

LTA INTRODUCTORY SAFEGUARDING TRAINING FOR COMMITTEES – FACILITATOR GUIDANCE NOTES

INTRODUCTION

The LTA has launched a new introductory course for 'Safeguarding Training for Committees' in the form of a short video (located via this [link](#)), to provide key safeguarding information and messages to those in venues and counties that do not have regular roles working with children or adults at risk. The training is designed as a top-line overview of safeguarding in tennis, to highlight how concerns should be raised, what support is available, and practical tips to promote a safer place to play.

The LTA Safeguarding Team has liaised with various volunteers in developing this course to ensure it provides venue and county committees with key information on the basics of safeguarding.

FORMAT

The video runs for just over eight minutes, and this guidance is designed to assist those facilitating the training with pauses in the video at pre-determined points for active participation and engagement from the Committee. At least 45 minutes should be booked so that the content can be thoroughly discussed.

We recommend that this training is facilitated by the Welfare Officer or County Safeguarding Officer and in-person where practicable. Committees will gain the most by discussing the topics raised throughout the session in a positive manner.

The Video is split into three key sections:

- Introduction, objectives, and types of abuse.
- Safeguarding roles and support; and
- Promoting a safe venue.

After each section, the facilitator should pause the video and engage with the committee using the relevant topics and questions posed in this guidance. This is to ensure that the audience are engaging with the key messages and as a group reflect on their current practices, such as what they are already doing well, already have in place, and or what could be improved. Facilitators can move to different parts of the Video, so parts can be recapped or gone over again, if necessary.



LOCATION & EQUIPMENT

Ideally, the venue or county will need to have a quiet room booked (e.g., in a venue's clubhouse), which is private and out of the way of members and children, so the topics can be discussed in confidence. Venues and counties may choose to do this training as separate from their usual committee meetings as it will take about 45 minutes to one hour to complete.

Where possible the video should be played through a projector or television for the audience to see together as a group. If the venue or county does not have access to such equipment, it is suggested that the link for the video is provided for committee members to bring their own laptops and view in pairs or threes, whereby the facilitator indicates at what point the pause for each section should be taken. Alternatively, the training can be run via video conference (e.g., Zoom, Teams, etc.), whereby the facilitator shares their screen for the video to run.

CONFIDENTIALTY/SENSITIVITY

Whilst this is essentially an introductory course to safeguarding, sensitive topics will be possibly discussed and committee members should be reminded of the need for confidentiality before beginning. As a basic rule do NOT discuss private and confidential matters that are only known by certain committee members openly with the whole committee. Only those who need to know about safeguarding matters within a county or venue should be aware of these and their specifics.

Also, please be aware that during the session, abuse types are highlighted and may cause emotive responses or potentially evoke memories for attendees of any personal experiences. If this is the case attendees should be reminded that they may take a break or step outside the meeting.

FREQUENCY

This training should be:

- initially held with all, of your committee members
- completed with all new committee members as part of their induction.
- every two years with the full committee

NB: As part of the LTA Safeguarding Support Visits the Regional Safeguarding Officer will ask for feedback and comments about the training. It is advised that a log of when committee members completed the video training is kept for the purposes of this visit.



THE SESSION

1. **Introduction** – by the facilitator, emphasising the objectives and the format of the meeting
2. **Start the training video.**
 - a. Please access the video via this [link](#).
 - b. Start the video and change to ‘full screen’ mode.
3. **1st Session – Introduction, objectives, and types of abuse**
 - a. **PAUSE** at 2 minutes 56 seconds.
 - b. If anyone wishes to go back over the content, you may go back to a specified part and play it again. There is a lot of information to take in during this section, so it is likely members will wish to go over the content again.
 - c. Discuss the content (see Facilitator’s Notes for session one).
4. **2nd Session – Safeguarding roles & support**
 - a. **PAUSE** at 5 minutes 23 seconds.
 - b. If anyone wishes to go back over the content, you may go back to a specified part and play it again.
 - c. Discuss the content (see Facilitator’s Notes for session two).
5. **3rd Session – Promoting a Safe Venue**
 - a. **STOP** at 8 minutes and 3 seconds.
 - b. If anyone wishes to go back over the content, you may go back to a specified part and play it again.
 - c. Discuss the content (see Facilitator’s Notes for session three).
6. **Closing Thoughts** - the facilitator to summarise the key “take home” messages and emphasise the areas of support.

FACILITATOR'S NOTES

Session 1 - Introduction, Objectives and Types of Abuse

The first section of the training is an introduction to safeguarding, the objectives the training meets, and a top-level overview of the types of abuse that may manifest in tennis. The LTA's mission and vision are stated in the video; alongside the 2021-23 LTA Safeguarding [Strategy](#) and the various initiatives embedded within it show how we will look to engage with venues and counties.

