Safeguarding at events, activities and competitions

LTA Best Practice Guidance [approved 08/05/2026]

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Introduction

Children (U18) and Adults at Risk have a right to enjoy tennis and events, activities and competitions should be planned and provided with an emphasis on the importance of child safety and well-being. Organisers have a responsibility to take all reasonable steps to ensure that the tennis environment is as safe as possible.

Although incidents of serious poor practice and abuse can arise during events, the majority of issues are usually low-level concerns associated with general practicalities such as accommodation, meals and transportation.

Low-level concerns can escalate if not addressed and resolved properly. Organisers need to be prepared to respond sensibly and appropriately should any concerns arise. Concerns about children can come to light in a variety of ways:

- Observing worrying behaviour by a child or adult
- Someone reporting that they have seen or heard something concerning
- Information being shared (e.g. from the police or LTA) which indicates that an individual involved in the event may represent a risk
- Concerns coming to light during recruitment processes
- A child disclosing to another person about something that is worrying them

The principles and learning in this best practice guidance can be applied to all types of tennis events.

Section A: Basics

Key roles at events

Event Organiser

This is the person assigned responsibility for organising and overall running of the event.

Within a tennis club, this person may be someone from the committee, club management or head coach. This person should have undertaken at least basic safeguarding awareness training.
Responsibilities include:

- being ultimately responsible for safeguarding, health and safety matters, and the duty of care towards participants and the event staff team
- appointing a suitable person to take on lead safeguarding responsibilities for the event
- in partnership with the event safeguarding lead, ensuring that an event safeguarding plan (see below) is developed, promoted and effectively implemented; where this constitutes existing organisational policies and procedures, ensuring that all aspects of the event are adequately addressed
- undertaking or delegating a pre-event risk assessment, including site facilities
- ensuring planning includes:
    - staffing levels and safe recruitment
    - medical/first-aid provision
    - details for local medical, police and children's social care/social services
    - registration and consents arrangements
    - sign up to codes of conduct for participants and event staff.

Lead for safeguarding at the event

This is the person with lead responsibility for safeguarding. Within a club this is likely to be the existing designated safeguarding person, e.g. the club welfare or safeguarding officer. At an LTA competition, this person will be the Referee or Tournament Director. This person should have undertaken at least basic safeguarding awareness training.

Responsibilities include:

- being responsible for safeguarding participants and other young people at the event
- developing, promoting and implementing the event safeguarding plan
- undertaking a pre-event risk assessment, including site facilities
- receiving, responding to and managing any safeguarding issues that arise at or following the event
- Reporting any concerns to the relevant authorities and LTA Safeguarding team
- ensuring that all event staff and volunteers understand their safeguarding responsibilities and know how to respond if concerns or allegations arise at the event
- providing pre-event safeguarding training/briefings for staff and volunteers
- ensuring that all parental registration, consents and medical information have been received before the event
- if relevant, ensuring an appropriate event level of security at the venue to prevent both unauthorised persons gaining access and participants going missing
- ensure that all participants, staff and volunteers have signed up to the relevant codes of conduct and principles of participation (linked to the appropriate complaints/disciplinary procedure)
- having contact numbers for local statutory services (including medical, social care and police numbers – these can be found on your local authority/police website), LTA Safeguarding Team, and for the local authority designated officer (LADO) in England

Other event staff, coaches and volunteers

Staff and volunteers should have:

- completed as a minimum the LTA online safeguarding training

- understood their safeguarding responsibilities and what to do in the event of a safeguarding concern arising
- familiarised themselves with the event safeguarding plan and appropriate lines of communication
- read and signed up to the relevant event code of conduct
- completed a satisfactory criminal records check (where needed)

Creating a safeguarding plan

The event safeguarding plan outlines the safeguarding guidance for the event. It draws together a wide range of safeguarding information into one document or folder.

For smaller events (such as internal club run competitions or events with less than 20 competitors), the event safeguarding plan may comprise the relevant club/organisation safeguarding documents (such as the safeguarding policy, codes of conduct etc), which are collated and checked to ensure they meet the event requirements.

At larger events which involve more than one club, we recommend creating a specific event safeguarding plan, which sets the minimum operating standards for all participating individuals and clubs/organisations. Participating groups, clubs, organisations or teams should sign an agreement confirming their understanding of and compliance with these safeguarding requirements. The plan will also reflect event organisers' responsibilities to take immediate action and for ensuring communication (e.g. with the LTA, police or local authority) should an incident arise.

Preparation for an event may take months of planning and it is important that organisers fully incorporate safeguarding throughout this process. All staff and volunteers are expected to read, understand and implement the requirements set out in the event safeguarding plan.

All safeguarding plans aim to:

- minimise the risk to players and team staff
- encourage the enjoyment of all involved
- maximise the opportunity for children and young people to participate to the best of their ability.

Safeguarding policy and procedures

Any organisation providing activities for children (or vulnerable adults) should have a safeguarding policy and procedures in place. A policy sets out the organisers' commitment to keeping children, young people and vulnerable young adults safe, and how, in broad terms, they will do so.

The event safeguarding plan describes how this policy and procedures will operate in the context of the specific event.

Tennis venues and county associations should ensure that their policy and procedures link to and comply with requirements of LTA.

Information for participants, parents, staff and volunteers

It is essential that everyone at an event can access safeguarding information in a suitable format. Everyone should be clear about:

- how they are expected to behave at the event
- their safeguarding responsibilities, including a duty to report concerns
- the kinds of concerns that will require a response
- to whom and how concerns should be reported, including use of the incident report form
- sources of support

Section B: Creating a Safe Environment

Codes of conduct

Codes of conduct help individuals to understand their organisation's expectations of them, and provide a benchmark for identifying inappropriate behaviour.

Everyone involved, whether child, parent, member of staff or volunteer, should be fully aware of the expectations upon them and agree to abide by and sign up to the code of conduct relevant to them

Organisers should develop a code of conduct that:

- outlines expected good practice at an event
- be written in language appropriate to the group / age to which they apply
- create an environment in which bullying, verbal abuse, racism, sexism and any form of discriminatory behaviours are not tolerated
- gives clear guidance about when behaviour might be considered to be inappropriate in a relationship between adults and young people
- gives specific guidance about arrangements for personal or intimate care tasks for very young or disabled children who are additionally vulnerable to abuse
- sets out how any breaches to codes will be managed

When developing codes of conduct, organisers should consider:

- behaviour (including bullying) and personal conduct
- personal appearance
- use of electronic devices for communication
- attendance
- consumption of alcohol
- smoking
- illegal and performance-enhancing drugs and substances
- sexual activity between young people
- sexual activity between adults and young people (abuse of positions of trust)
- breaches of codes of conduct, complaints and disciplinary procedure
- sanctions

Principles of participation

Children and young people

While these principles mainly apply to players, it is important that parents/carers, staff and volunteers are also aware of and promote them:

- you have a right to enjoy the event.
- treat others with the same respect and fairness that you would like to be shown
- display good sportsmanship, honesty and respect whether you win or lose
- learn to challenge yourself and improve social skills
- take responsibility for your actions, calling scores and lines clearly and fairly even if it costs you the point
- learn and follow the rules and be a role model to others
- respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others
- appreciate that all participants bring something valuable and different to the event
- show patience with others
- challenge discrimination and prejudice
- do not engage in or condone bullying of any sort
- look out for yourself and the welfare of others
- do not take part in any irresponsible, abusive, inappropriate or illegal behaviour
- be organised and be on time
- take time to thank those who help you take part, whether your family, coach, club or teammates

Adults working/volunteering at events

A code of conduct for staff and volunteers at any sports event should include these four principles:

- Staff/volunteers working must respect the rights of children, young people and adults at risk, promoting their welfare and their individual needs.

