



# Formby

## Village Tennis Club

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### Child Protection Policy

Revision 1.1

Pack containing information on Junior Members &  
Child Protection (& associated issues )

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**Note:**

Junior membership forms are displayed on the Club's website (under “membership” section).

This includes:

Photography & Filming of children consent form

- Facility to declare any special care need, dietary requirements, allergies & medical conditions of child.



## CHILD PROTECTION POLICY STATEMENT

- Formby Village Tennis Club aims to create an enjoyable environment for all juniors who wish to take part in tennis or other sport and social activities at the Club.
- We believe that children and young people have the right to be safe, secure and free from threat.
- We believe that children and young people have the right to be treated with respect and to have their concerns listened to and acted upon.
- We will ensure that the Club provides for the needs of junior members through specific programmes, designated facilities, and safe practice.
- We have procedures in place to address poor practice, and to help any young person who appears to be at risk, or who appears to be the victim of abuse. We will offer help and support when a child or young person tells us he or she is affected by these issues.
- We will take steps to ensure that any Club volunteers or professionals working with children are suitable to do so, through the use of references and background checks. We will ensure that all relevant people have been vetted and approved through the **Disclosure & Barring Service** process.
- We will ensure that all those working with children are made aware of the Club's *Code of Conduct for People Working with Children* (adopted from the LTA Code) and are required to follow it.
- The Club has an adult member who is specifically responsible for children, young people and child protection.

SEE JUNIOR CLUB HOUSE NOTICEBOARD FOR FURTHER DETAIL.

# CODE OF CONDUCT FOR PEOPLE WORKING WITH CHILDREN

Children and young people are able to play tennis because of the thousands of adults, both paid and unpaid, who provide opportunities for them to do so. All of these adults have special responsibilities to the children they work with.

This code of conduct is based on the LTA Code of Conduct and provides clear guidance on the types of practice that will meet these responsibilities. Good conduct not only prevents incidents and allegations but also helps to highlight any conduct (by other people) that is unsafe or unprofessional.

LTA Licensed Coaches are already required to follow codes of conduct applying to their positions.

## Those working with children in tennis should:

- Be professional and maintain the highest standards of personal behaviour at all times.
- Recognise the trust placed in adults by children, and recognise the power held over children by adults. Treat this trust and this power with the highest responsibility.
- Try to work in an open and accountable manner at all times. Work in view of others wherever possible. Be wary of working alone and unobserved and be willing to accept questions or criticism regarding good practice.
- Expect others to work in an open and accountable manner. Question and criticise the practice of others if necessary.
- Maintain a professional relationship with children. Any form of sexual relationship or activity with a child is unacceptable and could lead to disciplinary or legal action.
- Not be under the influence of drink, drugs or any illegal substance.
- Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching, slapping) should be regarded as a serious incident.
- Use appropriate language. Do not swear, and never make sexual or suggestive comments to a child. If a child makes such comments, be prepared to enforce these boundaries in your response.
- Not appear to favour one child or show interest in one child more than another.
- Not discriminate against a child because of age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- Use physical contact with players only where necessary. If contact is necessary, (e.g. for the purposes of coaching or first-aid), explain to the child what the contact is for, and change your approach if he or she appears uncomfortable.
- Design and use training methods and training programmes appropriate to the individual child.

- Be aware of situations that could be misunderstood or manipulated by other adults. For example, if a coach or official is alone with a child in a clubhouse, changing room or car, he or she may be vulnerable to allegations of misconduct.
- Be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive or intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of the impact of their actions and should sensitively address any misunderstanding.

**If a concern about a child's welfare comes to your attention:**

- Take seriously any suspicion, allegation of abuse or any disclosure of concern made by a child or adult.
- If a concern comes to your attention, record information, including relevant details. Be sure to record opinions or feelings as such: do not record them as facts. Do not question or interview the people involved in the incident of concern.
- Report any concerns within the area of Child Protection (physical, emotional or sexual abuse, neglect or bullying), in confidence and without delay, to your club, county or LTA Child Protection Officer.
- If a Child Protection Officer cannot be contacted and there appears to be an immediate risk, contact the police or your local social services.
- Never discuss an allegation or suspicion with another person, other than the police or social services, before receiving advice from the club, county or LTA Child Protection Officer.

