



**WILTSHIRE
TENNIS**

Trips (Juniors and Mixed Age) Policy

May 2022

Wiltshire Tennis takes seriously the welfare and safety of every player, and members of the support team, on Wiltshire Tennis trips. This policy covers all Wiltshire Tennis trips, including County Cup events, using information and guidance from the LTA documents: Safeguarding at Events, Activities and Competitions Document Version 1.1 22.03.18 and the supplementary LTA Safeguarding Guidelines for County Cup and League Matches Version 1/06/02/2020.

This policy sets out the Wiltshire Tennis commitment to the safety of children, young people and vulnerable young adults.

Review period: on an annual basis by Wiltshire Tennis Executive Committee.

N.B. It is a general expectation that, for all participants, any trip will start and end at the same pre-arranged place, e.g. Delta Tennis Centre.

Supervision

Wiltshire Tennis will endeavour to adhere to the LTA ratios when travelling as part of a trip:

- 2:8 for children 10 and under,
- 2:10 for children aged 11 and over.

At least one of the supervising adults will be the same **gender** as the children unless this is not possible.

Supervisors must demonstrate high levels of personal and professional behaviour at all times, promoting positive role models for any children or adults at risk with whom they work. This includes demonstrating commitment to all aspects of inclusivity.

Wiltshire Tennis 'Support Team'

The support team for any trip will consist of a mixture of some or all from: Captains / Assistant Captains / Responsible Adults.

- When organising teams, at least one adult of the same gender who is aware of their responsibility to all team members, will accompany the trip.
- Wiltshire Tennis will only use LTA Accredited+ Captains (DBS check, First Aid, Suitably Qualified and Safeguarding trained) who are over 18 years old, to lead trips. These will be Wiltshire Tennis coaches.
- Assistant Captains must be at least LTA Accredited (relevant DBS check, First Aid and Safeguarding trained) and over 18 years old.
- Responsible adults travelling in loco parentis **as part of the group supervision ratios** must have a valid LTA Volunteer Enhanced DBS check and be over 18 years old. Wiltshire Tennis must have written consent from all parents to agree to that particular person being part of the trip. A separate list will be kept of parents who travel in loco parentis.
- A relevant DBS is an acceptable LTA DBS check which is less than three years old. See the LTA website for details.

Confidential data

(section under review, but stands as at 11 May 2022 and until further notice)

Part of the electronic **Support Team Travel Pack** (see below), these include: consent forms, next of kin details, medical notes provided by parents, emergency contact numbers and room lists. Supervisors should keep this information safe and secure for the duration of the trip, and thereafter. Any paper records must be returned to the County Administrator, Head Coach or County Safeguarding Officer within three days of the end of the trip. Amended electronic Risk Assessments must be returned to admin@wiltshiretennis.org.uk immediately following return from the trip. At the same time, supervisors **must** delete all other electronic records specific to the trip and confirm to admin@wiltshiretennis.org.uk that they have done so.

Team kit and equipment

All team kit must be appropriate. Juniors must always be fully and appropriately dressed, e.g. wearing a T-shirt and shorts or a skirt. Ideally their clothing will not bear their names, but this may be individual parental/child choice where they are wearing their own clothing.

Wiltshire Tennis Support Team: vehicles for travel.

The following considerations will determine the transport to be used:

- For the entire trip, a minimum of 2 adults should travel in the same vehicle with any number of juniors, unless in an emergency situation.
- Where the above is not possible, all parents must approve of the proposed travel arrangements.
- The driver must be DBS checked.
- Children should sit in the rear of the vehicle at all times.
- Where the above is not possible, all parents must approve of the proposed travel arrangements.
- The driver may need valid Business Car Insurance.
- The vehicle must have valid Road Tax.
- The vehicle must have valid MOT certificate as required.
- The driver should check that the vehicle is safe for travel, e.g. oil and tyre check.

Where a hire vehicle is used all the above items will apply.

Coaches/venue staff/volunteers must not be responsible for giving lifts to children on an informal or ad hoc basis.

