



THE QUEEN'S CLUB
FOUNDATION

**THE QUEEN'S CLUB FOUNDATION
SAFEGUARDING POLICY**

March 2018

POLICY STATEMENT

The Queen's Club Foundation (the "**Foundation**") believes that it is always unacceptable for a child, young person or adult at risk to experience abuse of any kind and acknowledges its duty of care to safeguard and promote the welfare of children, young people and adults at risk. The Foundation is committed to ensuring safeguarding practice reflects statutory responsibilities, the requirements of the governing bodies of lawn tennis, rackets, real tennis and squash, government guidance and complies with best practice from the Child Protection in Sport Unit (CPSU). All children, young people and adults at risk whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation or socio economic background have the right to equal protection from all types of harm or abuse while participating in the Foundation supported activities.

Given the nature of our work being grant giving only, Foundation Staff Members, Trustees or Volunteers would not have direct and unsupervised contact with a child or vulnerable person, but we recognise our responsibility for promoting best practice with regards to safeguarding and the grants we provide. The Foundation accepts safeguarding is everyone's responsibility to act appropriately and raise concerns.

The Foundation is committed to delivering grants to organisations who follow safe procedures across all their activities.

PURPOSE OF POLICY

1. To ensure that all beneficiaries and others involved in the Foundation's supported projects are appropriately protected from harm and that their personal rights and dignity are enhanced.
2. It is particularly important for the Foundation to take account of this issue as, in many cases, the beneficiaries will be those who are particularly vulnerable. Whilst the responsibility for detailed actions on safeguarding must lie with the organisations and individuals directly delivering services or undertaking activities it is essential that the Foundation takes a broad overview and awards grants only to organisations who have an approved and recognised safeguarding policy.
3. To provide all Staff, Trustees, Volunteers and Beneficiaries with guidance on procedures they should adopt in the event that they suspect a child or young person or adult at risk may be experiencing, or be at risk of, harm.
4. To ensure all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
5. To ensure the Foundation works collaboratively and in partnership with all organisations it has granted.

DEFINITION OF CHILDREN AND YOUNG PEOPLE

A reference to “children and young people” means children and young people up to the age of 18 years.

DEFINITION OF ADULTS AT RISK

The policy also recognises that adults at risk of abuse or neglect fall under the safeguarding procedures. A reference to “adult at risk” means any person aged 18 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 and includes adults between 19 and 25 years with learning difficulties.

TYPES OF ABUSE

It is important that everyone understand the different types of abuse that children, young people and adults at risk need to be protected from. Types of abuse may include, but not limited to: Physical Abuse, Sexual Abuse, Emotional Abuse, Neglect, Child Sexual Exploitation and Bullying. Further examples of abuse and neglect in a sports setting can be found on the NSPCC Child Protection in Sport Unit website: <https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting>

WELFARE OFFICER

The Foundation has appointed a Welfare Officer who is responsible for checking grant applications have appropriate policies in place and the policies are put into action.

Welfare Officer (Foundation Administrator)

Name of contact person:	Jessica Oldham
Telephone number:	02030317209
Email:	info@queensclubfoundation.co.uk

In the absence of the Welfare Officer being available the NSPCC 24 hour advisory service should be contacted for advice on **0800 800 5000** or the police called on 999 if there is immediate concern for the safety of a child, young person or adult at risk.

RESPONSIBILITIES

TRUSTEES: There is an overriding responsibility on all Trustees to bring to the attention of the Welfare Officer any circumstances where they believe that any beneficiary could come

to harm. Trustees will ensure they are accompanied by a parent or responsible adult (coach or volunteer running the project, who has a DBS certificate) when they come into contact with children or other vulnerable people when visiting the projects the Foundation have supported.

WELFARE OFFICER: The Welfare Officer is designated by the Foundation to have specific responsibility for ensuring effective safeguarding and protection procedures are in place when the Foundation grant money. Any such designated persons should have received specialist advice and training in Safeguarding. Responsible for checking grant applications have appropriate policies in place and that the policies are put into action. Deal with any concerns directly from an internal contact, or externally with a Foundation supported project.

VOLUNTEERS: There is therefore an overriding responsibility on all Volunteers to bring to the attention of the Welfare Officer any circumstances where they believe that any beneficiary could come to harm. Volunteers will ensure they are accompanied by a parent or responsible adult (coach or volunteer running the project, who have DBS certificate) when they come into contact with children or other vulnerable people when visiting the projects the Foundation have supported.

GRANT GIVING REQUIREMENTS

Before the Foundation can give a grant to an organisation or charity the Foundation will always ensure that the receiving organisation has such arrangements in place as will ensure the safeguarding of children and vulnerable adults, proportionate and appropriate to the work it is doing.

The Foundation will seek evidence of:

- A safeguarding policy.
- A rigorous recruitment and selection process for staff and volunteers who work with children and vulnerable adults.
- Including written confirmation from them they have checked all their coaches and those having direct contact with young people for the following:
 - o A full CV – this means all work/time off since leaving school must be logged and accounted for up to the present day
 - o An enhanced and current DBS
 - o Proof of their current sport governing body membership and coaching qualification
 - o A current first aid training certificate dated within the last 3 years
 - o Proof of their home address; via a utility bill, bank statement or driving license

- Passport
- Proof of their National Insurance number from an original HM revenue document or NI card
- A named Senior Manager and/or Trustee with responsibility for safeguarding in their organisation. Evidence also that staff, volunteers, and beneficiaries are made aware of who the Manager is and how they can contact a named person responsible for dealing with concerns or allegations of abuse.
- Information for children, vulnerable people, their parents and carers about where to go for help.
- Clear guidance on what action to take if allegations are made.
- A protective culture which ensures that if individuals have concerns someone will listen and take them seriously.

The organisation who will receive a grant from the Foundation will be asked to complete the form in **APPENDIX 1**.

MONITORING

The Foundation are committed to reviewing this Safeguarding Policy a year after development and then every three years. This policy was created in April 2018. The next review will be in April 2019. The policy will also be reviewed in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Board, the Lawn Tennis Association, England Squash and The Tennis and Rackets Association.
- As a result of any significant change or event or incident with a project supported by the Foundation.

SCOPE OF THE POLICY

A copy of this Safeguarding Policy will be given to all Trustees, Staff and Volunteers and available to download on the Foundation website. It will be made available on request. The Policy will be sent to all beneficiaries of the Foundation, so they can follow the policy in accordance with the projects they have received a grant for.

THE FOUNDATION CODE OF CONDUCT

All Foundation supported projects shall uphold the following Code of Conduct.

- Prioritise the well-being of all children, young people and adults at risk at all times.
- Be a positive role model and act with integrity.
- Help to create a safe and inclusive environment both on and off court and promote enjoyable and safe sport.

- Welcome and value diversity and make all reasonable efforts to meet individual needs.
- Keep clear boundaries between sporting/professional and personal life, including on social media.
- Respect a child's, young person's and adult at risk's right to personal privacy.
- Always check that relevant consents from parents/guardians/carers and children/young people/adults at risk have been gained before the taking or use of photos and videos.
- Where possible, there should be more than one adult present during activities with children, young people and adults at risk, or at least that they are within sight or hearing of others. If necessary, to only do this once advance parental/carer approval has been gained.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Be familiar with, and operate within, the venues specific procedures.
- Report all concerns and disclosures as soon as possible, following the Reporting Process.
- Staff must not:
 - o Have inappropriate physical or verbal contact with children, young people and adults at risk. It is illegal for a person in a position of trust to have a relationship with someone who is under 18 years old. It is illegal to have a sexual contact with anyone under the age of 16 whether they give consent or not.
 - o Communicate with children, young people and adults at risk via their mobile phone – all communications via mobile should be with their parent/guardian.
 - o Allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children, young people or adults at risk.
 - o Jump to conclusions about others without checking facts
 - o Either exaggerate or trivialise child abuse issues
 - o Show favouritism to any child, young person or adult at risk
 - o Rely on their good name or position or the good name of the Club to protect them.
 - o Believe it could never happen to me.
 - o Take a chance when common sense, policy or best practice suggests another approach.
- The Foundation's Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children, young people and adults at risk as the primary consideration.

BREACHES OF THE SAFEGUARDING POLICY

Actions taken by beneficiaries, that are in breach of this policy will be addressed without delay and may ultimately result in the funding for the project being removed. Actions taken by Trustees, Staff and Volunteers that are in breach of this policy (including the Code of Conduct) will be addressed without delay and may ultimately result in dismissal/exclusion from the Foundation.

