



LTA Approved Competition Safeguarding Information

We are fully committed to safeguarding and promoting the well-being of all children and adults attending the event. To ensure this, our event safeguarding strategy includes:

1. Only utilising the services of DBS checked and safeguarding-trained LTA Licenced Officials
2. Promoting the responsibility for all participants to report any concerns, and the mechanisms for doing so.

Supervision

Venues should confirm in advance of the competition its policy/rule on at what age children require supervision from their parent, guardian or another nominated adult. All participants should sign in on arrival and not leave the site without informing the Referee.

Photography/Video Consent

Any individual intending to take photographs/video must have authorisation to do so from the Referee and in line with the LTA Photography and Filming Policy which can be viewed online at www.lta.org.uk

Code of Conduct

By participating in an LTA Approved Competition you agree to abide by the LTA Code of Conduct (displayed around the site, or available on the LTA website).

Safeguarding Responsibilities

The Referee has a duty of care to all competitors and will act in line with LTA policy to report any safeguarding concerns.

Reporting a Concern

Key Contacts

Competition Organiser		
Referee		
Welfare Officer		

All LTA licenced referees are aware of their safeguarding responsibilities and have committed to the LTA Officials Code of Conduct.

If you have a safeguarding concern please raise this with;

- The Referee or any LTA Licenced Official at the competition
- The Welfare Officer for the venue/venue. Details should be available on the venue display/notice board at the venue along with their safeguarding information.
- Alternatively, you can report a concern to the LTA Safeguarding team via the reporting portal <https://safeguardingconcern.lta.org.uk/>
- If you believe any individual to be in immediate danger, dial 999.
- NSPCC Childline 0800 1111 are also available for advice



Risk Assessment Checklist for LTA Licensed Officials

All Referees at competitions Graded 1 to 5 should complete this form before and during the competition. Once the tournament is completed, if any answer to the questions below is “No” or the competition suffered any rain delays, please email the form to officiatingsupport@LTA.org.uk.

Please see the guidance notes – including FAQs - which we hope will help you complete the form:

Competition Name:	
Competition Code:	
Date(s):	
Venue:	

Venue, Courts & Safeguarding Checklist

	Yes	No
1. Is the court surface safe which presents a low risk of players slipping/falling?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the courts and immediate surrounding area free from trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all permanent fixtures on court fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the venue have fire evacuation procedures & is a copy visible to all?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the venue have any first aid provisions?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you complied with safeguarding standards? (Including identification of Welfare Officer)	<input type="checkbox"/>	<input type="checkbox"/>

If any of the answers above is “No”, please provide details here:

Date	Time Suspended	Time Resumed	All Courts Checked by Referee
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No

Name of Referee:	
Date Submitted (if applicable):	

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?		

More detailed guidance on the topics in this document can be found at
<https://thecpsu.org.uk/event-management/>

Event Risk Assessment Checklist		Date:
Lead Organiser(s):	Date(s) and type of event	
Registered Venue:	Coaches, Officials and Volunteers	
First Aider:	Welfare Officer:	
Venue Risk Assessment reviewed?		
Safeguarding Plan agreed?		
Safeguarding Policies displayed at venue? (to include internet and social media)		
LTA/County Safeguarding Policies and Codes of Conduct signposted and read?		
Staff and volunteers assigned, checked and trained?		
All staff and volunteers aware of their safeguarding responsibility?		
Event Photography and Filming Policy established and communicated?		
Supervision policy agreed for Vulnerable Adults and Children?		
Is there a supervised area for players to rest/wait when not competing?		
Missing children procedures cascaded?		
Any specific medical/dietary information available?		
Sufficient staff and measures in place to respond to an accident, security or emergency event?		
Adequate first aid provision including supplies, signage and trained people?		
Emergency contacts/Access/Assembly points properly marked and operation		
Emergency contacts available?		
Are the size/number of changing/toilet facilities appropriate for the event, number of players/attendees?		
Are children able to use changing facilities and toilets separately to adults?		
Do suitable arrangements exist in the event of adverse weather conditions?		
Is there sufficient catering, water, spare clothing and sun block for the event?		
Are there suitable parking facilities with capacity for the event and emergency vehicle access?		
Referee/coach checks in place re courts and equipment?		
Are there any other events or works taking place at the venue during the competition?		
Are there any blind spots at the event?		
Is there a secure area for event staff and volunteers to leave personal items?		
Signed by:		
Reviewed by:		

