

RISK GUIDANCE

Potential Hazards	Who might be harmed & how?	What precautions are already in place?	Guidance for Free Park Tennis Activators.
Is the court surface free from debris such as broken glass, plastic bottles, and dog mess?	Players could trip or slip, causing injury.	Regular risk assessment completed by Park Operator	If there is debris or items that cannot safely be removed, the FPT session should not run, and the Park Operator informed immediately.
Is the fencing flat and free from items lodged in or against it?	Damaged fencing, or items resting through fencing could injure players if they ran against them.	Regular risk assessment completed by Park Operator	If there is fencing damage or lodged items that cannot safely be removed, the FPT session should not run, and the Park Operator informed immediately.
Adverse weather	Adults & Children		<ul style="list-style-type: none"> • Appropriate assessment of weather forecast is made to ensure safe activities • Participants to have appropriate clothing and equipment for safe play – e.g. trainers, coats, suncream etc.
Supervising Toilet Breaks	Children	Children under the age of 13 must be supervised by parents/carers/adults at Free Park Tennis Sessions.	<p>If a child needs to go to the toilet in the middle of a session, and they are unable to wait, Activators should:</p> <ol style="list-style-type: none"> 1. Ensure the child is supervised by a DBS volunteer or their own parent whilst walking to where the toilet is located 2. Do not go into the toilet with the child, you should wait outside 3. Ensure the other children on court are still supervised whilst you accompany the child to the nearby toilet 4. If you do not have enough other volunteers or coaches to remain on court to supervise the other children, you should arrange a group break and get everyone to go to the toilet together. It is advisable to encourage everyone in the group to use the toilet before a session starts, to minimise the need for this to happen
Drop off and collection of children	Children		<p>Activators should ensure they have a register of attendees and sign children out when they leave (specifying date/time and who collected the child). At registration activators should confirm and record on the register what time the child is planning to leave and who will be collecting the child.</p> <p>Activators should not release children to anyone but the parents/carers unless they have been told who will be doing collection – in this situation ID should be checked to verify the identity of the person who has come to collect the child.</p>

		<p>Activators should also make their expectations clear that parents are responsible for dropping off, registering and collecting their children and promote this in any materials being used. Responsibility for care of children must be clear at all times.</p> <p>If late collection occurs:</p> <ul style="list-style-type: none"> • Ensure that 2 activators stay with the child if possible at the pick-up point • Do not send the individual home with anyone else unless you have parental consent <p>If collection fails to occur:</p> <ul style="list-style-type: none"> • Try and make contact with the parent/carer to find out what is happening. • If contact cannot be made ask the child if they have any alternative contact details for their parent. If unsuccessful, ask the child if there are any other family members who could collect them. • If unsuccessful and it is not appropriate to take the child home (for example, there is no-one at home), contact should be made with the Police on 101 or 999 in an emergency. <p>Activators should not be responsible for transporting children in the event of late/non collection other than in the case of an emergency. Significant/repeated concerns about timekeeping and non-collection should be raised with the Venue Welfare Officer A record of late or non-collection should be kept on file</p>
Leaving a session early	Children	<p>If a child is dropped off and decides to leave the session early (without their parents/carers), Activators should</p> <ul style="list-style-type: none"> • Check if the child was due to leave early and if they are supposed to be collected by their parent/carer (should be documented on the register). If their leaving is unplanned: <ul style="list-style-type: none"> ○ Encourage the child to stay and ask them where they are planning to go ○ Explain that you will need to call their parents/carers to come get them ○ If the child does not wish to stay and does not want to wait for their parent/carer to collect them, you will need to make an assessment on whether it is appropriate for the child to leave on their own. This should take into account your location, their age, emotional maturity and any particular needs they may have (e.g. medical conditions, disabilities, etc). You should also inform the parents/carers that the child has left the session early <p>If a child leaves and you are concerned for their welfare or safety, you should call the police on 101 or 999 in an emergency</p>

Emergencies, medical issues and accidents	Adults & Children		<ul style="list-style-type: none"> • A stocked First Aid kit must be kept in each Free Park Tennis Equipment bag at every session • There will be a minimum of 2 Activators present and this will allow for dealing with emergencies • The player consent process includes specific medical/medicinal information, dietary requirements and emergency contact details • In case of a first aid incident, activators should: <ul style="list-style-type: none"> ○ Treat the injury if competent & experienced to do so – for example include cleaning a graze or applying a plaster ○ Ask for assistance from a trained first aider on site if required ○ Phone for assistance if required – this could include calling 999 ○ Call the emergency contact number on the FPT register • Activators should complete accident form for every incident – available to download from the Activator Portal.
Missing Children	Children		<ul style="list-style-type: none"> • Emergency contact details for all children have been obtained • Sign-in and sign-out registration required for all children attending • If a child goes missing: <ul style="list-style-type: none"> ❖ Make all efforts to contact the child. ❖ Ensure any other staff/volunteers on site are notified of the situation ❖ Conduct an immediate search of the premises and the local vicinity. Any other children present should continue to be supervised. ❖ Wait no more than 20 minutes before calling the police if the child has not been found. If there is an immediate concern for a child's safety call the police immediately on 999. ❖ Notify the LTA Safeguarding Team and the parents of the situation, if they are not already aware.
Risk of abuse and bullying	Adults & Children		<ul style="list-style-type: none"> • All Activators will hold an up-to-date DBS and have completed basic awareness safeguarding training • Activators should read the parks Safeguarding Policy accessible from the parks ClubSpark page. • All Activators aware of how to report a concern and able to signpost individuals to the Welfare Officer and/or LTA Safeguarding Team
Inappropriate photography, filming and social media activity	Adults & Children		<ul style="list-style-type: none"> • Parental consent must be received for any photography, filming or publication to appear on social media • Activators should ask the Operator or Local Authority to view the Parks photography policy if required
Public Nuisance	Adults & Children	Adults & Children	<ul style="list-style-type: none"> • Activators should avoid confrontations with anybody causing a public nuisance • Activators should close and lock the gate (where in situ) during sessions • Activators can call for assistance from the Park Operator or Local Authority, or from the police if required on 999 or 111