



**Windsor Lawn
Tennis Club
Safeguarding Policy**

This policy applies to all those involved in Windsor Lawn Tennis Club including, but not limited to, coaches, administrators, officials, volunteer drivers, members, parents, and young people.

SAFEGUARDING POLICY STATEMENT

Windsor Lawn Tennis Club is fully committed to safeguarding the well-being of its members.

Every individual in the organisation should at all times show respect and understanding for their rights, safety, and welfare, and conduct themselves in a way that reflects the principles of Windsor Lawn Tennis Club and the guidelines contained in this policy.

(For our Safeguarding Statement please refer to our website)

Safeguarding or Child Protection

The term “Child Protection” has been expanded to “Safeguarding” as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as “Doing everything possible to minimise the risk of harm to children and young people.”

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe.

This could include:

- Ensuring staff / volunteers are properly checked when they are recruited.
- Guidelines for people who encounter children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Code of Conduct

Windsor Lawn Tennis Club supports the view that all children’s sport should be conducted in an atmosphere of fair play. In this context the NGB undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993).

“Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism, and corruption.”

To promote the best practice in children's sport, Windsor Lawn Tennis Club has adopted and implements the guidelines as set out in Safeguarding Guidance for Children & Young People in Sport and as required by law, has conducted a risk assessment of their children's programmes and the potential for harm to come to young participants whilst they are in their care.

As a follow up to the risk assessment exercise, the Club Council has written a Safeguarding Statement signed off by our chairperson and in conjunction with our Children's Officers and Designated Liaison Person, put in place the policies and procedures required to bring all risks down to low levels.

Windsor Lawn Tennis Club's Safeguarding Statement is posted prominently on the Club's Website and in their premises. We require all adults associated with children's activities to have signed our relevant code of conduct.

Club Rules

Windsor Lawn Tennis Club is operated under its Club Rules
<https://www.windsortennis.co.uk/about-us/windsor-club-rules/>

This document has been approved and adopted by the members of the Club at various Annual and Extraordinary General Meetings of the Club.

Any changes to the Club Rules must be approved by the members of Windsor Lawn Tennis Club at a General Meeting of the members.

The Council of Windsor Lawn Tennis Club are elected by the members of the Club at the Annual General Meeting in accordance with the procedures set out in the Club Rules.

Addition to Club Rules

The following has been added to the Club Rules to reflect the Club's commitment to safeguarding its members:

Windsor Lawn Tennis Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

Safe Recruitment

Windsor Lawn Tennis Club has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Volunteers, Officials, Coaches and any other Employees or Contractors who have contact with children.

Details of this can be found in the appropriate document on our website.

The roles of the committee members, all Sports Leaders and parents/guardians have been clearly defined.

Safeguarding Adults at Risk

One important difference between safeguarding adults and safeguarding children is an adult's right to self-determination.

Adults may choose not to act at all to protect themselves and only in extreme circumstances will the law intervene. Like for example, when an adult is assessed to lack capacity in that area.

This can make safeguarding adults more complex because it is not solely focused on creating an appropriate process and system to safeguard but also needs to consider the importance of creating a culture which embraces the adults themselves and informs and consults them on all decisions about them.

Windsor Lawn Tennis Club are committed to implementing any Legislation enacted in relation to safeguarding adults and will consult with HSE personnel in the event of any cases that may arise.

<https://www.hse.ie/eng/staff/resources/hrppg/va.html>

Reporting Procedures

Windsor Lawn Tennis Club has a Designated Liaison Officer and two Provincial Children's Officers appointed by the Council of the Club. It is recommended that these positions be reviewed regularly, i.e. every 2-3- years while maintaining consistency within the Club and on the Council.

All Safeguarding Officers can be contacted through details posted within the club.

The Designated Liaison Person is tasked to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Windsor Lawn Tennis Club Safeguarding Policy.

Unsupervised Children

Children attending their own squad or camp session may be unsupervised for a reasonable period before it starts (for example, arriving directly from school) and afterwards until collected by a parent or guardian. This does not apply to children accompanying a sibling or waiting for someone else's session.

Otherwise:

- Children of primary school age must be supervised at all times when playing or at the club.

- Children of secondary school age up to 16 may book and play a court unsupervised but must be supervised at all other times while at the club.
- Children aged 16 or over may be unsupervised in the club whether playing or not
- For all children under 16, a parent playing a competitive match (for example, a league match) does not count as supervision — the age-based rules above still apply. This does not apply to casual/social play, where a parent on court with their child sitting behind is acceptable.

Additional Actions to Achieve Safeguarding

*Windsor Tennis Club includes the following actions as part of its overall Safeguarding policy, these guidelines from the **Code of Ethics and Good Practice for Children's Sport**.*

- The Club Rules are approved and adopted by the Club's members at an AGM or EGM.
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant.
- Ensure that the Club Council is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents/ guardians.
- Appoint/reappoint one male and one female Children's Officer at the AGM as outlined in the Code of Ethics.
- Appoint a Designated person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse.
- Ensure best practice throughout the Club by disseminating our Codes of Conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's Code of Conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
- Ensure that relevant Sports Leaders report to the Club Council on a regular basis.
- Encourage regular turnover of Club committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer in the club.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

All members will have access to the relevant Code of Conduct, the club's Child Protection Statement and the Constitution. On annual renewal of membership all members agree to abide by the Code of Conduct, the Constitution and the Child Protection Policy. All junior club members and coaches should

sign their respective Codes of Conduct.