Risk Assessment

Name and role of Lead Adult	Name of other adult supervisors	Date of risk assessment
Name of Event/Activity	Number of Children	Date(s) of Event/Activity

Hazard	At risk	Initial Risk Score (L/M/H)	Control Measures	New Risk Score (L/M/H)
Risk of incidents arising from unsupervised children	Children	L	<ul style="list-style-type: none"> All adults supervisors will hold an up to date DBS and have completed basic awareness safeguarding training Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. Team Captains will ensure they have read and at all times uphold the LTA Safeguarding Policy and Reporting Procedures (www.lta.org.uk/safeguarding) Lead Adult (and other adult supervisors) is competent for the scope of the specific event/activity undertaken. Minimum staff/player ratios will be <ul style="list-style-type: none"> 2:8 for children 10 and under 2:10 for children aged 11 and over Where visits require a higher level of supervision, this will be detailed as follows: <ul style="list-style-type: none"> Players not venture away from areas unaccompanied or minimised and Lead Coach to be aware of location. Children will be accompanied by a member of staff/their own parent to any public toilets (for non-public toilets, the member of staff/parent will wait nearby and in direct line of sight of the toilet) Players are briefed about appropriate conduct (including the code of conduct) and specific risks about which they should be aware Parental consent is obtained for all visits that require transport, plus a completed consent and emergency contact form The Lead Adult will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group (only LTA registered venues are used for trips) 	L
Emergencies, medical issues and accidents	Adults Children	L	<ul style="list-style-type: none"> [name of individual] is a qualified First Aider Staffing ratios of adult supervisors to children will allow for dealing with emergencies that require the group to split up Consent process includes specific medical/medicinal information, dietary requirements and emergency contact details First Aid kit and mobile phone carried with the group. Emergency procedure card carried with First Aid kit. 	L

Hazard	At risk	Initial Risk Score (L/M/H)	Control Measures	New Risk Score (L/M/H)
			<ul style="list-style-type: none"> • Emergency contact(s) available to assist both in and out of normal working hours as follows: <ul style="list-style-type: none"> ○ Mobile No of Lead • Event/activity timetable, location and coach/player list known to emergency contacts • Lead Adult has list of players plus parent/carer contact details with them • Players briefed in what to do should they become separated from the group • Any specific medical needs have been considered as follows: <ul style="list-style-type: none"> ○ Lead Coach has details of any allergies or medical conditions suffered from. 	
Adverse weather	Adults Children	L	<ul style="list-style-type: none"> • Spare clothing for children who may not come prepared with suitable clothing • Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be detailed as follows (blank if not applicable): <ul style="list-style-type: none"> ○ • Where over-exposure to the sun is possible, sun block carried (at least SPF30) and administered by the children themselves • Access to bottled drinking water available • Suitable breaks out of the sun ensured in the timetable for the day 	L
Risk of abuse and bullying	Adults Children	L	<ul style="list-style-type: none"> • All adult supervisors will hold an up to date DBS and have completed basic awareness safeguarding training • All adult supervisors will be aware of and comply with the safeguarding policy and procedures • Children and parents will be given information on safeguarding in advance of the trip and informed of who to report any concerns to • ChildLine and NSPCC numbers will be shared with staff, parents and children • Minimum staff/player ratios will be <ul style="list-style-type: none"> ○ 2:8 for children 10 and under ○ 2:10 for children aged 11 and over • Adult supervisors will only enter children's bedrooms when required for the trip purposes (i.e. room inspection) and will do so as pairs • Room inspections conducted by two adult supervisors each day • Communication with children through electronic devices will be conducted in accordance with the online safety and communication policy • Children required to complete and return the acceptable use statement for internet and social media use • Adults not associated with the trip will not be allowed to have unsupervised contact with children • All children provided with code of conduct for the trip • All adult supervisors comply with the anti-bullying policy 	L

