



Oxford University Tennis Club

Safeguarding Suspension Policy

1. General

Where an allegation(s) is made against a professional or a volunteer, the Oxford University Tennis Club (OUTC) will work on the principle that individuals are innocent until proven guilty.

However, in order to protect both the individual and OUTC, a period of suspension will normally follow an allegation(s), whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, normally in the space of two working days.

2. Where a suspension is necessary

The following procedure will apply to:

2.1 A professional

2.1.1 Any allegation(s) will be dealt with and investigated by the Club Chairman and where appropriate or deemed necessary, be referred to the appropriate external authority.

2.1.2 To ensure the utmost confidentiality, where possible, only four people will be a party to the investigation. These will include the Club Chairman, Child Protection Officer and two senior Club representatives.

All relevant paperwork will be distributed to each member of the investigating panel and one separate set will be kept on file.

2.1.3 When an allegation is made against a professional, a meeting will take place with the individual, at which time the allegation will be made known to him/her and put in writing. The individual will be asked to comment on the allegation and hopefully provide information that will enable a swift outcome.

2.1.4 If the matter cannot be dealt with in two days, the professional will be suspended from duty on full salary. This will last for up to six months but should an investigation take longer, half the normal salary will then be paid.

2.1.5 Whilst suspended, the individual will not be allowed to be in contact with any other professional or Club member, apart from those carrying out the investigation, or any person who is carrying out work on behalf of the Club. This applies to people who may be attending courses or who are taking part in tournaments.

2.1.6 The investigating officer will do his/her utmost to keep the professional up to date on the progress of the investigation.

2.1.7 The Club reserves the right to inform other clubs and other relevant bodies that a professional is suspended from duty, pending the outcome of an investigation into his/her conduct.

2.2 A volunteer. The procedures that apply to professionals will apply to volunteers, apart from those procedures that apply to payment of salary.

3. Support Procedures

Suspension from work or suspension from an activity can be a traumatic experience and the Club recognises this. If suspension occurs, the club will provide details to the individual of support groups who specialise in dealing with such issues.

