

SAFEGUARDING POLICIES FOR COUNTY CUP EVENTS

<https://www.lta.org.uk/globalassets/counties/resources/appendix---safeguarding-guide-county-cup-and-league-matches-a4.pdf>

SUPERVISOR/COACH SUITABILITY

Appropriate supervisors should be identified for any activity or trip/suitable for the role

Supervisors must demonstrate high levels of personal and professional behaviour at all times, promoting positive role models for the children and adults at risk they are working with.

Although parents/carers will often accompany children to activities, where possible they should not be included in supervision calculations unless agreed in an official capacity for the activity.

All supervisors must demonstrate commitment to respecting differences between staff and participants in terms of gender, gender alignment, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

The supervisor should also have a list of who is on the trip, their contact details (including the leaders/helpers), emergency contact details, consent for any photography/filming and medical/allergy information.

Provide a programme of activity, including departure and return dates and times. Generically the programme will state what you are doing, where you are going, the transport, accommodation plans and kit list along with mandated safeguarding and health and safety regulations to be applied.

Supervisors should communicate to parents/ carers any competition rules, expected Code of Conduct and future travel arrangements. It is recommended this is done in person - run through the trip's programme of events and to address any questions or concerns especially if it is their first trip away. This should include what to do if they feel unwell, worried or concerned and what is expected in terms of their behaviour.

PLAYER NOTIFICATION

Obtain the relevant consent and emergency contact details from the parents

Check the forms have been signed and keep them safely as per your privacy policy and in line with data protection principles.

TEAM KIT AND EQUIPMENT

Ensure all team equipment is appropriate and the juniors are always fully and appropriately dressed for example, wearing a t-shirt and shorts or skirt.

Ideally, children shouldn't wear shirts or hats with their names on

ADULTS-TO-CHILDREN RATIOS

2 adults supervisors are required for team supervision. For larger team numbers the ratios are: 2 adults for every 8 children aged 10 and under; 2 adults for every 10 children aged 11 and over.

GENDER

The gender of the supervisors should match the gender of the children. At least one of the supervising adults must be the same gender as the children unless this is not possible.

Supervisors should also be provided with knowledge of religious, cultural, language/diet (including fasting) needs of all players.

TRANSPORTATION

Coaches and other venue staff/volunteers must not be responsible for giving lifts to children on an informal or ad-hoc basis.

Where transportation is formally required as the event team captains and other staff/volunteers may take on the driving responsibility to transport children to the event. In these circumstances, a minimum of 2 adults are to travel in the vehicle with any number of juniors, unless in an emergency situation.

Where transportation is not part of a venue organised trip, parents have a responsibility to ensure appropriate transport arrangements are made for their children and they may choose to make private arrangements with another adult (such as a family friend) to transport their child. In these circumstances, it is advisable to let the venue or supervisor know.

Parents should return a completed Emergency Contact Form and the driver and supervisors should have a copy of this with them on the journey in case of emergencies.

VEHICLES

Drivers must have a valid UK driving licence, satisfactory DBS check (if applicable), MOT certificate, road tax and insurance, correct licence for mini-bus. All travellers must comply with laws on the use of seatbelts and restraints. Children are to be seated in the back of the vehicle.

It is recommended that rest breaks are taken every two hours of driving. In the event of a vehicle breakdown or accident, the group should remain under the direct supervision of the supervisors wherever possible.

Consideration should be given to the storage of luggage and not blocking access to exit routes.

MEDICAL ISSUES AND EMERGENCIES

MISSING PLAYERS

Ensure procedures are in place to provide clear guidance how supervisors should respond in these circumstances (see LTA Safeguarding at Events, Activities and Competitions for more details).

When a child is reported missing, allow no more than 20 minutes before calling the police.

DBS

Anyone who is responsible for children (on behalf of the club/county/school) needs an LTA DBS check that is less than three years old.

Parents do not require a DBS check if they are supervising their own child on a trip. However, if a parent has been asked by the club/county association to take on a role then a DBS check is required.

If a group of parents have made a private arrangement for one of them to transport/supervise all of their children, a DBS check is not required (due to the fact that it is a private arrangement).

THE VENUE

Encourage bigger groups to take a comfort break together. If the group has children of mixed genders, there should be at least one supervisor of each gender supervising visits to the toilet.

Mobile phones and other electronic devices must not be used in changing rooms. Anyone observed taking photos or videos in the changing area should be immediately reported to the venue management and police as appropriate.

Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing

SOCIAL MEDIA, MOBILE PHONES AND THE INTERNET

E-technology, mobile phones, tablets/electronic devices, social media, use of film and photography and access to the internet can be an integral part of larger events and it can be expected that children may have access to some or all of these.

Clubs/counties/schools should have an [online safety](#) and communication policy and an [acceptable use statement for internet and social media](#) which is adhered to by all staff, volunteers and children.

PHOTOGRAPHY AND FILMING

The LTA Photography Policy applies to all LTA Staged Competitions (all tennis competitions and tournaments that are organised and delivered by the LTA).

This policy also sets out guidelines for other tennis venues and organisations running tennis competitions on behalf of the LTA and which is further supported by the [Photography and Filming Best Practice Guidance](#).

RETURN TRIP AND LATE COLLECTION

Where possible supervisors can confirm with parents/ carers that they are on time for the arrival at the pre-arranged designated pick up point.

The pick up point should be well lit, secure and a public place preferably linked to the club or sport centre or agreed suitable venue.

LATE COLLECTION

Supervisors should not be responsible for transporting children in the event of late collection other than in the case of an emergency.

If late collection occurs: Ensure that 2 supervisors stay with the child if possible at the pick-up point. Do not send the individual home with anyone else unless you have parental consent.

If collection fails to occur: Try and make contact with the parent/carer to find out what is happening. If contact cannot be made ask the child if they have any alternative contact details for their parent. If unsuccessful, ask the child if there are any other family members who could collect them. If unsuccessful and it is not appropriate to take the child home (for example, there is no-one at home), contact should be made with the Police on 1

Safeguarding Checklist

Do you have a safeguarding plan?

Do you have codes of conduct?

Have you completed pre-event risk assessment?

Have you confirmed who the supervisors will be?

Have you considered the need for DBS checks for supervisors and others who work with children?

Have you obtained the relevant consent forms/information:

- Photography and filming
- Transportation

- Medical information · Emergency contacts

Acceptable use statement for internet and social media

Do you have plans in place in case a child goes missing?

Are all staff and volunteers aware of their safeguarding responsibility?

Have you considered young people with additional vulnerabilities?

Have you received completed social media statements for participants?

Has accommodation been booked and parents informed of relevant details?

Have you planned for any overnight stays effectively?

Have you considered and planned for transport?

Do you have appropriate ratios of adult supervisors to children?

Have you agreed and confirmed the collection and pick up of children at the end of the trip?

Have you checked if the home venue has changing facilities and planned accordingly?

Have all staff and volunteers read and understood the following policies:

- Safeguarding policy
- Online safety and communication policy · Anti-bullying policy

Do all staff and volunteers understand how to respond to a safeguarding concern?