Foundation believe that tennis can play an important role in the lives and development of children and young people. Tennis can be played in a variety of formats, lifelong, by people of all abilities, and provides opportunities to take part in an exciting, challenging and healthy sport.

The LTA aims to grow and sustain the sport and is committed to providing opportunities for children and young people to take part in tennis, and helping them to achieve their potential. The participation strategy works to achieve this by investing in places where people can play tennis, supporting the people who make tennis happen, developing engaging programmes to attract and retain people in tennis and promoting the sport.

Through the work done in schools, through tennis coaching and competitions, millions of children and young people have access to tennis. Most participate in tennis and sport safely, but a small number of children and young people may be abused by adults working or volunteering in sport and may be at risk in their family or community. It is a fundamental human right to be safe from harm and abuse, and responsibilities to protect children and young people are stipulated in current legislation.¹ *It is everyone's responsibility to ensure the safety and well-being of all children.*²

The Safeguarding Children and Young People Policy recognises that procedures need to be put in place across our sport to protect children and young people so that they are safe from harm and have an enjoyable tennis experience. Providing young people with a good experience can help to attract and retain them in tennis, supporting our work to grow and widen access to our sport, a key part of the legacy for the 2012 Olympic and Paralympic Games.

In 2011, the LTA achieved the Advanced Standards for Safeguarding Children in Sport through the NSPCC Child Protection in Sport Unit (CPSU), in line with current legislation and guidance. To ensure our practice is both current and responds to the needs of children and young people, we continually seek to review the work we do following the Safeguarding Children in Sport standards.

The LTA and Tennis Foundation believe that taking a positive approach to safeguarding children is important to providing a good tennis experience. This in turn can support the wider strategic objective of growing and sustaining British tennis. The LTA's three-tier approach consists of: Early Intervention and awareness raising, Prevention and Protection. Advice on what to do in different situations is available here: [Well-Being and Protection Process \[Green – Amber – Red\]](#).

¹ The Children Act 1989

² The Children Act 2004

2. Policy Statement – Safeguarding Children and Young People

It is a fundamental human right to be safe from harm and abuse, and the LTA and Tennis Foundation believe it is important to raise awareness of individuals who may be at risk in British tennis. Abuse of any child or young person towards or by any tennis people, or other person will not be tolerated.

This Policy relates to all people working within a tennis environment, including those who are both paid and unpaid, employees and volunteers. It replaces all previous versions of the Child Protection Policy and Anti-Bullying Policy.

The Lawn Tennis Association (LTA), the National Governing Body for British tennis, and the Tennis Foundation, Britain's leading tennis charity, are committed to providing opportunities for children and young people to take part in tennis, and to helping them to achieve their potential. To achieve this LTA and Tennis Foundation will:

- recognise and celebrate the individuality of every child that plays tennis;
- be aware that some children with disabilities or impairments may be additionally vulnerable to abuse, neglect and bullying;
- take a positive approach to safeguarding children and young people;
- will not tolerate the abuse of any child or young person by any tennis people or other person;
- provide support and advice to tennis venues, delivering tennis for children and young people; and
- expect that all members of the tennis community will recognise that it is their responsibility to protect and ensure the well-being of all children and young people associated to tennis.

Sport plays a vital role in the growth and development of children and young people, and provides opportunities for them to take part in exciting, challenging and healthy activities. There are many thousands of children and young people playing tennis on a regular basis. The aim of the LTA is to provide an inclusive sport through the adaptation of tennis for people of any age, impairment, disability or ability within a framework that supports the safety and well-being of all players.

The LTA and Tennis Foundation are committed to improving outcomes for children and young people by adhering to current legislation and guidance, along with other key sources of information:

- Protection of Freedoms Act 2012;
- Children Act 2004;
- Children Act 1989;
- Working Together to Safeguard Children (HM Government 2010);
- Every Child Matters: Change for Children programme;
- Department for Education;
- NSPCC Child Protection in Sport Unit (CPSU); and
- Information Sharing Guidance for Practitioners and Managers (HM Government 2008).

The LTA's policies also adhere to the Safeguarding Standards set by the Child Protection in Sport Unit (CPSU). The LTA seeks to maintain the Advanced Standards set by the CPSU, and continually to improve how our sport safeguards children and young people involved in tennis.

All Tennis Clubmark clubs are required to have a designated Welfare Officer who has attended training. They can access support from the LTA's Safeguarding team, ensuring they promote safety and well-being at their club, identify and address any poor practice or abusive behaviour and respond in a timely manner to any suspected abuse.

The LTA and Tennis Foundation believe that taking a positive approach to safeguarding children is important to providing a good tennis experience. This in turn can support the wider strategic objective of growing and sustaining British tennis. Our three-tier approach ([link](#)) consists of: Early Intervention / awareness raising, Prevention and Protection. Advice on what to do in different situations is available below: [Well-Being and Protection Process \[Green – Amber – Red\]](#) and [Welfare Officer Flowchart](#).

