



MORETON MORRELL TENNIS COURT CLUB

Moreton Morrell Warwick CV35 9AL
Telephone: 01926 651229



SAFEGUARDING POLICY

The Club aims to provide young players under the age of 18 and vulnerable adults with the best possible experience of playing real tennis in a safe, secure and friendly environment by following good safeguarding practice in conjunction with parents, carers, teachers, professional coaches and volunteer assistants.

The Club is affiliated to the Tennis and Rackets Association, the sport's governing body, and abides by its 'Principles of the Safeguarding and Protecting Young People in Real Tennis Policy'. (www.tennisandrackets.com)

The Club's guidelines are that:

- Everyone is treated equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation and it is accepted that everyone has the right to be protected from abuse
- All issues and complaints concerning safeguarding players under the age of 18 and vulnerable adults will, initially, be the responsibility of the Club's Welfare Officer, Mrs. Lynne Hamilton who can be contacted by email on cpo@mmtcc.org
- Matters requiring further action will be reported to the Club's Chairman and Executive Committee who will, if deemed appropriate, seek advice from the Tennis and Rackets Association and national safeguarding policies as an integral part of the disciplinary process
- Disciplinary Procedure: the exact nature of the offence will determine the appropriate course of action in any particular situation. All individuals will be treated impartially and no acts of favouritism or discrimination will be permitted.

An individual will render themselves liable to disciplinary action if the Code of Conduct or Prohibited Practice is breached.

- The Club's professional coaches receive appropriate safeguarding training as part of their Continuing Professional Development Programme (CPD) as supervised by the Tennis and Rackets Association
- Professional coaches and volunteer assistants are checked by the Disclosure and Barring Service
- Professional coaches and volunteer assistants are covered by Public Liability Insurance
- Communication by text, telephone or email will be made through parents, carers and teachers, NOT directly with the young players and vulnerable adults.

- A First Aider will be on site during coaching sessions. First Aid boxes are kept up to date and are located by the entrance to the court playing area where a defibrillator is also positioned
- Accidents will be recorded in the Club's Accident logbook. The Club's Accident Procedure Policy is to be found on page 8
- Coaching sessions will be held with at least one adult per ten young players
- For those under the age of ten, one of their parents must be present during the coaching session
- For school group sessions an adult must be present - if not a teacher, someone who has been authorised by the school
- The Club undertakes to ensure that physical contact with young players and vulnerable adults will only be for the development of real tennis skills, treating or preventing an injury or for safety reasons. On no account should there be any form of inappropriate physical contact by coaches, volunteer assistants or club members
- Appropriate changing facilities are provided, and young players and vulnerable adults will not be expected to change with adults. Supervision of changing will be made available as appropriate.
- Photography of young players will be of groups only and if individually, for example of competition winners receiving awards, parental permission will be sought. Photographs of individuals will only be posted on the Club's website with parental consent
- The Club's professionals, volunteer assistants and officers will not be responsible for the provision of transport. When necessary, the car owner will be required to fill in and sign the transport policy statement (page 9)
- The Club has adopted the Tennis and Rackets Association's Anti-Bullying Policy (page 5)

Use of Terminology

Child/Young Player: a person under the age of eighteen years.

Vulnerable adult: an adult who has care and support needs; is experiencing, or at risk of abuse or neglect; and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

THE CLUB'S COACHING PROFESSIONALS AND VOLUNTEER ASSISTANTS

What is to be expected of the Club's Coaching Professionals and Volunteer Assistants?

They will:

- Abide by the Club and T and RA's safeguarding and protection policies
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation and accept that everyone has the right to be protected from abuse
- Ensure that young players and vulnerable adults are always properly supervised
- Report any concerns concerning safeguarding they may have to the club's Welfare Officer
- Be positive and encouraging in their approach
- Discourage the use of bad language, aggressive or dishonest behaviour on and off court
- Understand the risks of infatuation

They will **NOT**:

- Engage in any form of inappropriate physical contact
- Allow allegations made by a young player or vulnerable adults to pass unchallenged, unrecorded or not acted on by the Club's Welfare Officer, Chairman and Executive Committee
- Cause potential lack of self-esteem by embarrassing or humiliating an individual
- Treat some players more favourably than others
- Ridicule or shout negatively at players for making an error or not winning
- Expose players to extreme heat or cold or an unacceptable risk of injury
- Smoke or consume alcohol in the presence of players
- Use foul, sexist or racist language or gestures
- Give players alcohol, cigarettes or drugs

PARENTS/CARERS:

The Tennis and Rackets Association's Code of Conduct has been adopted by the Club

Parents and Carers are encouraged to:

- Focus on a player's efforts and enjoyment rather than winning or losing
- Encourage players to play and not force them
- Provide positive verbal feedback
- Encourage players to participate within the rules and regulations of the game
- Applaud good performance and efforts from all individuals and teams
- Congratulate all participants on their performance regardless of the game's outcome
- Respect the decisions of officials and encourage players to do the same
- Respect markers (umpires), officials, professionals, players and spectators
- Inform the team coach or manager of any injury, health or welfare issue that it is felt appropriate for them to know
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation and accept that everybody has the right to be protected from abuse
- Report any concerns in relation to a young person or vulnerable adult to the club's Welfare Officer
- A parent or carer should not condone any form of discrimination or allow it to go unchallenged

Parents and Carers are requested not to:

- Force players to participate
- Ridicule or shout at any player for making a mistake or losing a game
- Publicly question the decisions made by the marker, professional or official within a game, match or training situation
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Give young people and vulnerable adults alcohol or cigarettes when they are under the care of the Club
- Punish or belittle a player for losing or making mistakes

Tennis & Rackets Association Anti-Bullying Statement

Moreton Morrell Tennis Court Club subscribes to the Association's guidelines:

Principles

- Bullying of any kind is not acceptable within any Club providing playing opportunities for children, young people and vulnerable adults
- The T&RA has a *TELLING* culture and anyone who knows that bullying is happening is expected to tell their club's Welfare Officer
- Any incident of bullying which occurs will be taken seriously, responded to promptly, and procedures followed to resolve the situation
- All concerns will be taken seriously and managed accordingly within the Safeguarding and Protecting Young People in Real Tennis and Rackets Policies and Procedures
- The T&RA have a moral and legal obligation to ensure that, when given responsibility for young people, professionals and volunteers provide them with the highest possible standard of care
- Anyone who administers or plays the games of Real Tennis and Rackets has a responsibility and failure to comply may lead to disciplinary action
- It is the responsibility of every adult working in Real Tennis and Rackets whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment
- It is recognised that any procedure is only as effective as the ability and skill of those who operate it. The T&RA are committed therefore to the effective recruitment, and appropriate training for all professionals, volunteers and club members. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of young people remain paramount

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on, the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Social/ cyber taunts via FaceBook, Twitter and Instagram

Signs and Symptoms

A young person may indicate by signs or behaviour that he or she is being bullied. Young People have described bullying as:

- being called names
- being teased
- being hit, pushed, pulled, pinched, or kicked
- having their bag, mobile or other possessions taken
- receiving abusive text messages
- being forced to hand over money
- being forced to do things they do not want to do
- being ignored or left out
- being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin

Other signs and symptoms:

- doesn't want to attend training or club activities
- changes to their usual routine
- begins being disruptive during sessions
- becomes withdrawn anxious, or lacking in confidence
- comes home with clothes torn or kit damaged
- has possessions go "missing"
- becomes aggressive, disruptive or unreasonable
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong

These signs and behaviour may not constitute bullying and be symptoms of other problems. Club professionals and volunteers are encouraged to be aware of these possible signs and report any concerns to the Welfare Officer

Objectives of the Policy

- All players, committee members, professionals, volunteers, parents and carers should have an understanding of what bullying is and what they should do if bullying arises.
- Everyone should know what the T&RA and club policy is on bullying and follow the defined procedures should bullying be reported.
- Bullying will not be tolerated. Full support will be given by the T&RA and the club to any victim of bullying.

