

Westfields Tennis Club (WTC), in accordance with LTA guidelines, is committed to prioritising the well-being of all Junior and vulnerable Adult Members by promoting safeguarding in our club at all times, including all programmes and events that we run. WTC Management Committee has overall responsibility for the implementation of this policy.

- Safeguarding and welfare of Junior Members (under 18) and vulnerable Adult Members (a Member over 18 who is unable to take care of, or unable, to protect him/herself against abuse or neglect) is the joint responsibility of **ALL MEMBERS of WTC** as well as the parents/guardians/carers of the Junior Members and vulnerable adults.
- Fuller definitions of what may be a cause for concern are available on the Notice Board in the clubhouse. What constitutes a concern may also be discussed with the club Welfare Officer. If required, the LTA Safe and Inclusive Tennis Team can offer advice on 0208 4877000 (Monday to Friday 9.00 a.m. to 5.00 p.m.)
- If any Member becomes aware of a Safeguarding or Welfare concern issue, then they should make a **careful note** of anything seen or reported with dates and times using the LTA Reporting Form. A copy is held with the Policy in the clubhouse. You are obliged to report the concern. All matters will be dealt with confidentially and in a timely manner.
- **If someone is at immediate risk, then call the Police, Social Services or Medical Services** (as appropriate). Report this to the Welfare Officer or other committee member as soon as possible. Also inform the parent/guardian/carer, unless you believe that this will place the child, vulnerable adult, yourself or others at risk.
- **If there is no immediate risk, the concern should be reported in the first instance to the club Welfare Officer**, who will then inform the club Chairperson and wider Management Committee. The Management Committee will then decide whether to initiate action under WTC's Safeguarding Policy and in compliance with current LTA Safeguarding Guidelines. If the Welfare Officer is not available, contact the Chairperson or another committee member.
- WTC's **Welfare Officer is Sue Broadhurst**. (01748 825665). The **acting Chairperson is Graham Berry (07521086304)**. The full committee is listed on the Notice Board.
- In order to promote Safeguarding, all Members, Coaches, Volunteers and Parents are expected to conform to the club's **Code of Conduct**. This is available online or in the Members' Guide.
- WTC will ensure that all coaches appointed at the club to coach children under 18 or vulnerable adults will have an up to date tennis accreditation and a current LTA DBS certificate.
- Any Adult Member who volunteers to assist in the coaching of children under 18 or vulnerable adults will be required to have a DBS certificate that is on the DBS Update Service and, if this is not issued through the LTA, they are required to complete a Status Check request with the LTA. If they do not have a DBS already, they must apply through the LTA for a suitable DBS.
- Parents of children under 13 will, in all cases, be strongly advised to accompany their child when playing at the club or engaged in a coaching session with an appointed coach.
- WTC will carry out a biennial review of this policy.
- Fuller clarification is available online and within the clubhouse.