



# **Safeguarding Policy Children & Adults**

**Effective from January 2026**



# INTRODUCTION

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*'As part of its stated purpose of "ensuring the long-term growth and sustainability of tennis", the International Tennis Federation (ITF) places great importance on safeguarding and we believe that everyone – whether a competitor, official, administrator or volunteer – has the right to enjoy tennis in a safe and inclusive environment.*

*We are committed to creating a culture where safeguarding responsibilities and procedures for raising concerns are widely understood and embedded in all ITF events and activities. Safeguarding must run as a 'golden thread' throughout our core values to ensure that everyone, at all levels of the game, continues to have a positive experience in tennis'.*



**David Haggerty**

*ITF President*

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# 1. Our Mission

To be the global leader in safeguarding in sport, supported by the delivery of world class player care and performance lifestyle services.

# 2. Our Vision

**A safe and inclusive sport free from safeguarding concerns.**

ITF2024 – uphold the highest standards of integrity, governance and transparency.

# 3. Introduction

As part of our responsibility as the world governing body of tennis, the International Tennis Federation (ITF) is responsible for promoting and ensuring the safety and welfare of all children, young people and adults in tennis. We are committed to creating a culture whereby there is a zero tolerance of all forms of harassment and abuse, and in this regard ensuring that everyone has a positive experience of the game. As part of our work to pursue this aim, we will work in close partnerships with Regional Associations, National Associations, the WTA, ATP, the ITIA and other international sports organisations.

The ITF is committed to:

- proactively promoting welfare and wellbeing
- preventing harm before it occurs
- keeping people safe from all forms of abuse, neglect and exploitation
- ensuring all concerns and reports are taken seriously and addressed promptly
- continually reflecting on lessons learnt and improving safeguarding practices

## 4. Our Commitment

The ITF is committed to safeguarding everyone participating in tennis tournaments, events, projects and programmes that it organises, authorises or sanctions and has a zero tolerance to all forms of harassment, abuse, violence and exploitation. We strive to drive best practice across sport and are committed to creating inclusive and safe environments for everyone within tennis to thrive on and off the court, at all levels of the game. We recognise that we all have a responsibility to ensure everyone is safe and protected, where the wellbeing of every individual involved in ITF events is a key priority.

## 5. Scope

This ITF Safeguarding Policy: Children & Adults (**Policy**) sets out the safeguarding standards and expectations of everyone in the ITF and all those involved in its events and activities. The appendices form part of this Policy. This Policy supersedes the ITF Safeguarding Children Policy and Safeguarding Adults Policy and all references to those policies elsewhere shall now be taken to reference this Policy. Where active cases are being managed under the previous versions of the ITF Safeguarding Children and/or Safeguarding Adults Policies, those policies will be followed until such times as the case is deemed closed or there is no further action required, unless the parties agree otherwise. Any safeguarding concerns received from the effective date of this Policy shall fall within its scope.

This Policy is intended to enhance the safety of all Covered Persons and is not intended to replace or conflict with any on-court Code of Conduct matters, which may be dealt with under the relevant tennis regulations by appointed Officials and/or the ITF. However, the ITF recognises that safeguarding-related issues may also arise during on-court activity and, where necessary, will be subject to the provisions set out in this Policy and the Safeguarding Case Management Procedures (**SCMP**) if applicable.

## 6. Safeguarding in Tennis

Children, young people and adults in tennis who may be vulnerable have the right to be protected from harm, exploitation, harassment, poor practice, abuse, discrimination, mistreatment and exploitation in any form. This is regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, or socioeconomic background. We are committed to ensuring everyone has a voice, and we will always adopt a person-centred approach and put affected individuals at the heart of our decision-making processes. The ITF is committed to the UNICEF Convention on the Rights of the Child, ensuring that those under the age of 18 years can grow, learn, play, develop and flourish with dignity. We continually strive to create an environment where everyone is empowered to protect themselves and others and enjoy being part of the ITF tennis family.

