

Safe and Inclusive Code of Conduct

All Game4Padel employees, freelance staff/coaches, club officials, volunteers, members and others using Game4Padel facilities are required to abide by this Code of Conduct in order to ensure a welcoming and safe environment for all, but especially for children, young people and adults at risk.

Those working in the club should:

- Prioritise the well-being of all children and adults at all times.
- Display high standards of behaviour. Always work in an open environment (i.e. avoid private, or unobserved, situations). Act with integrity at all times.
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect.
- Place the well-being and safety of children above the development of performance.
- Value and celebrate diversity and make all reasonable efforts to meet individual needs.
- Keep clear boundaries between your professional and personal life, including on social media.
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out.
- Where possible, do not be alone with a child or adult at risk. (**N.B.** LTA guidance does allow for public 1 to 1 coaching as defined within the good practice guidelines).
- Coaches and volunteers must take positive action to protect both themselves and raise concerns if they feel uncomfortably placed in a position of working alone and/or unsupervised.
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such*
- 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).

*It is illegal for an adult in a position of trust (that includes an adult who is coaching, teaching, training, supervising or instructing a child under 18 years old) to have a sexual or

intimate relationship with someone who is under 18, even if the relationship is deemed consensual. 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.

*It is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

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.

Safe & Inclusive Padel Standards

The Standards aim to set a minimum level of practice to promote and support safeguarding and equality in padel. The Safe and Inclusive Standards are intended to be used alongside our Safeguarding Policy.

Standard 1: We have Safeguarding and Equality Policies and a Code of Conduct that applies to all staff, volunteers, coaches, club members and events.

- Everyone at Game4Padel or our Partner Clubs who works with children and/ or vulnerable adults including coaches, bar staff and volunteers, has read, understood and follows the Safeguarding Policy and **Equality Policies, Standards, Code of Conduct** and Reporting Procedure. All adult members and parents are made aware of these policies and where to find them.
- Our Safeguarding **and Equality Policies** and procedures are monitored and updated to keep them relevant to everyone at Game4Padel – both at our partner clubs and during the programmes and events we run.

Standard 2: We empower children and adults to create safe and inclusive padel environments, both on and off court

- We support everyone to uphold the Fair Play values: enjoy; respect.
- Information, resources and guidance on how to stay safe, promote equality, diversity and inclusion and report concerns is easy to access, understand and implement.
- Game4Padel's Welfare Officer is responsible for safeguarding and equality – their name and contact details are clearly displayed at Game4Padel club notice boards and on the website.
- Children and adults are actively encouraged to report any concerns they have about themselves or others; those who report concerns are protected and supported.

Standard 3: We prioritise safe and inclusive recruitment, induction, training and support

- All applicable applications, interviews and references address safeguarding and equality requirements and attitudes.
- All eligible staff, freelance coaches and volunteers have passed a criminal records check (DBA in England and Wales / PVG in Scotland).
- All UK Game4Padel coaches are LTA-accredited (qualified coaches who hold up-to-date First Aid qualifications and police checks).

All visiting coaches from outside the UK are trained by Padelmba (Spain's leading coaching academy) and have passed police checks in their country of residence.

- Our Welfare Officer has the relevant skills and training to undertake the role.
- All our staff, volunteers, coaches and members know how to access relevant information, guidance and resources, including the [Safe and Inclusive Toolkit \[make LINK\]](#) on the LTA website.

Standard 4: We protect people's confidential information about safeguarding and equality

Confidential information relating to safeguarding and equality is:

- o Stored securely
- o Accessed and processed securely
- o Shared securely and appropriately.

Standard 5: We address safeguarding and discrimination concerns immediately, prioritising the wellbeing of children and adults at risk

- All concerns, including on-line concerns (cyber-bullying, sexting, grooming and all other forms of on-line abuse) are recognised, reported and responded to.

- All safeguarding and discrimination concerns/allegations made regarding a club member of staff, volunteer, coach or visitor are reported to our Welfare Officer, and may be shared with the LTA Safeguarding Team and with external authorities.

- All concerns reported to Game4Padel are reported immediately, following the Safeguarding Reporting Procedure.

- We foster a collaborative approach to safeguarding across all Game4Padel partner venues and events, with the LTA (padel's governing body) and with other agencies. The Safeguarding Policy, Code of Conduct and Standards is reviewed every two years [or earlier if there is a change in national legislation].

This Safeguarding Policy, Code of Conduct and Standards is approved by:

Game4Padel Welfare Officer: Carol Milligan

And Game4Padel Director: Peter Gordon

Date: 1 February 2024.

Next Review: February 2025

Appendix A: Glossary of Terms

Safeguarding:

Protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Enabling **adults at risk** to achieve the outcomes that matter to them in their lives; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best placed to make decisions about their own well-being, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect:

Physical abuse:

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness.

Sexual abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional abuse:

The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development.

It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect:

The persistent failure to meet a child's/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child/adult at risk from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse:

Having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse:

Treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse:

Includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse:

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse:

Where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect:

Behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions.

Modern slavery:

Encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse.
- Harassment, and bullying are also abusive and can be harmful.
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK.
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status.
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold.
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons.
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive behaviours, offending and anti-social conduct.
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B:

What to do if a disclosure from a child or adult at risk is made to you:

1. Reassure the child/adult that s/he is right to report the behaviour.
2. Listen carefully and calmly to him/her.
3. Keep questions to a minimum – and never ask leading questions.
4. Do not promise secrecy¹. Inform him/her that you must report your conversation to the Game4Padel Welfare Officer or LTA Safeguarding Team (and the police in an emergency) because it is in his/her best interests.
5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the Game4Padel Welfare Officer. If they are unavailable call the LTA SafeguardingTeam or

NSPCC as soon as possible. Once reported, the Welfare Office and/or LTA Safeguarding Team will work with you to ensure the safety and well-being of the child/ adult at risk.

6. Do not allow personal doubt to prevent you from reporting the concern/disclosure.

7. Make an immediate, objective written record of the conversation using the Reporting a Concern Form

[\(<https://www.highgate-tennis.co.uk/download/reporting-a-concern>\)](https://www.highgate-tennis.co.uk/download/reporting-a-concern)

8. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the contact you reported the concern to – possibly the Game4Padel Club Coach or Welfare Officer within 48 hours. The Welfare Officer should store it safely and consider sending the report to LTA Safe & Inclusive Tennis Team who would also store it safely.

¹ It is best practice to gain consent before you share information, however you can still share information to help keep them safe.

You should, where possible, gain parental consent to share information unless it puts the child, yourself or another person at risk of harm. If an adult at risk does not give consent, you can share the information if you reasonably believe they are at risk of harm to themselves or others, or someone has committed or is likely to commit a criminal offence.

EQUITY AND INCLUSION POLICY

Game4Padel is committed to ensuring that equity is incorporated across all aspects of its business. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

Game4Padel and our partner venues respect the rights, dignity and worth of every person, and will treat everyone equally within the context of their sport, regardless of age, gender, race, ethnicity, disability, religious belief, sexual orientation or social/economic status.

We are committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All club members and visitors have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Game4Padel and our partner clubs will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Equity and Inclusion Policy statement approved at the Board Meeting 15 April 2024.