Risk Assessment Coaching

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| **Name of Coach** | | | | **Name of other adult supervisors** | **Date of risk assessment** | |
| Declan Acornley | | | | N/A | 07/11/2023 | |
| **Name of Event/Activity** | | | | **Number of Children** | **Date(s) of Event/Activity** | |
| Private Coaching | | | | As required and within supervision ratio. | As required | |
| **Hazard** | **Who at risk** | **Initial Risk Score**  **(L / M / H)** | **Control Measures** | | | **Mitigated Risk Score (L / M / H)** |
| Risk of inappropriate adult left supervising children. | Children | M | * Coach must hold a valid membership of LTA Coach Accreditation level 2-5 * It is our coach’s responsibility to purchase and maintain their LTA Coach accreditation. * By holding coach accreditation coaches will have completed the required checks and training:   Safeguarding training First Aid Training  Criminal record check (Enhanced DBS)   * Applicants for a coach position will have been recruited according to our recruitment policy and two references obtained detailing the applicant’s suitability to work with children. * Our coach does not have sole responsibility for supervising children as parents are asked to be on the premises/within view when children are being coached. | | | *L* |

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| Risk of incidents arising from unsupervised children | Children | M | * All adult supervisors will hold an up-to-date Enhanced DBS and have completed basic awareness safeguarding training. * Volunteers will be briefed about their roles, responsibilities, and any specific risks about which they should be aware. Emergency contact information shared. * Volunteers will ensure they have read and always uphold the LTA Safeguarding Policy and Reporting Procedures ([www.lta.org.uk/safeguarding)](http://www.lta.org.uk/safeguarding)) * Coach to ensure that supervisors are competent for the scope of the specific event/activity undertaken. * Minimum staff/player ratios will be:   + 2:8 for children 10 and under   + 2:10 for children aged 11 and over. * Children will be accompanied by their own parent or supervisor to any public toilets (for non- public toilets, the member of parent will wait nearby and in direct line of sight of the toilet). * 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 visits that require transport, plus a completed consent and emergency contact form. * The Lead Adult will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. | L |
| Emergencies, medical issues, and accidents | Adults Children | M | * Dec Acornley is a qualified First Aider. * Ratios of adult supervisors/parents to children will allow for dealing with emergencies that require the group to split up. * Consent process includes specific medical/medicinal information, dietary requirements, and emergency contact details. * Defibrillator available on the outside of the LVM S&SC building when at Longton home ground. * Emergency contact information for each child must be known to coach/supervisor. * Emergency contact information for adults and children taken on the membership form. * Event timetable, location and coach/supervising adult contact details known to emergency contacts. * Players briefed in what to do should they become separated from the group. * Any specific medical needs have been considered. | L |

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| Adverse weather | Adults Children | M | * Weather forecast checked ahead of coaching session/event and program adjusted accordingly. * Where over-exposure to the sun is possible, sun block carried (at least SPF30) and administered by the children themselves. * Access to bottled drinking water available * Suitable breaks out of the sun ensured in the timetable for the day. * Suitable warm blankets available during cold/wet weather. * Play to be suspended during adverse weather as judged by the coach or supervising adult. | L |
| Risk of abuse and bullying | Children | M | * All adult supervisors 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. * Children and parents will be given information on safeguarding and informed of who to report any concerns to * ChildLine and NSPCC numbers will be shared with staff, parents, and children. * Minimum staff/player ratios will be:   + 2:8 for children 10 and under   + 2:10 for children aged 11 and over. * Communication with children through electronic devices will be conducted in accordance with the Online Safety and Communication Policy. * Children required to complete and return the acceptable use statement for internet and social media use. * All adult supervisors comply with the anti-bullying policy | L |
| Inappropriate transportation methods | Children | M | * All transportation has been formally agreed for the purposes of the trip. * Minimum of two adult supervisors will travel in the vehicle with juniors always sat in the back (in emergency situations it may be necessary for one adult supervisor to drive a child to a hospital). * Parents and children will be informed of the destination, reason for the journey and who the driver and second adult supervisor will be. * Parents will have provided a consent form confirming they are happy for their child to be taken in the car. * Drivers will have a valid UK driving licence, satisfactory DBS check (if applicable), MOT   certificate, road tax and insurance. | L |

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|  |  |  | * All travellers will comply with laws on the use of seatbelts and restraints. |  |
| Inappropriate photography, filming, and social media activity | Children | M | * Club photography policy in effect/adopted. * Club online safety and communication policy in effect * All adult supervisors on trip familiar with the LTA photography and filming best practice guidance. * Children required to complete and return the acceptable use statement for internet and social   media use. | L |
| Missing children | Children | L | * Missing player flowchart known to coach and supervising adults. * Venue management details have been ascertained in advance. * Contact details for all children mobile devices available to hand if they get separated. * Children informed of venue meeting points / where to go if they get separated. * Emergency contact details for all children have been obtained. | L |
| Inappropriate use of changing facilities | Adults Children | L | * Children will come to the event changed and ready to play and will shower and change back at home. * We do not have changing facilities for adults or children, and everyone arrives dressed ready to play so there is no inappropriate use. | L |
| Late or non- collection of children by parents/carers | Children | M | * Collection arrangements discussed and agreed in advance with parents, including the process that will be followed in the event of non-collection. * Significant/repeated concerns about timekeeping and non-collection are raised to the Club Welfare Officer. * A record of late or non-collection should be emailed to welfare officer and kept on file. | L |
| Children misbehaving and disrupting coaching sessions. |  | M | * Coach must hold a valid membership of LTA Coach Accreditation level 2-5 and therefore be trained to manage situations which may arise during coaching sessions. * Coach is familiar with the LTA Code of Conduct. * Children must agree to treat each other with respect and follow our anti bullying policy together with our acceptable use statement for internet and social media use. | L |

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|  |  |  | * If a child is exhibiting challenging behaviour which is a risk to other children, the coach/parent and welfare officer will agree strategies to manage the risks and support the child. Unfortunately, if the child continues to present a high risk to himself or others, they may be asked to leave the coaching group. |  |
| Other (detail) |  |  |  |  |

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| **Name of Coach**  **Dec Acornley** | **Signature:** | **Date:**  07/11/2023 |
| **Name of Welfare Officer / County Safeguarding Officer (delete as required):**  **Allison Moosa** | **Signature:** | **Date:**  07/11/2023 |