ST ANN'S TENNIS SAFEGUARDING AT EVENTS, ACTIVITIES AND COMPETITIONS

VERSION 1.4 – September 2025

- Amendments to the following sections:
    - LTA Approved Competition Welcome Speech – updated text to include reference to campaign on parental behaviour

SAFEGUARDING AT EVENTS, ACTIVITIES AND COMPETITIONS

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INTRODUCTION

Children (U18) and Adults at Risk have a right to enjoy tennis and events, activities and competitions should be planned and provided with an emphasis on the importance of safety and well-being. Organisers have a responsibility to take all reasonable steps to ensure that the tennis environment is as safe as possible.

Although incidents of serious poor practice and abuse can arise during events, the majority of issues are usually low level concerns which are behaviour that falls short of abuse towards a child and does not meet the allegation threshold or a referral to the Local Authority Designated Officer (LADO, England and Wales only), but which nevertheless harms or places a child at risk of harm or has a negative effect on the safety and well-being of children.

Low level concerns are not acceptable and should be reported to the event safeguarding lead who will refer the matter on to the LTA Safeguarding Team. It is critical that all low level concerns are referred to the LTA. Having one recipient of all such concerns should allow any potential patterns of concerning, problematic or inappropriate behaviour to be identified, and ensure that no information is potentially lost.

Low level concerns can escalate if not addressed and resolved properly. Organisers need to be prepared to respond sensibly and appropriately should any concerns arise. Concerns about children can come to light in a variety of ways:

- Observing worrying behaviour by a child or adult
- Someone reporting that they have seen or heard something concerning
- Information being shared (e.g. from the police or LTA) which indicates that an individual involved in the event may represent a risk
- Concerns coming to light during recruitment processes
- A child disclosing to another person about something that is worrying them

The principles and learning in this best practice guidance can be applied to all types of tennis events.

SECTION A: BASICS

KEY ROLES AT EVENTS

Event Organiser

This is the person assigned responsibility for organising and overall running of the event.

Within a tennis venue, this person may be someone from the committee, venue management or head coach. This person should have undertaken at least basic safeguarding awareness training.
Responsibilities include:

- being ultimately responsible for safeguarding, health and safety matters, and the duty of care towards participants and the event staff team
- appointing a suitable person to take on lead safeguarding responsibilities for the event
- in partnership with the event safeguarding lead, ensuring that an event safeguarding plan (see below) is developed, promoted and effectively implemented; where this constitutes existing organisational policies and procedures, ensuring that all aspects of the event are adequately addressed
- undertaking or delegating a pre-event risk assessment, including site facilities
- ensuring planning includes:
    - staffing levels and safe recruitment
    - medical/first-aid provision
    - details for local medical, police and children's social care/social services
    - registration and consents arrangements
    - sign up to codes of conduct for participants and event staff.

Lead for safeguarding at the event

This is the person with lead responsibility for safeguarding. Within a venue this is likely to be the existing designated safeguarding person, e.g. the venue welfare or safeguarding officer. At an LTA Approved Competition, this person will be the Referee or Tournament Director. This person should have undertaken at least basic safeguarding awareness training.

Responsibilities include:

- being responsible for safeguarding participants and other young people at the event
- developing, promoting and implementing the event safeguarding plan
- undertaking a pre-event risk assessment, including site facilities
- receiving, responding to and managing any safeguarding issues that arise at or following the event
- Reporting any concerns to the relevant authorities and LTA Safeguarding team
- ensuring that all event staff and volunteers understand their safeguarding responsibilities and know how to respond if concerns or allegations arise at the event
- providing pre-event safeguarding training/briefings for staff and volunteers
- ensuring that all parental registration, consents and medical information have been received before the event
- if relevant, ensuring an appropriate event level of security at the venue to prevent both unauthorised persons gaining access and participants going missing
- ensure that all participants, staff and volunteers have signed up to the relevant codes of conduct and principles of participation (linked to the appropriate complaints/disciplinary procedure)
- having contact numbers for local statutory services (including medical, social care and police numbers – these can be found on your local authority/police website), LTA Safeguarding Team, and for the local authority designated officer (LADO) in England

Other event staff, coaches and volunteers

Staff and volunteers should have:

- completed as a minimum the LTA online safeguarding training

- understood their safeguarding responsibilities and what to do in the event of a safeguarding concern arising
- familiarised themselves with the event safeguarding plan and appropriate lines of communication
- read and signed up to the relevant event code of conduct
- completed a satisfactory criminal records check (where needed)

CREATING A SAFEGUARDING PLAN

The event safeguarding plan outlines the safeguarding guidance for the event. It draws together a wide range of safeguarding information into one document or folder.

For smaller events (such as internal venue run competitions or events with less than 20 competitors), the event safeguarding plan may comprise the relevant venue/organisation safeguarding documents (such as the safeguarding policy, codes of conduct etc), which are collated and checked to ensure they meet the event requirements.

At larger events which involve more than one venue, we recommend creating a specific event safeguarding plan, which sets the minimum operating standards for all participating individuals and venues/organisations. Participating groups, venues, organisations or teams should sign an agreement confirming their understanding of and compliance with these safeguarding requirements. The plan will also reflect event organisers' responsibilities to take immediate action and for ensuring communication (e.g. with the LTA, police or local authority) should an incident arise.

Preparation for an event may take months of planning and it is important that organisers fully incorporate safeguarding throughout this process. All staff and volunteers are expected to read, understand and implement the requirements set out in the event safeguarding plan.

All safeguarding plans aim to:

- minimise the risk to players and team staff
- encourage the enjoyment of all involved
- maximise the opportunity for children and young people to participate to the best of their ability.

SAFEGUARDING POLICY AND PROCEDURES

Any organisation providing activities for children (or vulnerable adults) should have a safeguarding policy and procedures in place. A policy sets out the organisers' commitment to keeping children, young people and vulnerable young adults safe, and how, in broad terms, they will do so.

The event safeguarding plan describes how this policy and procedures will operate in the context of the specific event.

Tennis venues and county associations should ensure that their policy and procedures link to and comply with requirements of LTA.

Information for participants, parents, staff and volunteers

It is essential that everyone at an event can access safeguarding information in a suitable format. Everyone should be clear about:

- how they are expected to behave at the event
- their safeguarding responsibilities, including a duty to report concerns
- the kinds of concerns that will require a response
- to whom and how concerns should be reported, including use of the incident report form
- sources of support

The following template is used at LTA competitions and can be adopted for venue/smaller events as needed.

LTA APPROVED COMPETITION SAFEGUARDING INFORMATION

We are fully committed to safeguarding and promoting the well-being of all children and adults attending the event. To ensure this, our event safeguarding strategy includes:

1. Only utilising the services of DBS checked and safeguarding-trained LTA Licenced Officials
2. Promoting the responsibility for all participants to report any concerns, and the mechanisms for doing so.

Supervision

Venues should be asked to confirm in advance of the competition its policy/rule on at what age children require supervision from their parent, guardian or another nominated adult. All participants should sign in on arrival and not leave the site without informing the Referee.

Photography/Video Consent

Any individual intending to take photographs/video must have authorisation to do so from the Referee and in line with the LTA Photography and Filming Policy which can be viewed online at www.lta.org.uk

Code of Conduct

By participating in an LTA Approved Competition you agree to abide by the LTA Code of Conduct (displayed around the site, or available on the LTA website).