The LTA's Safeguarding team provides support and advice to tennis venues and people working in tennis. The Tennis Foundation additionally supports coaches and venues delivering tennis for disabled young people, or identifying and developing talented disabled players.

Overview of approach to Safeguarding Children and Young People: Early Intervention, Prevention and Protection

Green: Early Intervention

A shared responsibility: Promoting safety and well-being within tennis venues is a role that everyone in tennis undertakes. This ensures that community members have an enjoyable tennis experience, helping to attract and retain people in tennis. It also ensures compliance with legislation which guarantees and protects the rights of children and young people.

Championing safety: We champion safety and well-being policies and procedures which encompass fair play values, complemented by codes of conduct, to support those who work in tennis to promote safety and well-being. This includes our responsibility to share information effectively and participate in preventative practices when protection issues arise.

Address issues early: It is important to address potential issues which compromise the well-being of young people early, to ensure they are stopped and do not become greater challenges. Where these issues arise, we strongly encourage tennis venues to deal with them swiftly and in line with our policies. Tennis venues with Welfare Officers will be available to support with this function.

An example of poor practice may include: a coach texting a young person under the age of 18 about their marital problems. It is the responsibility of the person who identifies this issue to address the matter directly with the coach involved, referring to the policies, procedures and codes of conduct in place. Situations like this that are addressed at tennis venues should be recorded and presented to club committees to show the continued work the tennis venue is undertaking to address issues and continue to promote safety and well-being.

Amber: Prevention

Local and national support: As well as helping tennis venues to champion safety and well-being by sharing policies, procedures, guidance and best practice, situations may occur which require additional support. They may require the support of a Welfare Officer (in place at all Clubmark clubs) or Safeguarding team.

Central, professional expertise: the LTA Safeguarding team will always offer information, advice, guidance and support to ensure all tennis venues resolve issues effectively and can continue on their journey of promoting safety and well-being for all members.

An example of poor practice that could lead to a potentially abusive situation may include: a parent coach who has been verbally abusive to their child after they lose a tournament. This situation is emotional abuse and if it continues may cause emotional and psychological harm to the child. It is

the responsibility of the person who becomes aware of this situation to address the matter directly with the coach, referring to the policies, procedures and codes of conduct in place that state this is not acceptable behaviour. If you are not confident or do not have the skills to address this situation, contact your Welfare Officer or the Safeguarding team.

Red: Protection

Immediate escalation: Where a protective issue arises, we have a role to play to ensure that person's safety and well-being. If an adult at risk or other people require the protection of Social Care safeguarding services or the Police, either as a direct result of an incident at a tennis venue or as an on-going matter outside of a tennis venues control, the tennis venue should inform the Safeguarding team immediately. The Safeguarding team will carry out a range of duties within current policies, guidance and legislation to safeguard the well-being of individuals concerned.

An example of a situation that would require immediate escalation to the Safeguarding team is where a child has stated they are friends with their coach on Facebook and that they have been sent messages of a sexual nature.

3. Different Types of Abuse [Red]

This section provides information on the different types of abuse. The majority of children live a life free from harm and abuse; however there are a small number of children at risk who suffer may abuse. This may be by a family member, close family friend or person in a position of trust. Abuse can be a single act or repeated acts; neglect or failure to act; or a combination of different types of abuse such as physical abuse and emotional abuse. Information about the different types of abuse is outlined below.

What are the responsibilities of people working or volunteering in tennis?

We remind you that as a person in a position of trust working or volunteering with children within tennis you are not required to make assessments of whether a child is at immediate risk of harm or likely to suffer harm. This is something for statutory agencies such as Police and Social Care to assess.

You are required to report any concerns you may have about child and to report anything you may have witnessed. Please remember, if you fail to respond and report a concern, a child may continue to suffer harm.

What should I do if I have a concern?

Please refer to the [Well-being and Safeguarding Process](#) for reporting concerns about a child or young person's safety or well-being.

What are the different types of abuse?

There are four categories of abuse that may happen to a child or young person and very rarely does one type of abuse happen in isolation; with emotional abuse usually occurring with each type of abuse. Abuse can also occur through social media (below).

1. Emotional / Psychological;
2. Physical;
3. Sexual; and
4. Neglect.

3.1 Emotional / Psychological

Emotional abuse in tennis includes: threats, humiliation, intimidation, blame, control, coercion, bullying and cyber-bullying. It is often where a child or young person's emotional health and development are harmed. As mentioned earlier, emotional and psychological harm rarely occur in isolation and is usually present with each other type of abuse.

