

## Drummond LTC Junior Policy

Drummond LTC Committee (DLTC) has agreed the following child policy statement based on LTA policies and process.

DLTC aims to provide a fun and welcoming environment for juniors who wish to play tennis and take part in other activities at the club.

DLTC acknowledge that everyone has the right to be safe, secure and free from threat.

DLTC acknowledges that its junior members have the right to be listened to, treated with respect and concerns acted upon.

DLTC aims to provide an inclusive environment where there is no discrimination of any type including age, gender, gender reassignment, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability.

DLTC opposes all forms of harassment, bullying or abuse towards an individual or group whether it is physical, verbal or online that is based on any of the characteristics listed above or for any other reason. Any incidents of this or a similar nature will be treated seriously and subjected to the appropriate disciplinary process.

DLTC will provide Junior members with a coaching program and activities specific for them, with adequate supervision.

DLTC has procedures in place to help any young person who requests help and support on a confidential basis, and in issues relating to Child Protection. The DLTC Welfare Officer is Shelley De'Ath (020 8989 4904 or [shelley.de-ath@ntlworld.com](mailto:shelley.de-ath@ntlworld.com)).

DLTC will ensure that any coaches working regularly at the Club hold a full LTA, SRA or EHA Coaching Licence and that other coaches and volunteers are either licensed or have signed the LTA self-declaration form.

DLTC will ensure that any club members or volunteers working with children are aware of the LTA Code of Conduct (see below) for those working with children in tennis and have signed the club self-declaration form in relation to Child Protection.

Complaints should be reported in writing to the Welfare Officer or a member of the DLTC Committee. The Club Welfare Officer and two other members of the committee (Panel) may undertake a preliminary inquiry of any complaint of misconduct prior to the conclusion of their investigation, and, take any appropriate early action which is necessary. This action may result in the suspension of that member/volunteer's attendance at the Club, pending the full inquiry. Panel members are not responsible for determining whether or not abuse has taken place as it will be in the public interests that other organisations whose public duty is to undertake that investigation does so. The Panel will consider the substance of all complaints and decide on the most appropriate action to take in the circumstances of the complaint. These inquiries are to remain private and confidential, unless, decided otherwise by the said Club Welfare Officer.

Parents/carers are responsible for bringing juniors under the age of 10 to DLTC premises for coaching and for collecting them at the end of sessions within the DLTC premises, **not in the cricket club or on the pavement outside the Club**. Supervision outside coaching times is also a parental responsibility. Children may be left unattended by parents - it is the parents' responsibility to decide whether their child/children are able to be left unattended at

coaching. Emergency contact numbers must be provided to DLTC and updated as necessary. Children under 10 are not allowed on the Club's premises unattended by a responsible adult. Parents/carers are responsible for any transport arrangements for matches not at DLTC.

Parents are required to give details of their children, medical or otherwise, to the Club on joining. This is to be done on the membership consent form. Please also inform the Club of any changes. The Club requires details of any medications taken by the child and also emergency contact numbers.

Wherever possible more than one adult should be in attendance when administering first aid to injuries. First aid equipment will be available at DLTC premises. Parents/carers should be informed of any injury or illness, and an accident book will be kept. Whenever there is potentially serious injury or illness, particularly if contagious illness is suspected, The Welfare Officer or another member of the Committee should be immediately informed.

Details of the LTA Safeguarding policy and process can be found at the following website:

[http://www.lta.org.uk/NewWebsite/LTA/Documents/Players%20and%20Parents/Safeguarding%20and%20Child%20Protection/Resources%20-%20PDF/Well-Being%20and%20Protection%20Process%20\(CYP\).pdf](http://www.lta.org.uk/NewWebsite/LTA/Documents/Players%20and%20Parents/Safeguarding%20and%20Child%20Protection/Resources%20-%20PDF/Well-Being%20and%20Protection%20Process%20(CYP).pdf)

There is also information for parents on how to support their children, in particular when they play competitive tennis <http://www.lta.org.uk/players-parents/Supporting-your-child>.

## Code of Conduct for Working with Children

*This code of conduct relates to best practice for all adults who work with children and young people. It is designed to promote the professional standards expected in tennis.*

**Everyone working with children and young people in tennis agrees to:**

1. Remain professional at all times;
2. Use appropriate language at all times and challenges anyone who swears or uses unacceptable language in front of or toward children and young people;
3. Encourage children and young people to participate in tennis using 'Fair Play' values and encourage respect for one another;
4. Work and communicate openly and in an open environment, to avoid situations that could be misinterpreted in both tennis settings and with social media;
5. Keep a separate personal and business profile / account for all social media;
6. Be aware of the power and trust held as a person in a position of trust, treating this position and power with the highest of responsibility.
7. Ensure provision of a safe and inclusive environment for all children, their age, gender, sexuality, gender reassignment, disability or ability, religion, or ethnicity;
8. Maintain professional relationships with children at all times and know that any form of sexual relationship with someone under 18 is against the law and breach of their position of trust;
9. Act as excellent role model at all times; which includes refraining from smoking or taking drugs or illicit substances when coaching or around tennis environments;
10. Use positive reinforcement for discipline and report to the Safeguarding Team anyone who is seen to intimidate, threaten or act in a way that is physically or verbally abusive and agree to challenge a child or other person who acts in this way;
11. Work in an open and accountable manner;
12. Challenge poor practice of others; and
13. Seek the advice of colleagues and refer to polices if unsure at any time about practice or behaviour observed.