Falmouth Sports Club

Safeguarding Policy

Western Terrace, Falmouth, TR11 4QJ

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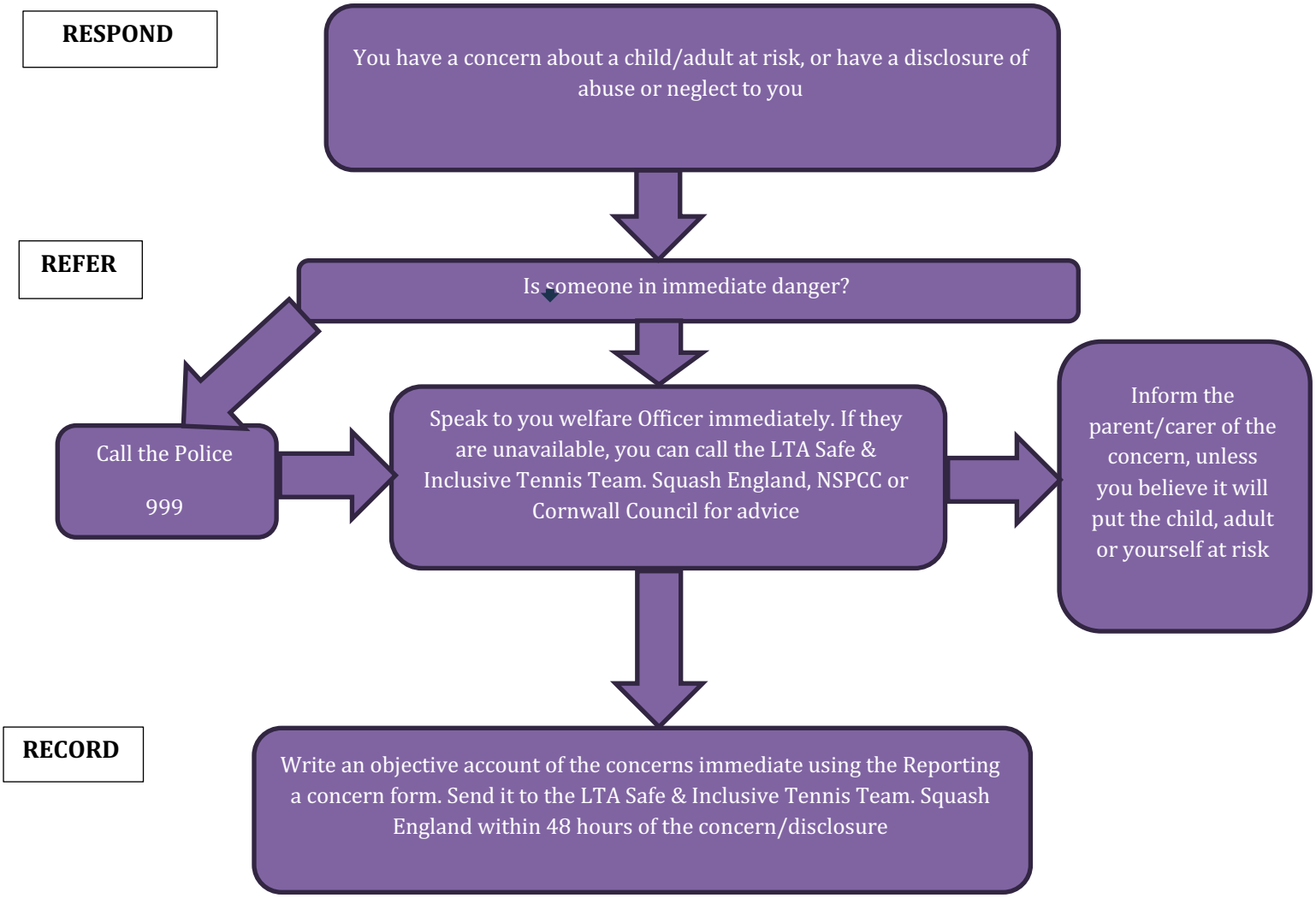
Concern Reporting Procedure

Anyone who is concerned about the well-being of a child adult at risk or has a disclosure of abuse or neglect made to them must:



LTA Safe and Inclusive Tennis Team
safeguarding@lta.org.uk

England Squash
0161 438 4302 / safesquash@englandsquash.com

NSPCC
0808 800 5000
Cornwall Council Multi Agency Referral Unit
0300 1231 116

*See appendix B for guidance on how to respond to a disclosure

If you would like to raise a concern about your clubs Welfare Officer contact the LTA Safe & Inclusive Tennis Team or England Squash

Safeguarding Policy

1. Policy statement

The Falmouth Sports Club is committed to prioritising the well-being of all children and adults at risk, always promoting safeguarding in our club, including all events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

2. Use of terminology

Child: a person under the age of eighteen years.

Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise by the LTA Safe and Inclusive Tennis Team or England Squash.

Adult at risk of abuse: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before acting, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

(See appendix A for full glossary of terms).

3. Scope

This Policy is applicable to all staff, volunteers, committee members, coaches and club members. It is in line with national legislation and applicable across the UK.

Guidance on implementing the policy is outlined in the following documents:

- *Safe and Inclusive British Tennis toolkit*

Advice, guidance and support is available from the LTA Safe and Inclusive Tennis Team or England Squash.

4. Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- Our club's committee has overall accountability for this Policy and its implementation
- Our club Welfare Officeris responsible for updating this Policy in line with legislative and club developments
- All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct the LTA
- Safe and Inclusive Tennis Team or England Squash and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Safeguarding Reporting Procedure. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safe and Inclusive Tennis Team or England Squash or National Safeguarding Lead *(page 2)*
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe and Inclusive Tennis Team or England Squash
- The LTA Safe and Inclusive Tennis Team or England Squash is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:

- The police in an emergency (999)
- Local Authority Children's Services *(0300 1234 101)*
- Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer *(*01872 327225)
- Disclosure and Barring Service (or Disclosure Scotland; Adult Social Work Team or Health and Social Service Department (Channel Islands) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer *(03333 207 300)*
- The LTA Safeguarding and Protection Committee for advice and guidance.

5. Breaches of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible dismissal and legal action;
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by staff, consultants, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure.

6. Related policies and guidance

Safe and Inclusive Code of Conduct

- Prioritise the well-being of all children and adults at all times
- 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 and promote the Fair Play values: enjoy; respect
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between your professional and personal life, including on social media
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Where possible, do not be alone with a child or adult at risk
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)

*It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

Safe and Inclusive Tennis and Squash Standards

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in tennis and squash. *Implementing the Safe and Inclusive Tennis Standards* is intended to be used alongside this Policy and Code of Conduct; and the Equality, Diversity and Inclusion policy/Statement of Commitment.

Standard 1:

We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches, club members and events

- Everyone has read, understood and follows the Safeguarding and Equality Policies, Standards, Code of Conduct and Reporting Procedure
- Our Safeguarding and Equality Policies and procedures are monitored and updated to keep them relevant to everyone in our club and the programmes and events we run.

Standard 2:

We empower children and adults to create safe and inclusive tennis environments, both on and off court

- We support everyone to uphold the Fair Play values: enjoy; respect
- Information, resources and guidance on how to stay safe, promote equality, diversity and inclusion and report concerns is easy to access, understand and implement
- There is a club Welfare Officer or named person responsible for safeguarding and equality at our club; their name and contact details are clearly displayed at the club

- Children and adults are actively encouraged to report any concerns they have about themselves or others; those who report concerns are protected and supported.

Standard 3:

We prioritise safe and inclusive recruitment, induction, training and support

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes
- All eligible staff and volunteers have a criminal records check
- All our coaches are LTA or ES - accredited
- Our Welfare Officer (or named person responsible for safeguarding and equality) has the relevant skills and training to undertake the role.
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the Safe and Inclusive toolkit.

Standard 4:

We protect people's confidential information about safeguarding and equality

- Confidential information relating to safeguarding and equality is:
    - o Stored securely
    - o Accessed and processed securely
    - o Shared securely and appropriately.

Standard 5:

We address safeguarding and discrimination concerns immediately, prioritising the wellbeing of children and adults at risk

- All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to
- All safeguarding and discrimination concerns/allegations made regarding a club member of staff, volunteer, coach or visitor are reported to our club Welfare Officer (or named person responsible for safeguarding and equality and may be reported to external authorities
- All concerns reported to the venue are reported immediately, following the Safeguarding Reporting Procedure
- We foster a collaborative approach to safeguarding across British Tennis and with other agencies.

Safeguarding Whistle Blowing Policy

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.

What is whistle blowing?

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

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

If, however, the whistle blower does not feel comfortable raising a concern with the Club Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO), the Squash England Safeguarding Team directly on 0161 438 4302, or the NSPCC on 0808 800 5000.

Information to include when raising a concern

The whistle blower 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.

What happens next?

All concerns raised by a whistle blower 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 the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club, the LTA Safeguarding Team or the Squash England Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

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.