- Staff/volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage with participants in behaviour that is abusive or inappropriate. They must respond to any concerns about a child's or adult at risk's welfare, and work in partnership with other organisations in the child's best interests.

- Staff/volunteers must demonstrate proper personal/professional behaviour at all times, promoting positive role models for the children, young people and adults at risk they are working with. Staff must ensure that children, young people and adults at risk are provided with a safe environment which maximises benefits and minimises risks to them.

- All staff/volunteers 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.

Find more information about Fair Play at www.lta.org.uk/play/the-basics/fair-play/

Mixed age events

Mixed aged activities involve players under the age of 18 competing with or against adults, or with or against children of different ages. Event organisers have a responsibility to promote the safety and welfare of players, and this extends to assessing the potential risks associated with mixed-aged events.

Key issues to consider and address

Regardless of a young person's size or ability, their status and potential vulnerability as a young person must be taken into account. As well as more obvious factors such as the physical implications of mixed age participation, there are a number of other specific issues (outlined below) that need to be taken into account with mixed aged events.

These should be discussed and agreed with the player, their parents/carers and the event organiser before the event. We recommend having a written agreement covering all arrangements to be shared with all involved.

Physical safety

- An assessment of the possible risks to a young person in engaging in the activity with older players should be undertaken.
- It is not appropriate or safe to make judgments based solely on a young person's age. Rates of both physical and emotional development can result in significant differences. For example, the size, maturity and technical competence of one fourteen year old may be substantially different to another fourteen year old.
- While some young people may be able to compete physically/technically with older players, they may struggle with other aspects of involvement (e.g. the way in which the competitive ethos is expressed or demonstrated by adults, particularly in defeat; adult humour and language; social aspects of the sport; etc) in a way that adults may not.

Supervision

- Ensure that adequate arrangements have been made for the young person to be supervised by an appropriate adult before, during and after the event – including free time.
- Adults who are supervising children on a trip should at all times be aware of their responsibilities in environments where alcohol is present
- Children should not be allowed to consume alcohol under any circumstances

Changing/showering arrangements

- Arrangements should cater for the needs of a single young person amongst a larger group of adults
- It may be necessary to consider gender neutral facilities or separate changing/showering arrangements for young people – this could include them using the same facilities but at slightly different times to the adults, or allowing them to change and shower at home.
- Many young people are particularly sensitive about undressing or showering in front of others, regardless of whether they make this known or not.
- If a child feels uncomfortable changing or showering in front of others, no pressure should be placed on them to do so.

Travel and sleeping arrangements

- When events are held away from the club, or involve overnight stays, arrangements need to be made to ensure the well-being of the young person
- Please refer to Section F – Overnight Trips for more information on this

Codes of Conduct

- All participants, coaches and staff should understand the implications of young people being involved in the activity

- All adults and young people should sign up to relevant codes of conduct that cover issues like appropriate language, behaviour (e.g. alcohol, smoking, relationships between young people and adults or other young people etc.) – see Section B for more information on this

Raising a concern

- Everyone involved in the event should be aware how to raise a concern or complaint and to whom
- Check link at Safeguarding - Tennis West of Scotland (tenniswos.co.uk)

Pre-event risk assessment

Assessing the risks at any event is absolutely essential, even if the event has been successfully run before. The principles outlined in the following information apply to any event, but you will need to assess the relevance for your particular activity in terms of scale, venue and locality, participants, staff, volunteers and so on.

Establish whose responsibility it will be to undertake risk assessments of which elements of the event. Certain organisations such as the tennis club, school or local authority may have their own risk assessment procedures, and it is sensible to check these against this guidance.

Some of the key issues to consider are:

- venues, facilities and equipment, including accessibility
- ratio of supervisors to children/young people
- one-to-one contact
- changing room supervision
- transport
- health and safety
- communication
- manual handling
- photography

Ratios of adults to children

In planning and running events for children, it is important to consider the appropriate supervision ratio of adults to players. This will minimise any risks to players, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents arising. You should consider supervision levels for all parts of the event, including travelling to and from it, non-competition periods and down time.

Anyone undertaking the supervision role should have been recruited and vetted (DBS check) for suitability, and understand their role and responsibilities. The ratio of supervisors to children/young people will depend on a number of factors:

- age of players
- gender
- behaviour
- abilities within your group
- nature and duration of activities
- competence and experience of staff involved
- requirements of location, accommodation or organisation
- any special medical needs
- specialist equipment needed.

The LTA recommended ratio levels for trips and events are:

- 2 adults for every 8 children aged 10 and under
- 2 adults for every10 children aged 11 and over

Regardless of the overall supervision ratio agreed, at least two adults should be supervising children/young people at all times. If the group of children is male and female, there should be male and female adult supervisors.

Supervising comfort breaks and toilet ratios

Adults who haven't previously volunteered and haven't had the necessary vetting checks, should not be left alone with children or take them to the toilet unaccompanied. It may therefore be a good idea, in larger groups of children, to encourage bigger groups to take a comfort break together.

If the group has children of mixed genders, there should be at least one responsible adult of each gender supervising visits to the toilet.

Adults should not enter the toilet cubicle and should remain outside until the child is finished.

