

¹Safeguarding Policy of Breaking Barriers Tennis Association (“the Charity”)



Introduction

The Breaking Barriers Tennis Association is a Charitable Incorporated Organisation (Charity Registration number 1204567) is an organisation that aims to remove barriers to tennis participation for children from underrepresented backgrounds. We are an organisation that is committed to the welfare and safeguarding of children within all activities that we undertake.

Name of Safeguarding Lead: Justin Taundi

Mobile number: 07704037012

Name of Deputy Safeguarding Lead: Wani Mkandawire

Mobile Number: 07977160257

Emergency Contact No: 07704037012

Telephone number of Children’s Social Work Service (including out of hours number):
During Office hours - 0113 222 4403

Social Care- Emergency Duty team - 0113 240 9536
(out of hours)

1. Preliminary

1.1 The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, *not just those charities working with children or vulnerable adults*. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the charity’s particular circumstances.

1.2 This Policy applies to all staff and volunteers of the Charity. In this Policy, “volunteers” means and includes the Charity’s trustees and all other volunteers.

2. Commitment to safeguarding

2.1 Those who receive services or participate in the activities provided by the Charity or are beneficiaries of the Charity are referred to in this Policy as its “Beneficiaries”.

2.2 Beneficiaries may be at risk due to age, illness or disability. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing [services] [and] activities and benefits for Beneficiaries, the Charity will always endeavour to minimise risk to them and to ensure that they are as safe as the Charity can make them.

2.3 The Charity aims to protect all its Beneficiaries from any act or behaviour of any member of staff, contactor, or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill-treatment.

2.4 Such harm or ill-treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of the Charity’s Beneficiaries. Abuse being defined as when someone does something to another person, or to themselves, which puts them at risk of harm and impacts their health and wellbeing

2.5 The Charity also aims to ensure the provision to them of safe and effective care and to promote the well-being and welfare of its Beneficiaries.

2.6 The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a “zero-tolerance” policy of abuse within the Charity or by contractors.

2.7 The Charity maintains a Safe Working Practice Guidance. It includes:

[(1) details about when and how risk assessments for:

- a) volunteering roles; and
- b) particular circumstances or activities

should be carried out.

(2) guidance on use of ICT related activities such as use of social media, email and internet].

The Charity will ensure that the Guidance is implemented by all within the Charity and, for that purpose, it will ensure that its staff, contractors and volunteers have read and understood it.

2.8 The Charity will work in partnership with local / national agencies to put in place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.

2.9

3. Safe recruitment

3.1 To aim to protect its Beneficiaries, the Charity will seek to recruit staff and volunteers using appropriate procedures, safeguards and checks.

3.2 The Charity will take up at least two references for all staff posts and volunteer roles prior to appointment.

3.3 The Charity will provide an induction programme for all new volunteers and staff, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.

3.4 Where the Charity should do so, it will use the Disclosure & Barring Service (“DBS”) checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. The Charity will assess any criminal record information that is disclosed in line with its data protection and equalities (treating ex-offenders fairly) policies.

3.5 The Charity will regularly review its recruitment and other human resources procedures in response to changes in legislation and systems external to the Charity, e.g. DBS and barring list checks.

4. Volunteers

4.1 All volunteer roles will be supported by a Volunteer Co-Ordinator /Supporter.

4.2 Volunteers will be treated equally alongside paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to the Charity.

4.3 In turn, volunteers will be required to adhere to the applicable parts of the Code of Conduct (Staff and Volunteers) at all times as a representative of the Charity. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff or trustee recruiting them will discuss their role with them, to ensure that they understand what is expected of them.

4.4 Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

5. Safeguarding Officer

5.1 The Charity’s appointed and designated Safeguarding Officer is Justin Taundi. They will have access to appropriate training to support them in the role.

5.2 They will be available to all staff, volunteers and Beneficiaries to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Beneficiaries, volunteers or staff.

5.3 The Safeguarding Officer will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within the Charity, and support or provide access to support for individuals suffering harm or abuse.

6. Awareness of harm and abuse within the Charity

6.1 All incidents of harm or suspected harm to any Beneficiary will require an appropriate response to reduce risks and improve Charity’s services and activities.

6.2 Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial

attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).

6.3 Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

7. Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially according to the Charity's Data Protection Policy and Confidentiality Policy or in line with the DBS Code of Practice for Registered Bodies if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared by the Charity on a "need-to-know" basis only.

