

## Safeguarding Livestreaming Guidance Coaching & Training During Covid-19 & Competitions & Events Going Forward

### Issue 1

#### Content:

Table Tennis England are aware that many of our coaches and clubs are looking to provide activities to keep their membership involved in our sport during this time of Covid-19. Many people are using the virtual platforms that have become available to access and provide that means of engagement. Clubs have been running quizzes, meetings, social evenings and attending education courses. It is vitally important that we all remember that safeguarding, even if coaches, officers, and staff are not meeting face to face still needs to be of paramount importance when engaging with young people and adults at risk.

As Covid restrictions relax, the demand for online video streaming is still prominent with events and competitions being live streamed. To ensure the safety of our athletes of all ages, we have set out the following guidelines / procedures to follow:

#### Detail:

The Codes of Conduct and Guidelines available on the Table Tennis England website:

<https://www.tabletennisengland.co.uk/about-us/safeguarding/>

<https://www.tabletennisengland.co.uk/about-us/safeguarding/safeguarding-codes-of-conduct-and-terms-of-reference/>

These links contain the information that still needs to be taken into account when setting up and livestreaming online meetings, training sessions, Competitions & Events.

You must use a platform that is appropriate and protected.

Please see the attached link for IT Support using Zoom: <https://support.zoom.us/hc/en-us>

#### **The following are guidance tips for Coaching, Training, Meetings, Social Events & Education courses being held online:**

- Check that your club or organisation has an online safety policy - again use the guidelines on the Table Tennis England website:  
<https://www.tabletennisengland.co.uk/about-us/safeguarding/photography-guidelines/>
- The same process for reporting any concerns should be followed even if they are recognised as a result of livestreaming or using a virtual platform, more information about the process can be found here  
<https://www.tabletennisengland.co.uk/about-us/safeguarding/>

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- Just the same as in a normal club session parental consent should be accessed by the person leading the session in writing (email).
- If you are running a coaching or physical training session the coach must still have an up-to-date coach licence.
- The coach should have information relating to any medical conditions and any emergency contacts and should advise the parents in advance about the content of the session and who will be running it.
- All one-to-one sessions should be with the parent/carer present as if it were in a playing hall.
- All sessions are to be open to all members of the club.
- Each session should be risk assessed and planned in the same way as normal but particularly taking into account the possible limited areas that the participants may have to move around in.
- The coach should ensure that the sessions are taking place in an open environment e.g. the living room, conservatory, garden.
- The coach should develop a set of ground rules for the session which everyone signs up to, which should include:
  1. Expectation of behaviour
  2. No sharing of private information
  3. How and when participants can ask questions.
  4. Break times
  5. What to do if the session has to end early because of an emergency
  6. What will the coach do should a safeguarding issue arise during the session?
  7. No photos / screenshots should be taken during the session
  8. If sessions are livestreamed the coach should take a note of the date, time and place of the session, who took part, the reason for the content, a summary of the session and a note of any issues that arose.
- Coaches must not use their personal social media accounts or emails to contact the young people or adults at risk but use the club social media pages or website or email addresses.

Further information can be obtained from the Child Protection in Sport Unit website, <https://thecpsu.org.uk/about-us/> by calling the TTE Designated Safeguarding Team on 01908 208860 option 3 or by emailing [safeguarding@tabletennisengland.co.uk](mailto:safeguarding@tabletennisengland.co.uk)

**The following are guidance tips for Livestreaming Competitions & Events**

- Parental consent must be obtained for any child (*for the purposes of Table Tennis England a child in this circumstance, is under 16 years old*) who is wishing to take part in an online video livestreaming event whether this is through our own channels (Facebook / Instagram) or a third party.  
[Download a parental consent form](#)
- Check that your club or organisation has an online safety policy - again use the guidelines on the Table Tennis England website:  
<https://www.tabletennisengland.co.uk/about-us/safeguarding/photography-guidelines/>
- The same process for reporting any concerns should be followed even if they are recognised as a result of livestreaming or using a virtual platform.  
<https://www.tabletennisengland.co.uk/about-us/safeguarding/>

In terms of livestreaming at Table Tennis England events, all players involved in the match will be asked to give their consent to being filmed. In the case of any player under the age of 16 years then this must be in the form of a written consent provided by their parent/carer. This consent can be gained prior to the event whether or not the player is involved in being livestreamed.