

CUDDINGTON & SANDIWAY TENNIS CLUB (C&STC)

SAFEGUARDING RISK ASSESSMENT

Safeguarding Risk Assessment

What this risk assessment covers		Date(s) of Event/Activity covered
Safeguarding issues that may arise within the club.		Club activities, including coaching activities for adults & children, Clubnights, Club tennis/social events, open days, team matches, club box league.

This Safeguarding risk assessment is to be read in conjunction with the existing C&STC risk assessment which covers clubhouse fire, electrical incidents, accidents & emergencies, personal injury from trip hazards on court, personal injury from being hit by a tennis ball, broken & protruding wire, debris from broken floodlight, glass or bulb.

There are separate risk assessments for coaching holiday camps & Saturday Junior Tennis.

Hazard	Who at risk	Initial Risk Score (L / M / H)	Control Measures	Mitigated Risk Score (L / M / H)
Risk of incidents arising from unsupervised children	Children	H	<ul style="list-style-type: none"> All adult-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. Lead Adult (and other adult supervisors) is competent for the scope of the specific event/activity undertaken. 	L

			<ul style="list-style-type: none"> • Minimum staff/player ratios will be in line with LTA guidance. When working alone, as a minimum all coaches should be LTA Level 2 qualified, accredited with the LTA and in possession of a valid DBS check. • https://www.lta.org.uk/4abcbb/siteassets/about-lta/file/coach-player-ratios.pdf TOTS (3-4 years) 1:12 with parents providing on court support. 1:4 with no parental support U10 Coaching 1:10 & group size can increase using assistants 11-17 Coaching 1:12 & some sessions can exceed this (e.g. cardio tennis). Also group size can increase using assistants Taster & Intro Sessions / Schools / Open Days 1:16 Group size can increase using assistants • Group control measures used to supervise pupils will require larger groups be split into predetermined small groups each with named leaders. • 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 coaching activities through completion of a consent & emergency contact form • All Children under secondary school age within club grounds are required to be supervised by a responsible adult (may be part of a coaching group). • Courts used for organised children's coaching sessions with ease of access to clubhouse for toilet breaks when possible (e.g. use of courts 3 & 4) • Children under secondary school age must be accompanied into the club for hand-over to and collection from the event's named responsible adult: it is not acceptable to drop off/collect for example in the Village Hall car park. 	
Emergencies, medical issues and accidents	Adults Children	H	<ul style="list-style-type: none"> • Jamie Oakes, C&STC Club Coach is a qualified First Aider • Staffing ratios of adult supervisors to children (as listed above) will allow for dealing with emergencies • Adult Coaching ratio 1:12 (though some sessions may exceed this (e.g. cardio tennis) & group size can increase using assistants) • Consent process for children includes specific medical information, and emergency contact details • First Aid kit and mobile phone available for all coaching activities. 	L

			<ul style="list-style-type: none"> • Signage for club users on the outside of the clubhouse door re location of 1st Aid kit (in clubhouse) & nearest AED (outside the main entrance to the village hall, situated across the park from the club) • Emergency procedure card on display in clubhouse & copy in clubhouse First Aid kit. • Lead supervisor has list/register of players plus access to emergency contacts for all players 	
Adverse weather	Adults Children	M	<ul style="list-style-type: none"> • Weather forecast checked ahead of coaching sessions and programmes adjusted accordingly. • Access to drinking water available in the clubhouse • Suitable breaks out of the sun ensured in the timetable for the session 	L
Risk of abuse and bullying	Adults Children	M	<ul style="list-style-type: none"> • All adult supervisors for activities involving children or vulnerable adults, 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 • All club members informed re the acceptable use statement for internet and social media use • Club members aware & all adult supervisors comply with relevant club policies, including Safeguarding, Equality & Diversity, Code of Conduct (LTA), anti-bullying policy • Committee-member awareness of safeguarding issues: attended LTA safeguarding training for committees • Arrangement for any child participating within events that are generally for adults may be granted by invitation in writing from the club committee. Such events may include club Box League, adult team matches, participation in club nights. Arrangements for such play / matches will include a parent being copied in on group emails or messaging. A member of the committee will ensure that the relevant organiser / captain of such events are aware of the junior players who have been authorised to play. 	L
Inappropriate photography, filming and social media activity	Children	M	<ul style="list-style-type: none"> • Club photography policy in effect • Club online safety and communication policy in effect 	L

Missing children	Children	M	<ul style="list-style-type: none"> • Register taken for all children attending a coaching session • Children informed regarding the boundaries of the session • Court gates closed when coaching • Emergency contact details for all children within formal coaching sessions / event have been obtained & available if required • Ensure that children in organised sessions know to ask to leave, then leave the area of play with a buddy (e.g. if need to go to the toilet), then checked back in by supervisor 	L
Inappropriate use of changing facilities	Adults Children	M	<ul style="list-style-type: none"> • Club use of toilets for changing policy applies • Players will usually come to club events changed and ready to play 	L
Late or non-collection of children by parents/carers	Children	M	<ul style="list-style-type: none"> • Collection arrangements discussed and agreed in advance with parents, • Significant/repeated concerns about timekeeping and non-collection are raised to the Club Welfare Officer 	L
Incidents arising from inappropriate behaviour	Adults Children	M	<ul style="list-style-type: none"> • Members aware of LTA code of conduct implemented by the club https://www.lta.org.uk/494b8d/siteassets/about-lta/file/lta-code-of-conduct.pdf • Reminders re expectations re behaviour of club members if necessary during organised coaching sessions for children 	L
Noise disruption to neighbouring properties within close vicinity of club	Adults Children	M	<ul style="list-style-type: none"> • Courts 1 & 2 are avoided for coaching activities when possible to minimise noise disruption to neighbouring properties. 	L
Injury from broken or faulty equipment	Adults Children	M	<ul style="list-style-type: none"> • Coach will visually check any coaching or club equipment is satisfactorily safe prior to their use 	L

Allegation or safeguarding incident arising during transportation of children	Adults Children	M	<p>As per C&STC Safeguarding policy,</p> <ul style="list-style-type: none"> • When possible, parents in the first instance are responsible for transporting their children to or from tennis venues and events. • For away matches, if necessary for a team member to transport a team member who is under 18 years old, the driver should follow best practice guidance, ensuring written parental consent has been given to the driver for the journey(s), e.g. via a WhatsApp message and aim for other adults to be present. The driver should aim to avoid collecting the child 1st or dropping off last, though if not practicable & if an adult-driver is alone with a child on a journey, the child will be asked to sit in the back seat. 	L
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Club Coach: Club Welfare Officer:	Jamie Oakes Yvonne Williams	Date: 25.11.23 Revised 04.02.2024
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