Supervision of Children Policy

FSC will make adequate plans to ensure risks are properly assessed and mitigated to ensure that all children are safe when participating in tennis away from home, irrespective of whether they are representing themselves, their school, club or county, when playing tennis.
This policy is aimed at teams with children (anyone under 18) travelling for away matches and it provides a 'one stop' shop for organisers and supervisors accompanying the team to meet safeguarding standards.
It is intended to supplement the more detailed LTA Safeguarding at Trips, Events and Competitions Policy.

1. **Supervisors** - A supervisor may be a coach, team captain or volunteer over 18 and the term is used throughout. Supervisors should have completed as a minimum the LTA online safeguarding training, but the preference will be to have completed a safeguarding course.

2. **League and County match safeguarding responsibilities -** At a league or county match, the home team will be responsible for the safeguarding plan and risk assessment of the event they are running. In the situation where there is no 'home team' because the match is taking place at a third-party location (i.e., a hired venue), it will be agreed between the parties who will be responsible for acting as the home team. The visiting club/county/school will be responsible for the safeguarding plan and risk assessment around their involvement in the event.
3. **Smaller events i.e., those with less than 20 competitors**. The safeguarding plan will be comprised of the relevant club/county/school safeguarding documents (such as the safeguarding policy, codes of conduct etc). As a rule if more than one club/county/school or team is involved at the same event then this is likely to need a bespoke safeguarding plan which might be the existing club county or school safeguarding policy.

Planning Overview

Supervisor Suitability
1. Appropriate supervisors must be identified for any activity or trip.
2. Supervisors must demonstrate high levels of personal and professional behaviour at all times, promoting positive role models for the children and adults at risk that they are working with.
3. Although parents/carers will often accompany children to activities, where possible they should not be included in supervision calculations unless they have agreed to do this in an official capacity for the activity.
4. All supervisors must demonstrate commitment to respecting differences between staff and participants in terms of gender, gender alignment, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

Supervisors should identify someone from the home venue as a point of contact. The supervisor should also have a list of who is on the trip, their contact details (including the leaders/helpers), emergency contact details, consent for any photography/filming and medical/allergy information. Ensure that this person is suited to this role and make sure everyone in the group is aware who this person is and what their role is.

Supervisors are to

1. Have primary responsibility for the behaviour, supervision and safeguarding of children during the activity or trip.
2. Provide a programme of activity, including
3. departure and return dates and times.
4. what you are doing,
5. where you are going,
6. the transport,
7. accommodation plans and
8. kit list along with
9. mandated safeguarding and health and safety regulations to be applied.

Supervisors should communicate to parents/ carers and players details of

1. the staff/volunteers,
2. the club and any competition rules,
3. expected Code of Conduct and
4. future travel arrangements.
5. what to do if they feel unwell, worried, or concerned and what is expected in terms of their behaviour

It is recommended this is done in person to run through the trip's programme of events and to address any questions or concerns especially if it is their first trip away.

Child Responsibility

Any child under the age of 12 years old must be accompanied by a parent or guardian while at the Falmouth Sports Club and must be always in sight of the parent or guardian.

Player Notification

Once a team has been selected, a nominated individual is to obtain the relevant consent and emergency contact details from the parents. On receipt – check the forms have been signed and keep them safely as per your privacy policy and in line with data protection principles.

Team kit and equipment.

Ensure all team equipment is appropriate, and the juniors are always fully and appropriately dressed for example, wearing a t-shirt and shorts or skirt. Ideally, children shouldn't wear shirts or hats with their names on, but this may be individual parental/child preference with school leaver type hoodies etc.

Adults-to-children ratios

Most tennis team events are based on 4-6 children per team and despite the small numbers 2 adults' supervisors are required for team supervision. For larger team numbers the ratios are:

- 2 adults for every 8 children aged 10 and under;
- 2 adults for every 10 children aged 11 and over.

Greater adult-to-child ratio may be required dependent on the needs of the children such as disability requirements or identified risks.

Gender

The gender of the supervisors should match the gender of the children. At least one of the supervising adults must be the same gender as the children unless this is not possible.

Religion/Cultural considerations

Supervisors should also be provided with knowledge of religious, cultural, language/diet (including fasting) needs of all players.

Transportation
Coaches and other venue staff/volunteers must not be responsible for giving lifts to children on an informal or ad-hoc basis. Where transportation is formally required as part of a league or County match, coaches, team captains and other staff/volunteers may take on the driving responsibility to transport children to the event. In these circumstances, a minimum of 2 adults will travel in the vehicle with any number of juniors, unless in an emergency.