3.2 Physical

Different types of physical abuse that may be observed within a tennis environment include; juniors hitting each other, parents' hitting their children, asking a junior to play on through injury, innocent 'shoving' of opponents when changing ends and some games within tennis that single out children or where balls are directly aimed at them. Physical abuse always includes any unwanted physical contact.

3.3 Sexual

Sexual abuse can be either direct and indirect involvement in sexual activity or a relationship or exposure to sexual material. Sexual abuse can also occur through social media and text messages as previously mentioned.

3.4 Neglect

Neglect may be either intentional or unintentional. It may include situations such as not letting junior players have adequate breaks on a hot day or ignoring when a junior mentions they are feeling unwell or injured.

3.5 Social media and abuse

We also know that abuse can occur through social media. This is often hard to detect and can also constitute other types of abuse. Social media includes: social networking sites such as Facebook and Twitter; Email; Text messages; Skype, and Blackberry Messenger.

Some examples of abuse that can occur through social media include:

- Unwanted sexual text messages (sexual abuse);
- Unwanted communication (emotional abuse);
- Inappropriate messaging; with kisses attached (emotional and sexual abuse);
- Requests for money (financial abuse);
- Harassment (emotional abuse);
- Intimidation (emotional abuse);
- Sexual coercion (sexual abuse);
- Stalking (emotional abuse); and
- Cyber-bullying (emotional abuse).

4. Children and Young People with Additional Vulnerabilities

This section explains why some children have additional vulnerabilities, provides information about issues to be aware of; and information about elite athletes who are children and young people. It outlines what the responsibilities are if you work or volunteer in tennis, or witness abuse.

Why do some children have additional vulnerabilities?

Some children and young people may have additional vulnerabilities due to being:

- elite athletes;
- elite disabled athletes;
- deaf or disabled.

Disabled Children may be considered to have additional vulnerabilities due to:

- communication impairments or difficulties;
- physical impairments or disability;
- a physical dependency on others for care;
- experience of previous abuse;
- being isolated; and
- not getting the required help.

Young Elite Athletes

There are significant benefits for children and young people who participate in tennis at an elite level, however they can also be more susceptible to verbal abuse, bullying, negative comments, being shouted at and humiliated, all of which are emotional abuse. Young elite athletes are often more at risk of physical and sexual harm, due to the intense, dependant and unsupervised coaching relationship that exists at such a young age.

The reason harm to young elite athletes is increased is partly due to an acceptance of certain behaviours, on the basis "*that type of behaviour just happens in sport*", or "*the coach gets results.*" It is important to remember, that we would not accept this behaviour outside of tennis, therefore it must be challenged and stopped when observed or reported within tennis.

Parents may also feel unable to report poor practice or suspected abuse for fear of their child not being given the opportunity to continue at an elite level, or because they have adopted a *win at any cost* approach. Everyone working with children and young people need to report this type of abuse to ensure our young elite athletes can develop in a safe, supportive and secure environment.

Young Disabled Elite Athletes

As young disabled elite athletes, the risk of harm is often increased compared to non-disabled young elite athletes, as there may be communication differences and/or they may have a dependency on others to support them with daily routines. Young disabled athletes may not feel able or be able to speak out about harm occurring due to the support they rely on that is provided by others.

Deaf and Disabled Children

Deaf and disabled children have an increased vulnerability due to impaired capacity to resist, avoid or understand abuse, making them four times more likely to be abused than those children without a disability. Deaf and disabled children may be viewed by abusers as an 'easy target' due to potential communication difficulties. Some children may have communication needs that make it difficult for them to tell others what they have seen or has happened to them and they generally have less contact with peers and other adults.

Who has a responsibility to act?

It is important to remember that we would not accept this behaviour outside tennis, therefore any poor practice and abuse must be challenged and stopped when observed or reported within tennis.

For support on how to welcome children with additional vulnerabilities to your Tennis venue, please refer to the guidance: ***Working with Disabled Children*** and **NSPCC Resources for Safeguarding Deaf and Disabled Children**

More advice: http://www.nspcc.org.uk/inform/cpsu/resources/disability/disability_wda62080.html

5. Recognising Signs of Abuse [Amber – Red]

This section provides information about the signs of abuse; when to report a risk or an abuse; and what to do when someone doesn't want you to tell anyone else.

Why don't children and young people always report abuse?

Children and young people may not be able to explain what has occurred or happening to them. They may be afraid to tell about the abuse for a variety of reasons and may also be loyal to their parents and others in a position of trust. It is often difficult to recognise abuse or when someone's poor behaviour or conduct is impacting on a child or young person's well-being. The most important sign to look for is a change in a child or young person's behaviour that is different from their usual character.

What are the signs and indicators of abuse?