## 7. Our Safeguarding Principles

The ITF is responsible for overseeing safe practice across all tennis activity at ITF events. Our core safeguarding principles are:

- **Everyone's Responsibility** – All persons covered by this Policy should report anything that does not appear or feel safe, or that affects or may affect someone's wellbeing or safety, including their own.
- **Right to Safety** – Every participant has the right to enjoy tennis in a safe, respectful and inclusive environment.
- **Zero Tolerance** – Harassment, abuse, violence, exploitation, and poor practice are not tolerated.
- **Proactive Reporting** – All concerns should be reported promptly to ensure effective protection and management of risk.
- **Collaborative Protection** – The ITF will work with national and international governing bodies of tennis to uphold safeguarding standards and drive best practice approaches across the sport.

## 8. Covered Persons

A Covered Person is bound by this Policy including the Safeguarding Code of Conduct at Appendix C, and is defined as any person who:

- receives accreditation for and/or otherwise competes, coaches, officiates, works at, or otherwise participates in any tennis tournament, event or activity organised, authorised or sanctioned by the ITF.
- holds a valid IPIN registration to enter or compete in any ITF tennis tournament and/or participates in a tennis tournament, event or activity organised, authorised or sanctioned by the ITF ('Player').
- is a parent, legal guardian or chaperone of a Player in any tennis tournament, event or activity organised, authorised or sanctioned by the ITF.
- is a coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, therapist or any other person supporting, working with, treating or assisting any Player participating in or preparing to participate in a tennis tournament, event or activity organised, authorised or sanctioned by the ITF.
- attends, resides at, is employed or is contracted in any way to provide services at an ITF Regional Training Centre.
- participates in an ITF Touring Team in any capacity.
- is an ITF employee, contractor or ITF-appointed consultant.
- acts as an ITF volunteer.
- holds an ITF or ITF- recognised Officiating or Coaching certification or qualification (an Official or a Coach) or is acting as an Official or a Coach at the material time.
- attends, whether by payment or otherwise, any ITF tournaments, events or activity. Or
- is involved in the administration of or preparation for any ITF tournaments, events or activity and/or any of the above.

Covered Persons delivering tennis activities for the ITF have responsibility to ensure that the needs of participants are considered and activities delivered in a manner that safeguards participants throughout.

The majority of the ITF's tournaments, events and activities are international. Hosting countries will have their own legislation and laws, and Covered Persons shall comply with these when working at ITF sanctioned tournaments, events and other tennis activities. Applicable criminal laws will take primacy over provisions laid out in this policy.

Each Covered Person is deemed to have agreed to comply with this Policy, and to have submitted to the authority of the ITF to enforce this Policy, including any consequences for breach thereof. Covered Persons are also deemed to have submitted to the jurisdiction of the Safeguarding and Case Management Procedures (**SCMP**), including the hearing panels identified in the SCMP to hear and determine cases and appeals brought under this Policy and/or the SCMP.

The SCMP explain how a specific case will be handled after it is reported. The SCMP also ensure that important decisions surrounding safeguarding cases respect the needs of those who require protection by the ITF and the needs of those who are subject to a complaint or investigation.

Any breach of this Policy will fall under the jurisdiction of the ITF and action will be taken in accordance with the SCMP (which can be accessed via the following page on the ITF website: <https://www.itftennis.com/en/about-us/governance/rules-and-regulations/?type=tour-regulations>).

### **International Olympic Committee (IOC) & International Paralympic Committee (IPC)**

The IOC and IPC recognise the ITF as the world-governing body of tennis. The ITF assumes responsibility for the control and direction (whilst maintaining its independence) of the Olympic Tennis Event and the Paralympic Tennis Event. The IOC Framework for Safeguarding Athletes and Other Participants from Harassment and Abuse and IPC Games-Time Reporting Procedure covering the Paralympic Games will be in force for the duration of the Olympics and Paralympics respectively. Where an incident of harassment or abuse is alleged to have taken place during the Olympic Games or Paralympic Games involving Covered Persons and is reported to the ITF after the conclusion of the games, the incident shall be investigated by the ITF in line with this Policy.



