

## **SAFEGUARDING AT MATCHES AND EVENTS**

**Next review/update required : 10/09/2027**

Woodland LTC (the club) strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out how members should approach attendance at matches and events.

The purpose of this policy is to:

- Protect children and vulnerable adults who attend inter-club matches, internal or external competitions or events at the club such as open days.
- Provide members, coaches and volunteers with policy and procedure information regarding safeguarding in these circumstances

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with the club.

### **Safeguarding Lead and Responsibilities**

The Welfare officer shall ensure that the following actions have been performed prior to or during any event:

- a pre-event risk assessment has been completed where appropriate
- ensure the safeguarding role is performed at the event if not personally attending
- ensure staff and volunteers at the club are aware of the procedure should a safeguarding issue arise

### **Safeguarding at Matches**

Club members regularly participate in inter-club matches.

The following shall be noted and/or actioned by the team captain for any match played at the club:

- perform the role of deputy Welfare officer for the duration of the match
- create an environment in which bullying, verbal abuse, racism, sexism and any form of discriminatory behaviours are not tolerated

- ensure any match attended by a child has a team member present who has a valid LTA DBS check or the parent/guardian has been requested to remain at the club for the duration of the match
- ensure the opposition are aware of the location of toilets and changing facilities, particularly for mixed gender matches
- ensure no photographs or videos are taken without the written consent of any child's parent/guardian
- immediately notify the parent/guardian of any child who becomes unwell, injured or distressed, if they are not present

The following shall be noted and/or actioned by the team captain for any match played at at another club or venue (in addition to the above):

- ensure any transport is arranged in line with the Woodland Safeguarding policy on Transportation
- update the parent/guardian of any child should the plans change, e.g. match cancelled due to weather, match duration longer/shorter than expected.
- ensure adequate emergency procedures are in place and understood by all team members

In the event of an accident occurring during a match which requires first aid (in addition to the items in **Emergency procedure** below):

- prior to the match determine whether a trained first aider is present in either team
- if no first aider is present determine whether one is available at the venue, e.g. staff at the venue or other teams playing at the same time
- identify the location of the nearest first aid kit, this may be located in the venue club house or could be in a team members car
- If no first aider is available, the team captain should follow the **Emergency procedure** below

**NOTE:**

**Non-emergency medical advice can be obtained by dialling 111**

**For emergency assistance call 999**

## **Emergency procedure**

If an emergency occurs at a club event or match the event organiser or team captain shall:

- establish the nature of the emergency as quickly as possible
- ensure all persons 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 someone 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

- complete an accident/incident report form as soon as possible
- ensure that no one in the group discusses legal liability with other parties

**NOTE:**

Emergency contact details are available for all members via Clubspark. Access to this is via the club chairperson and secretary.

This policy is reviewed every two years (or earlier if there is a change in national legislation).

Chairperson : Jane Tucker

Date: 22/09/2025

Welfare Officer : David Tucker

Date: 22/09/2025