Journey times

Drivers should plan for a rest stop at least every two hours. In any event they **must not** drive for more than three hours without a break.

Travel Insurance

- At LTA sanctioned events a player, coach and travelling support team are covered under the LTA Howden's insurance – to view a copy of the policy please visit the Wiltshire Tennis website. ***N.B. Cover is not provided for players, coaches or the travelling support team at non-LTA sanctioned events.***
- Information about insurance can be found at the LTA Insurance Centre.
- Further questions should be directed to Howdens via the details on the LTA Insurance Centre, which includes a dedicated phone number, email address and enquiry form.

Accommodation for overnight stays

- Wiltshire Tennis will use reputable hotels.
- Rooms on the same floor for all trip attendees will be requested, although this may not be possible.
- Hotels will be booked a minimum of 7 days prior to the trip taking place.
- Parents will be informed of the details of the hotel at least 7 days prior to the trip taking place.
- Where the original accommodation becomes unavailable prior to the commencement of the trip, Wiltshire Tennis will seek suitable alternative similar accommodation and parents will be notified of this as soon as possible.
- Where the original accommodation becomes unavailable during the trip due to emergency or other unforeseen circumstances Wiltshire Tennis will, in the first instance, seek to secure suitable alternative accommodation for players and staff. Parents will be notified of this as soon as possible.
- On arrival captains should brief the group on the emergency procedures, including fire procedures.
- On arrival captains should check that all players know how to contact staff, including which rooms they occupy and room telephone numbers.

Supervision guidelines for overnight stays

- Supervisors may not share rooms with players.
- Adults may not share rooms with U18s.
- Where there are team mates who are 17 years and 18 years old for example, Wiltshire Tennis should gain parental permission for the named players to share a room.
- When children share a room, they should be of the same sex and similar age.
- Separate beds should be provided for each individual player.
- Safely store valuables and medicines.
- Players should be set very clear guidelines regarding their expected behaviour at the accommodation.
- Consideration must be given to any additional supervision levels required, particularly during 'down time' or other free time.
- If there is a change in circumstance with rooms, the Wiltshire Tennis Support Team will discuss with the child, and their parents where appropriate, to establish the best outcome.
- Adults should not go into a player's room unless in an emergency, and preferably with another responsible adult.
- Any room check should be conducted by two supervisors, during the day, the door open:
 - + knock before entering and ask if it is OK to enter,
 - + explain the purpose of the room check,
 - + always wait until all the players are fully dressed,
 - + confiscate any illegal items immediately, and explain possible consequences.

Checklist

- Are any other large groups/events at the hotel?
- Are there correct bed types in each room?
- Check rooms for damage prior to occupation and report any issues.
- Are the windows safe?
- Ensure that there is no access to alcohol (room fridges etc.) or unsuitable movie channels.
- Brief players on the location of fire exits and emergency procedures.

Emergencies

- Ensure players are not carrying injuries which would prevent them from safely competing.
- In event of a medical emergency involving a player, the emergency services should be contacted and their instructions followed.
- If a player is required to leave the venue/accommodation (e.g. they have to go to hospital), one of the supervising adults from the support team should take them, leaving the second adult behind to supervise the other players.
- See RA provided for the trip, especially sections DEPARTURES FROM PLAN and NOTES FOR CAPTAINS (these are the last two pages of the RA).

Missing Players

Be familiar with the LTA's Missing Child Procedures, follow these and liaise with your venue. Where a child is reported missing allow no more than 20 minutes before calling the police.

Competition Venue

- Check that the venue has an expected range of published policies (all LTA Registered venues should have these) and familiarise yourself with the main details.
- Encourage players to take comfort breaks in groups of three; where very young players are concerned, a supervisor of the appropriate gender may remain close by, but not enter, a cubicle or changing room.
- Mobile phones and other electronic devices must not be used in changing rooms. Anyone observed taking photos or videos in the changing areas should immediately be reported to the venue management and police as appropriate.
- Where no changing facilities are available, players should take appropriate additional clothing, e.g. tracksuits.