**Remember that it is the responsibility of all adults to safeguard children in sport. By recognising, following and discussing the principles behind this code, you are helping to make bad practice and abuse unwelcome in tennis.**

**For more information** on issues like these, see the range of guidance resources produced by the LTA Child Protection Department. Go to <http://www.LTA.org.uk/childprotection> or contact the LTA directly using the details below:

**LTA Child Protection**

**Telephone:** 0208 487 7008/7116

**Mobile (24 hour):** 07971 141 024

**E-mail:** [childprotection@lta.org.uk](mailto:childprotection@lta.org.uk)

<http://www.LTA.org.uk/childprotection>

## CODE OF PRACTICE FOR PARENTS AND GUARDIANS

Formby Village Tennis Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents/guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Captain or, if not available, any current member of the Executive Committee.

**As a parent or guardian of a junior member of Formby Village Tennis Club you are expected to abide by the following code of practice:**

- Encourage your child to learn the rules of tennis and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept judgements made by officials.
- Support your child's involvement and help him or her to enjoy the sport.
- Use correct and proper language at all times.
- Allow your child to play in the Mini Tennis colour stage that is appropriate to them. This will ensure they enjoy playing the game, develop their skills and gain confidence.
- Purchase balls and racquets that match the stage your child is in.
- Be patient. Steady progression is unusual in children: peaks and plateaus are common.
- Your first question following any match should be: "Did you enjoy it?" not "Did you win?"

At no stage should you communicate with your child or interfere with the on-court helpers and referees during a match. Just enjoy the game and let officials take care of the rules!

## CODE OF PRACTICE FOR YOUNG PEOPLE

Formby Village Tennis Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Captain or, if not available, any current member of the Executive Committee.

**As a junior member of Formby Village Tennis Club you are expected to abide by the following code of practice:**

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and match sessions, as agreed with the coach.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or while representing the club at competitions.

Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or while representing the club. FORMBY VILLAGE TENNIS CLUB.

# ANTI-BULLYING POLICY AND GUIDANCE

## Statement of Intent

We don't put up with bullying in our club. You should tell someone if you see bullying.

We are committed to providing a caring, friendly and safe environment for all our members so they can play tennis in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all players or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

**We are a TELLING club.** This means that anyone who knows that bullying is happening is expected to tell the club child protection officer or a member of the committee.

## 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 carried out by children or adults.

Bullying can have lots of different forms:

- Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages,
- tormenting, (e.g. hiding racquets/other equipment, 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

Here are some examples of what we call 'bullying':

- Someone calling you names
- Being threatened
- Being pressured to give someone your money or your things
- Being hit or pushed
- Having your possessions damaged or broken
- Someone spreading rumours about you or about your family
- Someone posting hurtful comments or pictures on the web (such as on Facebook)

Why do we care about bullying?

Bullying is a serious problem. You have the right to stop it.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Players who are bullying need to learn a different way of behaving.

A club has a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- To make sure that the club finds out about bullying and deals with it as well as possible.
- All committee members, coaches, volunteers, players and parents should know what bullying is.
- All committee members, coaches and volunteers should know understand this policy and should follow it when bullying is reported.
- All players and parents should know about this policy, and should understand what to do if bullying arises.
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported.

### How to spot if someone is being bullied?

A child might show that he or she is being bullied in lots of ways. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with torn/damaged clothes or damaged
- Has possessions “go missing”
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what’s wrong
- Gives unlikely explanations for any of the above

In more extreme cases

- Starts stammering
- Cries themselves to sleep or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- stops eating
- attempt or threatens suicide or runs away

These signs and behaviour may indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures

- Report bullying incidents to the club child protection officer or a member of the club committee.
- In cases of serious bullying, the club should contact the LTA for advice
- Parents should be informed and will be asked to come in to a meeting to discuss the problem
- If necessary and appropriate, the police will be consulted
- The bullying behaviour and threats of bullying will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help the bully (bullies) change their behaviour and disciplinary action will also be considered where there have been serious acts of misconduct.
- The club will initiate disciplinary action under the club constitution if the bully does not change his or her behaviour.

## How we will work with the bully and the victim

If we decide that it is appropriate for us to deal with the situation, we will follow the procedure outlined below.

- Where the victim is comfortable to do so and the bullying has not become very serious, reconciliation will be attempted by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/ or is not appropriate a small panel made up from Captain, Child Protection Officer, Secretary, Committee members) will meet with the parent and child alleging bullying to get details of the allegation. Notes/minutes will be taken for clarity, and these should be agreed by all as a true account.
- The same panel will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes will be taken and agreed.
- If bullying has, in their view, taken place, the panel will consider whether it is serious enough to take disciplinary action immediately under the Club's normal procedures.
- If disciplinary action is not taken immediately, the player should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
- All coaches involved with both players should be made aware of the concerns and outcomes of the process i.e. the warning.