## 9. ITF Constitution Requirements

All ITF National Associations (**NAs**) and Regional Associations (**RAs**) are required to comply with [the ITF Constitution, which can be accessed here](#), and which sets out safeguarding-related obligations requirements for NAs and RAs. In addition, the ITF encourages NAs, RAs, key partners and stakeholders to support the following key principles:

- initiate and lead investigations into all safeguarding concerns that fall within its jurisdiction consistent with national legislation and ITF regulations.
- work collaboratively and openly with the ITF Safeguarding Team on matters requiring investigation and exchange information to allow the risk to global tennis to be managed and for appropriate and proportionate actions to be taken.
- agree which body leads and takes primacy on investigations to minimise duplication or compromise the evidence-gathering procedures.
- share information by way of notification to the ITF Safeguarding Team of all persons subject to investigation (criminal or governing body disciplinary), provisional suspension, or sanction for any misconduct, abuse or poor practice.
- following any necessary due diligence, formally agree between the ITF, RAs and NAs, the WTA, the ATP, the ITIA and/or other sports governing body, reciprocity of a provisional suspension imposed against any person subject to investigation (whether criminal or disciplinary), or a sanction imposed resulting from any safeguarding investigation.
- support any decisions made against a person under this Policy.

The ITF has the power to recognise and accept decisions taken by Member NAs and RAs, the WTA, ATP and ITIA and other tennis organisations under their safeguarding policies, and to reciprocate any sanctions imposed.

## 10. Safe and Inclusive Cultures

There may be occasions where individuals fall below the expected standards of this Policy in a way that would be deemed as 'poor practice'. The ITF considers all reports of poor practice important, as it may prevent an escalation of behaviour occurring. Poor practice may not be immediately dangerous or intentionally harmful but could cause risk of harm to a person or have a serious impact on their mental health and emotional wellbeing. Examples of poor practice could include (but is not limited to) isolated instances of aggressive behaviour, ignoring injuries and lack of supervision.

There may be times a concern is shared but does not meet the threshold for action by the ITF Safeguarding Team. In such cases, we will always clearly explain why something does not fall under the scope of this Policy.

A role where an adult has regular and direct contact with children or vulnerable adults, and holds influence, authority or responsibility over them is defined under this Policy as a **Position of Trust**.

Individuals should be encouraged to recognise that they are potentially in a Position of Trust and hold power of influence over children, young people or vulnerable adults. This status carries an inherent power imbalance, especially in relationships, such as between a coach and player, where the adult's status and influence can significantly impact a player's development, wellbeing, and sense of safety.

A Covered Person should avoid any behaviour that could be seen as exploiting trust or breaching professional boundaries to keep themselves and others safe, particularly where they are in a Position of Trust.

# 11. Types of Abuse

<b>Sexual Abuse</b>	Forcing or enticing a person to take part in sexual activities, including the use of harassment or coercion. This may involve physical contact, including assault by penetration (for example, rape or oral sexual acts) or non-penetrative acts such as masturbation, kissing, rubbing, inappropriate touching outside of clothing and sexual harassment such as sexual teasing and innuendo. Sexual abuse may also include non-contact activities, such as indecent exposure, forcing or enticing a person to watch or be involved in making and sharing indecent images of themselves.
<b>Physical Abuse</b>	Physically hurting or injuring another by hitting, kicking, shaking, throwing, burning, biting, scalding, suffocating, drowning, poisoning, misuse of medicines or otherwise causing harm by physical means. Excessive, inappropriate or dangerous training methods, or insisting a player participates whilst injured, causing the injury to worsen.
<b>Emotional Abuse</b>	Berating or mocking a player for mistakes. Public humiliation during training or matches. Unreasonable pressure to perform or win. Ignoring or isolating a player from the team. Withholding praise as punishment. Overtraining or denying rest as a form of control. Constant criticism, humiliation, or ridicule. Threatening, continual shouting. Manipulating or controlling behaviour. Unrealistic expectations or excessive pressure.
<b>Financial Abuse</b>	Control over access to money, benefits, or sponsorships.
<b>Neglect</b>	Neglect may be physical, educational, emotional, or medical. Examples include failing to ensure participants are safe during tennis activities; exposing players to extreme weather without proper clothing or hydration; ignoring safe practice guidelines; requiring participation when a player is injured or unwell; or not seeking medical or first aid attention when needed.
<b>Discriminatory Abuse</b>	Unequal treatment of an individual based on protected characteristics such as age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
<b>Domestic Abuse</b>	Any incident or pattern of controlling, coercive, threatening, degrading, or violent behaviour between individuals in a personal relationship. Domestic abuse may affect players, coaches, staff, or volunteers.
<b>Radicalisation and Extremism</b>	Individuals may be radicalised through online content, peer influence, family or community pressure, exposure to extremist groups or ideologies. Extremist behaviour may include inciting violence or hatred, justifying or glorifying terrorism, undermining democratic institutions or attempting to radicalise others.
<b>Online Abuse</b>	Any type of abuse that happens on the internet, whether via social media, messaging apps, emails, online gaming, live-streaming platforms, or any device connected to the web. Online abuse includes cyberbullying, grooming, sexting and sexual exploitation, hate speech and harassment. Players may face hate abuse online related to performance, receive personal threats to their safety or family, or be victims of impersonation and scams.
<b>Modern Slavery</b>	Human trafficking, forced labour, forced marriage, domestic servitude, sexual exploitation or criminal exploitation.