It is often a change in a child or young person's behaviour that indicates potential abuse rather than seeing any physical signs or being told, as children and young people may not be able to clearly explain what has happened. Other signs of abuse may include:

- Unexplained or concerning injuries (cuts / bruises / stomach upsets);
- Inconsistent explanation for injury;
- Unexplained change in behaviour;
- Inappropriate sexual awareness or language;
- Change in physical appearance (weight loss / weight gain / untidy);
- Change in behaviour (withdrawn / extroverted / tearful); and
- Change in performance.

What are my responsibilities? When should I report a concern that a child may be at risk?

As it is everyone's responsibility to protect children and young people from harm, all you are required to do is make sure that you listen to what the child or young person tells you and to report what you have been told or seen to the Welfare Officer or Safeguarding Team. When reporting any information, it is important to do so with sensitivity for the people involved and the person who may have raised the concern.

What should I do if a child raises a concern?

Children and young people tell adults about things that worry them or when they have been hurt or scared so it can be stopped. Therefore if a child or young person tells you about a concern or that they have been hurt. Please remember that it usually takes a lot of courage for this to happen and you might be the first person they tell. Therefore, your response is very important to ensure the child or young person is not adversely affected by reporting the concern. Additional information on responding to a concern or allegation can be found in sections 6 and 7.

Please remember: If a child is at risk of immediate harm, always contact the Police and Children's Social Care and then inform the Safeguarding Team of your actions.

6. Responding to Concerns or Allegations [Amber – Red]

This section contains guidance about how to respond to concerns or allegations.

What should I do if I am worried about the safety of a child?

Within your tennis venue, if you have an immediate concern about the **safety** of a child or young person, you should contact the Police or Social Care immediately and contact the Safeguarding Team to inform of your actions. **In an emergency dial 999.**

What should I do if I am worried about the well-being of a child?

If you are worried about the **well-being** of a child or young person, speak with the young person and their parents in an attempt to see what is happening. Usually worries can be resolved at this level. If after speaking with the child or young person and their parents you are still worried, please tell the Welfare Officer or Safeguarding team.

If a child or young person tells you about a situation that worries them or where they have been harmed, please record details on the [Well-Being Form](#) and refer to the section: **How to respond to a child or young person**. It is not your responsibility to investigate these concerns but you are required to raise the concern with the appropriate services.

Responding to Concerns or Allegations against Colleagues

If you are worried that the behaviour of a colleague is placing or likely to place a child or young person at risk of harm, you are required to contact Police or Children's Social Care and then let the Safeguarding team that you have made a referral. If you are concerned about a colleagues' behaviour (amber issue) please contact your Welfare Officer or the Safeguarding team who can support with managing the situation.

The LTA Whistle Blowing Policy offers more information for what happens after a concern has been raised.

Responding to Bullying & Cyber-Bullying

Bullying and cyber-bullying can involve emotional and physical abuse. It can happen to any child or young person. Any child, young person or adult can also be a bully. This can include, intimidation, harassment, stalking and physical abuse, all of which always includes emotional abuse.

Bullying can occur within a tennis environment or as cyber-bullying through social media. Either way, the intention is to hurt another person emotionally or even physically. In line with this Policy, it is important to respond to concerns or reports about bullying or cyber-bullying in the same way as any abuse.

Everyone within Clubmark Clubs is required to adhere to this Policy and procedures in place to manage responding to all types of abuse. They are also required to have a [Complaints Policy](#) and **Feedback forms** available for young people to use or for parents to use on their child's behalf to report any concerns.

7. How to respond to a Child or Young Person [Amber – Red]

Children and young people often tell adults about things that worry them or when they have been hurt or scared or when it has got so bad that they cannot deal with it anymore and want it to be stopped. Therefore if a child or young person tells you about a concern or that they have been hurt, please remember that it usually takes a lot of courage for this to happen and you might be the first person they tell. Therefore, your response is very important to ensure the child or young person is not adversely affected by reporting the concern.

Six R's'

When a child or young person tells you about a concern remember the 'Six R's':

1. **Remain calm** and **aware** of your body language and facial expressions. Try not to act shocked or worried about what you are being told as this may stop them talking.
2. **Respond** by listening to what is said and try not to ask questions, rather encourage them by saying 'and then what happened' (remember the most important thing you can do is listen).
3. **Reassure** the child or young person that what they have told you is important and you need to tell someone else to help keep them safe.
4. **Remind** them that you cannot always maintain confidentiality in order to keep them safe.
5. **Record** exact words and phrases on the *Well-Being Form* - be careful not to add your opinion or thoughts.
6. **Report** the concern to the Safeguarding Team on 020 8487 7179 or 07971 141 024.