Emergencies

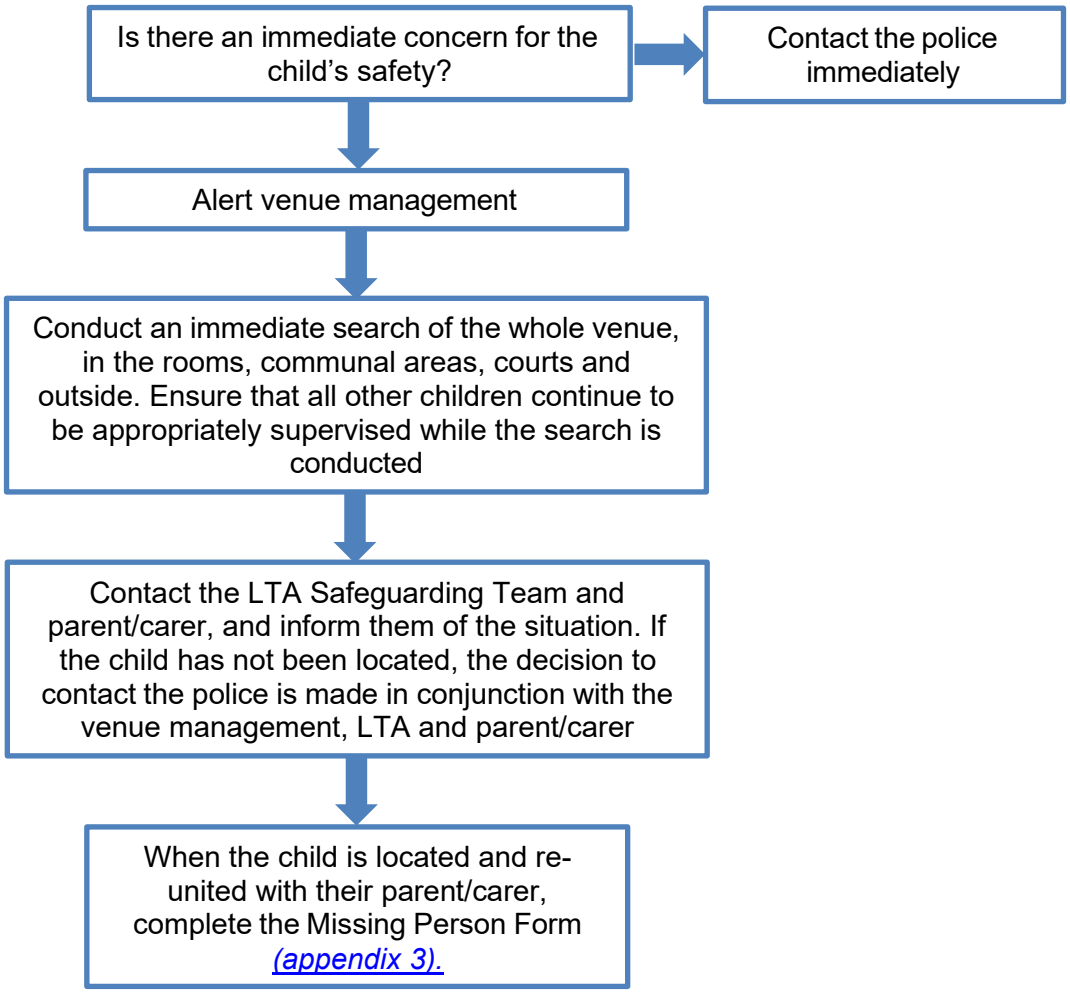
In the event of a medical emergency involving a player, the emergency services should be contacted on 999 and their instructions followed.

If a player is required to leave the site (for example, they have to go to hospital), one of the supervising adults should take them, leaving the second adult behind to supervise the other players.

Missing players

Children do sometimes go missing during events. It is therefore essential that event organisers have procedures in place to provide clear guidance on how staff and volunteers should respond in these circumstances.

When a child is reported missing, you should generally allow a maximum of 20 minutes before calling the police.



Registration

Organisers should have a system in place to track the number and name of any children and young people for whom they are responsible at any point during the event. This is vital if someone is injured or if there is a major incident, such as a fire, when you need to account for everyone.

For smaller events (such as internal club run competitions or events with less than 20 competitors), it is essential that organisers make their expectations clear at the outset, e.g. whether or not younger (or all) children need to be accompanied and supervised by a parent or other suitable adult at any time.

You should clearly state on posters at all entrances to the event that parents (or Team Captains at team based events) are responsible for leaving, registering and collecting their children and/or promote this in any pre-event publicity, posters or flyers. **Responsibility for care of children must be clear at all times.**

The person with overall responsibility for the event (or a nominated representative) must undertake registration prior to the event starting.

Your registration process should be clearly documented in your event safeguarding plan and allow sufficient time (and personnel) to ensure it is undertaken efficiently and effectively.

Consent and medical information

Organisers should be aware of any specific medical conditions of children and young people, including any allergies.

Organisers should ensure that written consents and details of any medical conditions have been obtained from parents/carers of children in advance of the event.

Consents need to cover all relevant aspects of the particular event. In some circumstances, you may simply need to ensure that existing consent forms (e.g. an annual registration/consent form used by many tennis clubs) cover all aspects relevant to the event and activity. However, for other events you may need to produce specific consent forms.

Security at the event

Identification

You should provide all event staff (and, at larger events, all participants) with identification that includes their photograph (where practical).

Ideally, all specific staff groups or teams (e.g. coaching and transport staff, event organisers and volunteers) should wear colour-coded shirts or branded kit to aid identification.

Communication

At larger events you should provide two-way radios for general communication purposes.

You must provide all personnel with a list of relevant contact numbers.

Section C: Roles and Responsibilities

Recruitment, employment and deployment of staff and volunteers

When recruiting and selecting staff and volunteers who will be entrusted with the care of children or young people, it is of paramount importance that you take care to ensure their suitability to work with children.

Your recruitment process should include:

- writing a clear job description (listing all the tasks involved) and a person specification (the skills and qualities required)
- conducting an interview (or at least a face-to-face meeting)
- considering employment history, including paid and voluntary roles
- checking appropriate technical qualifications
- undertaking criminal record checks (where posts are eligible)
- obtaining and taking up references, both professional (ideally about the applicant's experience of work with children and young people) and personal references prior to commencement of role

Promoting safe recruitment practices for your event will deter some inappropriate individuals from applying for a post with you.

Where organisers, tennis clubs, teams etc are using existing staff and volunteers, you should obtain assurances that they have been subject to a robust recruitment process, as identified in your event safeguarding plan.

Coaches

When using coaches within an event, we strongly recommend using LTA Accredited Coaches. Please note that there is a difference between qualification and accreditation:

Is LTA Accreditation the same as LTA Qualified?

No, LTA Coach Accreditation is the LTA's professional membership scheme for qualified tennis coaches.

In order to coach tennis, you must have a valid coaching qualification. LTA Accredited Coaches have a valid qualification and have also met a number of criteria which aims to ensure they are safe to practice and committed to their career as a tennis coach. It also means that they are regulated by the LTA and subject to our rules and procedures.

How do I know if a coach is Accredited?

Accredited Coaches are able to download and print a certificate from the LTA website proving their Accreditation status. The certificate shows the dates of the accreditation period, as well as the date on which the certificate was printed. You can also use the Find a Coach tool or call the LTA directly on 020 8487 7000.

