SAFEGUARDING POLICY AND PROCEDURES

VERSION 1.6, NOVEMBER 2026

Policy owner	National Tennis Association (National Tennis)
Applies to	National Tennis and every venue, programme, project and brand it operates or delivers, including partner venues that link to this central policy
Policy approved by	The Board of National Tennis Association: Ed Nieburg and Chris Evans, Directors
Date policy approved	November 2026
Next review date	November 2027 (or earlier if there is a change in legislation, LTA requirements or a significant incident)
Based on	LTA Template Venue Safeguarding Policy and Procedures, version 1.5 (January 2023). This is still the current LTA version (LTA Safeguarding Version Control, 10 November 2025).

If you are worried about a child or adult at risk, in an emergency call **999**. Otherwise contact our Safeguarding Officers at **safeguarding@nationaltennis.org.uk**, or report directly to the LTA at https://safeguardingconcern.lta.org.uk

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POLICY STATEMENT AND SCOPE

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

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

We recognise that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

We recognise that there is a legal framework within which sport needs to work to safeguard adults at risk and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures. Actions taken by us will be consistent with the principles of adult safeguarding, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

This policy is a central National Tennis policy. It applies to National Tennis Association (National Tennis) and to every venue, programme, project and brand it operates or delivers, including partner venues. Partner venues link to this central policy rather than keeping separate versions, so one version applies across all National Tennis locations and the current version is always the one published at https://www.nationaltennis.org.uk/safeguarding.

This policy applies to any person who plays, coaches, officiates, works, volunteers, or otherwise participates in (or visits) any of our venues, programmes or activities.

We expect contractors and partner organisations, including for example local authority partners, suppliers and sponsors, to adopt and demonstrate their commitment to the principles and practice as set out in this policy and associated procedures.

All bound by this policy are responsible for upholding high standards of conduct and professionalism and raising safeguarding concerns and allegations in accordance with the Reporting a Safeguarding Concern procedures (Appendix A and B).

Approved by the NTA directors, November 2026. Next review: November 2027. (Version 1.6)

POLICY PRINCIPLES

- The safety and welfare of children and adults at risk is paramount

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

RESPONSIBILITY FOR SAFEGUARDING

The Board of National Tennis Association (our Directors) has overall accountability for this policy and its implementation across all of our venues.

We have appointed Safeguarding Officers (the role the LTA calls Welfare Officer) who hold operational responsibility for safeguarding in line with the LTA Welfare Officer role profile and are supported by the Board. The Safeguarding Officers are the first point of contact to raise a safeguarding concern involving a child or adult at risk at any National Tennis venue or activity. They also play a proactive role in increasing awareness of safeguarding across our venues.

Our Lead Safeguarding Officer is Chris Evans. Our other Safeguarding Officers are **Josh Gook** and **Tom Kenny**.

All of our Safeguarding Officers can be contacted at **safeguarding@nationaltennis.org.uk**, which they all read. Please use this address rather than contacting an individual officer, so that a concern is always picked up even if one officer is unavailable. In an emergency always call 999 first.

Name	Role	Contact
Chris Evans	Lead Safeguarding Officer	safeguarding@nationaltennis.org.uk
Josh Gook	Safeguarding Officer	safeguarding@nationaltennis.org.uk
Tom Kenny	Safeguarding Officer	safeguarding@nationaltennis.org.uk

The LTA Safeguarding Team has strategic and operational responsibility for safeguarding in tennis in Britain, including the monitoring and evaluation of safeguarding standards and investigating safeguarding concerns. Safeguarding concerns can be raised directly to the LTA Safeguarding Team via https://safeguardingconcern.lta.org.uk/ or safeguarding@lta.org.uk

Referrals to statutory services. This is a central policy covering all National Tennis locations and projects, so it does not list contacts for individual venues. Concerns should be raised with the National Tennis team at the venue or a Safeguarding Officer, and at

safeguarding@nationaltennis.org.uk. The National Tennis safeguarding team will then make any referral needed to the relevant statutory services, such as children's social care, adult social care, the Local Authority Designated Officer (LADO) or the police, working with the LTA Safeguarding Team. Anyone can also use these national routes at any time:

- **Emergency:** if someone is in immediate danger, call the police on 999
- **NSPCC Helpline** (adults worried about a child): 0808 800 5000 or help@nspcc.org.uk
- **LTA Safeguarding Team:** https://safeguardingconcern.lta.org.uk/ or safeguarding@lta.org.uk
- **Childline** (for children and young people): 0800 1111

All bound by this policy are responsible for raising safeguarding concerns in accordance with the 'Reporting a safeguarding concern' procedure (see Appendix A and B).

