

# SUNDRIDGE PARK

## TENNIS • PADEL • SQUASH

### Guidance for Travelling to Away Fixtures Policy

Whistleblowing policy	Last Review Date: July 2022 (review/amendments by R Jones, H Maynard-Slade)
Written by LTA HP	Next Review Date: July 2024

## Guidance for travelling to away fixtures where children and vulnerable adults are involved

This guide is based on the LTA/England Squash advice to help coaches, officials and parents understand the roles and responsibilities involved in taking players to away fixtures. It should be used alongside the Club's Safeguarding Policy and applies to all sports: tennis, squash and padel.

As a Club, Sundridge Park participates in team competitions for juniors in both summer and winter leagues. These can take place at a central venue or as home and away fixtures with other Clubs. Sometimes our juniors may also be asked to play in adult teams.

### Travel arrangements

For away trips, an adult Team Captain should be appointed from the group of parents/carers whose children are participating. Ahead of any match, communication should have taken place to establish the following:

- Method of transport
- Pick-up points/time of return
- Destination
- Match details
- Emergency contacts of all children participating.

The Team Captains must have access to this guidance to ensure the safety and wellbeing of children and young people.

Parents/Carers are responsible for ensuring appropriate transport to and from a venue; where possible, parents/carers should transport their own child. In the event they are not providing their own transport, they must satisfy themselves that they are happy with the arrangements proposed by the Team Captain. Parents may choose to make private arrangements with another adult (such as a family friend) to transport their child, in which case they should make the Team Captain aware.

If the Team Captain is proposing a shared lift arrangement, awareness should be shown of the following factors:

- Passenger safety
- The competence and training of the driver to drive the proposed vehicle and whether he/she holds insurance and an appropriate valid licence
- Type of journey, traffic and weather conditions, appropriate insurance and breakdown cover
- Supervision requirements
- Emergency procedures.

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It is the driver's responsibility for making sure the players have seat belts and use them. Vehicles without seat belts should not be used.

It is advisable that adults who are driving young players who are not their own children are not put in a position where they are alone with the player. If this is absolutely necessary, parental permission should be obtained and the player asked to sit in the rear of the vehicle. When a group of players are travelling together in a private car, a collection and dropping-off point should be arranged.

### Child seats/restraints

The law says that all children under the age of 12 have to use some form of child car seat, unless they are taller than 135cm (4ft 5in). Regardless of whether the child is in the front or rear seats in cars, vans and other goods vehicles, the child must travel in the correct child restraint for their weight, with very few exceptions. The correct child restraint may be a rear-facing baby seat, forward-facing child seat, booster seat or booster cushion.

The law states that it is the driver's responsibility to ensure that children under the age of 14 are restrained correctly in accordance with the law. The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted. There are some other exceptions too – but these do not generally apply to private domestic vehicles.

For more detailed information on the rules regarding car seats, [visit the government's webpage for Child car seats: the law](#).

### Checking the suitability of supervising adult

All people acting in a supervisory capacity with children or vulnerable adults must, as an absolute minimum, have completed an LTA self-declaration form. Information about this can be obtained either from the [Kent Tennis office](#) or [www.lta.org.uk](http://www.lta.org.uk).

Where the adult is merely providing transport, they are not expected to have a DBS check.

### Mixed groups

Where the group is of mixed sex, there should be at least one adult male and one adult female accompanying the team. The number of adults required and their different responsibilities will be determined by the nature of the trip.

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## Roles and responsibilities of the adult

Parents expect their children to be cared for safely and sensibly. All adults, including coaches, parents and volunteers, are expected to take the role of a responsible parent; to be acting in loco parentis.

### Adult-to-player ratio

Any trip must have a suitable ratio of adult to players. The factors to take into consideration are:

- gender, age, ethnicity and ability of the group
- the duration and nature of the journey
- the competence and likely behaviour of the players
- the experience of the adults in supervising players

Adult ratios are difficult to prescribe as they will vary according to all of these factors, as well as the location of the fixture or event, the type of activity being undertaken and the resources available. However, consideration must be given to ensuring that there are enough people to deal with an emergency. As a guide, a ratio of 1:5 should be considered as a minimum for players who are aged 11 years and over. For younger children and people with disabilities, this ratio may be increased.

### Supervision while travelling

On each trip, one adult will take overall responsibility for the group (at all times) and act as Team Captain.

The level of supervision needed while travelling should be considered as part of the risk assessment. Ideally, drivers will not be responsible for supervising players, but this may be the case with smaller groups.

Factors that the Team Captain should consider when planning supervision on transport include:

- the safety of the group near roads and other dangerous locations
- sufficient stops at suitable places, to ensure the safety and comfort of all group members, including the driver.

The Team Captain should meet with all the travelling players at the beginning of the trip to set down clear ground rules and responsibilities.

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## Breakdowns and accidents

In the event of a breakdown or accident, the group should remain under the direct supervision of the Team Captain or other designated adult. If the accident is of a serious nature, then LTA Child Protection must be advised on 07971 141024.

## First aid and medication

The group organiser and Team Captain should know how to contact the emergency services and have access to at least the minimum first-aid provision.

The organiser and Team Captain should be aware of any medical conditions the players may have, including allergies.

## Emergency procedure

If an emergency occurs during a trip, then the following steps should be taken:

- Establish the nature of the emergency as quickly as possible.
- Ensure that the group is safe and supervised.
- Establish the names of any casualties and get them immediate medical attention.
- Ensure that any group members who need to know are made aware of the incident, and that all group members are following correct emergency procedures.
- The Team Captain should liaise with parents.
- Ensure that an adult accompanies any casualties to hospital and that the rest of the group is adequately supervised (and kept together) at all times.
- If necessary, notify the police immediately.
- Notify LTA Child Protection on 07971 141024.
- As soon as it is safe and sensible to do so, write down all relevant facts and any witness details as accurately as you can, to preserve any evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an [LTA incident/accident report](#) form as soon as possible.
- Ensure that no one in the group speaks to the media. All media enquiries should be referred to the LTA Communications Department.
- Ensure that no one in the group discusses legal liability with other parties.
- Those in charge of a trip have a duty of care to people under the age of 18. They also have a common law duty to act as any reasonably prudent parent would.

No one should hesitate to act in an emergency and to take life-saving action in an extreme situation.

## Procedure for the home contact

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If contacted about an emergency, the person acting as the home contact/Team Captain should:

- verify that the Team Captain has control of the situation and establish if any assistance is required
- contact parents and keep them as well informed as possible; If the child is injured and has been taken to hospital, the parent(s)/carer(s) will be advised which hospital and given the contact details
- liaise with LTA Head Office Child Protection & Equity Manager on 07971 141024
- liaise with the LTA Communications department.

## Insurance

**Public liability cover** – Organisers and Team Captains should ensure that public liability insurance is in place and that they are aware of any limitations in cover. They should take a copy of the policy with them, or at least know where the policy is kept. All LTA-registered clubs have LTA Insurance as part of their registration.

**Personal accident cover** – Organisers should ensure that adequate personal accident insurance is in place and that they are aware of any limitations in cover.

**Insurance while travelling** – Passengers travelling in motor vehicles in the UK are covered (under law) by insurance policies required under the Road Traffic Act (1988). Best practice is for the club to check the insurance certificates for any vehicle that is being used to transport players. At the same time, it is prudent to check driving licences.

## Related policies

Sundridge Park Tennis and Squash Ltd has several Safeguarding policies. Those most relevant to this policy and available on our website are:

- Safeguarding Policy Statement
- Safeguarding Policy
- Recording and Publishing Images Policy
- Online Safety and Communication Policy, including Social Media Policy

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