Responsibilities of staff and volunteers

All staff and volunteers at events should be aware of their responsibility to safeguarding. As a minimum they should:

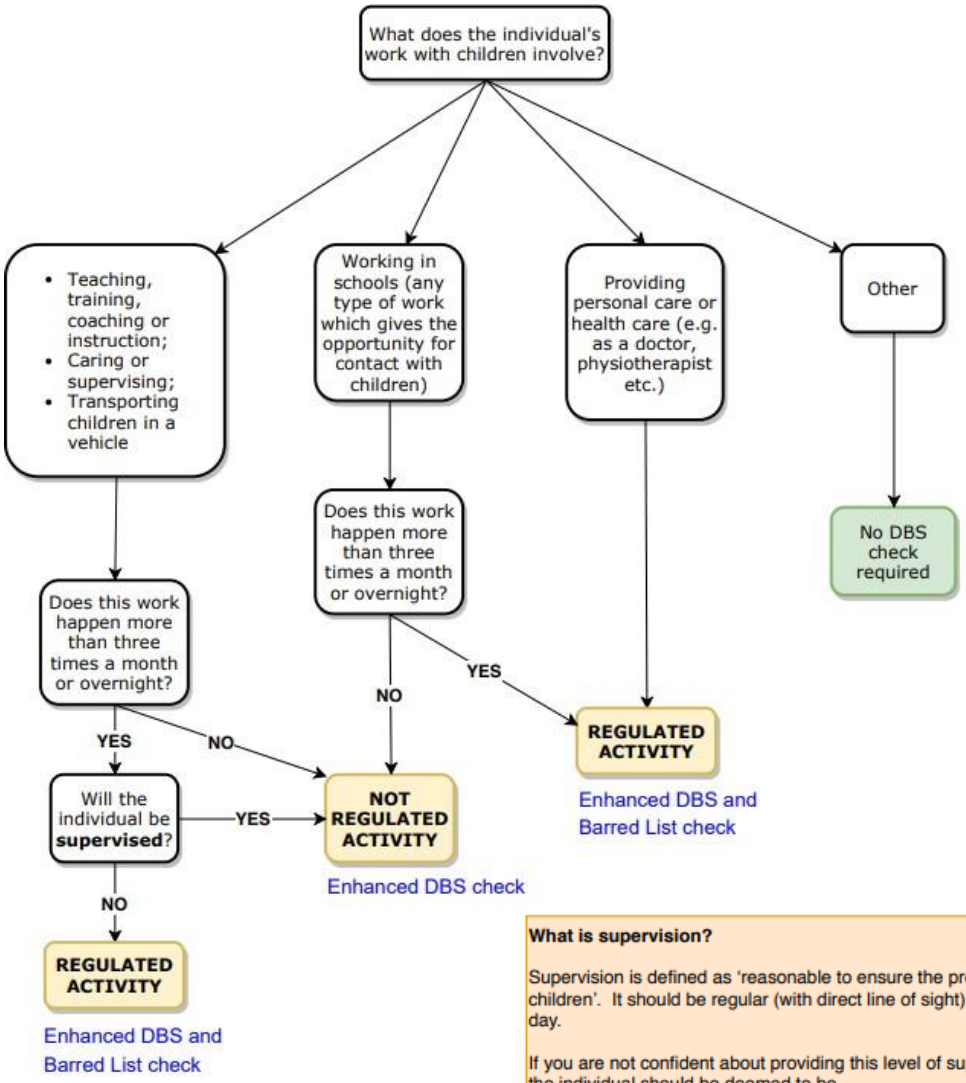
- demonstrate a commitment to promoting the interests, rights and welfare of young people
- read and signed up to the relevant event code of conduct
- know what to do if they have a concern
- familiarised themselves with the event safeguarding plan and appropriate lines of communication
- have satisfactory DBS check (if required – see below)

DBS Checks (or PVG Scheme in Scotland)

Eligibility

The minimum age at which someone can apply for a DBS check is 16 years old.

If someone is considered to be in 'regulated activity', it is a legal requirement for them to complete an Enhanced DBS check with the Barred List prior to starting work. If someone is working with children, but is not in regulated activity, an Enhanced DBS check can be requested however there is no legal requirement. The flowchart below sets out when a DBS is or is not required.



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.

Exceptions
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 event organiser (or club/county association) to take on a specific role which involves them working with children, then a DBS check would be required.

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

Section D: Responding to Concerns

Responding to concerns

If a child tells you that he or she is being abused:

- react calmly so as not to worry, alarm or deter them
- reassure them that you are glad that they told you
- don't promise to keep it to yourself – explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- listen to what the child or young person says and take it seriously
- only ask questions if you need to clarify what the child is telling you – don't ask the child about explicit details
- don't ask leading questions, e.g. "Did Sam hit you?"
- make a detailed record of what the child has told you and don't delay passing on the information.

It is not your responsibility to decide whether a child is being abused, however you have a duty to act on your concerns. Make a detailed record of what you have seen or heard (preferably using the Reporting a Concern Form), but don't delay passing on the information to the appropriate person in line with your event safeguarding plan.

Your written information should include:

- the name of the child or young person about whom there are concerns, noting any disability or special needs (e.g. communication/language) they may have
- the nature of the concern, suspicion or allegation
- a description of any visible injury or other physical or behavioural indicators, taking care to be as accurate as you can, e.g. is the bruise on the right- or left-hand side?
- the individual's account of what has happened (whether they are the person to whom it happened or the person reporting it)
- dates, times and any other factual information, including details of the person suspected or alleged to have harmed the child
- the distinction between fact, opinion or hearsay

If concerns about alleged or suspected abuse come to the attention of event staff or volunteers, players, club members, parents/carers or friends of a player, they should inform the safeguarding lead at the event (or the LTA Safeguarding Team if they are unavailable) and make a detailed note of what happened. Where there is an immediate concern for the safety or wellbeing of a child, the police/local authority should always be contacted.

The Safeguarding Lead at the event should:

- contact the LTA Safeguarding Team
- talk to the child's parents/carers about the concerns (if there are no indications that they may be involved or responsible for the concerns) as there could be an obvious explanation such as a bereavement
- contact local authority children's social care or adults' safeguarding services to refer the concern or seek advice or, in an emergency, the police
- if the concern relates to a member of staff or volunteer, contact the local authority designated officer (LADO) in England

- make a detailed note of what has been reported, and what actions have been taken and agreed

Allegations against staff or volunteers

Any allegations/concerns about abuse of children and young people by staff/volunteers must be reported to the person with designated safeguarding responsibility at the event and/or the event organiser who will refer the situation to the LTA Safeguarding Team and local statutory agencies.

The event organiser will have overall responsibility for deciding if the individual should remain at the event or be sent home. Children's social care or adults' safeguarding services or the police will advise as to who should contact the child's parents/carers.

Allegations or concerns about poor practice (rather than abuse) by event staff or volunteers should also be reported to the person with lead safeguarding responsibility or the event organiser who will take steps to inform the LTA Safeguarding Team.

Whistleblowing

Staff or volunteers involved in your event must have the confidence to come forward to speak or act if they are unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing by staff or volunteers, within their organisation.