Procedures and Management of Bullying

- 1 Report bullying incidents to the Welfare Officer who will record (using the T&RA incident form). *If the incident is an adult bullying a young person or the incident is a young person bullying a young person the incident must be reported to the Welfare Officer*
- 2 Parents/Carers may be informed and will be asked to discuss the problem
- 3 The bullying behaviour or threats of bullying will be investigated, and intervention made to stop the bullying as quickly as possible
- 4 An attempt will be made to help the bully (bullies) change their behaviour

- 5 If the situation is not or cannot be resolved through mediation, training or mentoring, refer back to the T&RA's National Designated Officer who will manage the incident in line with Disciplinary Regulations. If necessary and appropriate, police will be consulted.

Implementing the T&RA Anti-Bullying Policy

Raise Awareness

- Raise awareness with all members and players within the sport
 - Place posters on club notice boards
 - Ensure all young players know they can talk to someone if they are worried
 - Ensure that parents and carers have access to a copy of the policy
 - Encourage clubs to adopt the policy within the club constitution
 - Ensure that the Code of Conduct clearly states that behaviour which constitutes bullying will not be accepted
 - Ensure all relevant professionals and volunteers have signed up the code of conduct
 - Ensure the policy is accessible to members and players
- Establish a working party to support the ongoing development and implementation of the policy
- Identify any training needs within Real Tennis and Rackets and provide support opportunities

Implementation

The T&RA will Review, Monitor and Evaluate

- Ensure that the working group meets to review how the communication of the policy has been managed, has it made a difference
- Work with the Clubs to take lessons learnt from incidents and re-evaluate the policy as required
- Maintain an ongoing poster campaign
- Ensure members, players, professionals, volunteers and parents are kept up to date with any changes
- Invite feedback from players, parents, professionals, club members and volunteers about the policy and its impact

References

KIDSCAPE Anti-Bullying Policy for Schools – Some Guidelines

If you require help or support, you can contact:

KIDSCAPE Helpline for parents/carers of bullied children 020 7730 3300
ChildLine 0800 1111
NSPCC 0808 800 5000

ACCIDENT EMERGENCY PROCEDURES POLICY

In the event of a serious incident or accident:

- 1) First Aid should be administered as appropriate by the qualified First Aider on site
- 2) Establish the names of the injured and the extent of the injury/ injuries
- 3) If necessary, contact the relevant emergency service for assistance dialling 999
- 4) Attempt to ensure that the injured is/ are accompanied to hospital
- 5) Give full details of the accident to any of the emergency contacts:

You will need to supply the following information:

- ◆ The name of caller
 - ◆ Name of Moreton Morrell Tennis Court Club
 - ◆ Telephone number (calling from) and location 01926 651229 and postcode CV35 9AL
 - ◆ Details of the incident
 - ◆ Name (and home address and telephone number if known) of injured party/ parties
 - ◆ Extent of injury/ injuries
 - ◆ Action taken
 - ◆ Which Emergency Services are required?
 - ◆ Do you need any practical help or advice?
- 6) Ensure the rest of the group are being supervised
 - 7) Record details of the accident and procedures in the club's accident book

Private Vehicle Registration Form

Purpose of this form:

- To register the private vehicles used for the transport of individuals in connection with Tennis activities.
- To inform drivers of the need to amend their vehicle's insurance, if they intend to use their vehicle on behalf of the group and if passengers are being carried in connection with groups activities or events.
- To allow drivers to claim expenses, if they are entitled to do so.

This form is to be completed by the driver of any private vehicle used for the transportation of individuals to or from a Tennis activity.

Completed forms should be handed to:

Event Organiser

Driver Details:	
Full Name	
Address	
Driving Licence No. and type (e.g. full)	
Vehicle Details:	
Registration No.	
Colour	
Name of Registered Keeper	
Make and Model	
Other Club Members authorised to drive the vehicle	
MOT Expiry Date	
Insurance Company	
Insurance Expiry Date	
Road Tax Expiry Date	

Declaration (*Please ensure you tick (✓) each box*)

I have informed the insurance company of my intention to transport members on behalf of the Tennis group. I have also stated if I will be claiming expenses in connection with this additional use.	
I have extended the policy and paid additional premium as required by the insurance company	
My vehicle is roadworthy and complies with all current road traffic legislation	
I will inform all passengers of the legal requirements to wear seat belts (if fitted) when the above vehicle is being used on behalf of the Tennis group	
I declare that the information stated here is correct and will inform the event organiser of any changes	