



BURTON

Tennis & Squash Club

Burton Tennis and Squash Club

Safeguarding Policy



Staffordshire and Stoke-on-Trent
Adult Safeguarding Partnership Board

Abuse must stop

Reporting a Safeguarding Concern within the Sporting Environment

Contents

1. Risk Assessment Flow Chart
2. Guide to abbreviations and contact details
3. Use of terminology
4. Policy Statement
5. Scope
6. Policy Principles
7. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure
8. Transportation
9. Supervising children – LTA recommendations
10. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure
11. Whistleblowing
12. Related Policies
13. Codes of Conduct
14. Appendices

1) Risk Assessment Flow Chart

Useful Contacts
 British Tennis Services team: 020 8487 7000
 Email: safeandinclusive@lta.org.uk
 NSPCC: 0808 800 5000
 Emergency Services: 999

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. Make a note of anything you/the witness has seen/said, with dates and times

Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk

Is there an immediate risk to a young person or vulnerable adult?

YES

NO

Crime/Immediate risk:
Call Police/ Social Services

Medical:
Call an Ambulance

Is the Club Welfare Officer (CWO) available?
Heather Green 07851 034 666

Safeguarding Team in conjunction with Safeguarding Protection Committee (SPC) makes decision as to level of concern.

YES

NO

Level 1 (Low level i.e. poor practice)
Lawn Tennis Association (LTA) investigate or tennis/sports club investigate with support from the LTA

Level 2/3 Serious Concern (i.e. suspected abuse)
Lawn Tennis Association (LTA) inform Safeguarding Protection Committee (SPC), conduct investigation, inform Police/Local Authority Designated Officer (LADO)

Club Welfare Officer contacts the Safeguarding Team for advice and guidance and provides the completed Reporting a Concern Form

If your Club Welfare Officer is unavailable, please report to the Safeguarding Team for advice and complete Reporting a Concern Form

If you are unable to contact the Welfare Officer or the LTA Safeguarding Team, please contact your Local Authority Children's Services Team and follow

Concern dealt with by club (internal discipline/appeals process). If LTA disciplinary investigation undertaken a hearing is held by Licensing Registration Committee (LRC) /SPC

LTA consults with SPC re interim suspension and notifying other organisations. Consultation with Police/LADO and strategy discussion to agree investigative process. Internal Investigation may be delayed pending police enquiries.

LTA await outcome of Children's Social Care or Police investigation (e.g. No Further Action, criminal prosecution, assessment of risk). Full disciplinary investigation undertaken and SPC hearing held. Outcome i.e. removal of coach accreditation, further training, approved for accreditation.

Outcome of disciplinary process (e.g. no case to answer, advice or warning/sanction)

Appeal process

2) Guide to Abbreviations & Contact Details

Abbreviation	Name	Telephone	Email/Website
CWO	Club Welfare Officer – Heather Green	07851 034 666	safeguarding@burtontsc.co.uk
LADO	Local Authority Designated Officer. Stafford County Council	0300 111 8007 option 1 for children 0345 604 2719 adult	www.staffs.gov.uk
LTA	Lawn Tennis Association – Safeguarding Team	020 8487 7000	safeandinclusive@lta.org.uk safeguarding@lta.org
NSPCC	National Society Prevention Cruelty to Children	0808 800 5000	help@NSPCC.org.uk
SPC	Safeguarding & Protection Committee within LTA	020 8487 7000	
LRC	Licensing & Registration Committee within LTA	020 8487 7000	

3) Use of terminology

Child: a person under the age of eighteen years.

Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise by the LTA Safeguarding Team.

Adult at risk of abuse or neglect: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

(See appendix A for full glossary of terms).

4) Policy Statement

The Burton Tennis and Squash Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive sporting experience for everyone and respond appropriately to all safeguarding concerns/disclosures. It will also apply to all appropriate squash and racket ball activities where the need to ensure equally robust safeguarding provision is in place. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and adults at risk receive effective support and protection. We recognise there is a legal framework within which sport needs to work to safeguard adults at risk and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

5) Scope

This Policy is applicable to all staff, volunteers, committee members, coaches, club members, parents of juniors, and any person who may be classed as either a guest of or visitor/contractor to the club. It is in line with national legislation and applicable across the UK.

Guidance on implementing the policy is outlined in the following documents:

What's the Score toolkit which can be downloaded at <https://www.lta.org.uk/aboutus/safeguarding-protection/>

Advice, guidance and support is available from the LTA Safeguarding Team.

6) Policy Principles

- The safety and welfare of children and adults at risk is paramount.
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse.
- Safeguarding is everybody's responsibility
- All safeguarding concerns or allegations will be taken seriously and responded to swiftly and appropriately.
- We strive to create a culture and environment where everyone is empowered to protect themselves and others and feel able to raise concerns.
- We actively promote working together to ensure all children and adults at risk are safeguarded.

7) Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- Our club's committee has overall accountability for this Policy and its implementation.
- Our club Welfare Officer is responsible for updating this Policy in line with legislative and club developments.
- All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct
- The LTA/SRA Safeguarding Teams can offer support to help clubs proactively safeguard.
- We operate a Safe Recruitment Policy which includes a Code of Conduct for Employed or Retained Staff including Coaches and Volunteers. Which includes Criminal Record Checks through the Disclosure and Barring Service (DBS) in England and Wales.
- All Accredited Coaches and Welfare Officers will complete safeguarding training as part of their role, every 3 years or when there are changes on the committee.
- All members of the committee as best practice will view the video for Safeguarding from LTA.

8) Transportation

It is the responsibility of parents/guardians and carers to ensure appropriate transport arrangements are in place for their children/vulnerable adults when travelling to and from the venue.

- Coaches and volunteers are not responsible for transporting children or adults at risk to and from the venue **(except if it an emergency)** where two adults should be present.
- The adult at risk or child's parent/guardian must be informed of the destination, reason for the journey and who the driver will be.
- The adult at risk or child's parent/guardian returns written completed consent form and the driver will have a copy of this and emergency contact details during the journey.
- There will be two adults in the front of the car, irrespective of the number of children or adults of matching gender where possible.
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving licence, DBS, correct insurance, MOT certificate and complies with the laws on the use of seatbelts and restraints.

9) Supervising children

- Children under the age of 13 are required to have parental supervision whilst at our venue and particularly if not participating in any venue sessions, such as coaching lessons.
- For coaching activities, we must comply with LTA guidelines on coach-to-player ratios. For children under 10, children must be delivered directly into the care of a coach and directly picked up from the coach. It is not enough to be dropped off outside or at the front door of the venue. Children under that age will not be allowed to leave a coaching session unattended unless permission has been given in writing.

LTA Recommended coach/player ratios

There are many considerations when setting coach / player ratios. Ultimately the responsibility lies with coaches and their tennis venues. When setting ratios, the coach and venue must ensure;

- On court activity is safe
- On court activity is delivered with quality
- On court activity represents good value for money
- Supervision of children will not be compromised in the event of an emergency (or other situation) that requires the coach to leave the court/club
- Supervision of children will not be compromised in the event of an emergency (or other situation) that requires the child to leave the session/court. In situations where a child has to leave a coaching session, for example, to use the toilet, they should continue to be supervised. Coaches and venues should plan for such situations in their risk assessment and we recommend that you create guidance/policy on how to manage child supervision whilst responsible for them. This will ensure that all coaches (and any other staff and volunteers) are aware of their responsibilities, and do not allow children to go to the toilet or leave a session on their own.

Coaches, staff and volunteers should not go into the toilet with children. Coach / player ratios will vary depending on the following factors;

- The age of players

- The facilities available
- The activity taking place (e.g. summer camp v. performance squad)
- The level & experience of coach. It is not possible to give definitive guidance on coach / player ratios due to the considerations above. However, as a useful starting point the table below provides general guidance on coach / player ratios for recreational coaching delivered at optimum quality. When working alone, as a minimum all coaches should be LTA Level 2 qualified and in possession of a valid DBS check.

ACTIVITY	RECOMMENDED MAX RATIO (Coach : Player)	SPACE	CONSIDERATIONS
TOTS (3-4 years)	1:12	<ul style="list-style-type: none"> • Flexible – not necessarily on tennis courts 	<ul style="list-style-type: none"> • Assumption parents are providing on court support. 1:4 with no parental support
U10 Coaching	1:10	<ul style="list-style-type: none"> • Relevant size tennis court/space for stage 	<ul style="list-style-type: none"> • Group size can increase using assistants
11-17 Coaching	1:12	<ul style="list-style-type: none"> • 2-6 players per court is optimal • Some sessions can exceed this (e.g. cardio tennis) 	<ul style="list-style-type: none"> • Group size can increase using assistants
Adult Coaching	1:12	<ul style="list-style-type: none"> • 2-6 players per court is optimal • Some sessions can exceed this (e.g. cardio tennis) 	<ul style="list-style-type: none"> • Group size can increase using assistants
Taster & Intro Sessions / Schools / Camps / Open Days	1:16	<ul style="list-style-type: none"> • Flexible – not necessarily on tennis courts 	<ul style="list-style-type: none"> • Group size can increase using assistants

Positions of trust

A person aged 18 or older who holds a position of authority or responsibility over a child or adult at risk is in a position of trust. Positions of trust are not defined by a qualification or job title, but by reference to the activity which the adult is carrying out in relation to the child or adult at risk, namely coaching, teaching, training, supervising or instructing (including as a volunteer) on a regular basis. People who are in a position of trust must be aware of the power imbalance they hold over children and adults at risk and not use this for personal advantage or gratification.

