



KENT
TENNIS

Kent Tennis

Safe Live Streaming Policy

Version: 2.0

Date: 14 June 2023 (with update 1 July 2024)

Next review: June 2026

This policy will be reviewed following the completion of the LTA review of Safeguarding.



TENNIS
FOR BRITAIN

SAFEGUARDING GUIDANCE FOR LIVESTREAMING ACTIVITIES BY KENT TENNIS

Kent Tennis is aware many coaches will want to stay in contact with their tennis customers and keep them engaged through these unprecedented times. Whether this is through quizzes, fun tennis at home activities/homework or tennis exercises in the garden. This guidance document is designed to help safeguard coaches and their customers, and ensure we all continue to put appropriate measures in place for a safe sport. This guidance is intended to supplement existing policies and procedures and reinforce good coaching practices. This guidance is adapted from recently published guidance for the education sector which was provided by the NSPCC and Department for Education.

By adhering to the LTA guidance and advice outlined here the public liability policy cover for to LTA Accredited Coaches will provide indemnity when delivering livestream activities.

Your behaviour

Ensure you adhere to the LTA Code of Conduct for Accredited Coaches, and reinforce robust professional boundaries at all times.

It is still okay to communicate with children if this is done through a WhatsApp group that includes their parent(s). However, you should not give children your personal contact details (such as your personal mobile, personal email or social media details) or communicate with them privately unless this is with parental permission and limited to tennis related matters.

Ensure you are not overly familiar with children and never make inappropriate jokes or comments to or around them, or send messages which end with kisses ("xx").

Don't add, follow or interact with children on your personal social media account.

Finding a livestreaming platform

Use an appropriate and professional platform, e.g. Zoom, PowWowNow or Skype for your sessions.

Ensure any use of livestreaming systems is in line with privacy and data protection or GDPR requirements. Contact Brabners for legal advice on this if needed. To help reinforce professional boundaries, use your coaching email to create an account on livestreaming platforms.

If you already have an account on a livestreaming platform that uses your personal email, you should create a second one using your coaching email.

Familiarise yourself with the platforms' privacy settings and know how to report any offensive or abusive content.

Hijacking

There have been reports of people hijacking online meetings and showing graphic and disturbing material. It is therefore strongly recommended that you do not publicly share the meeting ID for any livestreaming sessions you plan to run. The best advice is to request that people register their interest and the meeting ID and password is sent out just prior to the meeting.

Where the session will take place

Coaches should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

Children should also be in a safe and appropriate environment with no inappropriate objects/information available. Make sure any other adults or children in your household know when you will be livestreaming to ensure they are aware of the activity and reduce the chance of disruption.

Parental involvement and consent

You should obtain parental consent in writing for their child to participate in a livestreaming session (see template provided).

If your current procedures do not already cover this, you should ask parents/carers to provide you with important information like emergency contact details and any medical conditions or disabilities you should be aware of. This can be captured on the consent form.

All communication must go through parents/carers /legal guardians directly. Any communication that is to be sent to children must have the parents/carers /legal guardians copied in.

Explain who you will share information with and when you may not be able to keep information confidential (for example, in the event of a safeguarding concern).

Parents/carers/legal guardians must be aware of what their children are being asked to do during sessions, including any websites they will be asked to access, and be clear who their child is going to interact with online.

Any 1-2-1 sessions with children must involve the parents/carers /legal guardians being able to supervise their child, or alternatively, having another coach/member of staff could be present. This supervision would not necessarily require the parents to be in the same room, as long as they are able to check in on the session.

The session should take place at an appropriate time that has been agreed with the parents/carers.

Ground rules

Develop a set of ground rules for sessions that children and their parents/carers /legal guardians sign up to. This should include:

- the expected behaviour of children and parents/carers/ legal guardians during sessions and in any e-communication
- that private information will not be shared
- how and when to ask questions during a session
- breaks during the session
- what to do if the session needs to end early due to emergency etc.
- what you will do should a safeguarding issue arise or become known about

Images

You should get consent from parents/carers/legal guardians and child to take and use any images of the child (if you do not already have their consent). See template provided.

Ensure that any images used to do not allow for the identification of the child, e.g. phone number, email, address, school details etc.

Logging information

You should keep a record of any livestreaming sessions with children. Include:

- the date, time and place

- the reason for the contact
- a summary of the activity or discussion
- any issues that came up

Further practical guidelines

- The coach/instructor should be suitably qualified to instruct on the activity
- The activity being suitable to be undertaken in someone's home
- The coach reminds participants to check their surroundings are clear and to keep any pets of distractions away during exercise
- The coach should specify at the start of any video that this is general guidance and anyone doing the exercise should be aware of their own capabilities and only do what they are comfortable to do or seek medical advice if in any doubt
- The coach should remind participants to stay hydrated
- The coach/instructor should be mindful with regard to the use of copyrighted music/material
- Ensure that you and the athletes wear appropriate clothing at all times.

Safeguarding Concerns

Ensure that everyone knows that if they have any safeguarding concerns, they can report this online to :

- County Safeguarding Officer – Janice White
- or
- LTA Safeguarding Team at <https://safeguardingconcern.lta.org.uk/>
- and
- to the police in an emergency.

Examples of concerns which might arise through livestreaming sessions include: · you see or hear something worrying during a session

- a child discloses abuse during a session
- inappropriate behaviour or messages are used/sent during (or outside of) a session

Additional information and training

Guidance on online safety and abuse: <https://learning.nspcc.org.uk/child-abuse-and-neglect/onlineabuse/>

Online safety training: <https://learning.nspcc.org.uk/training/introductory/keeping-children-safeonline-online-course/>

Safe remote learning guidance: <https://swgfl.org.uk/resources/safe-remote-learning/>

This policy was last reviewed on 14 June 2023 and will be reviewed every three years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Kent Tennis County Safeguarding Officer, Janice White

Approved at Kent Tennis Board of Management meeting on 11 September 2023

Malcolm Smith, Chair, Kent Tennis

Luke House, County Safeguarding Board member

This Policy was updated with change of County Safeguarding Officer Jane Parish on 1 July 2024

Updated and approved by Kent Tennis CIO Board of Trustees 1 July 2024