LTA SAFEGUARDING GUIDELINES FOR COUNTY CUP AND LEAGUE MATCHES

INTRODUCTION

Irrespective of representing their school, club or county, when playing tennis away from home, planning is required to ensure risks are properly assessed and mitigated ensuring that all children are safe when participating in tennis.

This guidance is aimed at teams with children (anyone under 18) travelling for away matches and it provides a 'one stop' shop for organisers and supervisors accompanying the team to meet safeguarding standards. It is intended to supplement the more detailed LTA Safeguarding at Trips, Events and Competitions Policy.

A supervisor may be a coach, team captain or volunteer over 18 and the term is used throughout. Supervisors should have completed as a minimum the LTA online safeguarding training but the preference will be to have completed a safeguarding course.

At a league or county match, the home team is responsible for the safeguarding plan and risk assessment of the event they are running. In the situation where there is no 'home team' because the match is taking place at a third party location (i.e. a hired venue), it should be agreed between the parties who will be responsible for acting as the home team. The visiting club/county/school will be responsible for the safeguarding plan and risk assessment around their involvement in said event.

Smaller events are those with less than 20 competitors.
The safeguarding plan can be comprised of the relevant club/county/school safeguarding documents (such as the safeguarding policy, codes of conduct etc). As a general rule if more than one club/county/school or team is involved at the same event then this is likely to need a bespoke safeguarding plan which might set out more specific processes and codes of conduct.

PLANNING OVERVIEW

SUPERVISOR SUITABILITY

Appropriate supervisors should be identified for any activity or trip.

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 they have agreed to do this 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.

Supervisors should identify someone from the home venue as a point of contact. 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.

Ensure that this person is suited to this role and make sure everyone in the group is aware who this person is and what their role is.

SUPERVISORS ARE TO

Have primary responsibility for the behaviour, supervision and safeguarding of children during the activity or trip.

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 and players details of the staff/ volunteers, the club and any competition rules, expected Code of Conduct and future travel arrangements. It is recommended this is done in person so as to 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

Once a team has been selected, a nominated individual is to obtain the relevant consent and emergency contact details from the parents. On receipt – 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 but this may be individual parental/child preference with school leaver type hoodies etc.

ADULTS-TO-CHILDREN RATIOS

Most tennis team events are based 4-6 children per team and despite the small numbers 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.

Greater adult-to-child ratio may be required dependent on the needs of the children such as disability requirements or identified risks.

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 part of a league or County match, coaches, 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. All travellers must comply with laws on the use of seatbelts and restraints. Children are to be seated in the back of the vehicle at all times.

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.

If transporting children in a mini-bus or bus, the driver must have the correct type of licence for this.

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

ACCOMMODATION

Many 'chain' hotels (i.e. Premier Inn) allow children to stay in a room without an adult, as long as the adult is staying in the hotel (booking usually needs to be made with the hotel directly rather than online).

Rooms on the same floor for all attendees should be requested.

Hotels should be booked a minimum of 7 days prior to the trip taking place.

Parents will be informed of the hotel details (including address and contact information) at least 7 days prior to the trip taking place.

In the event that accommodation becomes unavailable prior to the commencement of the trip, suitable alternative similar accommodation should be sought and parents notified of this as soon as possible.

In the event that accommodation becomes unavailable during the trip due to emergency or other unforeseen circumstances, seek to secure suitable alternative accommodation for players and staff in the first instance and then notify parents as soon as possible.

Children of a similar age and the same sex can share a room as long as there are separate beds. Players who have turned 18 years old can share a room with younger players of a similar age and sex (an age gap of two years should be the maximum), assuming the players and their parents have consented to this arrangement.

Under no circumstances must a supervisor, coach or anyone else responsible for the running of the trip share a room with a child

The hotel and it's facilities should be considered as part of the trip planning and risk assessment (taking into account the needs and requirements of any disabled players), i.e. access to restaurants, pools, gymnasiums, TV/ games rooms, the internet and so on.

Consider if there is a social area for children and any additional supervision levels required, particularly during down time. Negotiate and inform the hotel staff about children leaving the premises. As a general rule, you should not allow youngsters (under 11s) unsupervised free time. You should always inform parents if there will be times when youngsters will be unsupervised.

Check if there are there any special dietary, medical or allergy needs. If you are in self-catering accommodation, supervisors will do the cooking and to agree the menu before you travel.

Checklist

- Check if any other large events or groups (e.g. weddings) staying at the hotel as this may make it more suitable and cheaper to find another hotel. Should multiple teams be staying at the same hotel, it would be advisable to account for this in the event planning and risk assessment
- Correct bed types in each room check and check for any damage and report any issues
- Windows and doors are safe and secure
- No access to alcohol in the rooms
- Movie access is appropriate or, indeed, not available in the rooms and players cannot access inappropriate TV programmes
- Identify and show fire exits and emergency procedures
- Safely store valuables and medicines
- Confirm and brief night-time security arrangements including secure parking
- Conduct room checks during the day and always keep the door open when completing a room check
- Room checks should always be completed by both supervisors in line with the following:
- They will be conducted by pairs of supervisors.
- Knock before entering and ask if it is okay to enter
- Explain the purpose of the room check - ask the children how they are and if everything is okay
- Always wait until all children are fully dressed
- Confiscate any illegal items immediately and explain possible consequences

MEDICAL ISSUES AND EMERGENCIES

There must always be a qualified first aider and up-to-date first aid kit with the team.

Supervisors should ensure the players are not carrying any injuries which would prevent them from safely competing.

Supervisors must know how to contact the emergency services.

If any of the group have a known medical condition, ensure that supervisors are aware of how to deal with potential situations. Assess if any children with additional health needs/disabilities require extra supervisors or bespoke training such as asthma medication/ diabetes management.