Welfare Officers receive additional training to be able to respond to concerns that may be raised by a child, young person or any tennis person. Information about this training is available here: www.lta.org.uk/safeguarding

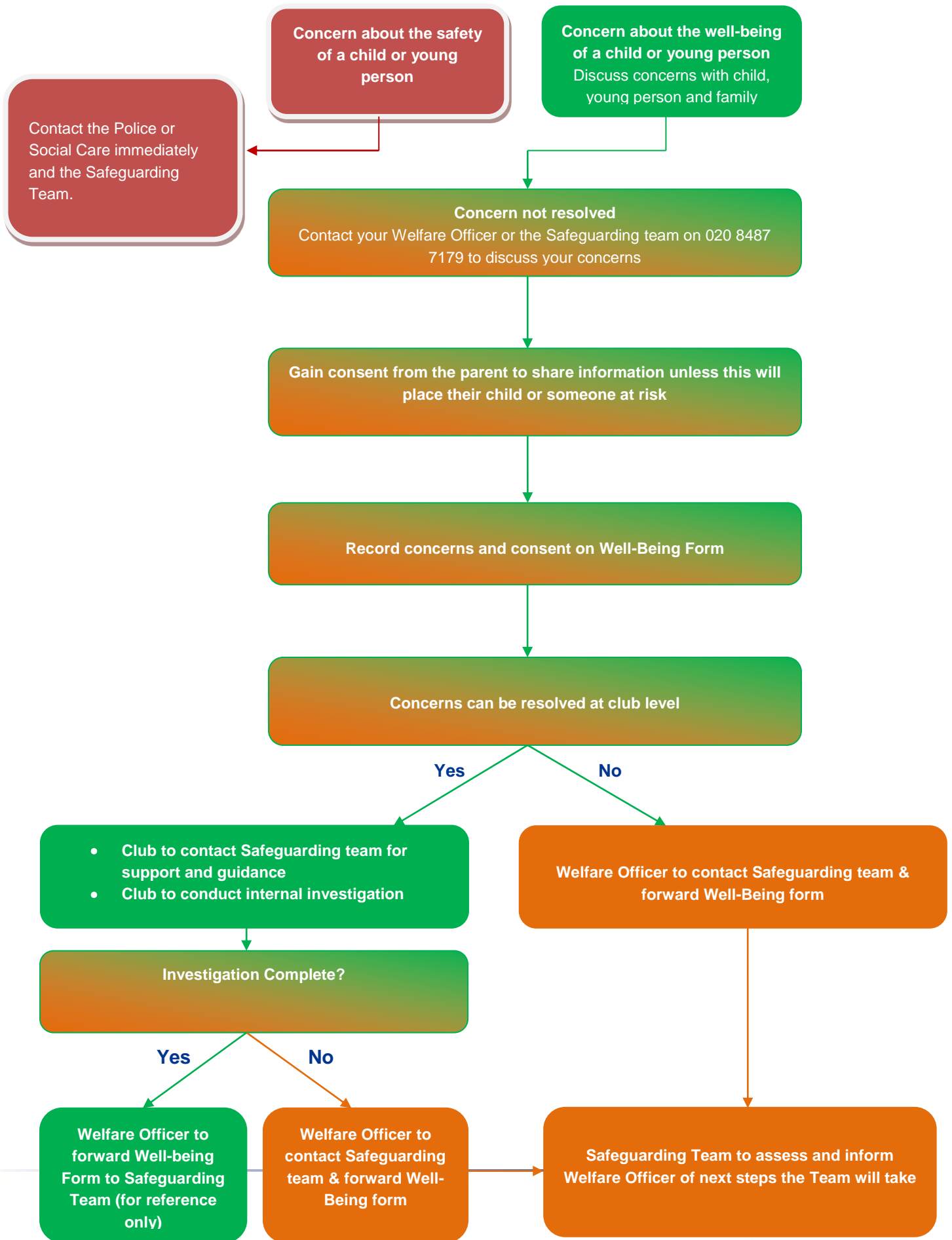
8. How to Record concerns

When you have a concern, or a child or young person raises a concern, the LTA policy is that you should use the [Well-Being Form](#) (to record:

- Details of the child or young person;
- Any concerns you have;
- Any concerns you have been told (using the child's words and facts only);
- Actions that have been taken at a club level; and
- Advice from the Safeguarding team;

Always remember: if a child is at immediate and significant risk of harm, contact the Police or Children's Social Care.

Well-Being and Protection Process [Green – Amber – Red]



DETAILED GUIDANCE

This section contains more detailed guidance on specific safeguarding matters, including:

- Confidentiality and consent (section 9);
- Information sharing (section 10);
- Supervising children (section 11);
- Travelling and staying away (section 12);
- Recording and publishing images (section 13); and
- Codes of conduct (section 14).

9. Confidentiality & Consent [Green – Amber – Red]

What is confidential information?

Confidential information is something that is limited to certain individuals and this information is not usually in the public domain or public knowledge. However, it is important to remember that when someone tells you confidential information, such as abuse that may have happened to them or someone else, that confidentiality is never promised.

