



## Supervising, Travelling and Overnight Trips Guidance

### INTRODUCTION

Montrose Tennis Club and the LTA recognises and supports adults, both paid and volunteers, who take on supervisory roles for children and young people to ensure their safety and well-being within a tennis environment.

This guidance is not intended to supersede Legislation or Government Guidance in relation to working with children and young people however, it is intended to work within these laws to continue to protect children and young people whilst in the care and supervision of adults.

It is recommended that all adults working with children and young people have read and understood the Montrose Tennis Club Safeguarding Policy and Diversity and Inclusion Policy.

It is difficult to prescribe guidelines for every potential situation that may arise whilst children are present or indeed whilst they are being cared for by someone other than their parent. Therefore whilst this acts as guidance, those supervising are also expected to take a common sense approach to situations they may encounter and always remember that the safety and well-being of the child is paramount.

### Definitions

*Child / Children:* Anyone who has not reached their eighteenth birthday. Children and young people refers to all people under the age of 18 and therefore deemed vulnerable.

#### *Fair Play Values:*

ENJOY	RESPECT
Tennis is your sport so enjoy it; love the game	Tennis is a game for everyone; respect other players, parents and officials
Be a good sport when you, lose and watch matches	Take responsibility for you actions
Be a role model and set a good example of the behaviour you expect from others	Learn and follow the rules and Fair Play values
Let's create a safe, fun and fair tennis environment	Call the score and lines loudly and fairly; leave it to officials to resolve issues

*Loco Parentis:* Someone who has legal responsibility for a person or organisation, and takes on some of the functions of a parent whilst that child is in their care. This allows the person acting in loco parentis to act in the best interests of the child.

*Parent:* A person who has parental responsibility and therefore legally responsible to provide care for a child or young person. This includes biological parents, foster parents, guardians and those assessed as Carers.

*Position of Trust:* Someone who has authority over another person or within an organisation, such as a coach, captain, or any adult in a supervisory role.

*Supervision:* Includes overseeing individuals and the group as a whole. Supervision refers to both the direct observation of a child and young person, along with providing direction and oversight of their performance and behaviour.

## Contacts

Safeguarding team LTA	safeuarding@lta.org.uk
NSPCC Childline	0800 1111
NSPCC Helpline (24 hours)	0808 800 5000
Emergency services	999

## Supervisors Role

Supervision of children includes overseeing individuals and the group as a whole. Supervision refers to both the direct observation of a child and young person, along with providing direction and oversight of their performance and behaviour whilst in your care.

Parents have given consent for you as the Supervisor to act in Loco Parentis whilst children are in your care for training, trips and camps. Therefore you have a legal responsibility to act in the best interests of the child or group of children.

Acting in Loco Parentis is similar to the role you undertake in a position of trust as a coach, captain or volunteer when working with children.

Being in this position, it is expected that you have the skills and experience to work with children and that you are able to adequately ensure their safety and well-being.

## PLANNING TRIPS

Prior to any day trip or overnight trip, Supervisors are advised to ensure that they have the correct player to supervisor ratios and that there are adult Supervisors to match the genders of players attending. The number of staff and their differing responsibilities will be determined by the profile of the trip. Consideration should always be given to individual requirements of each player.

As a guide, for children aged 10 and under, the suggested ratio is 1 adult: 8 children and 1 adult: 10 children for those over 11 years of age. For overnight trips, it is advised that two adults are required to be in attendance.

Supervisors are also required to contact parents and ask that the Emergency Contact Form is completed which provides an update on each child in relation to:

- Emergency contact details
- Medical conditions and medication required
- Dietary requirements
- Emergency treatment
- Other relevant information which could include: Religious requirements, Access and care needs and Behavioural issues and strategies to support.

You are required to send a copy of the Emergency Contact Form to the Tennis Services Assistant (TSA) and keep a copy with you on the trip.

As a Supervisor, the LTA requests the following:

1. Ensure all Emergency Contact Forms (and where applicable Media Consent Forms) are collected and have been signed by parents.
2. Remind children about the purpose of trip and the LTA Code of Conduct and expectations for their behaviour and performance whilst away, along with a timetable that sets out times and duration of training and recreational time.
3. Upon arrival at venue, for all children to be given a group induction to the venue:
  - Including rules and expectations
  - Emergency procedures for the venue
  - Procedures if they feel unwell, worried or concerned
  - A tour of the venue and indicate physical boundaries and emergency exits

For overnight trips:

- Tell children who their Supervisor is and what room they can be found in and that this is the person they should approach first, along with the name of a second Supervisor if the first cannot be located
- In an emergency where a Supervisor is required to leave the trip, please inform all children of the second Supervisor who will look after them.

## ACCOMODATION

Please remember to remind all children of the following rules and expectations:

- To act professionally and appropriately at all times
- To keep rooms clean and tidy
- Not to open doors to strangers and always ask who is on the other side of the door before opening
- Stay in room after the agreed bed time, unless approval has been given by the Captain or Supervisor or unless there is an emergency
- To allow the Supervisor to inspect their room to ensure it is clean and tidy and to check rooms and belongings for any suspected illegal items
- That bed times are clearly communicated and that they vary for different ages. Below is a guideline for bed times. The Supervisor will complete checks after each age group bed time to ensure children are quiet and resting.

Age	Bed-time
8 – 10 years	20.30
11 – 12 years	21.00
13 – 14 years	21.30
15 – 18 years	22.00

### **Rules for Accommodation:**

The following is prohibited and under no circumstances should children:

1. Go in to the rooms occupied by the opposite gender at any time (no boys allowed in girls' rooms and no girls allowed in boys rooms)
2. Have in their room or belongings any illegal items
3. Go into the rooms of anyone over the age of 18

Please note: If players are found in breach of either rule above, they may be sent home immediately and disciplinary action may be taken.

Please remember to remind all children that as a Supervisor you will:

- Remain on site at all times
- Ensure all children are aware of what room you are in
- Conduct room checks during the day
- Be aware of all emergency procedures and fire exits

### **Room Checks**

When undertaking room checks, please remember to ensure both your safety as well as the children's. Respect the personal space of each player and remember to:

- Conduct room checks during the day
- Knock before entering and wait until all children are fully dressed before entering
- Explain the purpose of the room check
- Keep the door open when completing a room check
- Ask the children how they are and if everything is okay
- Confiscate any illegal items immediately and explain possible consequences

Contact the [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) to report a concern or call NSPCC on 0808 800 5000 for advice or contact the police or local authority.

### **Specific Age Groups**

All players grow and develop differently. The level of direct supervision will alter as a child gets older, however, you need to take into consideration the level of competence for each child. Also for consideration, is that children of the same age may vary with levels of independence and achievements. Children with a physical disability or cognitive impairment may also vary with levels of competence and capability.

Please remember that overall the Supervisor who is responsible for the group remains as both a person in a position of trust and acting in loco parentis.

### **Rules for Leaving the Tennis Venue**

- No child under the age of 16 is allowed to leave the venue
- Young people aged 16 and 17 are required to get permission from parents prior to the camp if they want to leave the venue at any time
- Young people aged 16 and 17 who have consent from their parents to leave the venue need to gain consent from the Supervisor to leave the premises and tell the Supervisor the following:
  1. Where they are going;
  2. Who they are going with; and
  3. What time they are expected to return.
- Supervisors are to ensure that any young person aged 16 or 17 who leave the venue has the Supervisors mobile number and the designated emergency contact number (to be agreed at the start of the event or trip)

### **Missing Children whilst away**

Should a child or young person be reported as missing or you notice a child or young person is missing from your care, it is important to remain calm and initiate the following process for relocating the child:

- Conduct a search of the whole venue, in the rooms, communal areas, courts and outside
- If the child or young person has a mobile, try and call them
- Ascertain if there are additional risks, such as a disability, cognitive impairment, or that the child or young person was presenting as emotional or distressed
- Contact the Safeguarding Team and advise of the situation and any additional risks
- Complete the Monitoring Form, Part 1 – Arrival Details with attention to Section B
- Agree with the Safeguarding Team as to who should contact the parents and inform of the situation
- Safeguarding Team to Inform Incident Hub of Welfare Crisis by contacting the Safeguarding Manager
- Upon reunification with the child, please complete the Monitoring Form, Part 2 – Departure Details with attention to Section B



**Emergency Contact Form**

<b>PLAYER DETAILS</b>		<b>Date of Birth</b>	
<b>Name</b>			
<b>BTM Number</b>			
<b>Home phone</b>		<b>Mobile phone</b>	
<b>Address</b>			
<b>E-mail</b>			
<b>GP name</b>		<b>GP phone</b>	

**Emergency Contact**

<b>Name</b>			
<b>Relationship to player</b>			
<b>Home phone</b>		<b>Mobile phone</b>	

**Medical Information**

Please list any allergies to medication/food/insect bites			
Please list any condition requiring medication and times medication to be taken		Is help required to administer medication?	
Please list any special dietary needs			
In an emergency, please indicate whether medical staff should withhold any treatment on religious grounds		If Yes, please specify treatment to be withheld	
Other relevant information			

**CONSENT GIVEN BY:**

Signature.....Date.....

Name.....Position.....

## Monitoring Form Part 1 – Arrival Details

Date	
Time missing person reported/arrived	
Name of person reporting	
Role	
Where was the missing person found?	

### ON REPORT OF A FOUND PERSON – COMPLETE THIS SECTION

Ask the child, young person or adult at risk for details

Name	
Age	
Description of child/adult at risk	
Appearance parents/carers	
Name	
Where did you last see your parent/guardian/carer?	
Where were you found?	
Contact details (if known)	
Do they have any medical conditions?	

### ON REPORT OF A MISSING PERSON – COMPLETE THIS SECTION

Ask the reporting person for details of the missing person

Name	
Age	
Description of missing person	
Relationship to missing person	
Where was the child/adult at risk last seen?	
Does the missing person have a medical condition/require medication?	
Contact details (if applicable)	
Designated Officer (name & signature)	
Parent (name & signature)	

## Monitoring Form Part 2 – Departure Details

Date	
Time of departure	

### ON REUNIFICATION OF A MISSING PERSON – COMPLETE THIS SECTION

Name of child/adult at risk confirmed	
Age of child/adult at risk confirmed	
Relationship to parent/guardian/carer confirmed	
Proof of identification (record ID sighted)	
Medical assistance required? If yes, please specify: <ul style="list-style-type: none"><li>• cuts</li><li>• grazes</li><li>• requires food/water</li><li>• feels faint</li><li>• other</li></ul>	
Additional information	
Designated Officer (name & signature)	
Parent (name & signature)	
<b>If at any time the Missing Person shows any resistance to go with the Parent /Carer, please contact the Safeguarding Team immediately.</b>	



**Travel Consent Form**

I .....(parent / carer name) give permission for  
.....(child's name), to be transported  
on ..... (date) by .....(driver's name),  
.....(title / job role)

<b>Venue pick up address</b>		<b>Venue drop off address</b>	
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There will be .....scheduled stops on this journey. The total mileage for this journey will be .....,  
with an estimated travel time of ..... hours and .....minutes.

.....(child's name) will be seated in the \* front / back seat at all  
times throughout the journey and there will be no other journeys undertaken or additional stops planned. (\*delete as  
appropriate)

**Parent / carer**

<b>Name</b>			
<b>Address</b>			
<b>Relationship to player</b>			
<b>Home phone number</b>		<b>Mobile phone number</b>	
<b>E-mail</b>			

**Consent given by:**

Parent / carer signature ..... Date.....

Print name .....

Driver signature ..... Date.....

Print name .....