



Junior transport policy

Gorleston Lawn Tennis Club (GLTC) will ensure that the following procedures are adhered to when the club is involved in transport arrangements for junior players to and from match/competition venues.

The person organising the transport must ensure that:

- Parents are informed of the destination, reason for the journey and who the driver will be.
- Parents complete and provide to the organiser a consent and emergency contact form and a copy of the form should be with the driver on the journey in case of emergencies.
- There are two adults in the car and if the children are a mixture of male and female where possible the adults should be male and female.
- Children are seated in the back of the vehicle at all times.
- There is an established procedure in the event of a breakdown/emergency (see below)
- The driver has a valid UK driving licence, satisfactory DBS check, correct insurance and the vehicle complies with the laws on the use of seat belts and restraints.
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence.

In the event of a breakdown/emergency, the following procedures should be followed, as appropriate:

- Establish the nature of the emergency as quickly as possible.
- Ensure group members are safe and looked after.
- Establish the names of any casualties and get them immediate medical attention.
- Ensure that those group members who need to know are of the incident and that they all follow the emergency procedures.
- Ensure that any casualties are accompanied to hospital by an adult in the group and that those members of the group remaining are adequately supervised and kept together at all times.
- Notify all parents/carers of the breakdown/emergency as soon as practically possible.
- Notify the police if necessary.
- Write down accurately as soon as possible all relevant facts and witness details and preserve any vital evidence.

- Keep a written account of all events, times and contacts after the incident; date and sign your record with your full name.
- Complete an accident/incident report form as soon as possible.
- Ensure that no one in the group discusses legal liability with other parties.
- Ensure appropriate insurance cover is in place.

Approved by GLTC committee 21/06/21