



Safeguarding guidance for organisation, travel and supervision of junior players during junior inter-county events and tournaments.

Context:

When playing tennis away from home, planning is required to ensure risks are properly assessed and mitigated ensuring that all children are safe when participating in tennis. This guidance is primarily aimed at teams with children (anyone under 18) travelling for away matches.

The following guidance is to be followed by all Durham & Cleveland County appointed Team Captains, coaches and parent or adult volunteers travelling, for example, with junior age County Cup teams to inter-county cup tournaments and other LTA sanctioned events involving junior players who are representing our County.

It must be emphasised this 'County' document serves only as a quick reference guide and is not intended or to be considered, as a substitute for the LTA's **'Best Practice Guidance for Safeguarding at Events and Competition Guidance'** to which this County adheres in full. This document can be accessed via the LTA website:

<https://www.lta.org.uk/about-the-lta/policies-and-rules/safeguarding-protection/>

Our shortened and 'quick reference' County guide will be issued to all designated county captains and adult supervisors prior to any county events and where there is related tournament travel. This document is also accessible via the County website: www.dclta.org

Organisation – prior to trip:

1. Durham & Cleveland LTA currently enters boys and girls teams in all designated age groups: 9U, 10U, 11U, 12U, 14U and 18U.
2. Every junior age 'travelling' team will have a nominated team captain whose primary responsibility is to ensure the safety and wellbeing of each individual junior player. In addition, the County requires a suitable second adult supervisor to accompany the team. At least one of the supervising adults must be the same gender as the children. With regard to 9, 10, 11 and 12 year old age groups, the 2nd adult must be a parent. For 14 and 18 year old age groups the 2nd adult supervisor could also be a coach or other 'suitable' adult volunteer. 'Suitability' is an important consideration taking into account skills and experience to work with children as well as a demonstrated ability to ensure the safety and well-being of others. (Very young players far removed from their designated age group may require further consideration over the necessity for parental supervision eg a 12 year old in an 18's team).
3. With all age groups, team captains and adult volunteer supervisors must be DBS checked (enhanced and standard respectively as minimum) and possess a recent certificate (within the last 3 years). (The responsibility rests with the County / nominated official to administer this if



the adult/supervisor is a volunteer). It is also the County's policy that the team captain is a current member of LTA's Coach Accreditation.

4. At least 1 month before the away event, the County will advise parents / carers of selected players about the dates/timings/venue and travel arrangements.
5. The County / nominated official is responsible for the booking of accommodation and, if required, *mini-bus hire for the event *(see paragraph 12).
6. The County will advise parents / carers of all accommodation and travel arrangements as soon as these arrangements are confirmed.
7. Parents / carers will also be provided with details of the Team Captain (TC) and the Adult Supervisor (AS) parent(s)/volunteer(s) responsible for the team during the event.

Essential procedures / consent forms:

8. The County will forward a *Consent and Emergency Contact Form*** to parents / carers requesting its completion and return prior to departure. Information contained will incorporate details relating to the child's
 - Health and medical needs (if any)
 - Parents or Carers contact details in the event of an emergency
 - Parents' consent to taking and use of photographs of players
 - Consent around travel arrangements

** form attached.

9. The TC is responsible for the possession of the document(s) for the duration of the event and for being aware of any particular needs or special requirements relating to individual players.

The trip / event itself:

Travel:

10. *If a mini-bus is to be hired, then the following must be adhered to (*DVLA rules 2015):
 - The driver must be at least 21 years old
 - Have held a licence for at least 2 years
 - Be driving a mini-bus of less than 3.5 tons and
 - Not be towing a trailer
 - Be driving for social purposes on a voluntary basis.
11. Seat belts to be worn at all times whilst travelling in any vehicle.
12. If and when stopping at service stations, rendezvous points will be arranged and clearly understood by all.



13. In the event of a vehicle breakdown en route to or from a venue, no players are to be left unaccompanied by an adult whilst awaiting breakdown / recovery arrangements.
14. If you are using your own vehicle to transport unaccompanied players, ensure the rear seats of the vehicle are used first.

