

## Safe and Inclusive Code of Conduct

**Hello, my name is Judy Marshall and I am the Welfare Officer for Quanton Sports Club - Tennis Section. Here are my contact details, mobile 07583 215906  
Email: marshalljude@hotmail.co.uk**

Quanton Sports Club -Tennis Section is committed to prioritising the well-being of members and visitors, children and adults, promoting safeguarding at all times, including all programmes and events it runs. The club strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures. All employees, those under contractual arrangements, club officials, volunteers, members and others using the club facilities are required to abide by this Code of Conduct, which was adopted at the AGM in April 2018. This is required in order to support the club in providing a welcoming and safe environment for all children and young people and in the implementation of its child protection policy and procedures.

### **All members of staff, self employed 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. 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 the club Welfare 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/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 congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club 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 a club activity (e.g. 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 for
- Not to 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 club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club 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 on club premises or whilst representing the club at competitions or events

- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others
- **Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)**

The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

#### Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:

### RESPOND

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (see appendix B for guidance)

### REFER

If someone IS in immediate danger

If someone is NOT in immediate danger

Call the police (999)

Speak to your Welfare Officer. If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team or NSPCC for advice.

Inform the parent/ carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk.

### RECORD

Write an objective account of the concerns immediately using the Reporting a Concern Form. Send it to the Welfare Officer within 48 hours of the concern/disclosure. If appropriate to do so the Welfare Officer will also forward it to the LTA Safe and Inclusive Tennis team.

Appendix B is to be found on the Tennis Club's noticeboard inside the clubhouse.