



SAFEGUARDING JUNIOR VENUE SUPERVISORS AND CHILDREN

Document Type
Guidelines

Date
September 2026



PROFESSIONAL BOUNDARIES

- Treat all children with respect, regardless of gender, culture, race, or disability.
- Be identifiable in your official role (ie. wear the Waverley Tennis **ORANGE** Venue Supervisor's vest).
- Respond respectfully and appropriately to the needs or concerns of children.



SUPERVISION

- Ensure supervision is constant, active, and prioritises safety and wellbeing.
- Keep activities open to observation by parents/guardians for transparency.
- Avoid one-to-one unsupervised contact with a child, except in emergencies.

DON'T

- leave children unsupervised or get distracted from supervision;
- [try not to] text, talk or browse on a mobile phone when supervising children.



PHYSICAL CONTACT

- Seek permission from the child before physical contact or demonstration of an activity.
- Check that physical contact is acceptable to the child.
- Offer comfort through gentle, non-intrusive contact, such as a hand on the upper arm or back, when needed.

DON'T

- touch intimate areas except for necessary medical reasons;
- force actions against a child's wishes unless to prevent injury.



LANGUAGE & VOICE TONE

- Use clear, respectful, age-appropriate, communication.
- Show calmness and respect through your words, tone, facial expressions, and body language.
- Address poor behaviour calmly and firmly.
- Encourage positive behaviour and promote a fun, inclusive environment.
- Address and correct inappropriate language or tone from anyone present (ie. player, parent or spectator).

DON'T

- use discriminatory, racist, or sexist language;
- shame, belittle, or make derogatory comments;
- use sexual, threatening, frightening, humiliating, or intimidating language or gestures;
- single out or chastise a child in front of others;
- use physical punishment or degrading, cruel, frightening, or humiliating treatment.



TRANSPORTING CHILDREN

- Always get parent/guardian approval before travel.
- Ensure the child sits in the back seat and is appropriately secured.
- Avoid being alone in the car with a child when possible.



BEFORE & AFTER THE MATCH

- Arrive 15 minutes before scheduled start time to prevent children being left unsupervised.
- If a child isn't collected after the completion of the match, the Home Venue Supervisor or Away Duty Parent (as applicable), should contact their parent or guardian.
- If contact is not successful, then you can contact your local Police Station or call Police Assistance on 131444.

DON'T

- leave the venue until all children are collected by their parent/guardian.