8. Reports of possible or actual harm

8.1 The Charity supports and encourages all Beneficiaries, volunteers and staff to promptly speak up and contact the Safeguarding where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Beneficiary or colleague, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.

8.2 Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

8.3 The staff or volunteer making a report should speak to the Safeguarding Officer.

8.4 The Charity prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.

8.5 The Charity cannot promise confidentiality to staff or volunteers making an internal report (to the Safeguarding Officer) where it has to be shared with any statutory agencies.

8.6 The Charity also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

9. Safeguarding Officer's action

Where there is risk of Significant Harm to any Beneficiary, volunteers or staff, the Safeguarding Officer and Deputy Safeguarding Officer have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue

- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board of trustees
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
- make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to Beneficiaries and refer them to DBS when they are removed from Regulated Activity.

10. Communication by the Charity about safeguarding and this Policy

10.1 All staff and volunteers have an obligation to learn about protection issues and their related responsibilities.

10.2 The Charity will communicate this Policy (using appropriate methods, formats and language to communicate the substance of it) to all of its staff, volunteers, and Beneficiaries and their families/carers, and it will also make it available to the public. Safeguarding Officer Justin Taundi will be responsible to the Board of trustees for communicating this Policy to them.

10.3 To encourage everyone involved in the Charity to understand that safeguarding is the business of everyone, and to assist all staff and volunteers to learn about protection issues and their related responsibilities, the Charity will hold meetings open to all staff and volunteers about safeguarding policy and procedures, place safeguarding on the agenda for meetings of the Board of trustees and provide other opportunities for discussion about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in relation to the Charity's safeguarding responsibilities.

11. Implementation of this Policy

11.1 This Policy must be followed by all staff and volunteers of the Charity and must be promoted by all of its trustees and senior staff. Failure to follow it will be treated as a very serious matter.

11.2 This Policy needs to be read in conjunction with the following policies and procedures of the Charity:

Code of Conduct (Staff and Volunteers)
 Data Protection Policy
 Confidentiality Policy
 Complaints Policy
 Whistle Blowing Policy

12. Adoption, coming into effect, and review, of this Policy

12.1 This Safeguarding Policy was approved by the Board of trustees of Breaking Barriers Tennis Association on 23 July 2023. It also comes into force on that date.

12.2 The Board will, as appropriate, monitor and enforce this Policy,

12.3 The Board will revise this Policy from time to time. The next date for review of this Policy by the Board will be 01 July 2024.

Appendix

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives.

There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

Bullying and cyberbullying

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. Cyberbullying is any form of bullying that is carried out through the use of electronic media devices, such as computers, laptops, smartphones, tablets, or gaming consoles.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.

Child Criminal Abuse

Child abuse where children and young people are manipulated and coerced into committing crimes.

Child Trafficking Abuse

Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for: sexual exploitation. benefit fraud. forced marriage.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and experiencing domestic abuse is child abuse.

Female Genital Mutilation

When a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.

Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked.

Historical Abuse

Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18.

Online Abuse

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including: social media. text messages and messaging apps

Common signs of child abuse

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

This list is not exhaustive and not necessarily a sign of abuse but every concern should be raised with the Designated Safeguarding Officer via the contact details provided.

For more information on other signs of abuse please visit the [NSPCC](#) website. If not sure or anything please contact your Designated Safeguarding Officer on the details provided.

Safeguarding children: Safeguarding children is defined in [Working Together to](#)

[Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Whistleblowing and Reporting Procedure:

It is important that people within Breaking Barriers Tennis Association its beneficiaries and partners have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organization. This includes concerns about another trustee, employee or volunteer.

If someone is concerned about child or adults welfare they should: Contact and tell the designated Safeguarding or Deputy Lead via the contact details provided. The Safeguarding Leads will collect all details, document, date and store securely as per their training. They will then take the appropriate action including referrals and escalation where required. Our policy is at the BBTA is to refer and discuss ALL safeguarding queries raised with professional organisations for guidance. Organisations such as Any concerns will be kept confidential and the safeguarding officer will take the appropriate action.

Contacts:

Designated Safeguarding Officer and Trustee

Name: Justin Taundi
Email address: justin@bbta.uk
Telephone **Number:** 07704037012

Deputy Safeguarding Officer and Trustee

Name: Wanangwa Mkandawire
Email address: wani.mkandawire@gmail.com
Telephone **Number:** 07977160257

Police

Emergency – 999
Non-emergency – 101
NSPCC Helpline - 08088005000

Signed by Justin Taundi

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