CONFIDENTIALITY

All concerns and allegations will be treated confidentially and information stored securely. Information will be handled and disseminated on a need to know basis by the Welfare Officer on taking advice from the necessary agencies as to who should be informed.

USE OF PHOTOGRAPHS AND VIDEO

- Always ensure that appropriate permission has been granted for a child to be photographed or videoed.
- Parental/guardian permission to use an image of a child or young person must always be sought in advance.
- Avoid using children's names in photographic captions. If a child is named, avoid using his or her photograph. If a photograph is used and the child's name is included within the photograph caption avoid stating the child's surname.
- Only use images for the specific purpose which has been agreed with a parent and child. Additional use without specific permission is not acceptable.
- All images of children must be stored safely and securely. Where possible images of children should be stored in limited access files on computers.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Avoid personal information about children which could be used by an individual to learn more about a child.
- Make clear the Foundation's expectations of professional photographers and the press who are invited to an event, in relation to child protection.
- Do not allow photographers unsupervised access to children.
- Do not approve photography sessions outside of a Foundation supported project.
- The use of cameras or mobile phones with camera or filming capability in dressing rooms and other inappropriate environments is expressly forbidden.

REPORTING PROCESS

The Foundation recognises that it is the responsibility of all Trustees, Volunteers and Staff to raise any concerns relating to children, young people and adults at risk at any of

the Foundation supported projects. The protection of children, young people and adults at risk takes priority.

Concerns may arise in a number of ways:

- A direct disclosure to you.
- A conversation with an adult e.g. a parent spectator or colleague or another child, young person or adult at risk.
- Direct observation of a worrying incident.
- Observation of signs or behaviour of possible abuse.
- Receipt of anonymous allegations e.g. by phone, text, e-mail or letter.

If you suspect that a child, young person or adult at risk may be being abused it is not your responsibility to take control of the situation nor to investigate and/or decide whether or not abuse has actually taken place. However, you do have a responsibility to report your concerns or the concerns of others immediately and ensure the safety of the children, young people and adults at risk who are at a Foundation supported project.

All concerns should be raised with the Foundation Welfare Officer.

RESPONDING TO CHILD OR YOUNG PERSON AT RISK

If you are visiting a Foundation supported project and have concerns about child or young person at risk, please report all concerns to the Foundation Welfare Officer.

1. Listen carefully to what is said.
2. Find an appropriately early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
3. If someone is in immediate danger call the Police (999).
4. Tell them what you will do next and with whom the information will be shared, who is the person who needs to know and who should be able to help (i.e. the Welfare Officer).
5. As soon as possible after the disclosing conversation, make a note in writing of what was said using the child's own words.
6. Contact the Welfare Officer immediately. Do not delay in taking action. It is the Welfare Officer's responsibility to escalate to the organisation who has organised the project.
7. Unless you are the Welfare Officer, never investigate or take sole responsibility for a situation where a child or young person or adult at risk makes a disclosure. You **MUST** contact the Welfare Officer immediately.
8. **REMEMBER:** It is important that everyone at the Foundation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies.

APPENDIX 1: GRANT SAFEGUARDING POLICY CHECK

Name of Organisation Receiving Grant: _____

Project Details: _____

Name of person responsible for Safeguarding (Welfare Officer):

Copy of Safeguarding Policy provided: YES _____ *(Please tick)*

I confirm I have checked and keep a record on file of all the following documents for all our coaches and those having direct contact with young people during our projects. If the coaching is provided by an external party, I have ensured they delivering partner has checked the following documents and hold a copy:

	Tick to Confirm
A full CV – this means all work/time off since leaving school must be logged and accounted for up to the present day	
An enhanced and current DBS	DBS Number:
Proof of their current sport governing body membership and coaching qualification	
A current first aid training certificate dated within the last 3 years	
Proof of their home address; via a utility bill, bank statement or driving license	
Passport	
Proof of their National Insurance number from an original HM revenue document or NI card	

I confirm that staff, volunteers, and beneficiaries are made aware of who the Welfare Manager is and how they can contact them with concerns or allegations of abuse. I confirm I have provided information for children, vulnerable people, their parents and carers about where to go for help.

Name	
Signed	
Date	