Where transportation is not part of a venue organised trip, parents have a responsibility to ensure appropriate transport arrangements are made for their children and they may choose to make private arrangements with another adult (such as a family friend) to transport their child. In these circumstances, it is advisable to let the venue or supervisor know.

Parents should return a completed Emergency Contact Form, and the driver and supervisors should have a copy of this with them on the journey in case of emergencies.

Vehicles
Drivers must have a valid UK driving licence, satisfactory DBS check (if applicable), MOT certificate, road tax and insurance. All travellers must comply with laws on the use of seatbelts and restraints. Children are to be always seated in the back of the vehicle.

It is recommended that rest breaks are taken every two hours of driving. In the event of a vehicle breakdown or accident, the group should remain under the direct supervision of the supervisors wherever possible.

If transporting children in a mini-bus or bus, the driver must have the correct type of licence for this.
Consideration should be given to the storage of luggage and not blocking access to exit routes.

Accommodation
Many 'chain' hotels (e.g. Premier Inn) allow children to stay in a room without an adult, as long as the adult is staying in the hotel (booking usually needs to be made with the hotel directly rather than online).

Rooms on the same floor for all attendees should be requested.

Hotels should be booked a minimum of 7 days prior to the trip taking place.
Parents will be informed of the hotel details (including address and contact information) at least 7 days prior to the trip taking place.

If accommodation becomes unavailable prior to the commencement of the trip, suitable alternative similar accommodation should be sought and parents notified of this as soon as possible.

If accommodation becomes unavailable during the trip due to emergency or other unforeseen circumstances, seek to secure suitable alternative accommodation for players and staff in the first instance and then notify parents as soon as possible.
Children of a similar age and the same sex can share a room if there are separate beds.

Players who have turned 18 years old can share a room with younger players of a similar age and sex (an age gap of two years should be the maximum), assuming the players and their parents have consented to this arrangement.

Under no circumstances must a supervisor, coach or anyone else responsible for the running of the trip share a room with a child.

The hotel and its facilities should be considered as part of the trip planning and risk assessment (considering the needs and requirements of any disabled players), i.e. access to restaurants, pools, gymnasiums, TV/ games rooms, the internet and so on.

Consider if there is a social area for children and any additional supervision levels required, particularly during down time. Negotiate and inform the hotel staff about children leaving the premises. As a rule, you should not allow youngsters (under 11s) unsupervised free time. You should always inform parents if there will be times when youngsters will be unsupervised.

Check if there are there any special dietary, medical or allergy needs. If you are in self catering accommodation, supervisors will do the cooking and agree the menu before travel.

Checklist

1. Check if any other large events or groups (e.g. weddings) are staying at the hotel as this may make it more suitable and cheaper to find another hotel. Should multiple teams be staying at the same hotel, it would be advisable to account for this in the event planning and risk assessment
2. Correct bed types in each room and check for any damage and report any issues
3. Windows and doors are safe and secure
4. No access to alcohol in the rooms
5. Movie access is appropriate or, indeed, not available in the rooms and players cannot access inappropriate TV programmes
6. Identify and show fire exits and emergency procedures
7. Safely store valuables and medicines
8. Confirm and brief night-time security arrangements including secure parking
9. Conduct room checks during the day and always keep the door open when completing a room check 10. Room checks should always be completed by both supervisors in line with the following:

• *They will be conducted by pairs of supervisors.*
• *Knock before entering and ask if it is okay to enter*
• *Explain the purpose of the room check - ask the children how they are and if everything is okay • Always wait until all children are fully dressed*
• *Confiscate any illegal items immediately and explain possible consequences*

Medical Issues and Emergencies

There must always be a qualified first aider and up to date first aid kit with the team.
Supervisors should ensure the players are not carrying any injuries which would prevent them from safely competing.

Supervisors must know how to contact the emergency services.

If any of the group have a known medical condition, ensure that supervisors are aware of how to deal with potential situations.

Assess if any children with additional health needs/disabilities require extra supervisors or bespoke training such as asthma medication/ diabetes management.

If a player needs to be taken to hospital in an emergency, it is acceptable for one supervisor to transport the child where the other supervisor needs to stay with the remaining children.

Missing players
Ensure procedures are in place to provide clear guidance on how supervisors should respond in these circumstances (see LTA Safeguarding at Events, Activities and Competitions for more details).

When a child is reported missing, allow no more than 20 minutes before calling the police.

Insurance
Information about insurance can be found on the LTA Insurance Centre.
If anyone has further questions, these should be directed to Howdens via the details provided on the Insurance Centre, which includes a dedicated phone number, email address and enquiry form.

DBS
Anyone who is responsible for children (on behalf of the club/county/school) needs an LTA DBS check that is less than three years old.

Parents do not require a DBS check if they are supervising their own child on a trip.
However, if a parent has been asked by the club/county association to take on a specific role which involves them working with children, then a DBS check is required.

If a group of parents have made a private arrangement for one of them to transport/supervise all of their children, a DBS check is not required (since it is a private arrangement).

If someone is working with children on average once a month on an on-going basis, it is recommended that a DBS check is obtained.

Confidential Information
Supervisors should keep any personal data safe while on the trip, i.e. consent forms, next of kin details, medical notes provided by parents and emergency contact numbers and room lists.

The Venue
Supervisors are encouraged to liaise with the venue to ensure both parties are familiar with each other's policies and procedures. In addition, if there are any specific risks identified in the risk assessment process that are relevant for each party to be aware of, it is advisable to share details of these.

Toilets and changing rooms
All LTA registered venues are required to have their own policy on the use of changing rooms.
Supervisors should check this policy in advance to ensure both they and the home venue can comply with it.
If this is not possible, clubs/counties/schools may decide that it is more practical for players to come to the venue already changed, wearing suitably warm clothing e.g. tracksuits, and change and shower back at the accommodation.
As a general rule, supervisors should not enter the changing rooms/toilet and should remain outside (close by) until the child is finished.

Supervisors should:
• Encourage bigger groups to take a comfort break together. If the group has children of mixed genders, there should be at least one supervisor of each gender supervising visits to the toilet.
• Mobile phones and other electronic devices must not be used in changing rooms. Anyone observed taking photos or videos in the changing area should be immediately reported to the venue management and police as appropriate.

• Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc

Other onsite facilities
As part of the planning for the event, supervisors should ascertain details of the facilities at both the home venue and accommodation (i.e. gym, swimming pool etc.). These should be accounted for in the risk assessment and rules around player usage put in place.

Social media, mobile phones and the internet
E-technology, mobile phones, tablets/electronic devices, social media, use of film and photography and access to the internet can be an integral part of larger events and it can be expected that children may have access to some or all of these.
Clubs/counties/schools should have an online safety and communication policy and an acceptable use statement for internet and social media which is adhered to by all staff, volunteers and children.

Photography and Filming
The LTA Photography Policy applies to all LTA Staged Competitions (all tennis competitions and tournaments that are organised and delivered by the LTA).
This policy also sets out guidelines for other tennis venues and organisations running tennis competitions on behalf of the LTA and which is further supported by the Photography and Filming Best Practice Guidance.

Return Trip
Where possible supervisors can confirm with parents/carers that they are on time for the arrival at the pre-arranged designated pick-up point.
The pick-up point should be well lit, secure and a public place preferably linked to the club or sport centre or agreed suitable venue.

Late collection
Clubs and supervisors should not be responsible for transporting children in the event of late collection other than in the case of an emergency.
If late collection occurs:
• Ensure that 2 supervisors stay with the child, if possible, at the pick-up point.
• Do not send the individual home with anyone else unless you have parental consent.
If collection fails to occur:
• Try and contact the parent/carer to find out what is happening
• If contact cannot be made ask the child if they have any alternative contact details for their parent. If unsuccessful, ask the child if there are any other family members who could collect them
• If unsuccessful and it is not appropriate to take the child home (for example, there is no-one at home), contact should be made with the Police on 101

This Policyis reviewed every two years [or earlier if there is a change in national legislation].

This Policy is recommended for approval by:

Club Committee Chair (Mr Michael Prosser): Club Welfare Officer (Sarah Conchie):

Date: 08 November 2022 Date: 08 November 2022

Appendices

Appendix A: Glossary of Terms

Safeguarding: protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.Enabling **adults at risk** to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

Sexual abuse: Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to: o provide adequate food, clothing and shelter (including exclusion from home or abandonment); o protect a child/ adult at risk from physical and emotional harm or danger;

- o ensure adequate supervision (including the use of inadequate care-givers); or
- o ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy because of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitationis recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons Abuse can
- have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct

•Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B: What to do if a disclosure from a child or adult at risk

is made to you:

1. Reassure the child/adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the LTA Safe and Inclusive Tennis Team or England Squash (and the police in an emergency) because it is in his/her best interest
5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the LTA Safe and Inclusive Tennis Team or England Squash as soon as possible. Once reported, the Safe and Inclusive Tennis Team will work with you to ensure the safety and well-being of the child/ adult at risk
6. Do not permit personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation using the Reporting a Concern Form.
   Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safe and Inclusive Tennis Team or England Squash within 48 hours of the incident, who will store it safely.