## 12. Requirements for Compliance with the Policy

The ITF expects any individual who has concerns relating to any form of abuse or harassment, or believes there is risk of harm to an individual, to report this immediately to the ITF Safeguarding Team. Failure to knowingly pass on a concern may be considered a breach of this Policy.

The ITF expects Covered Persons to adhere to and respect the Safeguarding Code of Conduct (the **Code**) outlined in Appendix C. The Code is not an exhaustive list and there may be occasions where concerns fall outside of this framework; the ITF will deal with these matters on a case-by-case basis.

The ITF expects Covered Persons involved in safeguarding concerns to fully and promptly engage with all requests to cooperate with investigations. Failure to engage with the ITF, or where the ITF feels that actions taken seek to deliberately delay or interfere with a safeguarding investigation, will be considered a breach of this Policy.

It will be a breach of this Policy for any Covered Person to engage in retaliation, or attempt to engage in retaliation, against any other person who has reported an incident or safeguarding concern or has otherwise participated in any safeguarding investigation or subsequent proceedings.

## 13. What Happens Next

All reports will be reviewed by the ITF Safeguarding Team and normally acknowledged within 24 hours.

Being involved in a safeguarding concern, whether as a victim, potential alleged perpetrator or as the person receiving a disclosure, may be stressful and difficult. The Safeguarding Team is available to offer support and help to all parties involved in a concern.

The ITF will take the lead in an investigation where:

- an incident occurs at an ITF Competition over which it has primary jurisdiction.
- requested to do so by an NA or RA (e.g. because of a lack of resources or expertise).
- the NA/RA does not have in place a safeguarding policy and/or case management procedures.

- there is a potential conflict of interest locally.
- the investigation covers multiple national or regional jurisdictions.
- It is otherwise necessary to ensure that the matter is properly dealt with.

Actions will be taken on an individualised case by case basis but could include:

- a warning as to future conduct.
- an immediate suspension from all tennis activity due to the level of risk someone is deemed to pose.
- an immediate suspension from all tennis activity until further information is gathered/shared to determine and manage risk appropriately.
- a supervision order e.g. a player has a named appropriate person with them at all times and may be subject to other conditions.
- engagement in training and awareness courses.
- any other actions deemed suitable to manage the risk posed to other participants, the integrity of ITF events and/or the reputation of the ITF in line with the SCMP.

The ITF will fully support any individual who, in good faith, reports any concerns about the safety and welfare of any participant in tennis.

## 14. Confidentiality

Information should always be shared if there is a concern for a person's welfare or an individual is at risk of harm. Safeguarding information shared with the ITF is treated in strictest confidence and information will only be shared with individuals who have a legitimate need to know. Information should be shared (internally and externally) with the ITF in a timely manner to reduce the risk of missed opportunities or to take immediate action to keep an individual safe. The ITF will always take a person-centred approach to managing all concerns and try and obtain consent of those involved where possible and appropriate. However, in some circumstances it will be necessary for information to be shared where consent has not been obtained.

Information shared with the ITF Safeguarding Team will be kept confidential and dealt with as sensitively as possible. Information will be acted on in accordance with the SCMP. The ITF may share safeguarding information with international/local statutory authorities or Police, NAs/RAs, the WTA, the ATP, the ITIA and other tennis or sport(s) governing bodies / organisations where legally required to do so, or where it is necessary and proportionate to prevent or manage risk of harm. We will keep individuals informed as much as possible with actions taken.

The ITF's privacy notices (specific to different types of player and participant) can be found at [www.itftennis.com/en/about-us/privacy-notices/?type=privacy-notices](http://www.itftennis.com/en/about-us/privacy-notices/?type=privacy-notices). These provide more detail on how the ITF processes personal data.