POLICY AIMS

The purpose of this policy is to:

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

DEFINITIONS

Child: anyone under the age of 18.

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

Adult at risk:

England (Care Act 2014)	Scotland (Adult Support and Protection Act 2007)	Wales (Social Services and Well-being Act 2014)
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.	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.	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 of it.

RECRUITMENT

We operate a Safe Recruitment Policy and are committed to ensuring that people who work (including volunteers and self-employed individuals who we engage) with children or adults at risk are appropriately qualified for that role. This means that, where necessary, they will be required to undergo criminal records checks through the Disclosure and Barring Service (DBS) in England and Wales, the Protecting Vulnerable Groups (PVG) Scheme for those in Scotland, or the equivalent overseas criminal records check in their country of origin before being allowed to work. All coaches qualified to Level 2 or above who deliver at our venues must be LTA Accredited.

TRAINING

All LTA Accredited coaches and Safeguarding Officers complete safeguarding training as part of their role and renew this as part of their accreditation requirements or every three years. Our Directors also receive safeguarding training (every three years or when there are changes to the Board) provided to them via the Safeguarding Officers, using the LTA Safeguarding Training for Committees, to enable them to recognise the possible signs and indicators of abuse and what to do if they have a safeguarding concern or allegation.

An induction, which includes our safeguarding policies and procedures, reporting and recording arrangements, and details for the Safeguarding Officers, is also provided to all new staff, volunteers, coaches and any self-employed individuals who we engage.

CODE OF CONDUCT

All individuals within scope of this policy are expected to familiarise themselves with this policy and the LTA Code of Conduct (available here: https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/), and at all times act in accordance with them. Breaches of the law, this policy and/or the LTA Code of Conduct may result in criminal and/or disciplinary action being taken.

In addition to the LTA Code of Conduct, National Tennis has its own Codes of Conduct for staff and volunteers, children and adults (including parents and carers). These are set out in Appendix F.

TRANSPORTATION

It is the responsibility of parents to ensure appropriate transport arrangements are in place for their children when travelling to and from the venue. Similarly, it is the responsibility of the adult at risk (or their carer) to ensure transport arrangements are in place.

Coaches and other staff and volunteers are not responsible for transporting children or adults at risk to and from the venue or other locations (except if it is an emergency), unless it is as part of a National Tennis organised trip, in which case the following measures will be in place:

- The adult at risk or child's parents are informed of the destination, reason for the journey and who the driver will be
- The adult at risk or child's parents return a completed consent form and the driver will have a copy of this and emergency contact details during the journey
- There will be two adults in the front of the car, irrespective of the number of children or adults at risk being transported
- Children or adults at risk are always seated in the back of the vehicle
- If there is a mixture of female and male children or adults at risk, we will seek to have adults of matching gender where possible
- There is an established procedure in the event of a breakdown or emergency
- The driver has a valid UK driving licence, DBS/PVG check, correct insurance and MOT certificate, and complies with laws on the use of seatbelts and restraints

SUPERVISING CHILDREN

Children under the age of 16 are required to have parental supervision whilst at our venues and not participating in a National Tennis session, such as coaching lessons or tennis camps. This includes times when a venue is open through unstaffed or smart access entry.

For coaching activities, we comply with the LTA guidance on coach-to-player ratios. For children aged under 16, children must be delivered directly into the care of the coach by the parent and picked up directly from the coach. Please note that it is not enough to drop off

outside or at the front door of the venue. Parents must ensure that their child has been delivered to the coach. Children under 16 will not be allowed to leave a coaching session or camp unattended unless permission has been given in writing.

For other activities, for example away trips and matches, we will use the following adult-to-child ratios:

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

We may decide to have a greater adult-to-child ratio dependent on the needs of the children or identified risks. At least one of the supervising adults will, where possible, be the same gender as the children. Situations where a child has to leave a session, for example to use the toilet, will also be supervised.

