

Content: Guidance for Using Livestreaming during Covid-19

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 considered when engaging with young people and adults at risk.

The Codes of Conduct and Guidelines available on the Table Tennis England website <https://tabletennisengland.co.uk/wp-content/uploads/2018/12/safeguarding-guidelines-issue-2-july-2018.pdf> and <https://tabletennisengland.co.uk/wp-content/uploads/2016/02/coaches-code-of-conduct-and-ethics-issue-one-november-2016.pdf> contain the information that still needs to be taken into account when setting up and livestreaming online meetings or training sessions.

The first thing is to make sure that you are using a platform that is appropriate and protected. There have been issues with Zoom but provided you follow their guidance in making sure that the link/password is not available in the public domain and the waiting room is used to 'vet' people wanting to join the session and all the privacy settings are used it appears to be better protected.

The following are some guidance tips:

- Check that your club or organisation has an online safety policy - again use the guidelines on the Table Tennis England website: <https://tabletennisengland.co.uk/wp-content/uploads/2016/02/e-safety-policy-january-2017-issue-two.pdf>
- The same process of reporting any concerns should be followed even if they are recognised as a result of livestreaming or using a virtual platform.
- 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 – they do not need to be watching at all times but they should be in the house and able to watch the session from time to time.
- It is preferable that all sessions are 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 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 should make sure that they do 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](#) or by calling the [Table Tennis England's Safeguarding line 07507860034](#)

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