

Aberaeron Sports Club

LTA Grade 4 Tennis Tournament 11 - 19 August 2023

Pre-event risk assessment 4 July 2023

Basics	
Does someone at your event have lead responsibility for safeguarding?	Julie 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?	Yes
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?	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 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 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 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 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