POSITIONS OF TRUST

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

In June 2022, the Sexual Offences Act 2003 was changed to extend the abuse of position of trust offences to include where an adult is coaching, teaching, training, supervising or instructing a child under 18 years old within sport or religious settings. This means that under the Sexual Offences Act 2003, in England and Wales it is a criminal offence for a person in a position of trust to have a sexual or intimate relationship with a child under 18 years old, even if the relationship is deemed consensual. Therefore, any sexual activity (including online activity) between someone in a position of trust and a child under 18 years old will be formally reported as it may be a criminal offence.

TYPES OF ABUSE

There are four main types of abuse that apply to children, these being:

- Sexual
- Physical
- Emotional
- Neglect

The safeguarding adults at risk legislation in each home nation defines categories of adult abuse and harm as follows.

England (Care Act 2014)	Wales (Social Services and Well-being Act 2014)	Scotland (Adult Support and Protection Act 2007)
Physical	Physical	Physical
Sexual	Sexual	Psychological
Emotional, psychological or mental	Psychological	Financial
Neglect	Neglect	Sexual
Financial or material abuse	Financial	Neglect
Discriminatory		
Organisational		
Self-neglect		
Domestic abuse (including coercive control)		
Modern slavery		

Detailed descriptions of these types of abuse, along with other forms of harm, can be found in Appendix C.

INCREASED VULNERABILITY TO ABUSE

Vulnerability is a changeable and contextual state but may include children and adults at risk with a physical disability or diagnosed condition such as dementia, learning difficulties, or those who have a mental health condition such as severe anxiety or depression. Children and adults in these groups may:

- Have a smaller network of friends and peer group to support and protect them
- Require intimate, physical or invasive medical care which can allow abuse to be hidden
- Have communication difficulties
- Be less able to resist either verbally or physically
- Be dependent on the abuser for a service or basic need
- Have medical conditions that are used to explain injuries

Personal circumstances away from tennis such as domestic violence, poverty, substance abuse, homelessness and social exclusion may also have an impact on vulnerability. In addition, children and adults at risk from LGBTQ+ and/or Black, Asian and other minority ethnic groups can:

- Be subjected to bullying, emotional abuse and physical abuse due to their sexual orientation or gender identity
- Experience racism and racist attitudes
- Engage in cultural practices which are classed as abuse within the UK (for example, honour-based violence, female genital mutilation)
- Expect to be ignored by people in authority due to experience of institutionalised racism

- Be afraid of further abuse or racist abuse if they challenge others
- Be subjected to myths based on racial stereotyping
- Be using or learning English as a second language and therefore find it more difficult to communicate

Elite athletes may also be more vulnerable to abuse because they may:

- Have increased dependency on coaching and other support staff for funding, selection and progression
- Be segregated from protective factors such as their family and peer groups
- Feel less able to report concerning behaviour due to a fear of impacting their sporting development
- Be exposed to unhealthy cultures and competitive performance ideologies, where inappropriate practices may be accepted or even encouraged under the belief they deliver success
- Be subjected to intense training and pressure to play or succeed even when injured, and to achieve unrealistic image, body and weight expectations

LOW LEVEL CONCERNS

A low level concern (which can also be known as poor practice) is 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.

An 'allegation' means that it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include an arrest for possession of a weapon
- As a parent or carer, become subject to child protection procedures

A low level concern is any concern, no matter how small, and even if no more than a 'nagging doubt', that an adult may have acted in a manner which:

- Is not consistent with the Code of Conduct, and/or
- Relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children

Low level concerns are not acceptable and should be reported to a National Tennis Safeguarding Officer, 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.

Upon receipt by the LTA, low level concerns will be triaged and managed through the LTA Safeguarding Regulations, which form part of the LTA Disciplinary Code available here: https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/

The LTA may decide that the low level concern is suitable to be dealt with by National Tennis directly, in which case the LTA will support us with managing the situation. If further information comes to light which raises the level of concern, the matter must be referred to the LTA.

RESPONDING TO A SAFEGUARDING CONCERN OR ALLEGATION

Everyone has a responsibility to ensure the safety and welfare of children and adults at risk and to take appropriate steps to ensure that safeguarding concerns and allegations are taken seriously and responded to quickly and appropriately, even if the safeguarding concern or allegation may not have occurred recently.

It is advisable to discuss safeguarding concerns or allegations with the adult at risk, or the child's parents, in the first instance except where this may place the adult at risk, a child, or someone else at increased risk.

