



Safeguarding of Juniors

November 2018



The LTA 5 Minimum Standards cover the **Safeguarding of Juniors i.e. members under 18 years of age.**

We must at all times adhere to the relevant LTA rules, which are -

- It is reasonable for venues and coaches to place responsibility on parents for ensuring appropriate transport arrangements are made for their children.
- Parents may choose to make private arrangements with another adult (such as a family friend) to transport their child, however, should let the venue know.
- In situations where a venue is arranging transport for children (for example, to an away match) the venue must ensure the following -
 - Parents are informed of the destination, reason for the journey and who the driver will be.
 - Parents return to the venue a completed Consent and Emergency Contact Form and the driver should have a copy of this with them on the journey in case of emergencies.
 - There are two adults in the car.
 - Children are seated in the back of the vehicle at all times.
 - If the children are a mix of male and female, where possible the two adults should also be male and female.
 - There is an established procedure in the event of a breakdown/emergency.
 - The driver has a valid UK driving licence, satisfactory DBS check, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints.
 - If transporting children in a mini-bus or bus, the driver must also have the correct type of licence.

The **Committee has agreed the following steps** for safeguarding our young people with regards to Adult teams and match practice for those teams –

- All **Adult Team Captains will be DBS-checked**, otherwise (and until such time as they are) that team will be recorded as unable to play Juniors in matches. This **also applies to the Match Practice organiser**, should that person not be a Team Captain, otherwise Juniors will be unable to be at Match Practice.

- **Juniors aged under 13** must not be at the venue unsupervised by parents or coaches, and will not play for Adults teams, attend Adult match practice or Adult Club sessions, or be offered transport to the venue or to matches **unless a parent is present**, regardless of any other arrangements or the DBS checks of Team Captains and Match Practice Organisers.
- For **Juniors age 13 but under 18** –
 - It is the Club's preference that parents provide all transport requirements and are present at all times.
 - If this cannot be the case, then next-best option is for parents to make private arrangements with another adult, and in the case of Adult Matches or Match Practice, inform the Team Captain or Match Practice Organiser on each occasion. **A consent form is required on each occasion.**
 - If this cannot be the case, then the Team Captain is responsible for meeting all the LTA conditions, including that transport cannot be provided by non-DBS checked individuals and two adults must be present in the vehicle. It is recognised this will be difficult to achieve in practice. **A consent form is required on each occasion.**
- Even if the Team Captain is not playing, they remain responsible for ensuring that the **Captain for the Day** understands and acts by the same rules. As the stand-in is unlikely to be DBS-checked, it is probable that they will be **unable to select a Junior unless a parent is present** at all times. The same applies to **Match Practice Organisers and any stand-in** that that appoint.

These requirements intentionally restrict the ability of the Club to select Juniors for Adult matches, in the case where a parent is not present.

Consent forms will be available in the clubhouse. Parents should be made aware by Team Captains that these are not designed to allow for non-DBS checked adults to avoid the Safeguarding rules on e.g. transport. There could be serious consequences and Team Captains and Match Practice Organisers need to be aware of and follow the rules exactly and with due care for our young people.

The **Criminal Records Check** is relatively straightforward, and the Chairman and another member of the Committee will need to sight the successful Criminal Records Check, and the key details including expiry date will be recorded by the Club.

The **Committee will keep a record** of those Team Captains that are not selecting Juniors, aged under 18, and those that have criminal records checks.

Thank you for your cooperation. Please contact the Welfare Officer or any member of the Committee with any concerns or questions.