Please be clear with the person about what information you will need to share, who you will share it with, and the purpose for sharing the information. There are certain situations where you can share information without consent and where you cannot maintain confidentiality, which includes when:

1. A child or young person has suffered or is likely to suffer significant harm;
2. A person (the individual, a family member, a professional or third party) may be at risk of significant harm; or
3. A crime has occurred or to prevent a crime.

Who can give or refuse consent?

Young people aged 16 and 17 and adults are assumed to be competent to give consent in making decisions, unless otherwise demonstrated by their capacity being affected by things such as; medication, substances and some untreated mental health issues.

Whilst each child and young person under the age of 16 needs to be assessed individually in relation to their competence and level of understanding when giving or refusing consent. We advise that you always get parental consent for anyone under the age of 18.

Under the Data Protection Act 1998, a young person or adult has the right to:

- Withhold consent;
- Limit the type of information shared;
- Limit who their information is shared; and
- Withdraw consent.

It is always best practice to get informed consent from the parent of a child or young person. This means the parent has all information available, at a certain point where they are required to make a decision.

What should I do once I have consent?

Once consent is obtained, to make a record of this, along with any limitations mentioned about what information they are happy for you to share and finally their signature for consent on the **Well-**

Being Form. If at any time consent is withdrawn, then this needs to be respected and recorded on the Well-Being Form. Additional advice on Information Sharing is also provided below.

10. Information Sharing: Seven Golden Rules [Green – Amber – Red]

HM Government guidance (2008) on information sharing explains how to share information for everyone working with children and young people. There are 7 Golden Rules for Information Sharing that should be answered if you need to share information or if someone has asked you to share information. When in doubt, please contact your Welfare Officer or the Safeguarding team for support.

1. Seek advice if in any doubt

Without disclosing the identity of the person where possible, consult with your Welfare Officer or Safeguarding team.

2. Be transparent

The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the child, young person or others at significant risk of harm.

3. Consider the public interest

Base all decisions to share information on the safety and well-being of the child, young person or others that may be affected by their actions.

4. Share with consent where appropriate

Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.

5. Keep a record

Record your decision and reasons to share or not share information.

6. Accurate, necessary, proportionate, relevant and secure

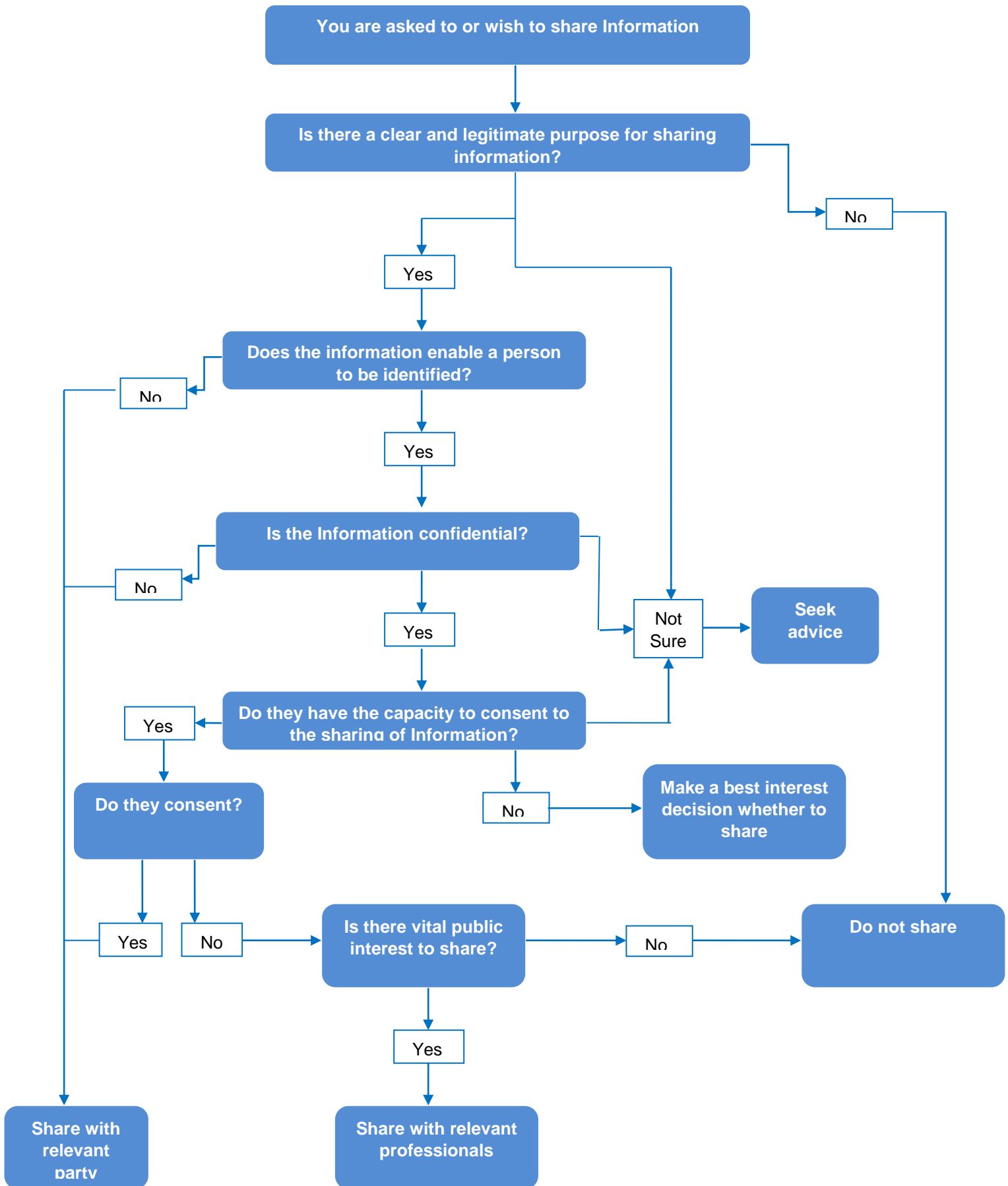
Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.