It is not the responsibility of anyone within National Tennis or our venues to investigate any safeguarding concern or allegation, nor to determine whether abuse has taken place. All concerns must be responded to in accordance with the Reporting a Safeguarding Concern procedure.

Once a safeguarding concern or allegation is reported to a Safeguarding Officer, it will be passed on to the LTA Safeguarding Team, who will triage and manage it through the LTA Safeguarding Regulations, which form part of the LTA Disciplinary Code available here: https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/

RESPONDING TO A DISCLOSURE OF ABUSE

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 or 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 a Safeguarding Officer or the 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 or personal bias prevent you from reporting the allegation
- Make an arrangement as to how you can contact them safely (adults only)
- Help them to contact other organisations for advice and support (for example the police, a domestic abuse helpline or Victim Support)
- Ensure that their immediate needs are met and that the priority is their safety and protection from further risk of harm
- Record details of the disclosure as soon as possible (but not during the disclosure) and then submit the details to the LTA via https://safeguardingconcern.lta.org.uk/

MAKING SAFEGUARDING PERSONAL

Legislation recognises that adults make choices that may mean that one part of their well-being suffers at the expense of another. Similarly, adults can also make a decision to risk their personal safety, for example to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

The concept of 'well-being' is threaded throughout UK legislation and is part of the law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

'Making Safeguarding Personal' means engaging an adult at risk in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Their views, wishes, feelings and beliefs will be taken into account when decisions are made about how to support them to be safe and finding the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If an adult at risk has difficulty making their views and wishes known, they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Being able to live free from abuse and neglect is a key element of well-being. Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

MENTAL CAPACITY

It is important to make sure an adult at risk has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened. However, in some situations the adult may not have the mental capacity to understand the choice or to tell us their views.

If we are concerned that an adult at risk who has a lot of difficulty making their own decisions is being abused or neglected, we will need to refer the situation to the local authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

We will always seek to obtain consent from an adult at risk before sharing information about them with others. However, there are some circumstances where we will need to act without their consent, and these include where:

- it is not safe to contact them to gain their consent, for example because it might put them or the person making contact at further risk
- we believe they or someone else is at risk, including children
- we believe the adult at risk is being coerced or is under duress
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- the adult at risk does not have mental capacity to consent to information being shared about them
- the person causing harm has care and support needs
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the local authority)

When information is shared without the consent of the adult at risk this will be explained to them when it is safe to do so, and any further actions should still fully include them.

CONFIDENTIALITY

All safeguarding concerns and allegations will be dealt with confidentially by the Safeguarding Officers on a need to know basis, not only to maintain the privacy of the individuals involved but also to ensure that evidence or any investigation is not compromised. All people involved in a safeguarding concern or allegation should similarly ensure they maintain high levels of confidentiality.

There may be circumstances where an individual raising a safeguarding concern or allegation does not wish to be named. It is not possible to assure anonymity, as in some circumstances individuals will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process).

INFORMATION SHARING AND RETENTION

We share safeguarding information with the LTA in accordance with this policy and LTA regulations. In certain situations, we may be required to also share information with statutory agencies and other relevant organisations where it is considered necessary and proportionate to prevent or manage the risk of harm in tennis or sport to children.

We follow the UK Government's information sharing advice for safeguarding practitioners, which describes the '7 golden rules' of information sharing:

- Remember that the Data Protection Act 2018, UK GDPR and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared, and seek their agreement, unless it is unsafe or inappropriate to do so
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk
- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely
- Keep a record of your decision and the reasons for it, whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Further details of the above guidance:
https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

When sharing safeguarding information, we will keep a dated record of what has been shared, with whom, and for what purpose. This should include, where applicable, a record of any steps taken to secure, protect or minimise personal data, any express limitations placed on the onward use of the information, and a record of the basis for sharing.

Where safeguarding information is concerned, we operate in line with best practice, which is for long term (for example, lifetime) retention of relevant documentation. Safeguarding records are stored securely with access restricted to the Safeguarding Officers.