If a player needs to be taken to hospital in an emergency, it is acceptable for one supervisor to transport the child where the other supervisor needs to stay with the remaining children.

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.

INSURANCE

Information about insurance can be found on the LTA Insurance Centre.

If anyone has further questions, these should be directed to Howdens via the details provided on the Insurance Centre, which includes a dedicated phone number, email address and enquiry form.

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 specific role which involves them working with children, then a DBS check is required.

It is strongly recommended that the LTA DBS eligibility flowchart (next page) is utilised to assess if a role requires a DBS check or not.

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).

If someone is working with children on average once a month on an on-going basis, it is recommended that a DBS check is obtained.

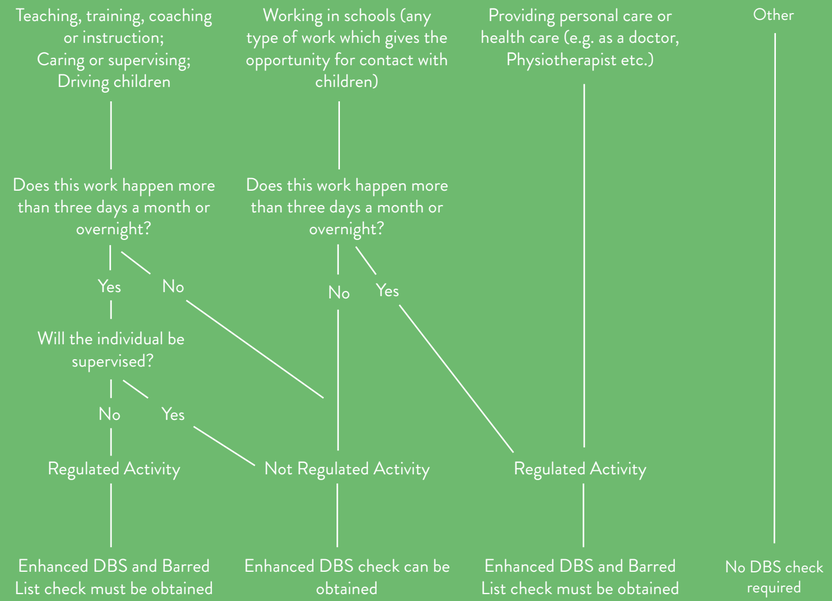
CONFIDENTIAL INFORMATION

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 FLOWCHART

What does the individual's work with children involve?



WHAT IS SUPERVISION?

Supervision is defined as 'reasonable to ensure the protection of children'. It should be regular (with direct line of sight) and day to day.

If you are not confident about providing this level of supervision, then the individual should be deemed to be unsupervised and therefore in 'Regulated Activity'.

It is not possible for two individuals to be classified as supervising each other with neither of them in 'Regulated Activity'.

The supervisor must be in 'Regulated Activity' (and have the appropriate DBS check) for the supervision to be considered valid.

THE VENUE

Supervisors are encouraged to liaise with the venue to ensure both parties are familiar with each other's policies and procedures. In addition, if there are any specific risks identified in the risk assessment process that are relevant for each party to be aware of, it is advisable to share details of these.

TOILETS AND CHANGING ROOMS

All LTA registered venues are required to have their own policy on the use of changing rooms. Supervisors should check this policy in advance to ensure both they and the hosting venue can comply with it. If this is not possible, clubs/counties/schools may decide that it is more practical for players to come to the venue already changed, wearing suitably warm clothing e.g. tracksuits, and change and shower back at the accommodation. As a general rule, supervisors should not enter the changing rooms/toilet and should remain outside (close by) until the child is finished.

OTHER ONSITE FACILITIES

As part of the planning for the event, supervisors should ascertain details of the facilities at both the home venue and accommodation (i.e. gym, swimming pool etc.). These should be accounted for in the risk assessment and rules around player usage put in place.

SUPERVISORS SHOULD

- 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 e.g. tracksuits etc

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

Clubs and 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 101

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?

DBS Frequently Asked Questions

1. **Q**: A parent who is not a supervisor or team captain offers to take a number of children to a match as part of a private arrangement with other parents. Do they require a DBS check?
   A: This would be a private arrangement between parents, so no DBS check is required.
2. **Q**: We have a team captain who is responsible for arranging the team remotely and is purely administrative. Do they require a DBS check?
   A: This would not require a DBS check.
3. **Q**: Our supervisor/team captain is responsible for supervising, training, instructing or driving children, but it doesn't happen more than three times a month or overnight. Do they require a DBS?
   A: If this happens as a once off then a DBS check is not required. If it happens on average of once a month then it is recommended that an Enhanced DBS check is obtained.
4. **Q**: What happens if a parent takes on a supervisor/team captain role as a deputy?
   A: If this is just a once off and no overnight stay is involved then a DBS check is not required. The flowchart should otherwise be used to determine whether a DBS check is required.
5. **Q**: What happens if a Junior Player (under 18) is playing in an Adult Team, does the supervisor / team captain require a DBS check?
   A: If the supervisor / team captain is responsible for teaching, training, driving, instructing, caring or supervising children on more than one occasion then the captain is eligible for a DBS check. The flowchart should be used to identify the correct level of DBS check.
6. **Q**: If an older Junior Player is a Team Captain do they require a DBS check?
   A: They should be treated the same as any other Captain in respect of DBS eligibility. You can get a DBS check from the age of 16.
7. **Q**: What happens if a captain changes mid-season or before the season?
   A: The flowchart above should be used to assess if a DBS check is required.

NB – It is for the Venue or County (whoever is responsible for appointing the Team Captain) to ensure the correct level of DBS check by considering each role using the flowchart.

If in doubt, please contact the LTA Participation Support Team.