Hazard	At risk	Initial Risk Score (L/M/H)	Control Measures	New Risk Score (L/M/H)
Inappropriate photography, filming and social media activity	Children	L	<ul style="list-style-type: none"> County photography policy in effect County online safety and communication policy in effect All adult supervisors on trip familiar with the LTA photography and filming best practice guidance Children required to complete and return the acceptable use statement for internet and social media use 	L
Missing children	Children	L	<ul style="list-style-type: none"> Missing player flowchart (copy in Template Risk Assessment) provided to all adult supervisors Venue management details have been ascertained in advance Contact details for all children mobile devices available to hand if they get separated Children informed of venue meeting points / where to go if they get separated Emergency contact details for all children have been obtained 	L
Inappropriate use of changing facilities	Adults Children	L	<ul style="list-style-type: none"> Details of venue changing facilities to be ascertained in advance Children will have single use of changing facilities / come to the event changed and ready to play and will shower and change back at home/accommodation (Select as Appropriate for event) Adult supervisors on the trip will not use the changing facilities at the same time as children 	L
Late or non-collection of children by parents/carers	Children	L	<ul style="list-style-type: none"> Collection arrangements discussed and agreed in advance with parents, including the process that will be followed in the event of non-collection Significant concerns about timekeeping and non-collection are raised to the County Safeguarding Officers A record of late or non-collection is kept on file 	L
Other (detail)				L
Other (detail)				

Name of Lead Adult	Signature:	Date:
Name of County Safeguarding Officers:	Signature:	Date:



Essex Tennis Competitions Safeguarding Shared Contact Details
In addition to reporting any Safeguarding concerns to the LTA on [Report a concern | LTA](#)



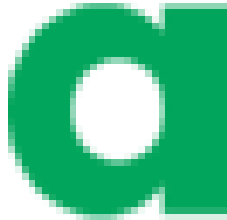
Children and Parents need to be aware of the contact numbers for these other child safeguarding organisations:



NSPCC on 0808 800 500



Childline on 0800 1111



Ann Craft Trust on 0115 951 5400



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

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		



Details on this form will be held securely and will only be shared with coaches or others who need this information in order to meet the specific needs of your child.

It may be essential at some time for the responsible adult accompanying your child to have the necessary authority to obtain any urgent treatment which may be required whilst at this competition or event. Would you therefore please complete the details on this form and sign below to give your consent.

Details of the event/activity requiring completion of this form	To be completed by the event/activity organiser
---	---

Name of child:	
Child's date of birth:	
Child's gender:	
Please detail any important access, faith, medical or additional needs that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries.	

PRIMARY EMERGENCY CONTACT FOR CHILD

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

SECONDARY EMERGENCY CONTACT FOR CHILD

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



LOCO PARENTIS RESPONSIBILITY FOR CHILD (If applicable)

Name:	
Name	
Name	

I, _____ being the parent/carer of the above named child hereby give permission for the responsible adult(s) name above to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent. I also authorise the above to take any necessary action, which in their opinion, minimises any safeguarding risks to my child.