The types of abuse that may occur in tennis are provided in the video, but as it is only an overview, it is worth mentioning further examples of the abuse types, so committee members are aware of a range of possible scenarios:

Type of abuse	Example
Sexual	<ul style="list-style-type: none">- A coach sending sexualised messages to a child under 18 years of age.- Performing massage or stretching techniques for a child, whereby the adult positions themselves against them for their own sexual gratification.- Grooming a child and their family to gain access to a child on their own, or finding ways to be alone with that child for the purposes of wanting to engage in sexual activity.
Physical	<ul style="list-style-type: none">- A coach physically chastising a child for not performing a shot correctly.- Consistently overtraining a junior player and requesting they perform techniques which are beyond the capability of their growing bodies;- Drag a child by the scruff of the neck to try and position them correctly.
Emotional	<ul style="list-style-type: none">- A parent consistently shouting at their child for not performing well or to their own set standards.- A coach constantly belittling or criticising a child for not undertaking a shot properly in front of the child's peers.
Neglect	<ul style="list-style-type: none">- Allowing children to participate in tennis in extreme weather conditions without adequate clothing or protection, such as performing in the heat without the provision of water being available.- Constantly allowing children to play tennis without proper supervision (e.g., "left to their own devices").- A parent allowing their young child to turn up to coaching by themselves without any way of getting home.

Take home message:

- All types of abuse that occur in society also occur in tennis and the sport is not immune from it. The LTA Safeguarding Team deals with cases relating to all the types of abuse and examples provided.
- Any concern should be reported to the Welfare Officer and can be directly reported to the LTA via the [secure online form](#) or via email (safeguarding@lta.org.uk).
- If the concern is urgent or out of office hours, the emergency services should be contacted on 999, or 101 for non-emergencies. You can also contact the NSPCC on 0808 800 5000.

The next section has a focus on the types of roles and support available in relation to safeguarding through the LTA and should be played and paused again at **5 minutes 23 seconds** for the completion of the tasks related to the second section.



Session 2 -Safeguarding roles and support

Whilst the respective Welfare Officer or County Safeguarding Officer is the main point of contact for safeguarding at a venue or county, all committee members have a responsibility for safeguarding and should support their appointed person to ensure they are not working alone, unsupported.

An overview of the [Welfare Officer](#) and County Safeguarding Officer role descriptions are below:

County Safeguarding Officer	Venue Welfare Officer
<ul style="list-style-type: none"> • Assist the LTA Safeguarding Team to promote a safeguarding culture across the county. • Ensure, if applicable, that the County website is updated with Safeguarding information. • Assist the LTA to implement its safeguarding strategy at county level • Engage with venues and Welfare Officers on safeguarding and inclusion matters and updates. • Encourage registered venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer, policies and codes of conduct and providing details of local courses. • If required, assist clubs to escalate any concerns or allegations to the LTA Safeguarding Team at the earliest opportunity. • Attend LTA Safeguarding Conferences or other forums as required. • Where applicable ensure safeguarding updates are on club forum content • Assist the County to ensure events are run safely using LTA event guidance 	<ul style="list-style-type: none"> • Work with others in the club to promote safeguarding, diversity and inclusion, and ensure compliance with the LTA's minimum standards for venue registration are met. • Work with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the venue Welfare Officer are visible and readily available. • Work with others in the club to promote the venue's Code of Conduct(s) • Ensure safeguarding and inclusion is on the agenda at committee meetings. • Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified. • Work with the LTA Safeguarding Team when concerns arise within the venue. • Maintain contact details for the LTA Safeguarding Team and key statutory agencies. • Contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate. • Work with the LTA Safeguarding Team to facilitate support visits of the venue in relation to the minimum standards. • Work with the Committee/Management and LTA to facilitate the completion of any action plan to address the results of a support visit. • Work with others in the venue to ensure the relevant people at the venue have completed a satisfactory criminal records check

Group Discussion

Dependent on the whether the committee is a venue or a county, go through each bullet-point and as a committee, discuss how the venue or county is:

- 1) Supporting in relation to each bullet-point and examples of good practice.
- 2) What they could be doing differently or better?
- 3) What actions need to be completed for best practice?

