

LTA SAFEGUARDING ON TRIPS FAQs

The term 'adult supervisor' refers to anyone who is acting in an official capacity on the authority of the club/county.

We are taking children of both genders on a trip. We are having problems finding a female member of staff to attend because there are not enough female workers and/or they hold roles which require them to be in the office.

If you are able to provide a female member of staff to attend the trip then you should do this. However, if it is not possible for some reason (like the ones detailed above), you can still run the trip with male members of staff. In this situation we would expect you to record this in your risk assessment and let the children and their parents know. Of course it could also be the other way around with issues identifying a male member of staff, in this case the same principles apply.

One of the players has recently turned 18 (or turns 18 on a trip). Are they allowed to share a room with one of the younger players?

Children of a similar age and the same sex can share a room as long as there are 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 the maximum), assuming the adult player and any junior player's parents have provided written consent to this arrangement.

Do we need to provide two adult supervisors for a trip only involving one child?

Any trips with one child must always have a minimum of two adult supervisors present. This is to safeguard the child and also to protect the adult supervisors present. In exceptional situations it may be necessary for the trip to occur with only one adult supervisor, for example, because the second adult supervisor falls ill and cannot go and it is too short notice to find someone else. Again where this is the case the parents and child should be informed and give their consent and you should record the rationale.

What would constitute an adult supervisor and what requirements do they need (including for parents)?

It is reasonable to place responsibility on parents for ensuring appropriate transport arrangements are made. However, there can be a number of reasons as to why this is not possible, practical or appropriate. For example, when there is a team / group of players travelling to a competition. In this situation it might be impractical to expect parents to transport their children when the club/county could transport them all in a minibus. In this situation, transportation and supervision responsibilities would sit with the club/county volunteers/coaches/adults.

Adult supervisors will have primary responsibility for the behaviour, supervision and safeguarding of children during the activity or trip. As such they must demonstrate high levels of personal and professional behaviour at all times, promoting positive role models for those they are working with. They should also have an enhanced DBS with the children's barred list through the LTA (or PVG equivalent if in Scotland).

In some situations it can be beneficial to encourage parents to attend trips in an official supervisory capacity, as this can help relieve pressure on clubs to meet adult supervisor ratios. Alternatively a supervisor could be another adult (for example, an adult university student studying a related field

(e.g. sport science, PGCE) may be willing to assist as part of work experience). Where this does happen, it is essential the individual has agreed to do this in an official capacity and understands their responsibilities. These individuals should, however, not be responsible for leading trips.

How can we ensure all adult supervisors are clear on their safeguarding responsibilities for the trip?

It is good practice to arrange a meeting with all adult supervisors and any other relevant staff involved in the organisation/running (such as coaches and other volunteers) before the trip. At this meeting you can run through the safeguarding expectations and responsibilities. You can also go through the risk assessment and make sure it is fit for purpose. This is also a great way to allow people to ask questions and reassure any adult supervisors who may be feeling nervous, e.g. if it is their first trip.

We are running a trip with four children, meaning there should be two adult supervisors. During the trip the children have different playing schedules, meaning they don't all need to be in the same place at the same time. How does this work in terms of supervision and ratios?

When planning for the trip, you should ensure you have enough staff supervisors to ensure the trip can run smoothly and without detriment. This may mean considering whether it is prudent to have more than the minimum number of adult supervisors than the ratios prescribe for.

However, if a situation arises where group of children might need to be split up (for example, some players are knocked out of the tournament before others and could be taken back to the base hotel), consideration should first be given as to whether it is in the players interest to keep them all together, or whether it is better for them to split up. If the latter, it is reasonable for the adult supervisors to take the children to the different locations and, where possible, the ratio of adult supervisors to children should be in place. If this is not possible (for example, because there are not enough adult supervisors), then it is acceptable for one adult supervisor to be used. This scenario is likely to happen and cannot be predicted, therefore it should be logged in the risk assessment and the parents made aware that some 1-2-1 supervision will occur and the reasons why.

What should be avoided are wholly divergent schedules, whereby children are predominantly supervised by one adult supervisor.

If the adult supervisors are unable to hire a large minibus to take everyone, what is the best course of action?