Accommodation & Venue considerations:

17. All players to be present during check-in at the hotel.
18. Unless with their parent, players under 18 must not share a room with an adult.
19. Both the TC and AS will make a note of room numbers before players go to rooms.
20. The TC and AS will conduct a group induction of the venue covering:
 - The hotel's fire drill showing emergency exits
 - Rules and expectations eg bedtimes and general behaviour. (TC will set bed times and instruct players not to leave their rooms after this time except in emergencies eg fire.
 - In circumstances of difficulty or lesser emergency, (eg player feeling unwell or worried), they are to telephone the TC or AS first).
 - Players should not open their hotel room door to anyone other than another member of the County party and must not, after bedtime, to anyone other than the TC or AS responsible.
 - Tell children what rooms they and the AS are in. In an emergency, if the TC is required to leave the team, inform all children of the second adult who will look after them.
 - Players should at no time leave the hotel without the prior permission of the TC or AS.
 - Any other expectations or arrangements the TC considers appropriate eg meal times; training and competition times; expectations around LTA Code of Conduct and Fair Play.
21. If circumstance necessitates entry into a player's room then ideally both adults should be present or as a minimum the 2nd adult needs to be advised.

Tennis Venue:

22. Players should always ensure that the TC or AS are aware of their whereabouts at the venue. Under no circumstances are players to leave the venue without the prior permission of the TC or AS.



23. In the event of an injury / medical emergency involving a player who has to leave the tennis venue eg hospital treatment, either the TC or AS will accompany the player and the remaining players will continue to be in the care of the 2nd adult.

General:

24. It is difficult to prescribe guidelines for every potential situation that may arise whilst children are being supervised *in loco parentis*. It follows that, whilst the above acts as guidance, those supervising are also expected to take a common sense approach to situations they may encounter and always remember that the safety and well-being of the child is paramount.

25 Both children and adults in positions of responsibility for them must not consume alcohol.

26. The TC and/or AS will use their discretion to incur any expenditure necessary to deal with unforeseen circumstances/emergencies and all such costs will be reimbursed by the County.

27. In the event of an emergency or serious concern, the TC will endeavour to contact a County Official as soon as possible and to seek assistance as required. ***A County Official will be designated prior to the trip to respond to any such issues.***

28. Prior to any event or tournament arranged or organised by Durham & Cleveland LTA, especially where this involves travel and stays for players away from home, nominated Team Captains and Adult Supervisors are responsible for reading and complying with the following related County policies:

- *Safeguarding policy*
- *Diversity and Inclusion Policy*
- *Anti-Bullying*
- *Diversity & Inclusion*
- *Online Safety*
- *Photography and Filming*

These can be accessed via the Durham & Cleveland LTA website: www.dclta.org

I have read the above guidance : Name of Team Captain: _____

Signature: _____



To all team captains and players:

Player’s personal safety and wellbeing and responsibility to each other:

The LTA and your County want you to enjoy your tennis and the friendship and support of your team members. Enjoying yourself includes taking seriously your own personal health and safety. Listen carefully to your team captain or adult supervisor and cooperate fully. Nevertheless if you have a worry about yourself or about someone else, please do talk to your team captain, or adult supervisor or tournament referee. They will listen to you.

If it’s an emergency – you can call the police (999).

Useful telephone/contact details:

<i>LTA Safeguarding Team:</i>	<i>020 8487 7000</i>	<i>Monday-Friday, 9am-5pm.</i>
<i>NSPCC:</i>	<i>0808 800 5000</i>	<i>7 days per week.</i>
<i>Police:</i>	<i>999</i>	<i>Emergency only, anytime.</i>

For more information on safeguarding & protection – check out our County website:

www.dclta.org



Consent and Emergency Contact Form

Your details (if U18 must be the parent/carer)

Name:		
Address:		
Contact details:	Phone: Mobile:	Email:

Details of the child / adult (if different)

Name:		
Date of birth:		
Address (if different from the parent/carer):		
Contact details (if different from the parent/carer):	Phone: Mobile:	Email:

Details of the event/trip the child / adult will be attending

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Activities

I give permission for the child / adult to:		
Be involved in photography and/or filming.	Yes	No
Travel by any form of public transport or in a motor vehicle.	Yes	No
Other (please detail)	Yes	No



Child / Adult Medical/Disability History

Does the child /adult have:		
Any health needs (e.g. diabetes, asthma, epilepsy, allergies) that we should be aware of?	Yes	No
Any access needs?	Yes	No
Any religious or spiritual practices we should be aware of?	Yes	No
Any dietary needs we should be aware of?	Yes	No
Anything else which we should be aware of?	Yes	No
If yes to any of the above, please provide full details e.g. time medication must be taken, if help is required to administer medication, etc. (please use additional paper if required).		

Emergency Contact Details (if different from Parent/Carer)

Name:		
Relationship to the child or adult:		
Address:		
Contact details:	Phone: Mobile:	Email:

Confirmation

Name of parent/carer or adult (print):		Date	
Signature:			
Consent valid for the following period (please circle)	This event only 1 week 1 month	1 year Other (please detail):	