



Cambridge University Real Tennis Club

Safeguarding and Protecting Young People and Vulnerable Adults Handbook

General Principles and Operations

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Introduction

Cambridge University Real Tennis Club is committed to creating and maintaining a safe and positive environment for all young people to play and enjoy Real Tennis. The Club recognises the responsibility to safeguard the welfare of young people and to protect them from poor practice, bullying and abuse. The Club also recognises its responsibility to protect those who work with children from personal risk.

Cambridge University Real Tennis Club has developed procedures and guidelines that will promote the welfare and protection of all young people involved in the sports in accordance with the National Governing Body of Real Tennis and Rackets (The Tennis & Rackets Association, T&RA) and the University of Cambridge Policy and Procedures.

For the purposes of all Safeguarding and Protecting Young People policies, procedures and guidelines for Cambridge University Real Tennis Club, a child/young person is defined by law as an individual under the age of 18.

For the purposes of all Safeguarding and Protecting Young People policies, procedures and guidelines for Cambridge University Real Tennis Club, a vulnerable adult is defined as a person aged 18 or over who is or may be in need of community care services because of mental or other disability, age, illness and is or may be unable to take care of him or herself or take steps to protect themselves from significant harm or exploitation. This could include people with learning disabilities, sensory impairments, mental health needs, older people and people with physical disability or impairment. The term vulnerable adult may include any individuals who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

Key Principles

This policy is based upon the following fundamental principles:

- The welfare of young people (anyone under the age of 18 years) is paramount
- All young people, regardless of ability, age, disability, sexual orientation, parental status, race, religion or belief or socio/economic background have a right to be protected from abuse
- Safeguarding is everyone's responsibility – every individual involved in the Club must play their part in ensuring the sport is safe
- A child-centred approach. Real Tennis provision will better meet the needs of children if it is informed by a clear understanding of the needs and views of children.

Safeguarding Best Practice

Overview

To provide young people with the best possible experience and opportunities in Real Tennis, it is critical that everyone operates within an acceptable ethical framework and demonstrates exemplary behaviour at all times. This will ensure that those responsible make a positive contribution to the development of young people and safeguards their welfare, while helping to protect all those involved in the Club from allegations of abuse or poor practice.

The principles of best practice are as follows:

- Promote a culture in which all young people are listened to and respected as individuals
- Place the welfare of the child/young person first
- Ensure that Real Tennis is fun and that fair play is promoted
- Challenge unacceptable behaviour
- Report all concerns regarding unacceptable behaviour
- Report all allegations/suspensions of abuse to the club Welfare Officer
- Work in an open environment and encourage parental involvement
- Avoid one-to-one situations with child players unsupervised.

Safeguarding Responsibilities

The Club

The Club recognises that the overall responsibility for safeguarding sits with the Club Committee. As such, the Committee will ensure that:

- there is at least one suitably trained and competent Welfare Officer designated within the club to take the lead role in dealing with safeguarding issues
- all staff, and volunteers, who are working with young people receive appropriate, up to date training, and have access to advice on child protection, safeguarding and promoting the welfare of young people through the Club Welfare Officer
- all children and young people, and their parents, are aware of behaviour that is not acceptable and how they can help to keep themselves safe
- they support Whistle Blowing and take steps to ensure members, their parents/carers, and others, feel able to raise concerns without fear of negative repercussions
- confidentiality is maintained in relation to concerns and referrals, and information is only shared on a genuine 'need to know' basis in line with NGB and University policies and procedures
- they comply with the T&RA guidance on safe recruitment to prevent unsuitable people from obtaining, or remaining in, positions of trust or responsibility
- they comply with the all applicable supplementary policy and guidance, and accept responsibility for identifying and responding to any deficiencies or weaknesses in its arrangements for safeguarding and promoting welfare of young people
- they work in partnership with the T&RA to ensure poor practice is addressed and any required remedial action is taken.

It is not the role of Club Officials to investigate possible abuse or neglect. However, they have a key role to play by referring concerns about those issues to Children's Social Care Services and/or T&RA and the University and providing information for police investigations.

a Club Welfare Officer

The responsibilities of the individual should include:

- Promoting the welfare of young people and the importance of safeguarding;
- Ensuring that young people are listened to and are involved in decision making
- Ensuring that everyone understands their roles and responsibilities in relation to safeguarding
- Responding to child protection, safeguarding and poor practice concerns
- Liaising with The University, National Governing Body and Statutory Agencies and other organisations as required.