## 15. Media and Consent

The ITF supports the appropriate and responsible use of social media to share and celebrate tennis achievements and engage in updates and news. The ITF will always obtain the appropriate consents in advance where content is shared relating to children, young people or vulnerable adults. Further guidance can be found in the ITF Social Media guidelines.

The ITF is committed to protecting the privacy and dignity of all individuals, especially children, young people, and vulnerable adults. The ITF will never publish personal or sensitive information that could compromise a person's safety or wellbeing.

## 16. Safer Recruitment

The ITF is committed to ensuring that the right employment checks are in place for all individuals working within the organisation. New starters are subject to a UK or international criminal record check if their role falls within the requirements of regulated activity, and these are renewed every three years (or sooner, dependent on an individual's role). The level of check is determined in line with regulated activity guidelines. All staff also provide reference checks and right to work documentation, as well as evidence of professional certifications. Safer recruitment checks help to ensure that individuals who pose a risk are not employed.

## 17. Training and Awareness

It is important that Covered Persons working at or for the ITF receive training in safeguarding and awareness at a level commensurate with their roles. This will enable those Covered Persons to recognise the possible signs of abuse, neglect and poor practice and understand what to do if they have a concern. All staff are required to complete online safeguarding training after starting at the ITF. The Safeguarding Team will offer ongoing professional development and awareness

raising sessions on key topics throughout the year to supplement initial safeguarding induction training.

## **18. Review**

This Policy and associated policies will be reviewed annually unless an incident, new legislation, statutory guidance or safeguarding case recommendations suggest the need for an interim review. This Policy will be available to view or download from the ITF Safeguarding webpage.

# Appendix A – Definitions

**Adult**

Any person aged 18 years or over.

**Child/Children/Young Person**

Anyone aged under 18 years.

**Covered Person**

Anyone bound by the ITF Safeguarding Policy.

**WTA**

The governing body for the WTA Tour.

**ATP**

The governing body for the ATP Tour and ATP Challenger Tour.

**Regional Associations (RA)**

A Regional Association is an association of Members that are recognised by the ITF and that belong to the same continent or assimilable geographic region, and which are affiliated to the ITF.

**ITF Internal Adjudication Panel (IAP)**

The internal panel established in accordance with the prevailing version of the IAP Procedural Rules.

**Safeguarding Case Management Procedures (SCMP)**

Details the process for the management of safeguarding cases and thresholds - [safeguarding-and-case-management-procedures-scmp-jan-2025.pdf](#)

**International Tennis Federation (ITF)**

The IOC-recognised world governing body for the sport of tennis.

**International Tennis Integrity Agency (ITIA)**

The ITIA is the body that is responsible for the management and enforcement of the Tennis Anti-Corruption Program (TACP) and the Tennis Anti-Doping Programme (TADP).

**National Association (NA)**

The governing body for the sport of tennis representing a specific country.

**ITF Rules**

The rules, regulations, codes and policies of the ITF (as amended from time to time).

**Provisional Suspension**

A temporary prohibition from participating in all or specified ITF tennis activity.

**Sanction/suspension/safeguard**

A measure taken to manage the risk posed or which may be posed, by a Covered Person, which is imposed as a result of a safeguarding (or related) concern.

