## Aberaeron Sports Club

## LTA Grade 4 Tennis Tournament 11 - 19 August 2023

## Pre-event risk assessment 4 July 2023

Greenslade ASC WO Do you have a safeguarding plan for your event?  4.7.23 Do you have robust policies and procedures in place?  All procedures and policies up to date  Creating a Safe Environment Do you have codes of conduct and principles of participation? Have you completed pre-event risk assessment?  In progress as this document numbers TBC Do you have plans in place in case a child goes missing at your event?  Farents/carers to complete form at registration and consents for all participants?  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Have you arranged security at your event?  In progress  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Basics	
Do you have robust policies and procedures in place?  All procedures and policies and policies up to date  Creating a Safe Environment  Do you have codes of conduct and principles of participation?  Have you completed pre-event risk assessment?  In progress as this document  Have you confirmed the ratios of supervisors to children at the event?  Entrant numbers TBC  Do you have plans in place in case a child goes missing at your event?  Parents/carers to complete form at registration and consents for all participants?  Parents/ carers to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Have you arranged security at your event?  Roles and Responsibilities  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Responding to Concerns	Does someone at your event have lead responsibility for safeguarding?	Greenslade
and policies up to date  Creating a Safe Environment  Do you have codes of conduct and principles of participation?  Have you completed pre-event risk assessment?  In progress as this document  Entrant numbers TBC  Do you have plans in place in case a child goes missing at your event?  Parents/carers to complete form at registration and consents for all participants?  Parents/ carers to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Pave you arranged security at your event?  In progress  Roles and Responsibilities  Pave you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Responding to Concerns	Do you have a safeguarding plan for your event?	4.7.23
Do you have codes of conduct and principles of participation?  Have you completed pre-event risk assessment?  In progress as this document that you confirmed the ratios of supervisors to children at the event?  Entrant numbers TBC  Do you have plans in place in case a child goes missing at your event?  Have you arranged registration and consents for all participants?  Parents/carers to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Have you arranged security at your event?  Roles and Responsibilities  Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Referee and WO all DBS checked  Responding to Concerns	Do you have robust policies and procedures in place?	
Have you completed pre-event risk assessment?  In progress as this document  Entrant numbers TBC  Do you have plans in place in case a child goes missing at your event?  Yes  Have you arranged registration and consents for all participants?  Parents/carers to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Have you arranged security at your event?  In progress  Roles and Responsibilities  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Responding to Concerns	Creating a Safe Environment	
this document Have you confirmed the ratios of supervisors to children at the event?  Entrant numbers TBC Do you have plans in place in case a child goes missing at your event?  Yes Have you arranged registration and consents for all participants?  Parents/carers to complete form at registration at venue Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue Have you arranged security at your event?  In progress Roles and Responsibilities  Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Do you have codes of conduct and principles of participation?	Yes
Do you have plans in place in case a child goes missing at your event?  Yes  Parents/carers to complete form at registration and consents for all participants?  Parents/ Carers to complete form at registration at venue  Po you have all relevant medical information?  Parents/ Carers to complete form at registration at venue  Parents/ Carers to complete form at registration at venue  Plave you arranged security at your event?  In progress  Plave you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Have you completed pre-event risk assessment?	In progress as this document
Have you arranged registration and consents for all participants?  Parents/carers to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Have you arranged security at your event?  In progress  Roles and Responsibilities  Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Have you confirmed the ratios of supervisors to children at the event?	
to complete form at registration at venue  Do you have all relevant medical information?  Parents/ carers to complete form at registration at venue  Have you arranged security at your event?  In progress  Roles and Responsibilities  Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Do you have plans in place in case a child goes missing at your event?	Yes
carers to complete form at registration at venue  Have you arranged security at your event?  Roles and Responsibilities  Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Have you arranged registration and consents for all participants?	form at registration at
Roles and Responsibilities  Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Do you have all relevant medical information?	carers to complete form at registration
Have you considered recruitment, employment and deployment of staff and volunteers?  One DBS checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Information to be shared  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Have you arranged security at your event?	In progress
checked person will be available at all times  Are all staff and volunteers aware of their safeguarding responsibility?  Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Roles and Responsibilities	
Are all the relevant people DBS checked?  Referee and WO all DBS checked  Responding to Concerns	Have you considered recruitment, employment and deployment of staff and volunteers?	checked person will be available at all
WO all DBS checked  Responding to Concerns	Are all staff and volunteers aware of their safeguarding responsibility?	
	Are all the relevant people DBS checked?	WO all DBS
Do you know how to recognise and respond to concerns?  Club policies	Responding to Concerns	
	Do you know how to recognise and respond to concerns?	Club policies