The Club Welfare Officer will have attended an approved Safeguarding and Protection of Children awareness training course with regular updates as required. The role holder will also be DBS checked.

b Club Secretary

The Club Secretary is responsible for ensuring that DBS checks are undertaken for new staff and annual checks via the online checking system.

c Club Committee Members

Club Committee Members are responsible for upholding the spirit and implementation of best practice in the Club, and for ensuring compliance with the terms set out in this, and other, club policies.

The Club Committee may also be involved, or a point of reference, in any disciplinary action, internal or external to the Club.

Safeguarding Responsibilities

Parents/Carers

As a condition of membership to the Club, parents/carers are expected to follow this, and other club policies, including the Parent Code of Conduct, in pursuit of optimal safeguarding of the welfare of all members. This includes appropriate transport arrangements and interaction with other young people in the club.

Professionals

Professionals represent the Club and are expected to undertake to uphold its responsibilities in relation to best practice and safeguarding procedure. Coaches also have an active duty to take action as appropriate for any instances of this policy being engaged within the club or its membership.

Members

As a condition of membership to the Club, members, both adult and young, are expected to follow this, and other club policies, including the Member Code of Conduct, in pursuit of optimal safeguarding of the welfare of all members.

Operational Protocols – Matches and Training

a Supervision

For young people over 8 years – the ratio of adults to children is a minimum 1:10

All sessions should have First Aid provision by ensuring:

- There is a qualified First Aider on site
- First Aid boxes are up to date and accessible
- There is access to a phone to be able to contact the emergency services if required

b Good Practice – Physical Contact

By its nature, sport sometimes requires a degree of physical contact between adults and young people. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aim of the guidelines relating to physical contact is to provide adults and young people with appropriate types of and contexts for touching.

Physical contact between young people and vulnerable adults should only be used to:

- Develop sports skills, techniques or attitudes
- Treat an injury
- Prevent an injury
- Encourage or ensure safety

Physical contact should:

- Meet the need of the young person and not the need of the adult
- Be fully explained to the young person or vulnerable adult and take place with their consent
- Take place from the front (ie facing the young person) or from the side – not from behind
- Not take place in secret or out of sight of others. All contact should take place in an open environment and with parental knowledge where possible.

The above should only be contravened in emergency situations where necessary.

Changing Arrangements

- Players aged 10 and under must be supervised at all times in changing rooms
- Players must never be supervised alone in changing rooms
- Adults should not change or shower at the same time using the same facility as young players
- If young players play for adult teams, both the young players and their parents must be informed of the Club's policy on changing arrangements
- If adults and young people need to share a changing facility, the Club must have consent from the parents that their child/children can share a changing room with adults in the club
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them whilst they are changing
- If young people are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home
- For players with any form of disability, involve them in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.

Appendix A

T&RA Equality and Diversity Policy Statement

The Tennis and Rackets Association Limited (T&RA) is committed to making Real Tennis and Rackets accessible and open to everyone who wants to be involved in the games. We will achieve this by upholding the principles of equal opportunities in every aspect of the work we do.

We support the development and implementation of practices that do not discriminate, either directly or indirectly. It is our policy to treat everyone fairly and consistently. We will regularly audit and monitor all aspects of our business activities and take appropriate steps if it appears that our policy is not fully effective and being delivered by every individual within our organisation.

This Policy is part of our wider commitment to equality and diversity of opportunity for all sections of the community, in all aspects of our business, and underpins our legal obligations under the Equal Pay Act as amended 2003, the Rehabilitation of Offenders Act 1974, the Sex Discrimination Act 1975 as amended 2003, the Race Relations Act 1976 as amended 2000, the Disability Discrimination Act 1995 as amended 2001, 2005; Prevention from Harassment Act 1997, the Employment Act 2008, Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2000, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003 and the Employment (Age) Regulations 2006.

Our commitment to equality of opportunity permeates everything we do and covers:

- recruitment and selection, employment and management practices
- Real Tennis and Rackets development activities at all levels of the game
- performance level activities, squad and team selections
- relationships with suppliers and local communities; and
- on-going support to colleagues and volunteers through training and regular consultation.

We will work to raise awareness of equality throughout the T&RA, and will continually monitor our programmes and activities and challenge assumptions and preconceptions. It is the responsibility of everybody in Real Tennis and Rackets that this Policy is understood and carried out. Everyone involved in Real Tennis and Rackets has a personal responsibility for the implementation of this Policy.