Signature of consent by parent/carer:	
Name:	
Date:	



LIVESTREAMING CONSENT FORM

Day/date(s) of activity [if it is a regular activity you could list the day of the week and time it takes place]:	
Livestreaming platform used:	
Type of activity/what the child or young person will be doing:	

Child details

Name of child:	
Child's date of birth:	
Child's gender:	

Parent/carer contact details

Name:	
Relationship to the child:	
Address:	
Contact details:	Email: Mobile:

In an emergency, please contact (if different from the person named above):

Name:	
Relationship to the child:	
Address:	
Contact details:	Email: Mobile:



Additional information

Any extra help we need to provide (for example because of a disability):	Yes (please provide details) / No
Do we need to know about any medical conditions or allergies? (If yes, please provide details of the condition(s) and any medication needed)	Yes (please provide details) / No
Is there anything else you think we should know?	Yes (please provide details) / No

Information for parents/carers

- All questions on the consent form must be completed and signed by the parent or carer before any child takes part.
- Parents and carers must ensure they notify us of any changes to the information given on the form.
- We cannot take responsibility for any damaged clothing and/or personal items during the activity.
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion and medication (where appropriate) for the duration of the activity.

I agree to:

My child taking part in the stated activity	Yes / No
[name of group/organisation] keeping a record of this form for health and safety reasons	Yes / No
my child following the behaviour code and any safety rules so that [name of group/organisation] can keep them safe.	Yes / No
Name	
E-signature	
Date	



ACCEPTABLE USE STATEMENT FOR INTERNET AND SOCIAL MEDIA USE

Essex Tennis understand 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 trips and/or competition to help keep children and young people remain 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 the

Nigel Parsons
Essex Tennis
Performance Liaison Comps Officer

Nigel@essextennis.org.uk
ESSEX TENNIS
Redbridge Sports Centre
Forest Road
Barkingside
Essex IG6 3HD

- I will be responsible for my behaviour when using the internet and social media at the county (and whilst involved in activities/trips organised by the county), including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive, inappropriate or illegal. If I accidentally come across any such material, I will report this to a member of staff (such as a member of the County Management Committee, Coach or Team Captain). I understand that my electronic devices may need to be temporarily confiscated if I am found to have deliberately accessed such material.
- I will not use social media or the internet to send anyone material that could be considered inappropriate, threatening, offensive, upsetting, bullying or illegal.
- I understand that I should only use the county official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
- I will ensure any messages I send to coaches, volunteers or other members of staff are about my tennis activity and nothing else.



- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff or committee members at the club/county.
- I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by an authorised member of staff or parent/carer.
- I understand that these rules are designed to keep me safe, and if they are not followed my parent/carer may be contacted.
- I will avoid using my mobile, tablet or any device during activities or after the agreed bedtime curfew 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 Joanne White CSO– joanne@essextennis.org.uk or Mike Jones CSO - mikejones@essextennis.org.uk
- I know I can 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 Essex Tennis.

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



Photography and filming consent form

Name of club/county:	Nigel Parsons Essex Tennis Performance Liaison Comps Officer 07852 313403 ESSEX TENNIS Redbridge Sports Centre Forest Road Barkingside Essex IG6 3HD
----------------------	--

In accordance with our photography and filming policy we will not permit photographs, video or other images of children (anyone under 18) to be taken without the consent of the child and their parent or carer.

Essex Tennis will take all steps to ensure these images or video are used solely for the purposes they are intended which are as follows

- within the county for display purposes
- within other printed publications
- on the county website
- on the county social media pages
- only using the first names of children, unless specifically requested below and then first names only will still be used in group images

If you become aware that these images are being used inappropriately you should inform Essex Tennis immediately.

To be completed by parent and child:

I give permission for (tick to confirm consent)

- my child's photograph to be used within the county for display purposes
- my child's photograph to be used within other printed publications
- my child's photograph to be used on the county website
- my child to be videoed for use on the county website
- my child's photograph to be used on the county social media pages
- my child to be videoed for use on the county social media pages

- my child's full name to be provided on the basis that it's necessary in the context of their role as an elite/high profile player

For the duration of 1 year from the signature date

To be completed by parent and child:

I understand (tick to confirm consent):

- and will comply with Essex Tennis photography and filming policy
- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation and how long for
- that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- that at many events, [club/county] and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- that I must gain permission before sharing photographs/videos of other people's children on social media

Print name of parent & Child:

Signature:

Date: