# Highgate Cricket & Lawn Tennis Club Safeguarding Policy

Safeguarding is about creating a culture which helps to direct sports and the way their games interact with children and vulnerable adults as participants, be this as players, officials, coaches, spectators, staff or volunteers. Safeguarding is based upon the concept of providing a safe and welcoming environment tailored to the needs and requirements of children and vulnerable adults. By seeking their views and opinions and engaging with their parents and carers we will help create an environment where children feel able to share concerns with trusted adults.

**If you have any concerns, or you witness or are told of any safeguarding issues of concern, YOU MUST:**

Respond

Take it seriously, keep an open mind, stay calm, listen, reassure, maintain confidentiality, never rush into action and never make promises you cannot keep.

If someone is in immediate danger

If someone is NOT in

immediate danger

Refer

Call the Police (999)

Inform the parent/carer of the concern, unless you believe it will put the child, adult or yourself at risk

Speak to your Club, Cricket or Tennis Club Welfare Officer. If they are unavailable, you can call the ECB Safeguarding Team or LTA Safe and Inclusive Tennis Team, or the NSPCC for advice. 080 8800 5000

Immediately, write an objective account of the concerns using the Reporting a Concern Form. Send it to the Club Welfare Officer within 48 hours of the concern/disclosure. If appropriate to do so the Welfare Officer will also forward it to the ECB County Welfare Officer and/or the ECB Safeguarding Team or LTA Safe & Inclusive Tennis team.

Record

Contact Details:

**Club (& Tennis) Welfare Officer:** Ann Goldstein 07931 668362 [annfrancesis@hotmail.com](mailto:annfrancesis@hotmail.com)

(Deputy in Ann’s Absence) Shelley Eaton 07889 489 236 [admin@highgate-cricket.co.uk](mailto:admin@highgate-cricket.co.uk)

**Cricket Club Welfare Officer:** Johan De Silva 07481622191 [highgatefixturessecretary@gmail.com](mailto:highgatefixturessecretary@gmail.com)

Tennis: **LTA Safe and Inclusive Tennis Team** Cricket: **Middlesex Welfare Officer**

020 8487 7000 *(Mon to Fri 9am to 5pm)* 07557 956 354

[safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) [Sharon.Eyers@middlesexccc.com](mailto:Sharon.Eyers@middlesexccc.com)

**ECB Safeguarding Team**

[safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk)02027 432 1200

Confidentiality is critical throughout the entire process. This means only those individuals stated within the reporting structure should be contacted and no-one else; unless directed by statutory agencies or the National Safeguarding Teams. The legal principle that the ‘welfare of the child is paramount’ means that considerations, which might apply to other situations within the organisation, should not be allowed to over-ride the right of children/vulnerable adults to be protected from harm.

**Highgate Cricket & Lawn Tennis Club ~ Safe Guarding Policy**

1. **Policy statement**

Highgate Cricket & Lawn Tennis Club is committed to prioritising the well-being of all children and vulnerable adults, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive sporting experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

This document aims to set an umbrella of Policy and Procedure over both the Tennis and Cricket activities of the club. It also refers to further generic and sports specific policy requirements and guidance documents that are an integral and core part of The Club Policy. These documents are referenced in the Section 6 – Related Policies and Guidance notes.

1. Use of terminology

**Child:** Anyone who has not yet reached their 18th birthday. ‘children’ means ‘children and young people’ throughout and will be used to denote all persons under the age of 18.

**Vulnerable adult:** 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 or neglect.

**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 vulnerable adults:** protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering vulnerable adults, 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)*.

1. **Scope & Governance**

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

Further advice, guidance and support on the use of this policy is available from the Club Welfare Officers and the LTA Safe and Inclusive Tennis Team as well as the Middlesex Cricket County Welfare Officer and the ECB Safeguarding Team.

Highgate Cricket and Lawn Tennis Club offers cricket and tennis to members. The Club offers membership options for each sport separately and jointly for both adults and children. Each sport is governed and managed by its own lead committee and the club is overseen by the General Committee. Both the Chair from the Tennis Committee and the Cricket Committee sit on the General Committee.

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

**SAFEGUARDING IS EVERYONE’S RESPONSIBILITY.**

**RESPONDING TO A SAFEGUARDING CONCERN IS MANDATORY.**

* Our club’s General Committee and Cricket & Tennis Section Committees have overall accountability for this Policy and its implementation
* Our Club Welfare Officers are responsible for updating this Policy in line with legislative, National Governing Body and club developments.
* All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct
* Either the LTA Safe and Inclusive Tennis Team Safeguarding Leads or the Middlesex Cricket Welfare Officer and ECB Safeguarding Team 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 sport Club Welfare Officer or the appropriate sport next line of referral (LTA Safe and Inclusive Tennis Team or National Safeguarding Lead or the Middlesex Cricket Welfare Officer and /or ECB Safeguarding Team *(see page 1 diagram)*
* The Sport Specific Club Welfare Officers and Safeguarding Leads are responsible for reporting concerns to the LTA Safe and Inclusive Tennis Team and ECB Safeguarding Team (via the Middlesex Welfare Officer)
* The Sport Specific Safeguarding Team/Middlesex Welfare Officer is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with both the Club Welfare Officer and National Governing Body 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);
* Haringey Local Authority Children’s Services020 8489 4470. Out of hours: 020 8489 0000
* Local Authority Adult Services 020 8489 1400 Mon-Fri. Email IAT@haringey.gov.uk
* The LTA Safe and Inclusive Tennis Team for advice and guidance
* The ECB Safeguarding Team via the Middlesex Welfare Officer 07557 956 354

1. **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, the ECB and any of it’s affiliated members, partners or structures
* Withdrawal of club membership and barring from all club facilities

Actions taken by staff, consultants, volunteers, officials, coaches and members 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 Complaints Procedure.

1. **Related policies and guidance**

There are several policy Statements that apply to both sports in our Club. In addition, there are additional policies, statements and guidelines that may be sports specific but have underlying good practice and useful information for anyone involved in either sport:

* Safe and Inclusive Code of Conduct
* Safe and Inclusive Standards
* Club Equity Statement
* Code of Conduct
* Code of Conduct
* All member and coach, staff and volunteer Codes of Conduct
* Complaints Policy, WhistleBlowing and Suggestions Procedures
* Communications & Social Media Policy
* Club Privacy Notice
* Anti Bullying statement
* Transport to and from matches statement.
* Guidance on Sun Safety
* Guidelines on Changing Rooms and Showering Facilities
* Guidance on use of Safety Helmets in cricket
* Guidelines on supervising children playing cricket
* Tennis Court Etiquette
* Cricket Rules of the Game

This Policy*,* Code of Conduct and Standardsare reviewed every two years [or earlier if there is a change in National Legislation].

This Policy, Associated Policies, Code of Conduct and Standardsis approved by:

Club Committee Chair: Susan Patterson Date:

Tennis Section Chair: William Winstone Date:

Cricket Section Chair: Sam Ball Dated

Club Welfare Officer: Ann Goldstein Dated

And was formally adopted at the Annual General Meeting on 25/03/2018