7. Remember the purpose of the DPA

The DPA is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the child or others at significant harm.

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00807-2008>

Diagram: Information Sharing Flowchart (HM Government, 2008)



11. Supervising Children

11.1 What age can children be left unsupervised?

It is recommended by the NSPCC that all children under 13 must be supervised by their parent or another adult, as they may not be mature enough to deal with certain situations or an emergency. Whilst this is the age considered appropriate for leaving someone alone at home (i.e. within a domestic environment), the same principle of maturity should be considered when a parent allows their child to attend a tennis venue unsupervised. For this reason, the onus is placed on each parent to determine what age their child is mature enough to be left unsupervised. Each parent should be confident that their child can respond to emergencies that may arise at a tennis venue when unsupervised.

11.2 When supervising children, for example on a trip, what is the recommended ratio for adults to children?

When planning to care for more than one child, either as a day trip or overnight, we recommend the following ratios for adult to child:

- **1:8** for children 10 and under; and
- **1:10** for children aged 11 and over.

When organising to take children away either as a day trip or overnight, consideration should always be given to the individual care needs of the group of children and young people. This includes whether the children have any additional vulnerabilities and care needs, along with whether you have been away with that group or number of children before. It is always worth considering how you would respond in an emergency whilst ensuring the safety and well-being of all children in the group.

11.3 When children attend group coaching, what is the expected ratio of adults to children?

When planning to coach more than one child, either as a day trip or overnight, we recommend the following ratios for adult to child:

- **1:6** for children under 8; and
- **1:12** for children aged 8 and over.

If you are coaching performance players then the ratios may be less than those indicated, however consideration should always be given to the individual care needs of the group of children and young people.

For further support, please refer to the guidance:
Unsupervised Children

12. Travelling & Staying Away

Children and young people rely on the adults in their lives to transport them to and from tennis events. We also recognise the parents who support each other, the team captains and other people who assist in this process.

Prior to any day trip or overnight trip, those adults deemed *supervisors* who are organising the trip need to ensure that they have the correct player to supervisor ratios and that there are adult supervisors to match the genders of players attending. Therefore, if there is a team of 5 males and 1 female, you will require both a male and female supervisor.

12.1 Emergency Contact form

Supervisors are required to contact parents and ask that the [Emergency Contact Form](#) is completed which provides an update on each child in relation to;

- Emergency contact details;
- Medical conditions and medication required;
- Dietary requirements;
- Emergency treatment; and

Other relevant information which could include;

- Religious requirements;
- Access and care needs; and
- Behavioural issues and strategies to support.

12.2 Travel Consent Form

When travelling with children and young people, you are always required to gain consent from their parents and you are required to complete the [Travel Consent Form](#), which details the length of the journey, anticipated breaks and which children shall be in the car. It is advised that children are seated in the back at all times, however we anticipate in emergencies or some planned trips you may have four children in a standard 5-seat car.

12.3 Road Safety

All drivers are required to abide by the Highway Code and ensure that you have all relevant LTA forms completed for the trip or overnight stay and that a copy is also with the Tennis Services Assistant (TSA) of your county.

It is a legal requirement that everyone in a moving car is properly restrained by seatbelts. Children under 12 or under 135cm in height must use a booster chair or booster cushion in addition to wearing their seatbelt. More about the law on seatbelts can be found at www.roadsafetyni.gov.uk

12.4 Insurance

When transporting children and young people on behalf of a tennis venue, please ensure that you have a valid UK driving licence, road tax and insurance. If your car is over 3 years old, you are also required to have Ministry of Transport (MOT) certificate.

13. Recording and Publishing Images

In tennis, we encourage and promote parents, friends and family to take images that celebrate individual successes of children and young people playing tennis. However, parents, spectators and professionals are required to register their use of photographic equipment at events.

Any person seeking to publish images following an event must ensure informed consent is obtained from parents of those under 18, or the individual him or herself if over 18, prior to the event. In order to record consent obtained, you are required to use of the [Media Consent Form](#).

Any individual taking photographs deemed to be intrusive or inappropriate should always be reported to the event organiser.

For further support please refer to the policy: *Recording and Publishing Images*

14. Codes of Conduct

Within tennis, we have codes of conduct that relate to tennis players and adults working with children and young people. Based on the principles of “Enjoy. Respect” these are designed to promote best practice and support those participating in tennis to stay safe and have an enjoyable tennis experience. They are promoted through a range of channels, including the LTA website and British Tennis Membership.

Parents are encouraged to support their child to have an enjoyable experience and use the [LTA Code of Conduct](#) as the basis of encouragement for their child’s development in tennis. Parents are also encouraged to go through the code of conduct with their child when they deem suitable.

What does the code of conduct do?

- For all **adults who work with children and young people**, their code of conduct is designed to encourage best practice, adhere to fair play values and display professional standards at all times.

14.1 Code of conduct for working with children and young people

This code of conduct relates to best practice for all adults who work with children and young people. It is designed to promote the professional standards expected in tennis.

Everyone working with children and young people in tennis agrees to:

1. Remain professional at all times;
2. Use appropriate language at all times and challenges anyone who swears or uses unacceptable language in front of or toward children and young people;
3. Encourage children and young people to participate in tennis using 'Fair Play' values and encourage respect for one another;
4. Work and communicate openly and in an open environment, to avoid situations that could be misinterpreted in both tennis settings and with social media;
5. Keep a separate personal and business profile / account for all social media;
6. Be aware of the power and trust held as a person in a position of trust, treating this position and power with the highest of responsibility.
7. Ensure provision of a safe and inclusive environment for all children, their age, gender, sexuality, gender reassignment, disability or ability, religion, or ethnicity;
8. Maintain professional relationships with children at all times and know that any form of sexual relationship with someone under 18 is against the law and breach of their position of trust;
9. Act as excellent role model at all times; which includes refraining from smoking or taking drugs or illicit substances when coaching or around tennis environments;
10. Use positive reinforcement for discipline and report to the Safeguarding Team anyone who is seen to intimidate, threaten or act in a way that is physically or verbally abusive and agree to challenge a child or other person who acts in this way;
11. Work in an open and accountable manner;
12. Challenge poor practice of others; and
13. Seek the advice of colleagues and refer to polices if unsure at anytime about practice or behaviour observed.

15. Glossary

Abuse: Abuse can be a single act or repeated acts; neglect or failure to act; or a combination of different types of abuse, such as physical abuse and emotional abuse.

Adult: the age specified by law indicating a person has full legal capacity, which is from a person's 18th birthday.

Child / Young Person: Anyone who has not reached their eighteenth birthday. Child and young person refers to all people under the age of 18 and therefore deemed vulnerable.

Child Protection: the 'process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect (Working Together to Safeguard Children, 2010).

Cyber-Bullying: A type of emotional abuse, including intimidation, harassment or stalking which occurs through social media, such as: Facebook, Twitter, Blackberry Messenger, Skype, and Text messages.

Everyone: within tennis, references to 'everyone' include those who are paid and unpaid, employees and volunteers.

Parent: A person who has parental responsibility and therefore legally responsible to provide care for a child or young person. This includes biological parents, foster parents, guardians and those assessed as carers.

Position of trust: Any person over the age of 18 who works with children or young people or adults at risk.

Safeguarding: Includes promotion, early intervention and preventative work to help children and young people stay safe from significant harm. It also includes 'the work local authority social services do with regard to children (Working Together to Safeguard Children, 2010).

Significant Harm: A child is defined as being subject of significant harm where there is ill treatment or impairment of health or development: Ill-treatment includes sexual abuse, emotional abuse and physical abuse; Health includes physical and mental health; Development includes physical, intellectual, emotional, social and behavioural development (Children Act 1989).

Significant Harm relates to the harm suffered by a child in respect of their health and development compared with the health and development reasonably expected of another child.

Social Care / Children's Social Care: This name may vary between local authorities but it is the term used to define social services functions with regard for children and young people (Working Together to Safeguard Children, 2010).

Welfare Officer: Person nominated and appointed by a tennis venue to take on the lead role and responsibility for promoting safety and well-being with particular attention to children, young people and adults at risk.

Well-being: Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the well-being of children in relation to the five outcomes first set out in Every Child Matters which includes; being healthy, staying safe, enjoying and achieving, making a positive contribution and economic well-being (Working Together to Safeguard Children, 2010).