



LOWESTOFT TOWN TENNIS CLUB JUNIOR TRANSPORT POLICY

LOWESTOFT TOWN TENNIS CLUB 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.

It is the responsibility of parents to ensure appropriate transport arrangements are in place for their children when travelling to and from the venue. Similarly, it is the responsibility of the adult at risk (or their carer) to ensure transport arrangements are in place.

Coaches and other staff/volunteers are not responsible for transporting children or adults at risk to and from the venue or other locations (except if it is an emergency), unless it is as part of a venue organised trip in which case the following measures will be in place:

- The adult at risk or child's parents are informed of the destination, reason for the journey and who the driver will be
- The adult at risk or child's parents return a completed consent form and the driver will have a copy of this and emergency contact details during the journey
- There will be two adults in the front of the car, irrespective of the number of children or adults at risk being transported.
- Children or adults at risk are always seated in the back of the vehicle
- If there is a mixture of female and male children or adults at risk, we will seek to have adults of matching gender where possible
- There is an established procedure in the event of a breakdown/emergency (see below)
- The driver has a valid UK driving license, DBS/PVG, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints

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 aware 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 and 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