Whistleblowing can involve sharing potentially vital information about health and safety risks, environmental factors, fraud, harm of children or vulnerable adults, covering up for someone and more.

In the context of events, the behaviour or attitude of someone towards a child or young person may raise concerns. If this person is a coach, teacher or manager, it may be difficult for someone of perceived lower status (e.g. a new volunteer) to have the confidence to say anything. However, it is essential that concerns are reported and acted upon as soon as possible. Whistleblowing guidance should include details of agencies outside of Tennis who people can report to (such as the NSPCC).

Section E: Additional Vulnerabilities

Deaf or disabled participants

It is important to recognise that deaf or disabled children are more vulnerable to all types of abuse than other young participants. Reasons for this include:

- increased likelihood of social isolation
- fewer outside contacts than children without a disability
- dependency on others for practical assistance in daily living, including intimate care
- impaired capacity to resist, avoid or understand abuse
- speech and language communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- their particular vulnerability to bullying

Key steps to safeguard and protect disabled young people

Everyone who will be responsible for or in contact with disabled children and young people should appreciate and understand their increased vulnerability and additional needs.

In consultation with the young person and their carer(s), consider:

- use of language and appropriate communication methods, including signers or interpreters when appropriate
- access to sports (and non-sport) facilities, transport and accommodation
- adaptations needed to coaching practices, equipment and activity
- increased supervision ratios during all parts of the event, including any specialist support required, e.g. chaperones
- relevant training, information or other learning opportunities and support for staff and volunteers
- what information is required about the young person's impairment or disability, or any medication they may require
- how the young person will understand and be able to access means to express any safeguarding concerns that arise, including poor practice and bullying.

Additional considerations include:

- Are changing and showering facilities at the venue appropriate for wheelchair users or others with physical impairments – in terms of both physical access and privacy?
- Is information about all aspects of the event provided in an appropriate and accessible format for disabled participants?
- Are all forms of transport to be used, and all routes around, within and between the venue and accommodation, fully wheelchair accessible and reasonable for young people with a range of mobility impairments?
- Have issues of privacy been addressed when carers need to assist with a young person's personal care in a public changing area?
- Do venue changing facilities and toilets have all the required adaptations and equipment, e.g. for players with a spinal injury?

Children from ethnic minority groups

When running or taking part in any event or competition, it is important that you take account of the diversity of participants and avoid making assumptions about cultural or language differences.

Your code of conduct should cover discrimination and the need to challenge any discriminatory remarks or behaviour, but you need to bear other considerations in mind.

Vulnerability

Children and young people from ethnic minority communities can be additionally vulnerable to abuse because of:

- increased likelihood of social isolation due to language or cultural differences
- stereotypes and prejudicial assumptions can lead to abuse not being detected or being misinterpreted
- language/communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- particular vulnerability to bullying

Key steps to safeguard and protect children and young people coming from ethnic minority groups

- Take account of religious festivals or daily practices and (depending on your participants) avoid holding events that may clash with these.
- Check with your participants in advance and take account of any dietary requirements.
- Ensure communication about what to do in the event of concerns is made readily available in appropriate formats/language

Technology and media

Social networking, mobile phones and the internet

Organisers are increasingly using e-technology and social media as an integral part of larger events to:

- engage with staff, volunteers and participants
- promote the event to the wider online community
- provide and receive live feedback
- publicise successes
- generally support the event

Many individuals accessing this information are young people, so it is important that organisers recognise, consider and address the potential safeguarding concerns associated with e-technology before systems go live.

Potential risks to consider include:

- cyberbullying
- sexting
- misuse of texting and social media to identify, contact or groom children and young people for abuse

Event organisers therefore need to ensure that these risks are addressed in their safeguarding plans and codes of conduct for adults and young participants.

Social Media Statement (template example)

Event organisers should distribute this social media statement to parents of children on the event, ask them to discuss this with their children, complete and then return.

[Organisation name] recognises the importance of social media for children and young people's development. However, we recognise that relevant safeguards need to be put in place during any trip and/or competition to help keep children and young people safe whilst online or using social media.

We therefore ask that all parents/carers read through and discuss this statement with their child and then sign and return this form to [insert name of event organiser / event safeguarding lead] at [insert name of event / organisation].

- I will be responsible for my behaviour when using the internet and social media, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to [insert name of event organiser / event safeguarding lead].
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- I understand that all my use of internet and social media is potentially visible to everyone in the online world and that any issues involving my behaviour may be addressed by [insert name of event organiser / event safeguarding lead].
- I will not give out any of my personal information such as name, age, address or telephone number online.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online.
- I understand that these rules are designed to keep me safe and if they are not followed my parents/carers may be contacted.
- I will avoid using my mobile or smartphone during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact [insert name of event organiser / event safeguarding lead]
- I know I can also contact Childline on 0800 11 11 if I have any worries about something I've seen or experienced online.

We have discussed this statement and..... (*insert child's name*) agrees to support the safe use of the internet and social media at..... (*name of the event)*

Parent/carer name:	
Parent/carer signature:	
Date:	
Child's name:	
Child's signature:	
Date:	

Photography (including video)

Before taking photos

- The individual intending to take the photographs must have authorisation to do so from the event planners, venue management and any other key stakeholders
- Children and their parents/carers must be informed how, where and for how long the photo will be used and provide their written consent (using the Consent and Emergency Contact Form (see appendix 4)) for the photography to take place.

When taking photos

- Children should be informed who is taking the photos and be introduced to them
- Children should be fully and appropriately dressed for the activity
- Children should be shown engaging in tennis and positively reflecting their involvement in the activity
- Any children whose parents have not given consent for them to be photographed should be easily identifiable (for example, by wearing a sticker) without being excluded from the tennis activities
- Photos should be of a group of children or adults where possible
- Photos should be representative of the diversity across tennis, with regard to age, gender, gender alignment, ethnicity and disability

When publishing photos

- Do not include the full name of a child whose photo is being used. If naming a child or group of children, only use their first names, as this will reduce the risk of inappropriate or unsolicited attention
- Avoid including other identifying information about children (such as their school, friends and other hobbies and interests as this information can be used by others to identify them)
- Be clear about how and for how long photos will be securely stored
- Report any inappropriate content to the LTA Safe and Inclusive Tennis team as soon as possible

Section F: Overnight trips

Accommodation

Event organiser should make enquiries with hotels/accommodation providers (such as universities) well in advance of the event to establish their policy on children having their own room.

Under no circumstances can an adult (18+) other than the parent or carer stay in the same room as a child. Players should not share a bed and male and female players should not share a room. It is acceptable for children of a similar age and the same sex to share a room. Adult supervisors should stay in a room on the same floor and as close to the child's room as possible.

Hotels can raise particular challenges for those responsible for groups of young players, due mainly to the possible interaction with other paying guests, and the availability of bars and other facilities.