In June 2022, the Sexual Offences Act 2003 was changed to extend the abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising or instructing a child under 18 years old within sport or religious settings, meaning it is a criminal offence for a person in a position of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual..

Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure. Unless someone is in immediate

danger, they should inform their club Welfare Officer, LTA/SRA Safeguarding Team or National Safeguarding Lead.

- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency (999);
 - Local Authority Children's Services
<https://www.staffordshire.gov.uk/health/childrenandfamilycare/childprotection/First-Response/First-Response.aspx> (Tel: 0300 111 8007)
 - Local Authority Staffordshire & Stoke on Trent Adult Services (0345 604 2719)
 - Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer [Staffs LTA Lead – staffs.tennis@outlook.com]

10) Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible exclusion from the club, dismissal and legal action
- Termination of current and future roles within the club and roles in other clubs, the LTA/SRA.

Actions taken by players, parents or carers, staff, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure as outlined below:

- Any appeal should be made in writing to the Chairman of the Club Committee within 14 working days after notification of the original decision
- The reasons for the appeal should be made very clear from the outset and clearly relate to the original decision (for example, new evidence, due process not being followed etc)
- The Chairman of the Club Committee will appoint another member of the Club Committee as Investigating Officer who is independent from the original complaint to handle the appeal as objectively as possible
- All parties will be fairly heard in the process and any individuals who require it will be given additional support in the process, such as bringing a companion to a meeting if it is deemed necessary to hold one
- Individuals will be notified of any decisions made in writing within ten working days of either the meeting or the conclusion of the investigation by the Investigation Officer should if no meeting was held

- Any decision is final and binding and the LTA does not offer an arbitration, dispute resolution or independent enquiry service

11) Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistleblowing?

In the context of safeguarding, “whistleblowing” is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

How to raise a concern about a child or an adult at risk at the club

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club Welfare Officer. The Club Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the Club Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The Club Welfare Officer is Heather Green who can be contacted by calling or texting 07851 034 666

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

What happens next?

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

12) Related Policies and Procedures

- Code of Conduct for Parent/Guardians and Juniors
- Code of Conduct for Members
- Policy for Use of Changing Rooms and Showering Facilities
- Code of Conduct for Employees/retained staff, Volunteers and Coaches

13) Codes of Conduct

In addition to the relevant Club Code of Conduct as it applies to them, all members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them
- Where appropriate adhere to the Code of Conduct for Parents/Guardians and Juniors at Burton Tennis & Squash Club

In addition to the relevant Club Code of Conduct as it applies to them, all children agree to:

- Be friendly, supportive and welcoming to other children and adults, opponents and fellow team players
- Play fairly and honestly within the set of boundaries and rules given to them
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach-be punctual for training and competitions
- Take care and respect their equipment and club environment and property

- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events nor bring them to the club environment
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

In addition to the relevant Club Code of Conduct as it applies to them, all adults agree to:

- Positively reinforce your child and show an interest in their sport
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions and an adequate supply of refreshments
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

In addition to this Policy Burton Tennis & Squash Club will -

- display posters of the Safeguarding/Welfare Officer at its venue accompanied by contact details
- request all committee members attend a viewing of the Safeguarding Video provided by LTA
- will complete and update as need be the online Risk Assessment for the venue
- ensure Parents/Guardians receive copies of the Code of Conduct for Parents/Guardians and Juniors

Appendix A: Glossary of Terms

Safeguarding: protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling **adults at risk** to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

Sexual abuse: Involves forcing or enticing a child or young person to take part in abusive sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/ adult at risk from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been, a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Radicalisation, extremism and terrorist behaviour: Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons

- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B: What to do if a disclosure from a child or adult at risk is made to you:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA Reporting a Concern Form. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safeguarding Team within 48 hours of the incident. *If you do not have access to this document, write down the details using what you have available then sign and date it.*

Appendix C: Reporting a Safeguarding Concern outside the Sporting Environment

What to do if you are worried that a child is being abused outside the sporting environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in sport.