**In the case of adults reported to be bullying players under 18**

- Bullying by an adult is child abuse and allegations will be treated very seriously.
- In most cases in which adults are found to have bullied children, child protection awareness training is the minimum likely outcome. Serious disciplinary action by the club could also be taken.
- More serious cases may be referred to statutory services such as the police or social services. We will consult statutory services at an early stage if we think that this could be relevant.

**Prevention**

- The club has developed a written constitution, which includes what is acceptable and proper behaviour for all members, of which the anti-bullying policy is one part.
- All players and parents will sign to accept the constitution upon joining the club.
- The club child protection officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with players to discuss the issue openly and constructively.

## SELF DECLARATION FORM FOR COACHES AND THOSE WORKING WITH CHILDREN

The following personal disclosure is made in accordance with Rule 22 of the Club Rules. This form will be held securely by the Club.

Under the Rehabilitation of Offenders Act, if you are working with children, young people or adults at risk you are required to declare any reprimands, cautions or criminal convictions regardless of how long ago these occurred or if they are spent.

Name	
Date of Birth	
Home Phone Number	
Mobile Number	
Email Address	

Please circle 'YES' or 'NO' to the following questions:

<b>Please Circle Have you ever received any reprimands, cautions or convictions?</b>	<b>YES</b>	<b>NO</b>
<b>Have you ever been sanctioned or disciplined for any matter relating to child abuse, adults at risk, sexual offences, violence, drink driving or use of illicit drugs?</b>	<b>YES</b>	<b>NO</b>
<b>Have you ever been subject to a police or social care investigation even if it did not result in a criminal conviction?</b>	<b>YES</b>	<b>NO</b>

I confirm that the above information is correct to the best of my knowledge. I understand that if any information of a serious nature is later discovered to be incorrect or omitted this may result in disciplinary action, resulting in termination of membership and/or employment at the club. I hereby give consent to the Club processing the data supplied on this form for safeguarding monitoring purposes.

Signature	
Print Name	
Date	

You may find it useful to refresh your knowledge of our Child Protection Policy which is displayed on our website under "[Club Documents and Rules](#)".

# GUIDELINES ON PHOTOGRAPHY AND FILMING OF CHILDREN

## Why guidelines and consent forms matter.

The main concerns addressed by these guidelines relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children.
- The breach of court orders restricting photography of specific children.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sport web sites and other publications when they are accompanied by personal information. This information can make a child vulnerable to an individual who may wish to 'groom' that child for abuse. In addition, photographs can be adapted for inappropriate use. There is evidence of adapted material finding its way on to child pornography sites.

## Guidelines for recording images:

- All children featured in recordings must be appropriately dressed with outer clothing covering the torso from at least the bottom of the neck to the thighs (i.e. a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible, images of children or young people should be recorded in small groups. The group may comprise any combination of adults and children.
- Ensure that images of a young person are not recorded and published where a court order prohibits this.
- Any inappropriate use of photography or of images should be reported to the Club's Child Protection Officer or LTA Child Protection or the police.
- Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, tennis players and their parents/carers should be made aware that this forms part of the coaching programme, and recordings should be used, stored and destroyed with care.

## Guidelines for publishing images:

- If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- Ask the child and parent/carer for permission to use their image. This ensures that they understand how the image will be used to represent the sport. The Club achieves this by seeking completion of a photography and filming consent form.

- Try to take photographs that represent the broad range of youngsters participating safely in tennis. Think about the gender, ethnicity, ability and age of the children you photograph and try to capture the diversity of the children you work with.

**Photography and film at tennis events:**

The following guidelines are designed to reduce the opportunity for taking inappropriate photographs:

- If the press or a professional photographer is invited, it is important to ensure they are clear about your expectations of them in relation to child protection. Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer(s) with identification. This must be worn at all times.
- Inform participants and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to players or one-to-one photo sessions.
- Do not approve or allow photo sessions outside the event or at a player's home.
- Ensure that photographers are able to identify any players who have not consented to being photographed.

**Parents taking photographs:**

- Parents and spectators might also wish to take photographs or record their children participating at an event. If parents or other spectators are intending to photograph or video an event, they should also be made aware of your expectations.
- Parents and spectators are required to register with the Club, if they wish to use photographic equipment at an event.
- Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or to an Executive Committee member of the Club and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police if the person involved continues to record images.

**Getting consent:**

The Club's simple consent form is designed to adopt these guidelines and help ensure that tennis is a safe sport for children and young people.

## REVISION HISTORY

Revision	Date	Details of changes	Reason for changes
1.1	Aug 2020	Style change into club branding.	Consistency.
1	Feb 2020	Name changed to FVTC.	To comply with SC.

Changes made to this document: 17/08/2020