You should:

- where possible, visit the accommodation beforehand to assess risks, ask questions, negotiate with the managers and gather information
- ensure players are not spread across the hotel, e.g. negotiating the use of all rooms on a particular floor
- use separate sets of rooms used by male from those used by female players
- check wheelchair accessibility if required; discuss providing a carer with the young person and their parents.
- ensure any disabled players, staff, etc. have access to all parts of the hotel and all areas within the allotted bedrooms, particularly wheelchair users for whom the height of the bed may be a factor
- check accommodation is suitable for players who are visually or hearing impaired, or have mobility difficulties
- check if players have specific cultural requirements
- ensure players cannot access inappropriate TV programmes and online content if rooms are fitted with televisions and Wi-Fi
- assess the access to and use of facilities, including bars, restaurants, pools, gymnasiums, TV/ games rooms, the internet and so on
- consider any additional supervision levels required, particularly during down time or free periods
- negotiate with hotel security about young people leaving the premises
- set players very clear guidelines on their expected behaviour at the accommodation
- maintain details of which players are using which rooms
- establish fire and other emergency arrangements, including access to players rooms
- establish arrangements for meals, arrivals and departures.
- brief everyone on fire procedures and exits; tell accommodation staff if any room is occupied by someone with difficulties responding to alarms.
- tell players how to contact staff, including which rooms they occupy and room telephone numbers

Information for parents and carers

The paperwork you prepare for parents and players should give them as much information as possible. For trips where players are staying overnight, this will need to be more comprehensive and include:

- objectives and purpose of the trip
- name and contact number of the organiser
- names of all staff and volunteers
- name and contact number of the person acting as the home–club contact
- details of transport to and from venue and during the trip
- details of accommodation with address and contact number
- itinerary, which should give as much information as possible, particularly the type of activities (competition, training, educational/social) and an indication of any unsupervised free time
- kit and equipment list emergency procedures and telephone contact
- code of conduct
- safeguarding children procedures and/or vulnerable adult procedures
- estimated cost (final costs will depend on the number of athletes participating, so you may need to indicate that the cost could vary up or down)
- date for paying a deposit to book a place and details of whether there are any circumstances under which the deposit is returnable
- schedule for settling the balance
- spending money
- expectations around the use of mobile phones or social networking sites
- details of insurance cover

Using mobile phones, email and social media

Increasingly clubs and event organisers use e-technology and social media (e.g. Facebook, Twitter or blogs) to promote events, provide live comment and communicate with participants and staff.

However, you should clarify your expectations of participants and adults involved in trips with regard to their use of these electronic media.

Unsupervised time

There are often situations where athletes may not be directly supervised, such as returning to hotels or bases after events, shopping trips or during social visits. Unsupervised situations may arise at competitions or training camps with older athletes, or may be part of your planned programme.

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.

If using remote supervision, the group leader must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised.

Time limits should be clear to everyone and not too long. Youngsters should not be on their own, but in groups of at least three.

They should know:

- where and how to contact a member of staff
- where they are staying, including the telephone number

They should have:

- some money
- some form of identification
- maps, plans and any other information for them to act effectively and safely
- an understanding of any areas that are out of bounds
- at least one mobile phone between members of each group.

It may help for one or two members of staff to establish an informal group base (such as in a central square, park or café), so that they are easily available and young people can check in with them.

Assessing the risks

No amount of planning can guarantee that a visit or overnight trip will be totally incident free, but good planning and attention to safety measures can reduce the likelihood or seriousness of any incidents.

Formally assessing potential problem areas is central to ensuring that you have appropriate procedures in place for all activities and stages of a trip. Your assessment should aim to prevent the risks or reduce them. You must not place children and young people in situations that expose them to an unacceptable event level of risk; your prime consideration must always be safety.

You should base your risk assessment on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable event level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

We strongly recommend a pre-trip visit to check many of the above points. Although good practice, this may sometimes not be practical, but you can always write to the sports venue and accommodation to ask for specific information for your risk assessment. You can also seek references from other clubs or schools that have used the same facilities.

You should also establish how many staff you will need at all times to supervise the group adequately on your trip. There should be a minimum of two members of staff on all trips and if the group of children is male and female, the members of staff should be male and female.

Transportation

We advise that parents in the first instance are responsible for transporting their children to or from tennis venues and events. It is reasonable to place responsibility on parents for ensuring appropriate transport arrangements are made.

Sometimes it may be necessary for venues to transport a number of children for team based events or activities, such as County Cup. In such a situation, the event organisers should ensure that:

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents complete, sign and return a Consent and Emergency Contact Form (see appendix 4). The supervisors should have a copy of this with them at all times
- There are two adults in the car
- Children are seated in the back of the vehicle at all times
- There is an established procedure in the event of a breakdown/emergency
- The driver has a valid UK driving licence, satisfactory DBS check (if applicable), correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints
- Rest breaks are taken every two hours of driving
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence (more information on this here).

Emergency procedures

First aid

Your group organiser should know how to contact the emergency services and have access to first-aid provision in a suitable first-aid box.

When assessing minimum first-aid requirements, you should consider:

- numbers in your group
- nature of activities
- possible injuries and how effective first aid would be

Medical conditions and medication

Organisers should be aware of any specific medical conditions of children and young people, including any allergies.

Staff have a duty of care to make sure that those young people in their charge during a trip remain safe and healthy. Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

On-site procedures

If an emergency occurs on a club trip:

- establish the nature of the emergency as quickly as possible
- ensure group members are safe and looked after
- establish the names of any casualties and get them immediate medical attention
- ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures
- ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times
- notify the police if necessary
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident; date and sign your record with your full name
- complete an accident/incident report form as soon as possible
- ensure that no one in the group discusses legal liability with other parties
- ensure appropriate insurance cover is in place

Event safeguarding checklist

	Complete
Basics	
Does someone at your event have lead responsibility for safeguarding?	
Do you have a safeguarding plan for your event?	
Do you have robust policies and procedures in place?	
Creating a Safe Environment	
Do you have codes of conduct and principles of participation?	
Have you completed pre-event risk assessment?	
Have you confirmed the ratios of supervisors to children at the event?	
Do you have plans in place in case a child goes missing at your event?	
Have you arranged registration and consents for all participants?	
Do you have all relevant medical information?	
Have you arranged security at your event?	
Roles and Responsibilities	
Have you considered recruitment, employment and deployment of staff and volunteers?	
Are all staff and volunteers aware of their safeguarding responsibility?	
Are all the relevant people DBS checked?	
Responding to Concerns	
Do you know how to recognise and respond to concerns?	
Do you have procedures in place for whistleblowing?	
Additional Vulnerabilities	
Have you considered young people with additional vulnerabilities?	
Have you thought about the role of technology and social media?	
Have you received completed social media statements for participants?	
Travel and Overnight Stays (if applicable)	
Have you planned for any overnight stays effectively?	
Have you communicated effectively with parents, carers and players?	
Have you assessed potential risks?	
Have you considered and assessed transport plans?	
Do you have plans for emergency procedures in place?	
Do you have appropriate supervision of children and young people?	
Have you considered all aspects of accommodation and catering?	

Glossary of terms

Adult: anyone over the age of 18

Adult at Risk: someone who is aged 18 or over who is experiencing, or is at risk of abuse or neglect, has care and support needs and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

Child: anyone under the age of 18

Safeguarding children: 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.

Safeguarding adults at risk: enabling individuals to achieve the outcomes that matter to them in their life; 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 wellbeing, 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.

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 to take part in abusive 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 or 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 in danger, or exploited. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Neglect: the persistent failure to meet a child/ 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 education, adequate food, clothing or shelter;
- protect a child/ adult at risk from physical or emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- 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 due to maternal substance abuse.

Radicalisation, extremism and terrorist behaviour: Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

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.

Appendix 2

Risk Register template

(Please note this document is best used with the page orientation set to landscape)

Accountable Person:	
Risk Tracker:	
Date Approved:	

Venue/Location:	
Event/Activity:	

	Risk	Who at risk	Risk level	Controls	Revised Risk level
1	Transporting U18's to County Cup	Junior Players Coaches Driver		• Driver has appropriate insurance and driving licence • Vehicle inspection completed and MOT passed • Parental consent obtained for transport to take place • Emergency consent forms completed • Medical and dietary information obtained • Minimum of two adults in vehicle • Rest break taken every two hours of driving • Coaches LTA Accredited	
2	Club photography at social event day	Photographer Children Club		• Photographer has been approved through club committee • Photographer has signed a code of conduct/contract • Parents informed about photography and consent for images to be taken obtained • Children who are not to be included in any imagery are clearly identified by a red sticker on their t-shirt so the photos can be filtered out • All children introduced to photographer and told that photos will be taken	
3					

Appendix 3

Missing child form

Details of the lost/missing child

Name	
Date of birth	
Hair colour	
Eye colour	
Description of clothing	
Ethnicity	
Time and place last seen	
Time event staff informed	

Details of the parent, guardian or carer

Name		
Contact details	Phone: Mobile:	Email:
Address		

Action taken		Time
Event staff informed		
Police informed		
Other		

Reunification with child

Time found	
Location found	
Visible injuries?	
Other relevant information	

Finding a child

Details of the found child

Name	
Date of birth	
Hair colour	
Eye colour	
Description of clothing	
Ethnicity	
Any medical requirements?	
Visible injuries?	
Other relevant information	

Details of the Adult handing the child or young person over to Event Staff

Name		
Contact details	Phone: Mobile:	Email:
Address		

Details of Event Staff responsible for the child or young person

Name of Event Staff	
Time child or young person handed to Event staff	

Action taken		**Time**
Event security informed		
Police informed		
Other		

Details of the Adult collecting the child or young person

Name		
Contact details	Phone: Mobile:	Email:

Address	
Relationship to child	
Identity document(s) checked	
Time reunited	

Appendix 4

Consent and Emergency Contact Form

Your details (if U18 must be the parent/carer)

Name:		
Address:		
Contact details:	Phone: Mobile:	Email:

Details of the child / adult (if different)

Name:		
Date of birth:		
Address (if different from the parent/carer):		
Contact details (if different from the parent/carer):	Phone: Mobile:	Email:

Details of the event/trip the child / adult will be attending

Activities

I give permission for the child / adult to:		
Be involved in photography and/or filming.	Yes	No
Travel by any form of public transport or in a motor vehicle.	Yes	No
Other (please detail)	Yes	No

Child / Adult Medical/Disability History

Does the child /adult have:		
Any health needs (e.g. diabetes, asthma, epilepsy, allergies) that we should be aware of?	Yes	No

Any access needs?	Yes	No
Any religious or spiritual practices we should be aware of?	Yes	No
Any dietary needs we should be aware of?	Yes	No
Anything else which we should be aware of?	Yes	No
If yes to any of the above, please provide full details e.g. time medication must be taken, if help is required to administer medication, etc. (please use additional paper if required).		

Emergency Contact Details (if different from Parent/Carer)

Name:		
Relationship to the child or adult:		
Address:		
Contact details:	Phone: Mobile:	Email:

Confirmation

Name of parent/carer or adult (print):		Date	
Signature:			
Consent valid for the following period (please circle)	**This event only** **1 week** **1 month**	**1 year** **Other (please detail):**	

Appendix 5

Reporting a Concern Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and send to the Safe and Inclusive Tennis Team within 48 hours of the concern.

Date concern raised:		**Today's date:**	

Section 1) Details of those involved in concern

	Your details	**Welfare Officer / Referee (if different)**
Name		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

	Person you are concerned about	**Alleged perpetrator**
Name		
Date of birth (if known)		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

Is the Welfare Officer/Referee aware of the concern? *(please circle)*
No Yes

Section 2) Details of the concern

What happened? *Please give a detailed description, ensuring you include the following information:* • *When* • *Where* • *Who told you about the concern* • *Who was involved* • *Any visible injuries?*	
Additional comments Is there any other information which you think is relevant to the concern?	

Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

Name(s)	
Contact details (including address)	
Have they been informed of the concern? *(please circle)* *The parent/carer should not be informed if doing so would put the child/adult at risk of harm*	Yes No If they have not been informed of the concern, please give your reason why:

Section 4) Actions taken

Who has been informed about the concern? *(e.g. LTA, Social Care, Police)*	**Name**	**Role**	**Contact details**	**Date informed**

What did they say/do?	

What else has been done about the concern (if anything)?	

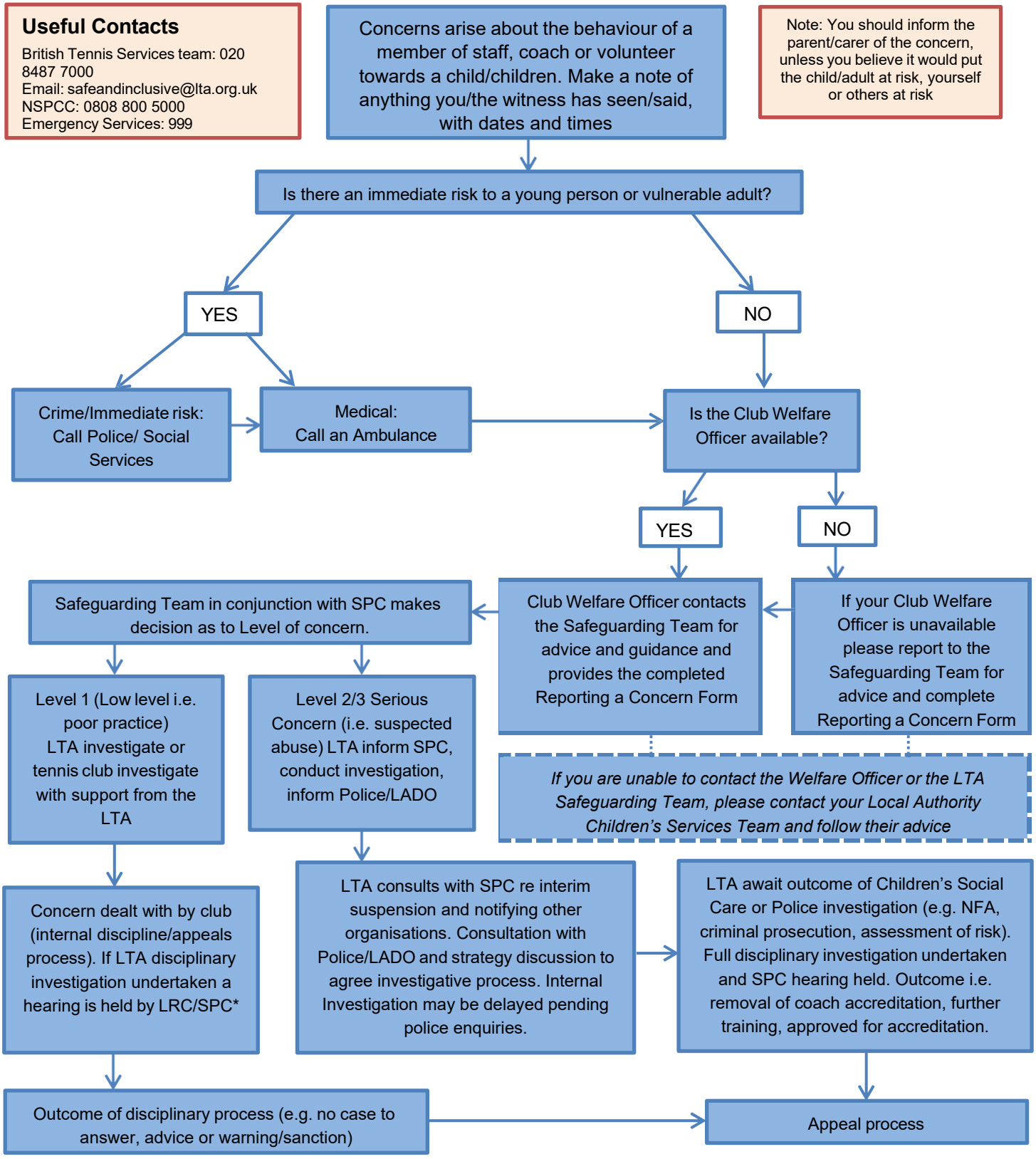
Thank you for completing this form. Please return to safeguarding@lta.org.uk.

LTA Safe and Inclusive Tennis Team contact details

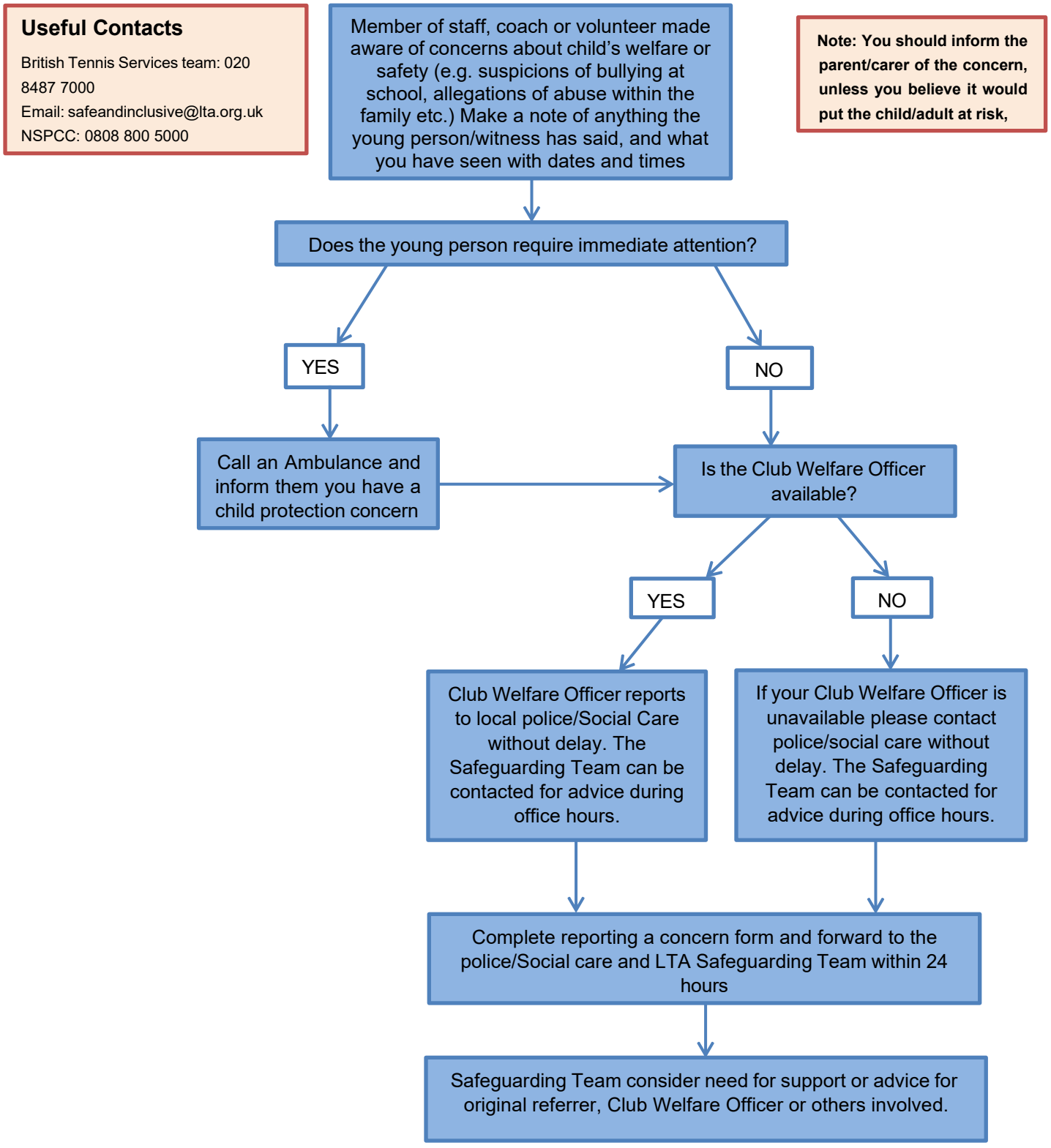
T: 0208 487 7000
E: safeguarding@lta.org.uk
equality@lta.org.uk

Appendix 6

Reporting a Safeguarding Concern within the Tennis Environment



***SPC – Safeguarding and Protection Committee**
***LRC – Licensing and Registration Committee**

Reporting a Safeguarding Concern outside the Tennis Environment

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis