

CAMVALE TENNIS CLUB
CHILD SUPERVISION POLICY
SEPTEMBER 2023

Policy statement

Camvale Tennis Club (the Club) is proud of the welcome and support it gives to its junior members of all ages. The Club encourages all members to make full use of its facilities as often as possible and are actively supported to participate in a wide range of coaching and club events. As part of its obligations to safeguard all children and young people this document sets out details of its policy for the supervision of children at Camvale Tennis Club. This policy should be read in conjunction with the Club's safeguarding policy and procedures which were refreshed in May 2023.

Why are supervision ratios important?

Correct supervision ratios are part of organisations duty of care to safeguard and protect children and young people. In line with national guidance the Club will consider the following factors in deciding the specific level of supervision each activity will require. Consideration will be given to

- The ages of the children involved in the activity, including whether their ages differ widely
- Number of children that the supervising individual is working with
- Whether there are other individuals helping to look after the children
- How vulnerable the children are, e.g. does the activity include children with special needs

These factors need to form part of planning and risk assessments for any activity to:

- Minimise any risks to participants
- Enhance the benefits children and young people draw from an activity
- Help deliver the activity safely and appropriately
- Ensure there is enough appropriate adult support should any issues arise
- Reassure parents

What makes an individual suitable to supervise children?

It is the Club's responsibility to ensure the suitability of those running any activity at Camvale premises. This includes the Club having appropriate insurance for the activity and ensure that individuals who are running the activity are:

- appropriately qualified for their role and the activity
- have been subject to a safer recruitment process including criminal records checks
- sign up to comply with a code of conduct
- understand their responsibility to safeguard children and young people

In the light of these requirements Camvale Tennis Club's supervision policy has been designed to respond to these requirements to ensure children and young people are safeguarded whilst on their premises.

Adult supervision

The Club will ensure that all children's activities organised by the Club will be adequately supervised by the Club's coaches or by adult volunteers designated by the Club's management committee. The adult supervisor with overall responsibility for a formally organised session at the Club targeted at children will have a valid current enhanced DBS check i.e. one that has been renewed within the last 3 years.

In the event that an Adult supervisor does not have a current valid enhanced DBS check they will ensure that they are not alone with an individual child or young person. If a one-to-one encounter is necessary between an adult and child such a meeting can occur but must take place in an open area (eg Courts or external garden area) visible to others.

Supervision of children under the age of 14 by parents and carers

NB Camvale Club is not responsible for the safety and protection of children outside of formally organised sessions targeted at children, i.e. it is the responsibility of each parent or carer to ensure that their child is adequately supervised at all other times that they are on the Club's premises.

Children under the age of 14 are required to have parental supervision whilst at our venue:

- Whilst at the Club except where the child is participating in a formally organised session targeted at children (e.g. Coaching lessons or a Easter/summer tennis "camp")
- Whilst representing the Club in team competitions at the premises of another tennis club and whilst travelling to and from that tennis club

Start and finish times for formally organised sessions will be clearly stated. Parents and carers are requested to collect their children as punctually as possible and it is the responsibility of the Parent or Carer to make arrangements for the timely collection of their child/children.

If a parent is unavoidably delayed they should contact the Club/coach. Consistent late collection may require alternative arrangements to be put in place. The Club welcomes parents and carers who wish to stay to supervise sessions

Under **NO** circumstances should a child under the age of 14 leave the Club's premises without informing an adult supervisor

While the Club takes every reasonable measure to ensure the safety and protection of all its junior members while they are on the Club's premises, our measures do not extend to the provision of adequate adult supervision other than the formally organised sessions targeted at children. Whilst there may be adults present on the Clubs premises at other times, the Club does not regard their presence as the provision of adequate adult supervision.

Formal Coaching of children

For coaching activities , the Club will comply with the LTA's current guidance on coach-to-player ratios

For children aged under 14, children must be delivered directly into the care of the coach by the parent and picked up directly from the coach. Please note that it is not enough to drop off outside or at the front door of the Club, i.e. Parents must ensure that their child has been delivered to the coach.

Children under the stipulated age will not be allowed to leave a coaching session or camp unattended unless permission has been given in writing.

When setting maximum coach: player ratios the Club's risk assessment will ensure the following conditions are satisfied:

- On court activity is safe
- Quality On court activity is delivered
- On court activity represents good value for money

- Supervision of children will not be compromised in the event of an emergency that requires the Coach to leave the court or Club

Supervision ratios for on site activities at Camvale Tennis Club

- Coaching for under 10s will operate on a coach: player ratio of 1:10
- Coaching for ages 11-17 will operate a ratio of 1:12
- Taster and introductory sessions, tennis camps, open days will operate a ratio of 1:16

Travelling ratios

At the start of the competition season written consent will be secured from the parents of all children regarding travel arrangements in the event that their child is representing Camvale in any match. This will obviate the need to secure consent for each individual match.

Where a number of vehicles are transferring children to events a ratio of 2 adults: 2 children will normally be adhered to; the named driver of the vehicle will usually be the parent of one of the 2 children.

For other activities e.g. away trips/matches, the Club will use the following adult-to-child ratios:

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

The Club may decide to have a greater adult-to-child ratio dependent on the needs of the children or identified risks. At least one of the supervising adults will, where possible, be the same gender as the children. Situations where a child must leave a venue session, for example, to use the toilet, will also be supervised.

Toilet /changing rooms supervision

Changing rooms

- Under no circumstances will adult coaches or volunteers change at the same time as children using the same changing rooms.
- Groups of children will have sole use of changing rooms to reduce any risks and potential vulnerability associated with mixing adults and children.
- Mobile phones and other electronic devices must not be used in changing rooms.

Toilets

Given the restricted toilet facilities in Camvale Tennis Club i.e. only one toilet on the premise the supervising adult will ensure that children/young people queue in the main part of the club premises rather than the toilet lobby area.

Young people as supervisors

The Club does offer opportunities for young people to develop skills and experience in supporting events but will not rely on them taking full responsibility for managing groups of

children. Under 18s in coaching or other roles will only be used in a supporting role to the adult with overall responsibility for supervising the activity

Parents as supervisors

The Club will not routinely count parents in their supervision ratios unless they are acting in a formal volunteering or another club capacity. In the event they do participate in supervising the parent will have:

- Clarity re their role
- Appropriate background checks are made including a DBS check if they are undertaking transporting duties regularly
- They have relevant safeguarding children training
- Do not have overall responsibility for the group

Source documents

Department of Education - Supervision of activity with children Sept 2012

Reigate Lawn Tennis Club - Child supervision policy November 2020

LTA Changing room policy -January 2023