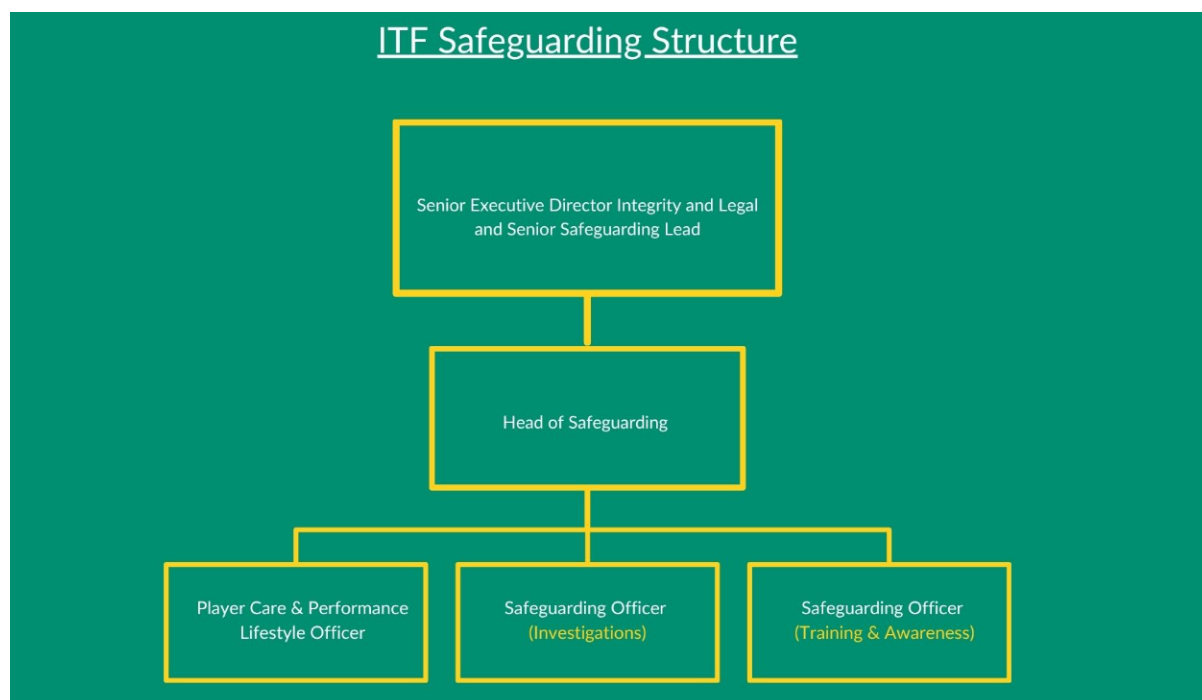
**ITF Competition**

Any circuit, tournament or tennis event owned, managed and/or sanctioned by the ITF.



# Appendix B

## IFT Safeguarding Structure



### IFT Senior Safeguarding Lead (SSL)

Oversight of the IFT safeguarding strategy and responsible for supporting the strategic delivery of safeguarding and performance lifestyle.

### Head of Safeguarding

Strategic and operational management of player care and safeguarding ensuring that safeguarding-related risks are managed appropriately and best practice approaches are developed and embedded.

### Safeguarding Team

Responsible for case management and investigations. Leading on education and awareness programmes and safer recruitment checks.

# Appendix C

## Safeguarding Code of Conduct

All Covered Persons shall be familiar with, and must abide by, this ITF Safeguarding Code of Conduct to ensure they model positive behaviours and keep all participants safe. Any Covered Person who fails to meet their obligations or breaches this Safeguarding Code of Conduct will be deemed in violation of this policy and dealt with under the ITF Safeguarding and Case Management Procedures.

### **Covered Persons must not:**

1. engage in any form of sexual activity with children, regardless of the age of majority or age of consent locally.
2. make unwelcome sexual advances towards or have any sexual contact with any person (including but not limited to online communication).
3. engage in sexual harassment or abuse of any person, for example, by making unwelcome advances, requests for sexual favours or engage in verbal or physical conduct of a sexual nature either in person or online.
4. make, share or distribute images that may be deemed sexual, harmful, inappropriate or offensive, and not share images/media without the appropriate consents in place or use any electronic communication to send any inappropriate, sexual or otherwise harmful text messages or social media messages.
5. use language or behaviour that is inappropriate, intimidating, harassing, abusive, sexually provocative or culturally offensive towards another individual.
6. discriminate against any individual based on disability, race, ethnicity, gender, nationality, religion, age or sexual orientation.
7. slap, hit, punch, kick or use any other type of violence, action or activity that causes or may cause physical harm to any person or use any type of physical punishment to discipline another individual.
8. engage in any verbal or physical harassment, bullying, threatening or abusive conduct towards any person that would cause them to suffer emotional, physical or psychological harm.
9. engage in unfair or unethical conduct, including any attempt to injure, disable or intentionally interfere adversely with another person's preparation or participation in tennis.
10. agree to keep information a secret which could impact another person's safety, wellbeing or welfare.
11. breach professional boundaries (either in person or online) or use a relationship or Position of Trust, or any authority, supervision or control, to further personal, financial or business interests in a way that causes or would be likely to cause detriment to the best interests of any person.
12. invite unaccompanied children into private residences unless they are at immediate risk of injury or in physical danger.
13. reside alone in the same room with a child.