Equality and Diversity Policy Statement

The T&RA recognises the importance of, and is committed to, equality and diversity, equal opportunities and fair treatment to all involved and employed in the games of Real Tennis and Rackets. The T&RA aims to ensure that all people (irrespective of their age, gender, disability, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation) have a genuine and equal opportunity to participate in both sports, at all levels and in all roles, whether as a beginner, participant or performer, coach, official, referee, manager, administrator, spectator or as a volunteer.

It is the aim of the T&RA in its relationships with its members, associates, employees, job applicants and in the provision of its services, not to place any individual at a disadvantage by imposing any conditions or requirements which cannot be justified. Failure of an individual or organisation to comply with this policy may result in disciplinary action being taken. Direct discrimination is defined as treating a person less favourably than others are, or would be, treated in the same or similar circumstances. Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one social group than another and cannot be justified. We will take positive action to promote participation of underrepresented groups in Tennis.

Objectives

The T&RA Equality and Diversity Policy has the following objectives:

- to adopt a planned approach to eliminating barriers which discriminate against targeted groups
- to ensure that no-one working or wishing to work for or on behalf of the T&RA receives less favourable treatment on the grounds outlined in the Policy
- to give clear guidance to individuals working within the T&RA, either employed or as volunteers, on the commitment to equality and diversity
- to ensure that all those who participate in Real Tennis and Rackets, at all levels and in all roles, receive fair and equitable treatment and deliver these principles on behalf of the T&RA through everything we do
- to ensure that the format and content of all competitions, regulations and assessments provide equality for all, and
- to ensure that all materials prepared, produced and distributed by or on behalf of the T&RA promote a clear and positive image of the profile of all those who are a part of our games.

Implementation

The T&RA will seek to promote equality and diversity through:

- the monitoring of practices, procedures and data relating to the operation of competitions, schemes, programmes, employment practice and resource materials
- a regular review of existing policies, rules and regulations to ensure that they do not inhibit the participation of people from groups who may be excluded
- increasing collaboration with partner organisations to ensure fair and consistent treatment of all members
- the provision of relevant sport specific training for all employees, members of the T&RA Committees, Council and other key volunteers of the T&RA to raise awareness of both collective and individual responsibilities, to support their progress within the T&RA and, where appropriate, provide specialized facilities, equipment and individual training, and
- make available the Equality and Diversity Policy to all employees, members, key volunteers, and affiliated clubs.

In the pursuance of this Policy, the T&RA may take measures or positive action in favour of any group which is currently under-represented in its membership, representative bodies or its workforce. In taking this action, the T&RA recognises its legal obligations, under the following legislation:

- Equal Pay Act as amended 2003
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 as amended 2003
- Race Relations Act 1976 as amended 2000,
- Disability Discrimination Act 1995 as amended 2001, 2005
- Prevention from Harassment Act 1997
- Employment Act 2002 as amended 2008
- Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2000
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment (Age) Regulations 2006.

Monitoring

The Equality and Diversity Officer of the T&RA will be responsible for the monitoring of business activities to measure the effectiveness of this Policy. The data collected will be used for monitoring purposes only to inform the work done in Real Tennis and Rackets. The T&RA will proactively work with National Equality bodies and accountable officers within these organisations to ensure all programmes and activities are inclusive and promote equality and diversity.

Exemptions

The T&RA reserves the right to limit competitions to persons of specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

Responsibility

The T&RA expects all those working and acting on behalf of the organisation to adhere to this Policy. In pursuance of this Policy the T&RA reserves the right to discipline (in accordance with its procedures) any of its members or employees who practise any form of discrimination on the grounds of a person's age, gender, disability, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

Appendix B

Key Safeguarding Contacts

T&RA Contacts		
Name	Number	Address
T&RA Chief Executive – Chris Davies	07533 418869	T&RA Queen’s Club Palliser Road London W14 9EQ
T&RA Designated Officer – Helen Crossley	020 835 6937	
Child Protection Officer – Ashley Lenihan	020 835 6937	

Local Contacts	
Name	Number/Email
Club Welfare Officer - Victoria Harvey	07967 652450/ vjh31@cam.ac.uk
Police	999
Sports Service	welfare@sport.cam.ac.uk

T&RA Contacts		
Name	Number	Address
NSPCC	0808 800 5000	National Centre 42 Curtain Road London EC2A 3NH
Child Line	0800 1111	
Child Protection in Sport Unit	0116 234 7224	3 Gilmour Close Beaumont Leys Leicester L4 1EZ