Unsupervised Time

- This should be anticipated and planned for.
- Under 12s should never be unsupervised off-site or away from their accommodation.
- Other youngsters must remain on site at all times, preferably in groups of three.

Returning from an 'away' competition

Players often finish at different times during a tournament. They will be expected to conduct themselves appropriately during any 'down time', including when waiting to begin their return journey.

1. Captains will liaise with parents regarding the estimated return/arrival time.
2. A player's parent may come and pick them up and take them home, and should make the captain aware when this happens.
3. Wiltshire Tennis will require written consent where parents have made independent arrangements for any of the team to travel back with another player's family. *Please note that Wiltshire Tennis takes no responsibility for this travel arrangement and it will be the responsibility of the player's parent to ensure all safety precautions have been met.*
4. Where any player cannot continue the event due to illness or unforeseen circumstances, parents will be consulted and may be asked to collect their child.

Late collection

Neither Wiltshire Tennis nor its supervisors can be responsible for transporting children in the event of late collection other than in case of an emergency and then with parental permission.

If late collection occurs Wiltshire Tennis will:

- make every effort to locate the parent/carer to establish the circumstances;
- ensure that 2 supervisors stay with the child, if possible, at the pick-up point;
- not send the player home with anyone else unless there is clear and unequivocal parental consent;
- ask the player for other emergency contacts, or family members who could collect them;
- where the above is unsuccessful, and it is not appropriate to take the player home (e.g. there is nobody at home), contact the Police on 101.

Mobile Phone Use

We recognise that mobile phones are part of everyday life for many players and that they can play an important role in helping players to feel safe and secure. During trips, we want to encourage a real team ethic, so captains will set appropriate expectations around the use of mobile phones during the trip. All will be expected to follow Wiltshire Tennis Online safety and Communications Policy, including the WhatsApp guidelines.

Social Media

Wiltshire Tennis asks all players and parents to read through, sign and send back to Wiltshire Tennis our Social Media Statement so that we can keep it on file.

Communication/Administration

- There will be one point of contact for Wiltshire Tennis trips administration and each trip will have a completed checklist/risk register which will be kept on file centrally at the Wiltshire Tennis office (located at the Delta Tennis Centre) so that all staff can access information to support trips.
- A fact sheet will be provided in advance of travel to all parents. This will include hotel and room information; support team details; travel arrangements including start and end points of the trip; event details; required kit/equipment; pocket money; contact arrangements et al.
- Updated information will be requested for every trip involving U18 players to ensure Wiltshire Tennis has the most up to date information.

Wiltshire Tennis Support Team Travel “Pack”

Prior to leaving on a trip, captains will be given electronic details of information applicable to the trip, to keep with them at all times. The pack will include the following:

- Risk Assessment/Register for the relevant group/venue/travel arrangements including sections DEPARTURES FROM PLAN and NOTES FOR CAPTAINS;
- All hotel and room information;
- Event Factsheet;
- Medical consent, emergency contact form, photograph consent and social media form;
- Reminder of LTA 'Reporting a Concern form' (also available online at the LTA website);
- Reminder of LTA 'Reporting a Concern Flow chart' (also available online at the LTA website);
- Reminder of 'Missing players' flowchart;

- Reminder of Missing Child Form (also available online at the LTA website);
- All Hotel and room information;
- Suitable first-aid kit;
- Emergency procedure/contact information (to include telephone number of CSO);
- Information for supervisors regarding knowledge of religious, cultural, language, dietary (including fasting) needs of all players;
- Wiltshire Tennis Trips Policy.

Other relevant Wiltshire Tennis policies:

- **Safeguarding Policy (incorporating Whistleblowing)**
- **Diversity and Inclusion Policy**
- **Anti-bullying and Harassment Policy**
- **Online Safety and Communications Policy**
- **Photography and Filming Policy**
- **Safe Recruitment Policy**
- **Complaints and Appeals Policy**