Question	Reflection	Action
How do you <u>promote</u> the relevant safeguarding role at the venue or county?		
How contactable and visible is the WO/CSO? How could greater visibility be achieved?		
As a WO or CSO, how visible are you? Do members know who the WO is? How could this be improved?		
Do you interview persons fulfilling staff/volunteer roles at your venue or county and, carry out independent checks? How do you recruit?		
Is there anyone (at the venue) who has an interest in safeguarding who could assist in the Welfare Officer role or support the WO or CSO?		
Is another WO or CSO required to deputise, when needed?		
How does the committee know who is DBS checked? What is the process? How do you know if your coaches are Accredited, including ad-hoc coaching sessions?		
Does the WO/CSO disseminate safeguarding information and guidance received from the LTA?		



Does the WO know who their CSO is? Does the CSO know who their WO's are? Is there regular contact? How could this be improved?		
Do you know who your Regional Safeguarding Officer (RSO) is? Have you had a safeguarding support visit? Are you meeting the required standards (WO: Safeguarding Standards for LTA Venues ; CSO: County Safeguarding Standards)?		

Take home message:

- Your Welfare Officer is the main point of contact for safeguarding, but needs to be supported by all members of the Committee.
- It is important to build networks for safeguarding between the various interested parties.
- The County Safeguarding Officer helps promote safeguarding culture and liaising with clubs and venues.
- Report any concerns to your WO/CSO/RSO or LTA Safeguarding Team (or 999 in emergencies).

The next section has a focus on the types of roles and support available in relation to safeguarding through the LTA and should be played and paused again at **8 minutes 03 seconds** for the completion of the tasks related to the second section.



Session 3 - Promoting a safe venue

Group Discussion

The next part of the training is once again reflective. You should run through each question/topic and reflect as a group as to what you are doing well or need to improve on and then be accountable by setting any actions together as a committee.

Question	Reflection	Action
Are you using the Event, Activities and Competition Guidance ? Are you familiar with this, especially for those competing in leagues ?		
Are members' details up-to-date? (e.g. emergency contact , parents/carers, consent , address, phone/mobile number, health issues, etc.) Who is tasked to ensure compliance?		
How does the venue help benefit the wellbeing of children?		
What is in place for the transportation and supervision of children? Does the venue/county have relevant risk assessments in place?		
Being an LTA qualified coach does not mean someone has LTA Coach Accreditation. Are you using Accredited Coaches (regular, part-time or ad-hoc)? How is this recorded?		
If a coach provides a DBS , it doesn't mean it has been accepted by the LTA Are all your volunteers/staff that are in those relevant roles have an LTA DBS, has it been checked and is dated within the past 3 years?		
Do you interview prospective coaches? Do you request references ?		
Are coaches promoting safeguarding within their advertising and in parent /guardian correspondence?		



Take home message:

- LTA Coach Accreditation means a coach has a recognised qualification, satisfactory DBS check, safeguarding and is first aid trained. This is required for all Level 2 qualified coaches and above.
- LTA Accreditation may show as being current but please be aware that courses and DBS may need renewing.
- Keep contact details up-to-date in case we need to contact you. This does not have to fall to the responsibility of the WO, but a Club Main Contact, or Secretary, may be responsible for this.
- Vet and independently check coaches like you would for any other role.
- The hyperlinks in the above table take you to key information on our safeguarding pages.



TAKE HOME MESSAGES

- The LTA is working with Clubs, Venues and Counties to achieve high standards in safeguarding to help make tennis a safe place to play.
- There are four main types of abuse: sexual, physical, emotional, and neglect. Any concerns should be reported to the Welfare Officer, LTA online or email, or if urgent to emergency services on 999.
- Safeguarding is the responsibility of everyone at venues and counties.
- Support is available from the National Safeguarding Team via email at safeguarding@lta.org.uk or contacting your County or Regional Safeguarding Officer.
- Practical support is available via our LTA webpages and also the Safe to Play website.

Key	Guidance
Events and trips guidance	https://www.lta.org.uk/globalassets/about-lta/safeguarding/safeguarding-at-events-activities-and-competitions-v1.2.22.03.18.docx
Resources for children	https://www.lta.org.uk/play-compete/competing/junior-tennis-competitions/wellbeing-in-tennis-for-young-people/coping-with-the-demands-of-tennis-competitions/ https://www.lta.org.uk/play-compete/competing/junior-tennis-competitions/wellbeing-in-tennis-for-young-people/wellbeing-in-tennis--advice-for-young-people/ https://youtu.be/iMMGXZZO-qE
LTA Find a Coach Tool	https://www.lta.org.uk/play-compete/get-on-court/find-a-tennis-coach/
LTA Safeguarding Online Report System	https://safeguardingconcern.lta.org.uk/
Safe to Play Campaign	https://www.safetoplaytennis.co.uk/