WHISTLEBLOWING

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This can include where:

- your or another organisation doesn't have clear safeguarding procedures to follow
- concerns aren't dealt with properly or may be covered up
- a concern that was raised hasn't been acted upon
- you are worried that repercussions are likely to arise if you raise a concern

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Whistleblowers should contact a Safeguarding Officer in the first instance. If the whistleblower does not wish to speak to someone within National Tennis or the LTA Safeguarding Team, the NSPCC Whistleblowing Advice Line can be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Safecall is an independent, confidential and, if required, anonymous reporting service provided by the LTA if there are serious concerns regarding any of the public interest areas below:

- Criminal offences, including fraud
- Failure to comply with a legal obligation
- Legal miscarriage of justice
- Endangering someone's health and safety
- Damage to the environment
- Covering up wrongdoing in any of the above categories

If a whistleblower feels that it is not appropriate to contact the LTA Safeguarding Team on the grounds of one of the above areas, they can contact Safecall by telephone on 0800 915 1571. Calls are not recorded. Alternatively, a report can be made online: https://www.safecall.co.uk/report

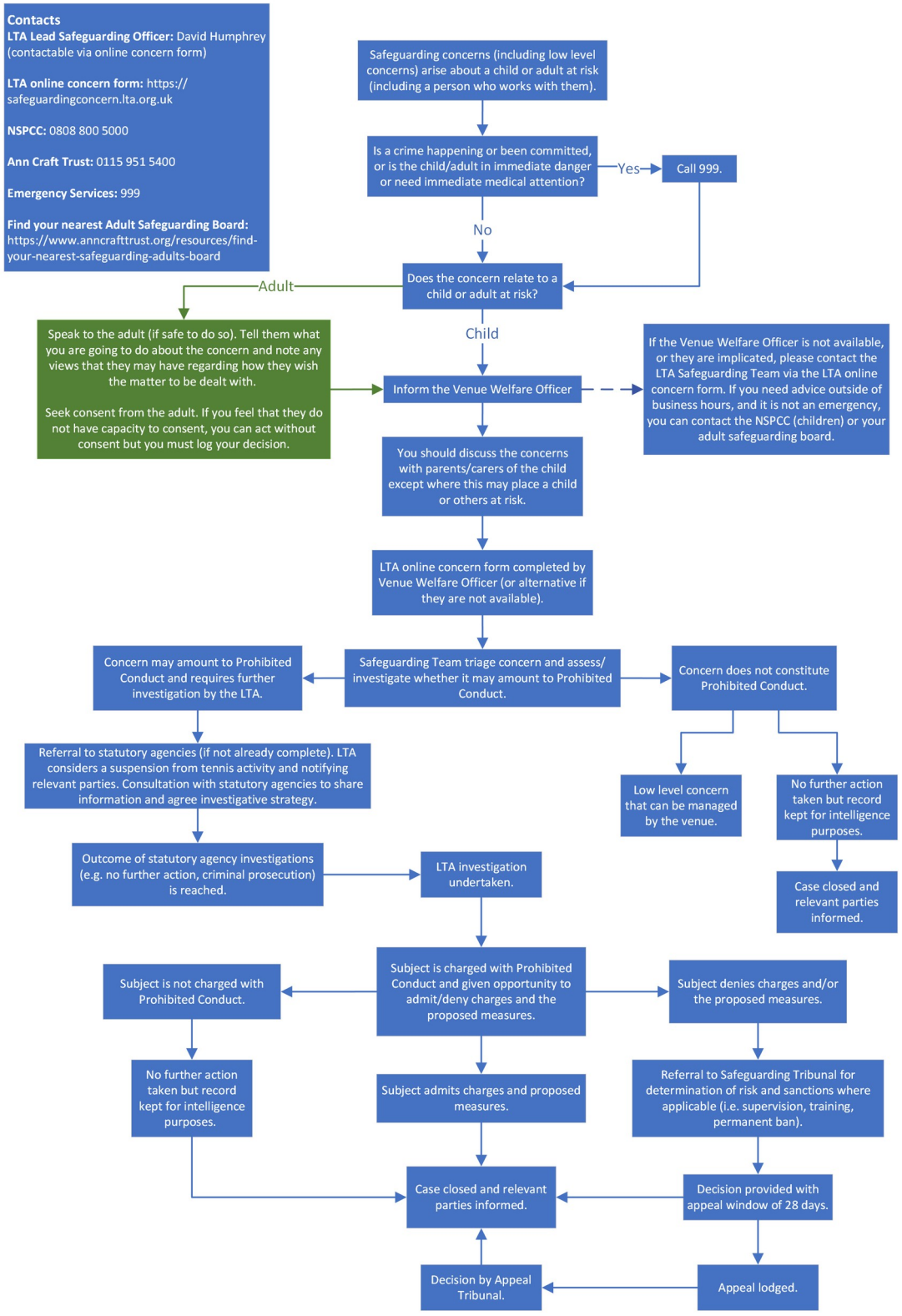
RELATED POLICIES AND PROCEDURES

This policy should be read alongside our other policies and procedures, all published at https://www.nationaltennis.org.uk/safeguarding:

- Safeguarding Policy Statement
- Equity, Diversity and Inclusion Policy
- Anti-Bullying Policy

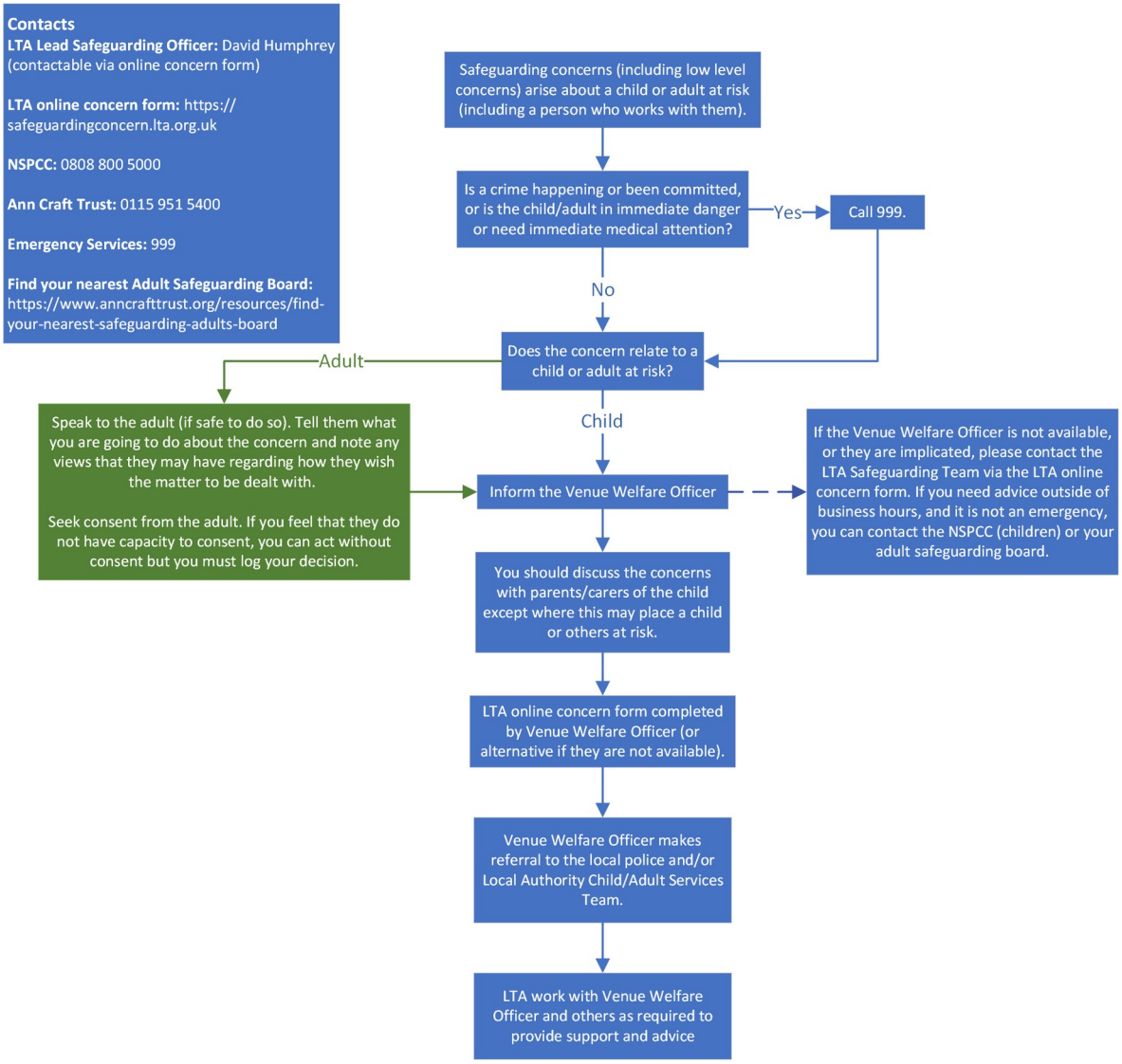
- Online Safety and Communication Policy
- Photography and Filming Policy
- Use of Changing Facilities Policy
- Safe Recruitment Policy
- Complaints Policy
- LTA Safeguarding at Events, Activities and Competitions guidance (adopted by National Tennis)
- LTA Code of Conduct and LTA Disciplinary Code
- Venue risk assessments (held for each venue)

