

Travelling/Trips Policy

WRF will make adequate plans to ensure risks are properly assessed and mitigated to ensure that all children are safe when participating in tennis away from home irrespective of whether they are representing themselves, their school, club or county, when playing tennis.

This policy is aimed at teams with children (anyone under 18) travelling for away matches and it provides a 'one stop' shop for organizers and supervisors accompanying the team to meet safeguarding standards. It is intended to supplement the more detailed LTA Safeguarding at Trips, Events and Competitions Policy.

1. **Supervisors** – A supervisor may be a coach, team captain or volunteer over 18 and the term is used throughout. Supervisors should have completed as a minimum the LTA online safeguarding training, but the preference will be to have completed a safeguarding course.
2. **League and County match safeguarding responsibilities** – At a league or county match, the home team will be responsible for the safeguarding plan and risk assessment of the event they are running. In the situation where there is no 'home team' because the match is taking place at a third-party location (i.e., a hired venue), it will be agreed between the parties who will be responsible for acting as the home team. The visiting club/county/school will be responsible for the safeguarding plan and risk assessment around their involvement in the event.
3. **Smaller events i.e. those with less than 20 competitors.** The safeguarding plan will comprise the relevant WRF safeguarding documents (safeguarding policy, codes of conduct etc.). As a general rule, if more than one club/county/school or team is involved at the same event then this is likely to need a bespoke safeguarding plan which might be the existing club, county or school safeguarding policy.

A Planning Overview

Supervisor Suitability

1. Appropriate supervisors must be identified for any activity or trip
2. Supervisors must demonstrate high levels of personal and professional behaviour at all times, promoting positive role models for the children and adults at risk that they are working with.
3. Although parents/carers will often accompany children to activities, where possible they should not be included in supervision calculations unless they have agreed to do this in an official capacity for the activity.
4. All supervisors must demonstrate commitment to respecting differences between staff and participants in terms of gender, gender alignment, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

Supervisors should identify someone from the home venue as a point of contact. The supervisor should also have a list of who is on the trip, their contact details (including the leaders/helpers), emergency contact details, consent for any photography/filming and medical/allergy information.

Ensure that this person is suited to this role and make sure everyone in the group is aware who this person is and what their role is.

Supervisors are to

1. Have primary responsibility for the behaviour, supervision and safeguarding of children during the activity or trip.
2. Provide a programme of activity (what they are doing; where they are going; the departure and return dates and times; the transport)
3. Provide the accommodation plans
4. Provide the kit list
5. Have access to the mandated safeguarding and health and safety regulations to be applied

Supervisors should communicate to parents, carers and players details of:

1. The staff/volunteers,
2. The club and any competition rules
3. Expected Code of Conduct and
4. Future travel arrangements
5. What to do if they feel unwell, worried or concerned and what is expected in terms of their behaviour

It is recommended that the following be done in person: run through the trip's programme of events and address any questions or concerns especially if it is their first trip away.

B Player Notification

Once a team has been selected, a nominated individual is to obtain the relevant consent and emergency contact details from the parents. On receipt, check that the forms have been signed and keep them safely in accordance with the privacy policy and in line with data protection principles.

C Team kit and equipment

Ensure that all team equipment is appropriate and that the juniors are always fully and appropriately dressed (for example, wearing a t-shirt and shorts or skirt). Ideally, children shouldn't wear shirts or hats with their names on, but this may be individual parental/child preference with school leaver type hoodies etc.

D Adult-to-child ratios

Most tennis team events are based on 4-6 children per team and despite the small numbers 2 adult supervisors are required for team supervision. For larger team numbers the ratios are:

- 2 adults for every 8 children aged 10 and under;
- 2 adults for every 10 children aged 11 and over.

Greater adult-to-child ratios may be required depending on the needs of the children (disability requirements or identified risks).

E Gender

The gender of the supervisors should match the gender of the children. At least one of the supervising adults must be the same gender as the children unless this is impossible.

F Religion/Cultural considerations

Supervisors should also be provided with knowledge of the religious, cultural, language/diet (including fasting) needs of all players.

G Transportation

Coaches and other venue staff/volunteers must not be responsible for giving lifts to children on an informal or ad-hoc basis. Where transportation is formally required as part of a league or County match, coaches, team captains and other staff/volunteers may take on the driving responsibility to transport children to the event. In these circumstances, a minimum of 2 adults are to travel in the vehicle with any number of juniors, unless in an emergency.

Where transportation is not part of a venue organized trip, parents have a responsibility to ensure appropriate transport arrangements are made for their children; they may choose to make private arrangements with another adult (such as a family friend) to transport their child. In these circumstances, it is advisable to let the venue or supervisor know.

Parents should return a completed Emergency Contact Form and the driver and supervisors should have a copy of this with them on the journey in case of emergencies.

H Vehicles

Drivers must have a valid UK driving licence, satisfactory DBS check (if applicable), MOT certificate, road tax and insurance. All travellers must comply with laws on the use of seatbelts and restraints. Children must always be seated in the back of the vehicle.

It is recommended that rest breaks are taken every two hours of driving. In the event of vehicle breakdown or accident, the group should remain under the direct supervision of the supervisors wherever possible.

If transporting children in a mini-bus or bus, the driver must have the correct type of licence for this.

Consideration should be given to the storage of luggage (in particular, not blocking access to exit routes).

I Accommodation

Many 'chain' hotels (e.g. Premier Inn) allow children to stay in a room without an adult, as long as the adult is staying in the hotel (booking usually needs to be made with the hotel directly rather than online).

Rooms on the same floor for all attendees should be requested.

Hotels should be booked a minimum of 7 days prior to the trip taking place.

Parents will be informed of the hotel details (including address and contact information at least 7 days prior to the trip taking place).

Where accommodation becomes unavailable prior to the commencement of the trip, suitable alternative similar accommodation should be sought, and parents notified of this as soon as possible.

If accommodation becomes unavailable during the trip due to emergency or other unforeseen circumstances, seek to secure suitable alternative accommodation for players and staff in the first instance and then notify parents as soon as possible.

Children of a similar age and the same sex can share a room as long as they are in separate beds. Players who have turned 18 years old can share a room with younger players of a similar age and sex (an age gap of two years should be maximum), assuming the players and their parents have consented to this arrangement.

Under no circumstances must a supervisor, coach, or anyone else responsible for the running of the trip share a room with a child.

The hotel and its facilities should be considered as part of the trip planning and risk assessment (taking into account the needs and requirements of any disabled players), i.e. access to restaurant, pools, gymnasiums, TV/games rooms, the internet and so on.

Consider if there is a social area for children and any additional supervision levels required, particularly during the down time. Negotiate and inform the hotel staff about children leaving the premises. As a rule, you should not allow youngsters (under 11s) unsupervised free time. You should always inform parents if there will be times when youngsters will be unsupervised.

Check if there are any special dietary requirements, medical or allergy needs. If you are in self-catering accommodation, supervisors will do the cooking and agree the menu before travel.

J Checklist

1. Check if any other large events or groups (e.g. weddings) are staying in the hotel, as this may make it more suitable and cheaper to find another hotel. Should multiple teams be staying at the same hotel, it would be advisable to account for this in the event planning and risk assessment.

2. Correct bed types in each room and check for any damage and report any issues
3. Windows and doors are safe and secure
4. No access to alcohol in the rooms
5. Check that movie access, where available in the rooms, is appropriate and that players cannot access inappropriate TV programmes
6. Identify and show fire exits and emergency procedures
7. Safely store valuables and medicines
8. Confirm and brief night-time security arrangements including secure parking
9. Conduct room checks during the day and always keep the door open when completing a room check
10. Room checks should always be completed by both supervisors in line with the following:
 - a. They will be conducted by pairs of supervisors
 - b. Knock before entering and ask if it is okay to enter
 - c. Explain the purpose of the room check – ask the children how they are and if everything is okay.
 - d. Always wait until all children are fully dressed
 - e. Confiscate any illegal items immediately and explain possible consequences

K Medical Issues and Emergencies

There must always be a qualified first aider and up to date first aid kit with the team.

Supervisors should ensure the players are not carrying any injuries which would prevent them from competing safely.

Supervisors must know how to contact the emergency services.

If any of the group have a known medical condition, ensure that supervisors are aware of how to deal with potential situations. Assess if any children with additional health needs/disabilities require extra supervisors or bespoke training such as asthma medication/ diabetes management.

If a player needs to be taken to hospital in an emergency, it is acceptable for one supervisor to transport the child where the other supervisor needs to stay with the remaining children.

L Missing Players

Ensure procedures are in place to provide clear guidance on how supervisors should respond in these circumstances (see LTA Safeguarding at Events, Activities and Competitions for more details.)

When a child is reported missing, allow no more than 20 minutes before calling the police.

M Insurance

Information about insurance can be found on the LTA Insurance Centre.

If anyone has further questions, these should be directed to Howdens via the details provided on the LTA Insurance Centre, which includes a dedicated phone number, email address and enquiry form.

N DBS

Anyone who is responsible for children (on behalf of WRF) needs an LTA DBS check that is less than 3 years old.

Parents do not require a DBS check if they are supervising their own child on a trip. However, if a parent has been asked by WRF to take on specific role which involves them working with children, then a DBS check is required.

WRF's Regulated Activity flowchart should be utilised to access if a role requires a DBS check or not.

If a group of parents have made a private arrangement for one of them to transport/supervise all of their children, a DBS check is not required (due to the fact that it is a private arrangement).

If someone is working with children on average once a month on an on-going basis, it is recommended that a DBS check is obtained.

O Confidential information

Supervisors should keep any personal data safe while on the trip, i.e. consent forms next of kin details, medical notes provided by parents and emergency contact numbers and room lists.

P The venue

Supervisors are encouraged to liaise with the venue to ensure both parties are familiar with each other's policies and procedures. In addition, if there are any specific risks identified in the risk assessments process that are relevant for each party to be aware of, it is advisable to share details of these.

Q Toilets and changing rooms

All LTA registered venues are required to have their own policy on the use of changing rooms. Supervisors should check its policy in advance to ensure that both they and the home venue can comply with it. If this is not possible, WRF may decide that it is more practical for players to come to the venue already changed, wearing suitably warm clothing e.g. tracksuits, and change and shower back at the accommodation.

As a general rule, supervisors should not enter the changing rooms/toilets and should remain outside (close by) until the child has finished.

R Supervisors should:

- Encourage bigger groups to take a comfort break together. If the group has children of mixed genders, there should be at least one supervisor of each gender supervising visits to the toilet.
- Mobile phones and other electronic devices must not be used in changing rooms. Anyone observed taking photos or videos in the changing area should be immediately reported to the venue management and police as appropriate.
- Where no changing facilities are available, children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.

S Other onsite facilities

As part of the planning for the event, supervisors should ascertain details of the facilities at both the home venue and accommodation (i.e. gym, swimming pool etc.). These should be accounted for in the risk assessment and rules around player usage put in place.

T Social media, mobile phones and the internet

E-technology, mobile phones, tablets/electronic devices, social media, use of film and photography and access to the internet can be an integral part of larger events and it can be expected that children may have access to some or all of these.

Clubs/counties/schools should have an online safety and communications policy and an acceptable use statement for internet and social media which is adhered to by all staff, volunteers and children.

U Photography and Filming

The **LTA photography policy** applies to all LTA Staged Competitions (all tennis competitions and tournaments that are organised and delivered by the LTA).

This policy also sets out guidelines for other tennis venues and organisations running tennis competitions on behalf of the LTA and which is further supported by the **Photography and Filming Best Practice Guidance**.

V Return Trip

Where possible, supervisors should confirm with parents/carers that they are on time for arrival at the pre-arranged designated pick-up point.

The pick-up point should be well lit, secure and a public place, preferably linked to the club or sports centre or agreed suitable venue.

W Late Collection

Clubs and supervisors should not be responsible for transporting children in the event of late collection other than in the case of an emergency.

If late collection occurs:

- Ensure that 2 supervisors stay with the child if possible at the pick-up point.
- Do not send the individual home with anyone else unless you have parental consent.

If collection fails to occur:

- Try and make contact with the parent/carer to find out what is happening
- If contact cannot be made ask the child if they have any alternative contact details for their parent. If unsuccessful, ask the child if there is any other family member who could collect them
- If unsuccessful and it is not appropriate to take the child home (for example, there is no-one at home), contact should be made with the police on 101



Parental Consent Form

I confirm that I _____ am the legal parent / guardian of

I hereby consent to the above child participating in the sports activities of Winchester Racquets and Fitness (WRF) in line with the Code of Ethics & Good Practice for Children's Sport. I have provided contact details below and undertake to inform WRF of any changes to this information. I confirm that all details are correct, and I am able to give parental consent for my child to participate in all activities at the club.

I confirm that I have read the Club's Child Protection Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for adult supervision for my child except as set out in the Club's Child Protection Policy.

Name: (please print) _____

Signature: _____

Contact Details

Name of Child _____

Address

Parent's Mobile Number

Emergency Contact 1

Emergency Contact 2