and forms available on website. Index on main notice boards  Do you have procedures in place for whistleblowing?  Club policy available on website. Index on main notice boards  Additional Vulnerabilities  Have you considered young people with additional vulnerabilities?  No young people with additional vulnerabilities?  No will check each form on registration  Have you thought about the role of technology and social media?  Social media and and photography policies in place.  Tournament official photos only with consent.  Photography question on children's registration form and info on info sheet  Have you received completed social media statements for participants?  Question on form  Travel and Overnight Stays (if applicable)  Have you planned for any overnight stays effectively?  N/A  Have you assessed potential risks?  N/A  Have you considered and assessed transport plans?  N/A  Nya  Have you considered and assessed transport plans?  N/A  Have you considered and assessed foliditen and young people?  N/A  Have you considered all aspects of accommodation and catering?  N/A  Have you considered all aspects of accommodation and catering?  N/A  Have you considered all aspects of accommodation and catering?  N/A  Have you considered all aspects of accommodation and catering?		1
Additional Vulnerabilities  Have you considered young people with additional vulnerabilities?  No young people with additional vulnerabilities?  No young people with additional vulnerabilities identified to date but WO will check each form on registration  Have you thought about the role of technology and social media?  Social media and photography policies in place. Tournament official photos only with consent. Photography question on children's registration form and info on info sheet  Have you received completed social media statements for participants?  Question on form  Travel and Overnight Stays (if applicable)  Have you planned for any overnight stays effectively?  Have you communicated effectively with parents, carers and players?  N/A  Have you assessed potential risks?  N/A  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A		website. Index on main notice
Have you considered young people with additional vulnerabilities?  No young people with additional vulnerabilities identified to date but WO will check each form on registration  Have you thought about the role of technology and social media?  Social media and photography policies in place. Tournament official photos only with consent. Photography question on children's registration form and info on info sheet  Have you received completed social media statements for participants?  Cuestion on form  Travel and Overnight Stays (if applicable)  Have you planned for any overnight stays effectively?  N/A  Have you communicated effectively with parents, carers and players?  N/A  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  N/A  N/A  N/A  N/A	Do you have procedures in place for whistleblowing?	available on website. Index on main notice
people with additional vulnerabilities identified to date but WO will check each form on registration  Have you thought about the role of technology and social media?  Social media and photography policies in place. Tournament official photos only with consent. Photography question on children's registration form and info on info sheet  Have you received completed social media statements for participants?  Question on form  Travel and Overnight Stays (if applicable)  Have you planned for any overnight stays effectively?  N/A  Have you communicated effectively with parents, carers and players?  N/A  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Additional Vulnerabilities	
and photography policies in place. Tournament official photos only with consent. Photography question on children's registration form and info on info sheet  Have you received completed social media statements for participants?  Question on form  Travel and Overnight Stays (if applicable)  Have you planned for any overnight stays effectively?  N/A  Have you communicated effectively with parents, carers and players?  N/A  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Have you considered young people with additional vulnerabilities?	people with additional vulnerabilities identified to date but WO will check each form on
Travel and Overnight Stays (if applicable)  Have you planned for any overnight stays effectively?  Have you communicated effectively with parents, carers and players?  N/A  Have you assessed potential risks?  N/A  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Have you thought about the role of technology and social media?	and photography policies in place. Tournament official photos only with consent. Photography question on children's registration form and info
Have you planned for any overnight stays effectively?  N/A  Have you communicated effectively with parents, carers and players?  N/A  Have you assessed potential risks?  N/A  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Have you received completed social media statements for participants?	
Have you communicated effectively with parents, carers and players?  N/A  Have you assessed potential risks?  N/A  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Travel and Overnight Stays (if applicable)	_
Have you assessed potential risks?  Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Have you planned for any overnight stays effectively?	N/A
Have you considered and assessed transport plans?  N/A  Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Have you communicated effectively with parents, carers and players?	N/A
Do you have plans for emergency procedures in place?  N/A  Do you have appropriate supervision of children and young people?  N/A	Have you assessed potential risks?	N/A
Do you have appropriate supervision of children and young people?  N/A	Have you considered and assessed transport plans?	N/A
	Do you have plans for emergency procedures in place?	N/A
Have you considered all aspects of accommodation and catering?  N/A	Do you have appropriate supervision of children and young people?	N/A
	Have you considered all aspects of accommodation and catering?	N/A

## N.B. Covid guidance will be followed as applicable on the dates.

Julie Greenslade Welfare Officer 4 July 2023