APPENDIX A: REPORTING A SAFEGUARDING CONCERN THAT OCCURS WITHIN TENNIS



Within National Tennis, 'Venue Welfare Officer' in this flowchart means any of our Safeguarding Officers, contacted at safeguarding@nationaltennis.org.uk.

APPENDIX B: REPORTING A SAFEGUARDING CONCERN THAT HAPPENS OUTSIDE OF TENNIS



Flowcharts reproduced from the LTA Template Venue Safeguarding Policy v1.5. Our Safeguarding Officers: Chris Evans (Lead), Josh Gook and Tom Kenny (safeguarding@nationaltennis.org.uk).

APPENDIX C: 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: see the definitions for England, Scotland and Wales in the Definitions section of this policy.

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 a family member, a friend, a person working or volunteering in an organisational or community setting, someone they know or a stranger.

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 include, but are not limited to: unexplained change in behaviour; unexplained bruises or injuries; missing belongings or money; a child no longer attending or enjoying their sessions; changes in weight; truancy; sexually explicit knowledge or behaviour; being withdrawn; genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs; dirty or 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 of 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 (children): any act or other treatment which is persistent and may cause emotional damage and undermine a child's sense of well-being. This includes persistent criticism, denigration or putting unrealistic expectations on children, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Emotional or 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 is also physical abuse if a parent or carer makes up or causes the symptoms of illness in children, for example giving 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 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, 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 group takes 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 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: any type of controlling, coercive or 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 abuse (adults at risk): abuse or bullying 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 abuse (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 abuse (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): 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 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, and 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. See also our Anti-Bullying Policy.

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

Child trafficking: 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.

Female genital mutilation (FGM): the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting. 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 (HBV): crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation, 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, and should therefore ensure that their own behaviour is above reproach. Situations where a child is infatuated should be raised at the earliest opportunity with a Safeguarding Officer and the LTA Safeguarding Team.

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

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.

APPENDIX D: LEGISLATION, GUIDANCE AND REGULATIONS

Our approach to safeguarding is based on the principles recognised within UK legislation as well as LTA and Government guidance, which includes:

Age of Legal Capacity (Scotland) Act 1991	Keeping Children Safe in Education (current edition)
Care Act 2014	Police Act 1997
Children Act 1989	Protection from Abuse (Scotland) Act 2001
Children (Scotland) Act 1995	Protection of Children Act 1999
Children Act 2004	Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Children (Equal Protection from Assault) (Scotland) Act 2019	Protection of Freedoms Act 2012
Children and Social Work Act 2017	Protection of Vulnerable Groups (Scotland) Act 2007
Children and Young People (Scotland) Act 2014	Rehabilitation of Offenders Act 1974
Commissioner for Children and Young People (Scotland) Act 2003	Safeguarding Vulnerable Groups Act 2006
Criminal Procedure (Scotland) Act 1995	Sexual Offences (Amendment) Act 2000
Data Protection Act 2018 and UK GDPR	Sexual Offences (Scotland) Act 2009
Disclosure (Scotland) Act 2020	Sexual Offences Act 2003
Equality Act 2010	Social Services and Well-being (Wales) Act 2014
European Convention on Human Rights 1950	Age of Criminal Responsibility (Scotland) Act 2019
Getting It Right For Every Child (GIRFEC) (Scotland)	United Nations Convention on the Rights of the Child 1989
Human Rights Act 1998	Wales Safeguarding Procedures
Information sharing advice for safeguarding practitioners (HM Government)	Working Together to Safeguard Children 2023

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult at risk who is unable to make decisions for themselves:

- England and Wales: Mental Capacity Act 2005
- Scotland: Adults with Incapacity (Scotland) Act 2000
- There are specific offences applying to the mistreatment of, and sexual offences against, adults who do not have mental capacity, and specific offences where mistreatment is carried out by a person who is employed as a carer, for example wilful neglect and wilful mistreatment

APPENDIX E: ADDITIONAL INFORMATION AND SUPPORT

Organisation	What they do	Contact
Alcoholics Anonymous	Free helpline for alcohol issues	0800 9177 650 help@aamail.org www.alcoholics-anonymous.org.uk
Ann Craft Trust	Safeguarding adults at risk in sport	0115 951 5400 www.anncrafttrust.org
Beat	Support on all aspects of eating disorders	0808 801 0677 help@beateatingdisorders.org.uk
Bipolar UK	Support for people affected by bipolar disorder	0333 323 3880 info@bipolaruk.org www.bipolaruk.org
Childline	Help for anyone under 19 in the UK with any issue	0800 1111 www.childline.org.uk
Galop	Support for LGBT+ people experiencing abuse or violence	0800 999 5428 help@galop.org.uk
Men's Advice Line	Support for men experiencing domestic abuse	0808 801 0327 info@mensadviceline.org.uk
Mind	Information and support for mental health problems	0300 123 3393 info@mind.org.uk
National Domestic Abuse Helpline	Run by Refuge	0808 2000 247
NAPAC	Support for adult survivors of childhood abuse	0808 801 0331 https://napac.org.uk/
NSPCC	Support with any concern about a child's safety or well-being	0808 800 5000 help@nspcc.org.uk
NSPCC Whistleblowing Advice Line	Advice on raising concerns at work	0800 028 0285
One in Four	Support for survivors of childhood sexual abuse	0208 697 2112 www.oneinfour.org.uk
Relate	Relationship counselling	0300 100 1234 www.relate.org.uk
Samaritans	Whatever you're going through	116 123 (free) www.samaritans.org
SANE (SANEline)	Support for people affected by mental illness	0300 304 7000 (4pm to 10pm daily) www.sane.org.uk
The Survivors Trust	Specialist rape and sexual abuse services	0808 801 0818 www.thesurvivorstrust.org
Talk to Frank	Advice about drugs and substance misuse	0300 123 6600 www.talktofrank.com

APPENDIX F: NATIONAL TENNIS CODES OF CONDUCT

These codes apply at every National Tennis venue and activity, alongside the LTA Code of Conduct. They were previously part of our Diversity and Inclusion Policy and now sit here so that all safeguarding expectations are in one place.

All staff, coaches and volunteers agree to:

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

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect staff, volunteers and officials and accept their decisions
- Behave, respect and listen to their coach
- Take care of their equipment and venue property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity

- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or take drugs of any kind at the venue or whilst representing National Tennis at competitions or events
- Talk to a Safeguarding Officer about any concerns or worries they have about themselves or others

All adults, including parents and carers, agree to:

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

DOCUMENT CONTROL AND APPROVAL

Document control

Version	Date	Summary of changes
1.5	October 2025	Annual review on LTA template v1.5. Welfare Officer: Ed Nieburg; alternatives Chris Evans and Josh Gook.
1.6	November 2026	Annual review. Confirmed still on the current LTA Template Venue Safeguarding Policy (v1.5, January 2023). Role renamed Safeguarding Officer (the LTA Welfare Officer role). Safeguarding Officers updated: Chris Evans (Lead), Josh Gook and Tom Kenny; Ed Nieburg removed as Welfare Officer. All officers contacted through safeguarding@nationaltennis.org.uk; individual phone numbers removed. Scope made explicit as a central policy for all National Tennis locations, including partner venues. Referral route set out centrally: concerns go to the venue's National Tennis team or a Safeguarding Officer and safeguarding@nationaltennis.org.uk, and the safeguarding team makes any referral to statutory services (children's or adult social care, LADO, police), with national contacts. National Tennis Codes of Conduct moved here (Appendix F). Supervision rule extended to unstaffed or smart access hours. Legislation list updated (Data Protection Act 2018 and UK GDPR, Working Together 2023, current KCSIE). Support contacts checked (SANE, The Survivors Trust). Related policies list updated for the new standalone policies, including the Complaints Policy. Footer version error corrected.

Approval

Approved by the NTA directors, November 2026. Next review: November 2027. (Version 1.6, November 2026)