Safeguarding Responsibilities

The Referee has a duty of care to all competitors and will act in line with LTA policy to report any safeguarding concerns.

REPORTING A CONCERN

Key Contacts

Competition Organiser	Conrad Brunner	conrad@stannstennis.co.uk
Referee	Jimmy Smith	jimmy@stannstennis.co.uk
Welfare Officer	Joss Albert	joss@stannstennis.co.uk

All LTA licenced referees are aware of their safeguarding responsibilities and have committed to the LTA Officials Code of Conduct.

If you have a safeguarding concern please raise this with;

- The Referee or any LTA Licenced Official at the competition
- The Welfare Officer for the venue/venue. Details should be available on the venue display/notice board at the venue along with their safeguarding information.
- Alternatively, you can report a concern to the LTA Safeguarding team via the reporting portal https://safeguardingconcern.lta.org.uk/
- If you believe any individual to be in immediate danger, dial 999.
- NSPCC Childline 0800 1111 are also available for advice

SECTION B: CREATING A SAFE ENVIRONMENT

CODES OF CONDUCT

Codes of conduct help individuals to understand their organisation's expectations of them, and provide a benchmark for identifying inappropriate behaviour.

Everyone involved, whether child, parent, member of staff or volunteer, should be fully aware of the expectations upon them and agree to abide by and sign up to the code of conduct relevant to them

Organisers should develop a code of conduct that:

- outlines expected good practice at an event
- be written in language appropriate to the group / age to which they apply
- create an environment in which bullying, verbal abuse, racism, sexism and any form of discriminatory behaviours are not tolerated
- gives clear guidance about when behaviour might be considered to be inappropriate in a relationship between adults and young people
- gives specific guidance about arrangements for personal or intimate care tasks for very young or disabled children who are additionally vulnerable to abuse
- sets out how any breaches to codes will be managed

When developing codes of conduct, organisers should consider:

- behaviour (including bullying) and personal conduct
- personal appearance
- use of electronic devices for communication
- attendance
- consumption of alcohol
- smoking
- illegal and performance-enhancing drugs and substances
- sexual activity between young people
- sexual activity between adults and young people (abuse of positions of trust)
- breaches of codes of conduct, complaints and disciplinary procedure
- sanctions

PRINCIPLES OF PARTICIPATION

Children and young people

While these principles mainly apply to players, it is important that parents/carers, staff and volunteers are also aware of and promote them:

- you have a right to enjoy the event.
- treat others with the same respect and fairness that you would like to be shown
- display good sportsmanship, honesty and respect whether you win or lose
- learn to challenge yourself and improve social skills
- take responsibility for your actions, calling scores and lines clearly and fairly even if it costs you the point
- learn and follow the rules and be a role model to others
- respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others
- appreciate that all participants bring something valuable and different to the event
- show patience with others
- challenge discrimination and prejudice
- do not engage in or condone bullying of any sort
- look out for yourself and the welfare of others
- do not take part in any irresponsible, abusive, inappropriate or illegal behaviour

- be organised and be on time
- take time to thank those who help you take part, whether your family, coach, venue or teammates

Adults working/volunteering at events

A code of conduct for staff and volunteers at any sports event should include these four principles:

- Staff/volunteers working must respect the rights of children, young people and adults at risk, promoting their welfare and their individual needs.

- Staff/volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage with participants in behaviour that is abusive or inappropriate. They must respond to any concerns about a child's or adult at risk's welfare, and work in partnership with other organisations in the child's best interests.

- Staff/volunteers must demonstrate proper personal/professional behaviour at all times, promoting positive role models for the children, young people and adults at risk they are working with. Staff must ensure that children, young people and adults at risk are provided with a safe environment which maximises benefits and minimises risks to them.

- All staff/volunteers must demonstrate commitment to respecting differences between staff and participants in terms of gender, gender alignment, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

Find more information about Fair Play at www.lta.org.uk/play/the-basics/fair-play/

MIXED AGE EVENTS

Mixed aged activities involve players under the age of 18 competing with or against adults, or with or against children of different ages. Event organisers have a responsibility to promote the safety and welfare of players, and this extends to assessing the potential risks associated with mixed-aged events.

Key issues to consider and address

Regardless of a young person's size or ability, their status and potential vulnerability as a young person must be taken into account. As well as more obvious factors such as the physical implications of mixed age participation, there are a number of other specific issues (outlined below) that need to be taken into account with mixed aged events.

These should be discussed and agreed with the player, their parents/carers and the event organiser before the event. We recommend having a written agreement covering all arrangements to be shared with all involved.

Physical safety

- An assessment of the possible risks to a young person in engaging in the activity with older players should be undertaken.
- It is not appropriate or safe to make judgments based solely on a young person's age. Rates of both physical and emotional development can result in significant differences. For example, the size, maturity and technical competence of one fourteen year old may be substantially different to another fourteen year old.
- While some young people may be able to compete physically/technically with older players, they may struggle with other aspects of involvement (e.g. the way in which the competitive ethos is expressed or demonstrated by adults, particularly in defeat; adult humour and language; social aspects of the sport; etc) in a way that adults may not.

Supervision

- Ensure that adequate arrangements have been made for the young person to be supervised by an appropriate adult before, during and after the event – including free time.
- Adults who are supervising children on a trip should at all times be aware of their responsibilities in environments where alcohol is present
- Children should not be allowed to consume alcohol under any circumstances

Changing/showering arrangements

- Arrangements should cater for the needs of a single young person amongst a larger group of adults
- It may be necessary to consider gender neutral facilities or separate changing/showering arrangements for young people – this could include them using the same facilities but at slightly different times to the adults, or allowing them to change and shower at home.
- Many young people are particularly sensitive about undressing or showering in front of others, regardless of whether they make this known or not.
- If a child feels uncomfortable changing or showering in front of others, no pressure should be placed on them to do so.

Travel and sleeping arrangements

- When events are held away from the venue, or involve overnight stays, arrangements need to be made to ensure the well-being of the young person
- Please refer to Section F – Overnight Trips for more information on this

Codes of Conduct

- All participants, coaches and staff should understand the implications of young people being involved in the activity
- All adults and young people should sign up to relevant codes of conduct that cover issues like appropriate language, behaviour (e.g. alcohol, smoking, relationships between young people and adults or other young people etc.) – see Section B for more information on this

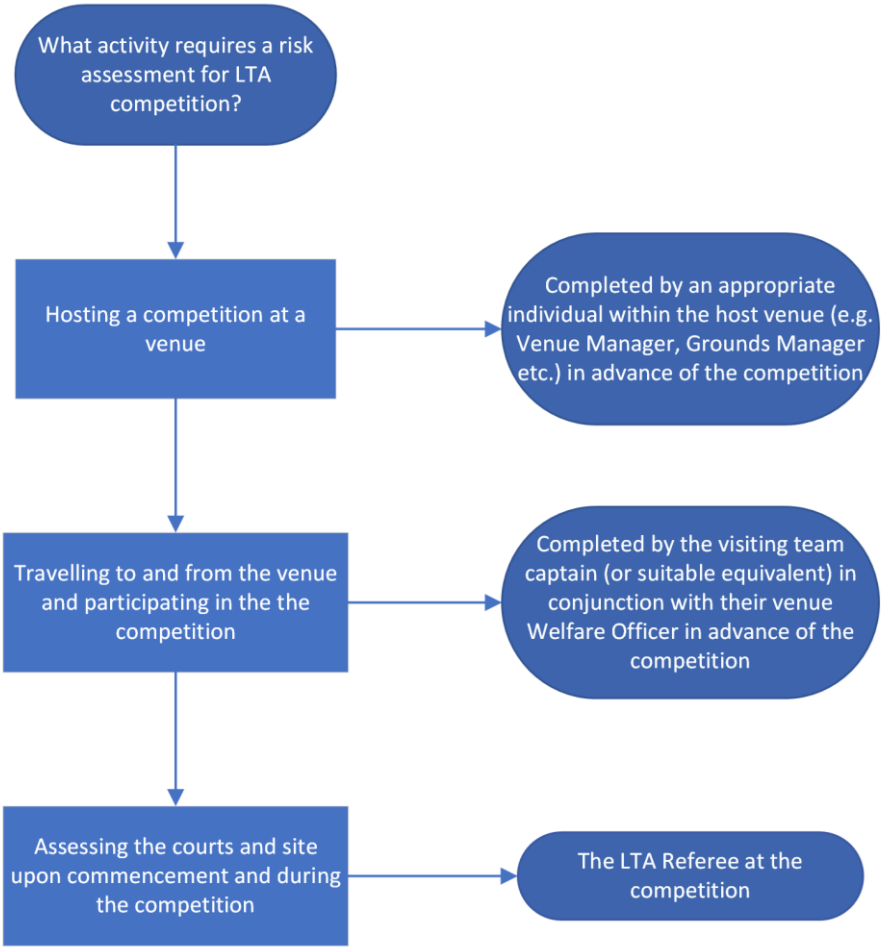
Raising a concern

- Everyone involved in the event should be aware how to raise a concern or complaint and to whom
- This should include contact details for someone with safeguarding responsibilities and access to external contacts, such as LTA Safeguarding Team and NSPCC

RISK ASSESSMENTS

Assessing the risks at any event is absolutely essential, even if the event has been successfully run before. The principles outlined in the following information apply to any event, but you will need to assess the relevance for your particular activity in terms of scale, venue and locality, participants, staff, volunteers and so on.

Establish whose responsibility it will be to undertake risk assessments of which elements of the event. The below flowchart can help assist with determining who is responsible for this.



Certain organisations such as the tennis venue, school or local authority may have their own risk assessment procedures, and it is sensible to check these as well.

Some of the key issues to consider are:

- venues, facilities and equipment, including accessibility
- ratio of supervisors to children/young people
- one-to-one contact
- changing room supervision
- transport
- health and safety
- communication
- manual handling
- photography

RISK ASSESSMENT CHECKLIST FOR LTA LICENSED OFFICIALS

All Referees at competitions Graded 1 to 5 should complete this form before and during the competition. Once the tournament is completed, if any answer to the questions below is "No" or the competition suffered any rain delays, please email the form to officiatingsupport@LTA.org.uk.

Please see the guidance notes – including FAQs - which we hope will help you complete the form:

Competition Name:	
Competition Code:	
Date(s):	
Venue:	

Venue, Courts & Safeguarding Checklist	**Yes**	**No**
1. Is the court surface safe which presents a low risk of players slipping/falling?	☐	☐
2. Are the courts and immediate surrounding area free from trip hazards?	☐	☐
3. Are all permanent fixtures on court fit for purpose?	☐	☐
4. Does the venue have fire evacuation procedures & is a copy visible to all?	☐	☐
5. Does the venue have any first aid provisions?	☐	☐
6. Have you complied with safeguarding standards? (Including identification of Welfare Officer)	☐	☐

If any of the answers above is "No", please provide details here:

If play is suspended for rain, please complete the table below (add more rows if necessary):

Date	Time Suspended	Time Resumed	All Courts Checked by Referee
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No

Name of Referee:	
Date Submitted (if applicable):	

RATIOS OF ADULTS TO CHILDREN

In planning and running events for children, it is important to consider the appropriate supervision ratio of adults to players. This will minimise any risks to players, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents arising. You should consider supervision levels for all parts of the event, including travelling to and from it, non-competition periods and down time.

Anyone undertaking the supervision role should have been recruited and vetted (DBS check) for suitability, and understand their role and responsibilities. The ratio of supervisors to children/young people will depend on a number of factors:

- age of players
- gender
- behaviour

- abilities within your group
- nature and duration of activities
- competence and experience of staff involved
- requirements of location, accommodation or organisation
- any special medical needs
- specialist equipment needed.

The LTA recommended ratio levels for trips and events are:

- 2 adults for every 8 children aged 10 and under
- 2 adults for every10 children aged 11 and over

Regardless of the overall supervision ratio agreed, at least two adults should be supervising children/young people at all times. If the group of children is male and female, there should be male and female adult supervisors.

Supervising comfort breaks and toilet ratios

Adults who haven't previously volunteered and haven't had the necessary vetting checks, should not be left alone with children or take them to the toilet unaccompanied. It may therefore be a good idea, in larger groups of children, to encourage bigger groups to take a comfort break together.

If the group has children of mixed genders, there should be at least one responsible adult of each gender supervising visits to the toilet.

Adults should not enter the toilet cubicle and should remain outside until the child is finished.

Emergencies

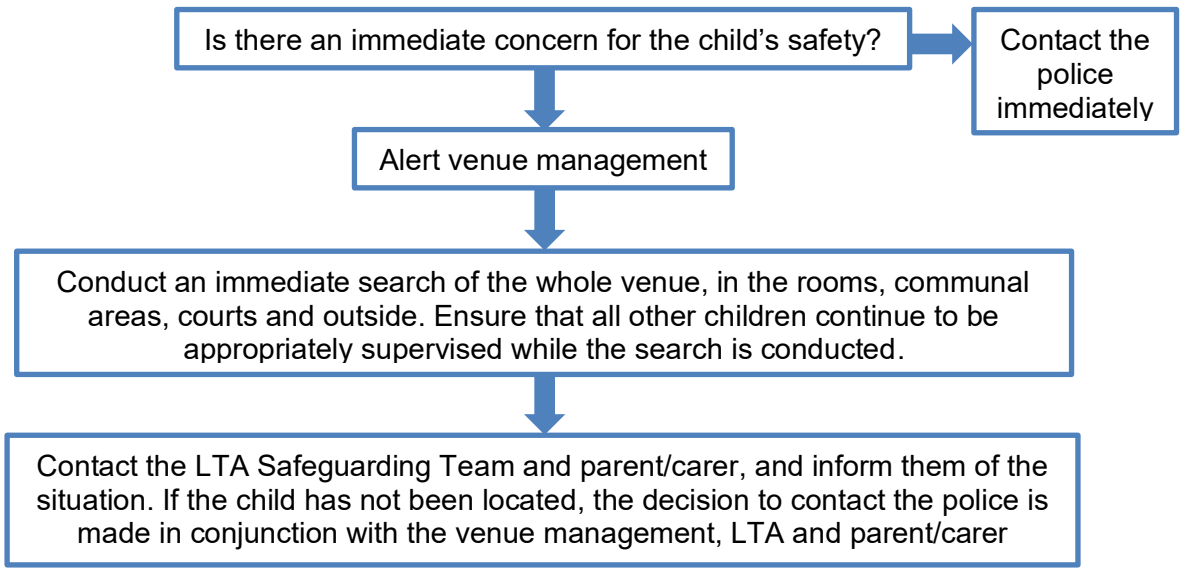
In the event of a medical emergency involving a player, the emergency services should be contacted on 999 and their instructions followed.

If a player is required to leave the site (for example, they have to go to hospital), one of the supervising adults should take them, leaving the second adult behind to supervise the other players.

MISSING PLAYERS

Children do sometimes go missing during events. It is therefore essential that event organisers have procedures in place to provide clear guidance on how staff and volunteers should respond in these circumstances.

When a child is reported missing, you should generally allow a maximum of 20 minutes before calling the police.



REGISTRATION

Organisers should have a system in place to track the number and name of any children and young people for whom they are responsible at any point during the event. This is vital if someone is injured or if there is a major incident, such as a fire, when you need to account for everyone.

For smaller events (such as internal venue run competitions or events with less than 20 competitors), it is essential that organisers make their expectations clear at the outset, e.g. whether or not younger (or all) children need to be accompanied and supervised by a parent or other suitable adult at any time.

You should clearly state on posters at all entrances to the event that parents (or Team Captains at team based events) are responsible for leaving, registering and collecting their children and/or promote this in any pre-event publicity, posters or flyers. **Responsibility for care of children must be clear at all times.**

The person with overall responsibility for the event (or a nominated representative) must undertake registration prior to the event starting.

Your registration process should be clearly documented in your event safeguarding plan and allow sufficient time (and personnel) to ensure it is undertaken efficiently and effectively.

LTA APPROVED COMPETITION WELCOME SPEECH

The following is the template that is used by Referees at LTA Approved Competitions (as of 2022) and can be adopted for use at venue/smaller events as needed.

- Welcome players and parents to the competition or tournament
- Introduce yourself and your team of helpers.
- Check all the players have signed in.
- Make sure players and parents know the scoring format, draw format and the timetable for the day.
- Run through some of the logistics: Where the toilets are, what to do in an emergency.
- Remind everyone of the key safeguarding points –
    - Who the welfare officer is for the event, with reference to where the information is held, whether it is on the venues noticeboard or a bespoke display set up for the tournament,
    - Remind parents/carers about their responsibility to supervise their children, especially those under the age of 13.
    - Highlight importance of safeguarding - Say Something if you See Something - 'notice the niggle' - anything, big or small etc. There should also be a reminder about the LTA Safeguarding Teams report a concern web link.
- Asking parents to respect juniors play/decisions and let them play and enjoy the tournament explaining the role of the referee.
- Explain the event will be accessible, welcoming and enjoyable and the expectation is that everyone's behaviour and language at the event should mirror that. Inappropriate or aggressive behaviour, verbal abuse, etc to Officials, children or others will not be tolerated and will be reported to the LTA. Please see the event display board for further information about expected behaviour. The LTA are running a campaign to highlight awareness of expectations of parental conduct at competitions to make tennis welcoming, enjoyable and inspiring to everyone.
- When playing your matches, please remember the 'Fair Play' values of enjoyment and respect so that you all have a good competition experience.

- Please call the score loudly after each point and call lines fairly - if you do have any problems, please raise your rackets.

- Remind players to return the balls, tell you the score at the end of their match and ask about when they are next playing.

- Explain if there will be a presentation at the end
    - Chance to mention the photography policy.

- It's about everybody having fun!

CONSENT AND MEDICAL INFORMATION

Organisers should be aware of any specific medical conditions of children and young people, including any allergies.

Organisers should ensure that written consents and details of any medical conditions have been obtained from parents/carers of children in advance of the event.

Consents need to cover all relevant aspects of the particular event. In some circumstances, you may simply need to ensure that existing consent forms (e.g. an annual registration/consent form used by many tennis venues) cover all aspects relevant to the event and activity. However, for other events you may need to produce specific consent forms.

SECURITY AT THE EVENT

Identification

You should provide all event staff (and, at larger events, all participants) with identification that includes their photograph (where practical).

Ideally, all specific staff groups or teams (e.g. coaching and transport staff, event organisers and volunteers) should wear colour-coded shirts or branded kit to aid identification.

Communication

At larger events you should provide two-way radios for general communication purposes.

You must provide all personnel with a list of relevant contact numbers.

SECTION C: ROLES AND RESPONSIBILITIES

RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

When recruiting and selecting staff and volunteers who will be entrusted with the care of children or young people, it is of paramount importance that you take care to ensure their suitability to work with children.

Your recruitment process should include:

- writing a clear job description (listing all the tasks involved) and a person specification (the skills and qualities required)
- conducting an interview (or at least a face-to-face meeting)
- considering employment history, including paid and voluntary roles
- checking appropriate technical qualifications
- undertaking criminal record checks (where posts are eligible)
- obtaining and taking up references, both professional (ideally about the applicant's experience of work with children and young people) and personal references prior to commencement of role

Promoting safe recruitment practices for your event will deter some inappropriate individuals from applying for a post with you.

Where organisers, tennis venues, teams etc are using existing staff and volunteers, you should obtain assurances that they have been subject to a robust recruitment process, as identified in your event safeguarding plan.

Coaches

Coaches who hold a L2 or above qualification must be LTA Accredited. Please note that there is a difference between qualification and accreditation:

Is LTA Accreditation the same as LTA Qualified?

LTA Coach Accreditation is the LTA's professional membership scheme for qualified tennis coaches.

In order to coach tennis, you must have a valid coaching qualification. LTA Accredited Coaches have a valid qualification and have also met a number of criteria which aims to ensure they are safe to practice and committed to their career as a tennis coach. It also means that they are regulated by the LTA and subject to our rules and procedures.

How do I know if a coach is Accredited?

Accredited Coaches are able to download and print a certificate from the LTA website proving their Accreditation status. The certificate shows the dates of the accreditation period, as well as the date on which the certificate was printed. You can also use the Find a Coach tool.

RESPONSIBILITIES OF STAFF AND VOLUNTEERS

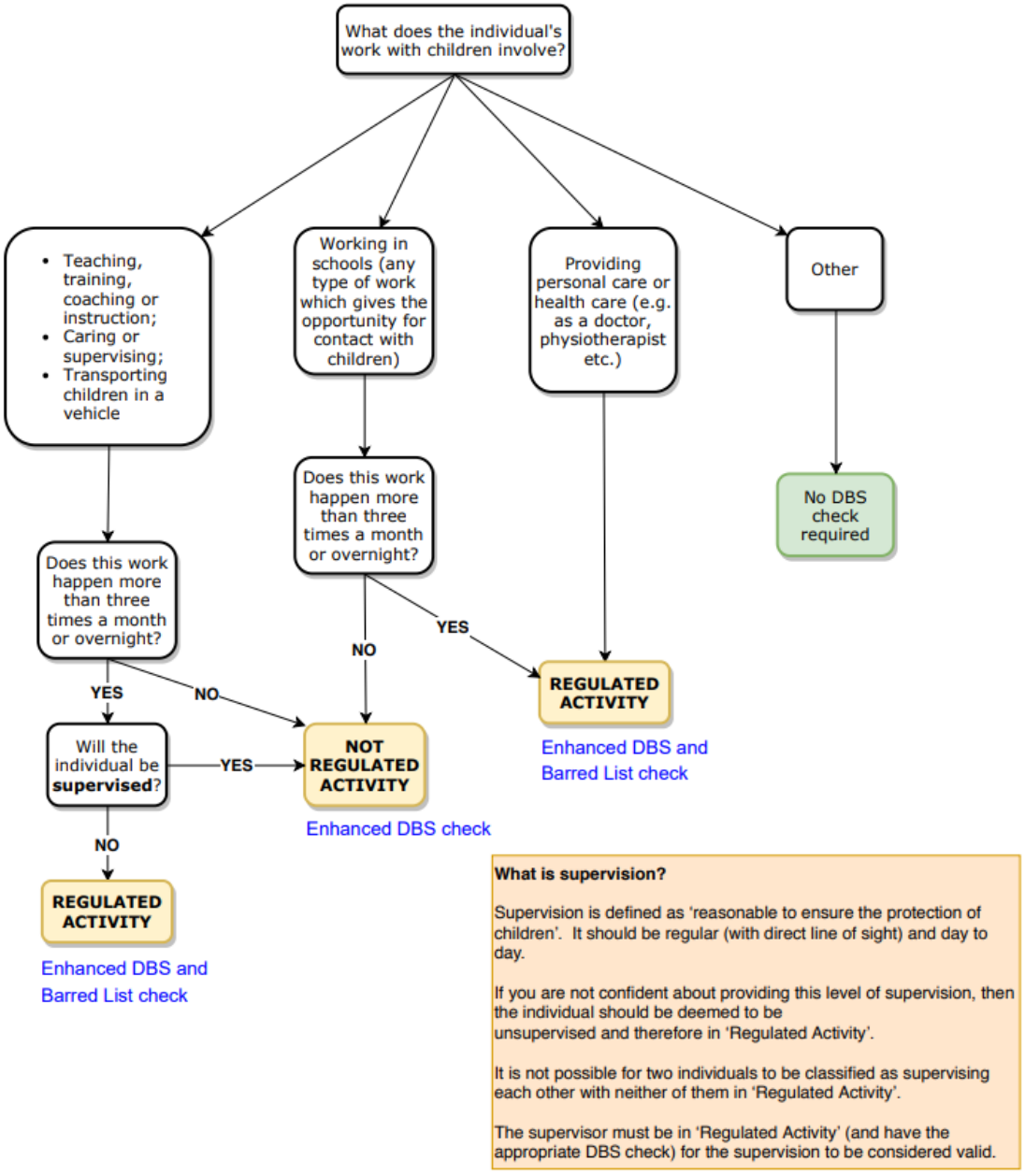
All staff and volunteers at events should be aware of their responsibility to safeguarding. As a minimum they should:

- demonstrate a commitment to promoting the interests, rights and welfare of young people
- read and signed up to the relevant event code of conduct
- know what to do if they have a concern
- familiarised themselves with the event safeguarding plan and appropriate lines of communication
- have satisfactory DBS check (if required – see below)

DBS Checks (or PVG Scheme in Scotland)

The minimum age at which someone can apply for a DBS check is 16 years old.

If someone is considered to be in 'regulated activity', it is a legal requirement for them to complete an Enhanced DBS check with the Barred List prior to starting work. If someone is working with children, but is not in regulated activity, an Enhanced DBS check can be requested however there is no legal requirement. The flowchart below sets out when a DBS is or is not required.



Exceptions

Parents do not require a DBS check if they are supervising their own child on a trip. However, if a parent has been asked by the event organiser (or venue/county association) to take on a specific role which involves them working with children, then a DBS check would be required.

If a group of parents have made a private arrangement for one of them to supervise all of their children, a DBS check is not required (due to the fact that it is a private arrangement).

SECTION D: RESPONDING TO CONCERNS

RESPONDING TO CONCERNS

If a child or adult at risk discloses that he or she has been abused or is at risk of abuse:

- Listen carefully and calmly to what is said
- Reassure them that they have done the right thing and what they have told you is very important
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you
- Ask them what they would like to happen next
- Explain what you would like to do next
- Ask for their consent for the information to be shared (adults only)
- Let them 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.
- Do not seek to investigate it yourself or let doubt/personal bias prevent you from reporting the allegation

It is not your responsibility to decide whether they are being abused, however you have a duty to act on your concerns. Make a detailed record of what you have seen or heard, but don't delay passing on the information to the appropriate person in line with your event safeguarding plan.

Your written information should include:

- the name of the individual about whom there are concerns, noting any disability or special needs (e.g. communication/language) they may have
- the nature of the concern, suspicion or allegation
- a description of any visible injury or other physical or behavioural indicators, taking care to be as accurate as you can, e.g. is the bruise on the right- or left-hand side?
- the individual's account of what has happened (whether they are the person to whom it happened or the person reporting it)
- dates, times and any other factual information, including details of the person suspected or alleged to have harmed the child, young person or adult at risk
- the distinction between fact, opinion or hearsay

If concerns about alleged or suspected abuse come to the attention of event staff or volunteers, players, venue members, parents/carers or friends of a player, they should inform the safeguarding lead at the event (or the LTA Safeguarding Team if they are unavailable) and make a detailed note of what happened. Where there is an immediate concern for the safety or wellbeing of a child, young person or adult at risk, the police/local authority should always be contacted.

The Safeguarding Lead at the event should:

- contact the LTA Safeguarding Team
- talk to the child's parents/carers or adult at risk about the concerns (if there are no indications that they may be involved or responsible for the concerns) as there could be an obvious explanation such as a bereavement
- contact local authority children's social care or adults' safeguarding services to refer the concern or seek advice or, in an emergency, the police
- if the concern relates to a member of staff or volunteer, contact the local authority designated officer (LADO) in England
- make a detailed note of what has been reported, and what actions have been taken and agreed

ALLEGATIONS AGAINST STAFF OR VOLUNTEERS

Any allegations/concerns about abuse of children and young people by staff/volunteers must be reported to the person with designated safeguarding responsibility at the event and/or the event organiser who will refer the situation to the LTA Safeguarding Team and local statutory agencies.

The event organiser will have overall responsibility for deciding if the individual should remain at the event or be sent home. Children's social care or the police will advise as to who should contact the child's parents/carers.

Allegations or concerns about poor practice (rather than abuse) by event staff or volunteers should also be reported to the person with lead safeguarding responsibility or the event organiser who will take steps to inform the LTA Safeguarding Team.

WHISTLEBLOWING

Staff or volunteers involved in your event must have the confidence to come forward to speak or act if they are unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing by staff or volunteers, within their organisation.

Whistleblowing can involve sharing potentially vital information about health and safety risks, environmental factors, fraud, harm of children or vulnerable adults, covering up for someone and more.

In the context of events, the behaviour or attitude of someone towards a child or young person may raise concerns. If this person is a coach, teacher or manager, it may be difficult for someone of perceived lower status (e.g. a new volunteer) to have the confidence to say anything. However, it is essential that concerns are reported and acted upon as soon as possible. Whistleblowing guidance should include details of agencies outside of Tennis who people can report to (such as the NSPCC).

SECTION E: ADDITIONAL VULNERABILITIES

DEAF OR DISABLED PARTICIPANTS

It is important to recognise that deaf or disabled participants are more vulnerable to all types of abuse than other participants. Reasons for this include:

- increased likelihood of social isolation
- fewer outside contacts than children without a disability
- dependency on others for practical assistance in daily living, including intimate care
- impaired capacity to resist, avoid or understand abuse
- speech and language communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- their particular vulnerability to bullying

Key steps to safeguard and protect deaf or disabled people

Everyone who will be responsible for or in contact with disabled people should appreciate and understand their increased vulnerability and additional needs.

In consultation with the person and their parent/carer (where applicable), consider:

- use of language and appropriate communication methods, including signers or interpreters when appropriate
- access to sports (and non-sport) facilities, transport and accommodation
- adaptations needed to coaching practices, equipment and activity
- increased supervision ratios during all parts of the event, including any specialist support required, e.g. chaperones
- relevant training, information or other learning opportunities and support for staff and volunteers
- what information is required about the person's impairment or disability, or any medication they may require
- how the person will understand and be able to access means to express any safeguarding concerns that arise, including poor practice and bullying.

Additional considerations include:

- Are changing and showering facilities at the venue appropriate for wheelchair users or others with physical impairments – in terms of both physical access and privacy?
- Is information about all aspects of the event provided in an appropriate and accessible format for disabled people?
- Are all forms of transport to be used, and all routes around, within and between the venue and accommodation, fully wheelchair accessible and reasonable for people with a range of mobility impairments?
- Have issues of privacy been addressed when carers need to assist with personal care in a public changing area?
- Do venue changing facilities and toilets have all the required adaptations and equipment, e.g. for players with a spinal injury?

ETHNIC MINORITY GROUPS

When running or taking part in any event or competition, it is important that you take account of the diversity of participants and avoid making assumptions about cultural or language differences.

Your code of conduct should cover discrimination and the need to challenge any discriminatory remarks or behaviour, but you need to bear other considerations in mind.

Vulnerability

People from ethnic minority communities can be additionally vulnerable to abuse because of:

- increased likelihood of social isolation due to language or cultural differences
- stereotypes and prejudicial assumptions can lead to abuse not being detected or being misinterpreted
- language/communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- particular vulnerability to bullying

Key steps to safeguard and protect people coming from ethnic minority groups

- Take account of religious festivals or daily practices and (depending on your participants) avoid holding events that may clash with these.
- Check with your participants in advance and take account of any dietary requirements.
- Ensure communication about what to do in the event of concerns is made readily available in appropriate formats/language

LGBTQ+

LGBTQ+ stands for lesbian, gay, bisexual, transgender, queer or questioning and more. This term covers a broad range of people who have different lived experiences and may be at different stages in exploring their gender and sexuality and includes people who are asexual or have differences in sex development (sometimes known as intersex).

You shouldn't assume any person would want to be separated or excluded from activities, have a conversation with them regarding their needs and if any changes or amendments are required. This is good practice for all people, to make them feel heard and valued.

Many people may have known or questioned their sexuality or gender identity from a young age. A large number don't tell anyone until they are older. This may be because they are scared or worried about others' reactions to their identity or sexuality.

Vulnerability

LGBTQ+ people can be particularly vulnerable to the following types of abuse:

- Child sexual exploitation
- Online abuse
- Bullying
- Discrimination

Key steps to safeguard and protect LGBTQ+ people

- The Welfare Officer, or coach if appropriate, should have a conversation with the person (a parent/carer can also be present) to discuss what would work for them regarding changing rooms facilities, training, and competition, and any worries or concerns they have.
- Create or adopt an inclusion and diversity policy so that inclusivity is embedded into your organisation's procedures.
- Use inclusive language and terminology as well as externally on social media, newsletters and other forms of communication.
- Create or adopt an anti-bullying policy.
- Any non-inclusive behaviour should be challenged and made clear that such behaviour isn't acceptable.

TECHNOLOGY AND MEDIA

Social networking, mobile phones and the internet

Organisers are increasingly using e-technology and social media as an integral part of larger events to:

- engage with staff, volunteers and participants
- promote the event to the wider online community
- provide and receive live feedback
- publicise successes
- generally support the event

Many individuals accessing this information are young people, so it is important that organisers recognise, consider and address the potential safeguarding concerns associated with e-technology before systems go live.

Potential risks to consider include:

- cyberbullying
- sexting
- misuse of texting and social media to identify, contact or groom children and young people for abuse

Event organisers therefore need to ensure that these risks are addressed in their safeguarding plans and codes of conduct for adults and young participants.

ACCEPTABLE USE STATEMENT FOR INTERNET AND SOCIAL MEDIA USE

Event organisers should distribute this statement to parents of children on the event, ask them to discuss this with their children, complete and then return.

[Organisation name] recognises the importance of social media for children and young people's development. However, we recognise that relevant safeguards need to be put in place during any trip and/or competition to help keep children and young people safe whilst online or using social media.

We therefore ask that all parents/carers read through and discuss this statement with their child and then sign and return this form to [insert name of event organiser / event safeguarding lead] at [insert name of event / organisation].

- I will be responsible for my behaviour when using the internet and social media, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to [insert name of event organiser / event safeguarding lead].
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- I understand that all my use of internet and social media is potentially visible to everyone in the online world and that any issues involving my behaviour may be addressed by [insert name of event organiser / event safeguarding lead].
- I will not give out any of my personal information such as name, age, address or telephone number online.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online.
- I understand that these rules are designed to keep me safe and if they are not followed my parents/carers may be contacted.
- I will avoid using my mobile or smartphone during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.

- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact [insert name of event organiser / event safeguarding lead]
- I know I can also contact Childline on 0800 11 11 if I have any worries about something I've seen or experienced online.

We have discussed this statement and ……...(*insert child's name*) agrees to support the safe use of the internet and social media at ……..(*name of the event)*

Parent/carer name:	
Parent/carer signature:	
Date:	
Child's name:	
Child's signature:	
Date:	

PHOTOGRAPHY AND VIDEO

Please note the LTA Photography and Filming Policy applies to any events and competitions run by the LTA.

Risks of sharing images online

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/venue uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image.

Keep children safe by

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.
- only using first names of children, unless:
    - it's considered necessary – such as for elite /high profile child players
    - it's in the child's best interests

    - the child and parent have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publishing personal information about children
- making sure children, their parents and carers understand how images will be securely stored and for how long (including access to the images and associated information)
- reducing the risk of images being copied and used inappropriately by:
    - only using images of children in appropriate clothing
    - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
    - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect children's involvement in the activity
- using business devices unless not practical / possible to do so. It is important that where personal devices are to be used, this is justifiable and not simply because that is the way it has always been done
- reasonable spot checks will take place on personal devices to monitor compliance
- expectations are clearly set around consent and the use of any personal devices among staff, volunteers and young players

Photography and/or filming for personal use

When children, parents/carers or spectators are taking photographs or filming at events and the images are for personal use, it is advisable to publish guidance on what will be allowed in the event programmes and/or announce details before the start of the event.

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18 years old) and the LTA recommends that venues and counties make any such photographer/videographer aware that they should be notifying the Tournament/Competition Director of their attendance at the competition.

Using official or professional photographers

If a venue or county privately engages a photographer for an event, it is advised that they:

- follow a safe recruitment process/policy
- provide the photographer with a clear brief about appropriate content and behaviour
- ensure the photographer wears identification at all times
- inform children and parents/carers that a photographer will be at the event and ensure they give written consent to images which feature close up images of their child being taken and shared*
- inform the photographer about how to identify – and avoid taking images of children without the required parental consent
- clarify areas where all photography is prohibited (i.e. toilets, changing areas, first aid areas)
- not allow the photographer to have unsupervised access to children
- not allow the photographer to carry out sessions outside the event or at a child's home
- report any concerns regarding inappropriate or intrusive photography.

*At some events, wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such images. In these circumstances, venues and counties should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

Photography and/or filming for wider use

If people such as local journalists or professional photographers (not hired by a venue or county) wish to operate an event and share the images professionally or in the wider world, venues and counties should ensure they have given proper permission for this in advance.

Venues and counties should ensure the following information is provided to them:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Venues and counties should verify these details and decide whether to grant permission for the photographs/films to be taken. They should also seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

Venues and counties must inform children, parents/carers that an external photographer is present and ensure they are easily identifiable.

Concerns

If a venue or county becomes concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the venue Welfare Officer and LTA Safeguarding Team. It may also be necessary to report this to the police.

Storing images

Photographs and videos must be stored securely and in accordance with data protection law.

Hard copies of images should be kept in a locked drawer and electronic images in a protected folder with restricted access. Personal devices should be set so as to not to automatically upload images to the cloud.

Images of children should never be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Images are deleted after use and not repurposed for personal use (e.g. marketing or otherwise);

When obtaining consent for capturing and storing images it should be stated how long images will be kept for.

If at the time consent was obtained there was no reference to storage, the images should be reviewed as to whether the images are still required to be stored and that storage is necessary and legitimate.

Access to images should be controlled, i.e. through a password protected folder

Images should not be kept longer than consent was given for. If images are deemed to be no longer necessary, they should be deleted.

SECTION F: OVERNIGHT TRIPS

ACCOMMODATION

Event organiser should make enquiries with hotels/accommodation providers (such as universities) well in advance of the event to establish their policy on children having their own room. We would only ever recommend the use of hotel accommodation, but if this cannot be adhered to then a full risk assessment is to be undertaken of the alternative accommodation and parental consent obtained

Children of the same age and gender can share a room but where this is not possible, it is acceptable for an 18-year-old player and a younger player of the same gender (both from the same squad) to share a room as long as the players and their parents have consented in writing. In this situation the age of the players should be as close as possible and limited to no more than a two-year age gap (with the older player not exceeding 18 years old). It is important to note that this should be by exception and effective planning should always be the starting point to ensure that in most cases this situation is not necessary. Players should not share a bed and male and female players should not share a room. Adult supervisors should stay in a room on the same floor and as close to the child's room as possible.

Hotels can raise particular challenges for those responsible for groups of young players, due mainly to the possible interaction with other paying guests, and the availability of bars and other facilities.

You should:

- where possible, visit the accommodation beforehand to assess risks, ask questions, negotiate with the managers and gather information
- ensure players are not spread across the hotel, e.g. negotiating the use of all rooms on a particular floor
- use separate sets of rooms used by male from those used by female players
- check wheelchair accessibility if required; discuss providing a carer with the young person and their parents.
- ensure any disabled players, staff, etc. have access to all parts of the hotel and all areas within the allotted bedrooms, particularly wheelchair users for whom the height of the bed may be a factor
- check accommodation is suitable for players who are visually or hearing impaired, or have mobility difficulties
- check if players have specific cultural requirements
- ensure players cannot access inappropriate TV programmes and online content if rooms are fitted with televisions and Wi-Fi
- assess the access to and use of facilities, including bars, restaurants, pools, gymnasiums, TV/ games rooms, the internet and so on
- consider any additional supervision levels required, particularly during down time or free periods
- negotiate with hotel security about young people leaving the premises
- set players very clear guidelines on their expected behaviour at the accommodation
- maintain details of which players are using which rooms
- establish fire and other emergency arrangements, including access to players rooms
- establish arrangements for meals, arrivals and departures.
- brief everyone on fire procedures and exits; tell accommodation staff if any room is occupied by someone with difficulties responding to alarms.
- tell players how to contact staff, including which rooms they occupy and room telephone numbers

INFORMATION FOR PARENTS AND CARERS

The paperwork you prepare for parents and players should give them as much information as possible. For trips where players are staying overnight, this will need to be more comprehensive and include:

- objectives and purpose of the trip

- name and contact number of the organiser
- names of all staff and volunteers
- name and contact number of the person acting as the home–venue contact
- details of transport to and from venue and during the trip
- details of accommodation with address and contact number
- itinerary, which should give as much information as possible, particularly the type of activities (competition, training, educational/social) and an indication of any unsupervised free time
- kit and equipment list emergency procedures and telephone contact
- code of conduct
- safeguarding children procedures and/or vulnerable adult procedures
- estimated cost (final costs will depend on the number of athletes participating, so you may need to indicate that the cost could vary up or down)
- date for paying a deposit to book a place and details of whether there are any circumstances under which the deposit is returnable
- schedule for settling the balance
- spending money
- expectations around the use of mobile phones or social networking sites
- details of insurance cover

Using mobile phones, email and social media

Increasingly venues and event organisers use e-technology and social media (e.g. Facebook, Twitter or blogs) to promote events, provide live comment and communicate with participants and staff.

However, you should clarify your expectations of participants and adults involved in trips with regard to their use of these electronic media.

UNSUPERVISED TIME

There are often situations where athletes may not be directly supervised, such as returning to hotels or bases after events, shopping trips or during social visits. Unsupervised situations may arise at competitions or training camps with older athletes, or may be part of your planned programme.

As a general rule, you should not allow youngsters (under 11s) unsupervised free time. You should always inform parents if there will be times when youngsters will be unsupervised.

If using remote supervision, the group leader must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised.

Time limits should be clear to everyone and not too long. Youngsters should not be on their own, but in groups of at least three.

They should know:

- where and how to contact a member of staff
- where they are staying, including the telephone number

They should have:

- some money
- some form of identification
- maps, plans and any other information for them to act effectively and safely
- an understanding of any areas that are out of bounds
- at least one mobile phone between members of each group.

It may help for one or two members of staff to establish an informal group base (such as in a central square, park or café), so that they are easily available and young people can check in with them.

ASSESSING THE RISKS

No amount of planning can guarantee that a visit or overnight trip will be totally incident free, but good planning and attention to safety measures can reduce the likelihood or seriousness of any incidents.

Formally assessing potential problem areas is central to ensuring that you have appropriate procedures in place for all activities and stages of a trip. Your assessment should aim to prevent the risks or reduce them. You must not place children and young people in situations that expose them to an unacceptable event level of risk; your prime consideration must always be safety.

You should base your risk assessment on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable event level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

We strongly recommend a pre-trip visit to check many of the above points. Although good practice, this may sometimes not be practical, but you can always write to the sports venue and accommodation to ask for specific information for your risk assessment. You can also seek references from other venues or schools that have used the same facilities.

You should also establish how many staff you will need at all times to supervise the group adequately on your trip. There should be a minimum of two members of staff on all trips and if the group of children is male and female, the members of staff should be male and female.

TRANSPORTATION

We advise that parents in the first instance are responsible for transporting their children to or from tennis venues and events. It is reasonable to place responsibility on parents for ensuring appropriate transport arrangements are made.

Sometimes it may be necessary for venues to transport a number of children for team based events or activities, such as County Cup. In such a situation, the event organisers should ensure that:

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents complete, sign and return a Consent Form. The supervisors should have a copy of this with them at all times
- There are two adults in the car
- Children are seated in the back of the vehicle at all times
- There is an established procedure in the event of a breakdown/emergency
- The driver has a valid UK driving licence, satisfactory DBS check (if applicable), correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints
- Rest breaks are taken every two hours of driving
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence (more information on this here).

EMERGENCY PROCEDURES

First aid

Your group organiser should know how to contact the emergency services and have access to first-aid provision in a suitable first-aid box.

When assessing minimum first-aid requirements, you should consider:

- numbers in your group
- nature of activities
- possible injuries and how effective first aid would be

Medical conditions and medication

Organisers should be aware of any specific medical conditions of children and young people, including any allergies.

Staff have a duty of care to make sure that those young people in their charge during a trip remain safe and healthy. Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

On-site procedures

If an emergency occurs on a venue trip:

- establish the nature of the emergency as quickly as possible
- ensure group members are safe and looked after
- establish the names of any casualties and get them immediate medical attention
- ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures
- ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times
- notify the police if necessary
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident; date and sign your record with your full name
- complete an accident/incident report form as soon as possible
- ensure that no one in the group discusses legal liability with other parties
- ensure appropriate insurance cover is in place

EVENT SAFEGUARDING CHECKLIST

	Complete
Basics	
Does someone at your event have lead responsibility for safeguarding?	
Do you have a safeguarding plan for your event?	
Do you have robust policies and procedures in place?	
Creating a Safe Environment	
Do you have codes of conduct and principles of participation?	
Have you completed pre-event risk assessment?	
Have you confirmed the ratios of supervisors to children at the event?	
Do you have plans in place in case a child goes missing at your event?	
Have you arranged registration and consents for all participants?	
Do you have all relevant medical information?	
Have you arranged security at your event?	
Roles and Responsibilities	
Have you considered recruitment, employment and deployment of staff and volunteers?	
Are all staff and volunteers aware of their safeguarding responsibility?	
Are all the relevant people DBS checked?	
Responding to Concerns	
Do you know how to recognise and respond to concerns?	
Do you have procedures in place for whistleblowing?	
Additional Vulnerabilities	
Have you considered young people with additional vulnerabilities?	
Have you thought about the role of technology and social media?	
Have you received completed social media statements for participants?	
Travel and Overnight Stays (if applicable)	
Have you planned for any overnight stays effectively?	
Have you communicated effectively with parents, carers and players?	
Have you assessed potential risks?	
Have you considered and assessed transport plans?	
Do you have plans for emergency procedures in place?	
Do you have appropriate supervision of children and young people?	
Have you considered all aspects of accommodation and catering?	

More detailed guidance on the topics in this document can be found at *https://thecpsu.org.uk/event-management/*

DEFINITIONS

Adult: a person aged 18 years or older

Child: a person under the age of 18 years.

Parent: birth parents and other adults who are in a parenting role.

Adult at risk:
In England, an individual aged 18 years and over who:
(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
(b) is experiencing, or at risk of, abuse or neglect, AND;
(c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

In Scotland, an individual aged 16 years and over who:
a) is unable to safeguard their own well-being, property, rights or other interests,
b) is at risk of harm, AND;
c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

In Wales, an individual aged 18 years and over who:
a) is experiencing or is at risk of abuse or neglect, AND;
b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;
c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk

Safeguarding: the action taken to promote the welfare of children and protect them from harm. This means protecting children from abuse and maltreatment, preventing harm to their health or development, ensuring they grow up with the provision of safe and effective care, and taking action to enable all children to have the best outcomes. Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

Child protection: the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

Local Authority Designated Officer (LADO): an individual within a local authority in England and Wales with responsibility for oversight of allegations against people who work with children.

Prohibited conduct: engage, or attempt or threaten to engage, in conduct that directly or indirectly harms the physical and/or mental welfare and/or safety of one or more child or adult at risk; or pose a risk of harm to the physical and/or mental welfare and/or safety of one or more child or adult at risk.

Abuse: Abuse happens when a person harms a child or an adult at risk. An abuser can be:
- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers

Indicators of abuse: There are many signs and indicators that may suggest a child or adult at risk is being abused or neglected. The NSPCC and Ann Craft Trust have comprehensive lists of the types of abuse and their indicators at: https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/ and

https://www.anncrafttrust.org/resources/types-of-harm/. Examples of signs and symptoms include but are not limited to:

- Unexplained change in behaviour
- Unexplained bruises or injuries
- Missing belongings or money
- Child is not attending / no longer enjoying their sessions
- Changes in weight
- Truancy
- Sexually explicit knowledge or behaviour
- Being withdrawn
- Genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections, STDs.
- Dirty, ill-fitting clothes or a lack of appropriate clothing for the weather
- Self-harm.
- A fear of a particular group of people or individual.
- Lack of friends
- Lack or growth or development
- Low self-esteem

Neglect:
Children - Ongoing failure to meet the basic needs of children. Neglect may involve failing to provide adequate food or shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

Adults at risk - includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional abuse: Any act or other treatment which is persistent and may cause emotional damage and undermine a child's sense of wellbeing. This includes persistent criticism, denigration or putting unrealistic expectations on children, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Emotional/Psychological abuse (adults at risk): Includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Physical abuse:
Children - Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Adults at risk - Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual abuse:
Children - Any act which involves forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. 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. Sexual abuse can take place online, and technology

can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the child's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Adults at risk - Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting.

Grooming: The process of developing a relationship with and the trust of a child, their family, and any other adults around the child, to commit sexual abuse or exploitation against them. Grooming can happen both online and in person.

Child sexual exploitation: A form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

Self-neglect (adults at risk): Covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery (adults at risk): Encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse (adults at risk): Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Discriminatory (adults at risk): Abuse or bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

Organisational (adults at risk): Includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation

Financial (adults at risk): Includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Harmful sexual behaviour (HSB): HSB is developmentally inappropriate sexual behaviour which is displayed by children and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled

Bullying: Repeated behaviour intended to intimidate or upset a child and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another child.

Child trafficking: Child trafficking involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude, forced labour, criminal exploitation and more.

County lines: The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using children. Gangs recruit children through deception, intimidation, violence, debt bondage and/or grooming. County line gangs pose a significant threat to children upon whom they rely to conduct and/or facilitate such criminality.

Female genital mutilation: Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy. There are no medical reasons to carry out FGM.

Hazing: Rituals, initiation activities, actions or situations that occur with or without consent, which recklessly, intentionally or unintentionally endanger the physical or emotional well-being of vulnerable groups.

Honour-Based Violence: Honour-Based Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

Infatuations: Children may develop an infatuation with a person who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. People who work with children should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against them. These people should therefore ensure that their own behaviour is above reproach. Situations where a child is infatuated should be raised at the earliest opportunity with the Welfare Officer and LTA Safeguarding Team.

Peer-on-peer abuse: Children can be taken advantage of or harmed by their peers. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and nonintimate).

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children for the purposes of involvement in extremist activity is a serious safeguarding issue.