**The ITF expects all Covered Persons to:**

- 1) enjoy and safely participate in tennis activity without fear of abuse or harm.
- 2) prioritise the safety and welfare of all participants.
- 3) act as a positive role model and exhibit positive behaviours, good manners, respect, fair play, and sporting spirit to others, including peer to peer.
- 4) report all abusive, threatening or intimidating behaviour.
- 5) report safeguarding concerns.
- 6) always be treat others with respect and not discriminate against an individual based on their age, disability, sex, race, religion or belief, gender reassignment, sexual orientation, marriage and civil partnership, and pregnancy or maternity.
- 7) create safe, fair and inclusive environments and preserve the privacy and dignity of participants.
- 8) set and maintain professional boundaries recognising the imbalance of power and responsibility of being in a Relationship of Trust.
- 9) only use physical contact when necessary, and in a consensual and sporting context.
- 10) maintain appropriate open, transparent and professional relationships with all participants including engagement in online communication.
- 11) consistently uphold the highest standards of behaviour and integrity, both personally and in their interactions with others, and refrain from any actions that could damage the reputation or credibility of the ITF.

# Appendix D

## Responding to a Safeguarding Concern

A person who discloses something of concern should be protected and kept safe from harm. Covered Persons should follow the Safeguarding Disclosure Response Checklist below if responding to a safeguarding concern.

### Safeguarding Disclosure Response Checklist

#### Immediate Safety and Support

- Ensure the person's physical safety and wellbeing.
- If anyone is injured or in pain, seek medical attention.
- Reassure the person who has reported the concern.

#### Handling a Disclosure

- Do not promise confidentiality – explain that information must be shared to keep them safe.
- Let the person lead the conversation and speak at their own pace.
- Listen actively and limit questions to clarification only.
- Reassure the person concerned that you will take the disclosure seriously.
- Explain what actions will be taken and who will be informed.
- Reassure the person that they will be kept updated where possible.

#### Recording

Make a full, factual written record of:

- who was involved – provide names if known.
- what was heard or seen – use the exact words and use specific details.
- the date, time and location of the concern.
- any other witnesses.
- contact details of the person(s) to whom the concern was reported.
- any action taken.

#### If a Crime is suspected or there are immediate concerns about someone's safety

- Contact the police immediately.
- Consider whether local statutory authorities should also be notified.
- Preserve evidence: physical, forensic, and digital.

## Appendix E – Recording & Record

Safeguarding is everyone's responsibility, and information relating to a safeguarding concern should always be reported to the relevant body. There is a number of ways that information can be shared:

### ***The ITF's Safeguarding Team***

Email: [safeguarding@itftennis.com](mailto:safeguarding@itftennis.com)

Telephone: +44 (0) 208 392 4701 (this is an automated voicemail service)

Where relevant, reports made to the ITF Safeguarding Team should also be shared with the National or Regional Association concerned. The following QR code can be used to submit information, a report or something of concern. You can also make reports anonymously if you do not wish to share your details, although please note that it may be harder for the ITF to act upon concerns raised if they are provided on an anonymous basis.



All ITF events and activities should have a local Designated Safeguarding Officer (DSO) who will be responsible for the on-site management of all safeguarding incidents or concerns. DSO contact details will be made available on the Tournament Factsheet. Verbal notification of any safeguarding concerns can be given to the DSO but should be followed with a written account of the details which should be forwarded to the ITF Safeguarding Team. See Appendix D for guidance on how to respond to a safeguarding disclosure.

A disclosure is not the only way that a Covered Person may become aware of a safeguarding concern: they may witness an incident or behaviour, receive a report, or discover information that a person has suffered or might be at risk of suffering significant harm. Do not assume that other individuals will report that concern. Prompt reporting will help to ensure the subject of the concern is given the appropriate protection, evidence is preserved, and also gives the best chance of a full investigation being carried out before the victim, person(s) of concern or key witnesses leave the location of the concern and/or evidence is lost.

Records should be as accurate, factual and as detailed as possible, as they may be used as evidence for investigations, court proceedings and disciplinary procedures, or may be used as part of reflections and case reviews.

