



SAFEGUARDING POLICY & PROCEDURES

Document Details

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Approved By	Operations Manager, Padelstars
Welfare Officer	James Andreotti
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POLICY STATEMENT & SCOPE

Padelstars recognises our moral and statutory responsibility to safeguard and promote the welfare of all children (anyone under 18) and adults at risk. We are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and LTA safeguarding standards, which can be found at lta.org.uk/about-us/safeguarding/venue-standards/.

We are committed to prioritising the well-being of children and adults at risk and providing a safe and welcoming environment where they are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure children and adults at risk receive effective support and protection.

This policy applies to any person who plays, coaches, officiates, works, volunteers, or otherwise participates (or visits) at our venue.

Signed: Andy Knee — CEO | James Andreotti — Welfare Officer

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.

RESPONSIBILITY FOR SAFEGUARDING

The Board have overall accountability for this policy and its implementation. We have an appointed Welfare Officer (WO) who holds operational responsibility for safeguarding in line with the LTA role profile.

Welfare Officer

James Andreotti
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Deputy Contact

Catia Mendes
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Children's Services

0808 800 5000

POLICY AIMS

- Protect children (including children of adults who use our services) and adults at risk from harm
- Provide the necessary information to enable people to meet their safeguarding responsibilities
- Deliver good practice and high safeguarding standards
- Outline our commitment to safeguarding children and adults at risk

RECRUITMENT & TRAINING

We operate a Safe Recruitment Policy and are committed to ensuring that people who work with children or adults at risk are appropriately qualified. Where necessary, they will be required to undergo Criminal Records Checks through the Disclosure and Barring Service (DBS), the Protection of Vulnerable Groups (PVG) Scheme in Scotland, or an equivalent Overseas Criminal Records Check.

All LTA Accredited Coaches and Welfare Officers complete safeguarding training as part of their role and renew this every three years. An induction covering safeguarding policies, reporting arrangements and Welfare Officer contact details is provided to all new staff, volunteers and coaches.

SUPERVISING CHILDREN

Children under the age of 16 are required to have parental supervision whilst at our venue. For coaching activities, we comply with LTA guidance on coach-to-player ratios. Children will not be allowed to leave a coaching session unattended unless written permission has been provided.

Away Trips & Matches — Adult-to-Child Ratios

- 2:8 for children aged 10 and under
- 2:10 for children aged 11 and over

POSITIONS OF TRUST

A person aged 18 or older who holds a position of authority over a child or adult at risk is in a position of trust. In June 2022, the Sexual Offences Act 2003 was amended to extend abuse of position of trust offences to include coaching, teaching, training, supervising or instructing children under 18 in sport.

Sexual activity between someone in a position of trust and a child under 18 is a criminal offence, even if deemed consensual.

TYPES OF ABUSE

There are four main types of abuse that apply to children: Sexual, Physical, Emotional, and Neglect. For adults at risk, categories vary by home nation but include physical, sexual, psychological, financial, discriminatory, organisational, self-neglect, domestic abuse and modern slavery.

Detailed descriptions and indicators can be found at [nspcc.org.uk](https://www.nspcc.org.uk) and [anncrafttrust.org](https://www.anncrafttrust.org).

LOW LEVEL CONCERNS

A low level concern is behaviour that falls short of the allegation threshold but nevertheless harms or places a child at risk. All low level concerns must be reported to the Venue Welfare Officer, who will refer the matter to the LTA Safeguarding Team.

All low-level concerns must be reported — no matter how small.

Having one recipient of all concerns allows patterns of inappropriate behaviour to be identified and ensures no information is lost.

RESPONDING TO A SAFEGUARDING CONCERN OR ALLEGATION

It is not the responsibility of anyone within the venue to investigate a safeguarding concern or determine whether abuse has taken place.

All concerns must be responded to in accordance with the Reporting a Safeguarding Concern Procedure.

Everyone has a responsibility to ensure the safety and welfare of children and adults at risk. Once a concern is reported to the Welfare Officer, it will be passed to the LTA Safeguarding Team who will triage and manage it accordingly.

RESPONDING TO A DISCLOSURE OF ABUSE

If a child or adult at risk discloses that they have been abused or are at risk of abuse:

- Listen carefully and calmly
- Reassure them that they have done the right thing
- Keep questions to a minimum — only ask to clarify what is being told to you
- Ask them what they would like to happen next and explain your intended next steps
- Ask for their consent for information to be shared (adults only)
- Let them know you will need to speak to the Welfare Officer / LTA Safeguarding Team
- Do not seek to investigate it yourself or let doubt prevent you from reporting
- Record details as soon as possible and submit via safeguardingconcern.lta.org.uk

CONFIDENTIALITY & INFORMATION SHARING

All safeguarding concerns will be dealt with confidentially on a need-to-know basis. Information is shared with the LTA in accordance with this policy and, where necessary, with statutory agencies to prevent or manage risk of harm.

Safeguarding information is retained on a long-term (lifetime) basis in line with best practice. We follow the UK Government's 7 Golden Rules of Information Sharing for Safeguarding Practitioners.

WHISTLEBLOWING

Concerns about safeguarding procedures not being followed, or concerns being covered up, should be raised with the Welfare Officer in the first instance.

NSPCC Whistleblowing Advice Line: 0800 028 0285 | help@nspcc.org.uk

SafeCall (LTA independent reporting): 0800 915 1571 | safecall.co.uk/report

RELATED POLICIES & PROCEDURES

This policy should be read alongside all other Padelstars policies including:

- Code of Conduct
- Complaints Policy
- Equity, Diversity & Inclusion Policy
- Photography & Filming Policy
- Anti-Bullying, Online Safety, Use of Changing Rooms, Safe Recruitment

SUPPORT SERVICES

ChildLine: 0800 1111 — For anyone under 19

NSPCC: 0808 800 5000 — help@nspcc.org.uk

Samaritans: 116 123 — Available 24/7

National Domestic Violence Helpline: 0808 2000 247 — Women's Aid & Refuge

Galop (LGBT+ Domestic Violence): 0800 999 5428 — help@galop.org.uk

Mind: 0300 123 3393 — Mental health support

NAPAC: 0808 801 0331 — Support for adult survivors of childhood abuse

Men's Advice Line: 0808 801 0327 — Domestic violence support for men