You can drive a minibus with up to 16 passenger seats using your current car driving licence as long as:

- the driver is 21 or older
- you've had your driving licence for at least 2 years
- you meet the ['Group 2' medical standards](#) if you're over 70 - check with your GP if you're not sure you meet the standards
- you're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body
- the maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp
- you're not towing a trailer

If you do not meet these requirements you may need to obtain a minibus permit. More details on this can be found here: <https://www.gov.uk/driving-a-minibus>. If you know that using a minibus

would be the most practical long term solution but that you would require a permit to do so, it may be worth considering paying for this so it is in place for your future transport needs.

If neither option is possible then you will need to explore transportation options using a greater number of smaller vehicles, or paying to hire a minibus with a driver.

During a trip a player needs to be sent home. How does this work in terms of supervision and ratios?

Prior to a trip it is a good idea to ensure that players and parents are aware of the expected behaviours and have signed a code of conduct. It is essential that parents are aware that if a player needs to go home and it is not possible for them to remain on the trip (for example, due to breaching the code of conduct, a disciplinary issue, medical/personal reasons or other emergency), they must be available to collect the player. If the parents are unavailable, they must take responsibility for arranging someone (for example, a grandparent/relative, etc.) to take care of their child and confirm who this will be in writing. It should then be agreed how the child will be taken home and at what point the duty of care is transferred back to the parents/carers

International trips

It may be necessary for children to fly home alone in accordance with the airline's unaccompanied minor policy. Each airline has their own policy on this and you should therefore check whether it is even possible for the child to travel back without adult supervision, and if so, what must be done to comply with the policy. Where children can fly alone, they should be supervised through to security/check in and the adult supervisors should remain in the airport until the flight has departed. Once the flight has departed, the duty of care will revert to the parents (this should be explained to the parents once the decision has been made to send the child home).

If the airline policy means the child cannot travel alone, it may be necessary for the parents (or their nominated supervisor) to come collect the child, particularly if the adult supervisor is needed to remain on the trip to ensure supervision ratios remain in place for other children. If the parents (or a nominated supervisor) are unable to come collect the child, then it may be necessary for the adult supervisor to travel back with the child.

If an adult supervisor has to travel back with the child, it is important that there is sufficient adult-child supervision for the other children for the duration of the trip. This may require the adult supervisor to return, or for another adult to fly out and take on supervisory responsibilities.

Domestic trips

In the first instance, the parents (or their nominated supervisor) should come collect the child, particularly if the adult supervisor is needed to remain on the trip to ensure supervision ratios remain in place for other children. Duty of care will revert to the parents at the point the child is collected by them.

If the parents (or a nominated supervisor) are unable to come collect the child, then it may be necessary for the child to travel back alone using public transport (for domestic flights, the section on international trips should apply).

Trains may have their own policy on unaccompanied minors and you should therefore check whether it is even possible for the child to travel back without adult supervision, and if so, what must be done to comply with the policy.

Where children can travel on trains alone, they should be supervised until they board the train (or pass through the security barriers). The adult supervisors should then remain in the public area of the station until the train has departed. Once the train has departed, the duty of care will revert to the parents (this should be explained to the parents once the decision has been made to send the child home).

Advice from the [British Transport Police](#) for children travelling on trains alone states that you should:

- Write down or text them details of their departure and arrival stations, train times and who will meet them
- Make sure their phone is fully charged and they know who to call in an emergency. Save our text number [61016](#) in their phone and explain that they can text the police if they need help on their journey. They should be told to always call 999 in an emergency
- Teach them how to use help points at stations or on platforms before their journey

If it is not possible or appropriate for a child to travel on a train alone, and the parents (or a nominated supervisor) are unable to collect them, then they will need to be driven back by an adult supervisor.

If an adult supervisor has to travel back with the child, it is important that there is sufficient adult-child supervision for the other children for the duration of the trip. This may require the adult supervisor to return, or for another adult to travel out to take on supervisory responsibilities.

Regardless of whether it is a domestic or international trip, the views of the child should be sought and taken into account to ensure they feel comfortable and safe with the method of transport.