



Oswestry Tennis Club

Transporting Children Policy

Oswestry Tennis Club (OTC) strives to ensure that all children (anyone under 18 years old) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

OTC will respect the following LTA guidance on transporting children e.g. to and from matches.

It is expected that in future, as is usual now, that most if not all transport arrangements for children are made privately by a parent or guardian.

Who is responsible for transporting children to and from a venue?

Venue volunteers are not responsible for transporting children to and from the venue. It is reasonable for venues 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.

What happens in situations when a venue needs to transport children? i.e. when it is not a private arrangement

In situations where OTC is arranging transport for children (e.g. to an away match), it will wherever possible ensure the following:

- Parents are informed of the destination, reason for the journey and who the driver will be.
- Parents complete and return a **Consent and Emergency Contact Form** (please see below) and the driver should have a copy of this on the journey in case of emergencies.
- There are two adults in the car. If this isn't possible, the parent will be informed.
- Children are seated in the back of the vehicle at all times.
- If the children are a mixture of female and male, 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.

Related policies and procedures

This policy should be read alongside OTC's policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy

This policy is reviewed every five years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Club Committee
Chairman:

Date:

Gary Edwards



TRANSPORTING CHILDREN UNDER THE AGE OF 18 YEARS

Consent and Emergency Contact information

Who is responsible for transporting children to and from a venue?

- Venue volunteers are *not* responsible for transporting children to and from the venue, unless as part of a venue organised trip (see below).
- It is reasonable for venues 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.

What happens in situations when OTC needs to transport children?

- It may be necessary for OTC to arrange transport for children to get to other venues (for example, to an away match).
- Before travel can take place, parents must complete the Parent Consent and Emergency Contact Form and return it to the team captain.
- Wherever possible, OTC will ensure:
 - There are at least two adults in the car. If this isn't possible, the parent will be informed.
 - Children are seated in the back of the vehicle at all times.
 - If the children are a mixture of female and male, where possible the two adults should also be male and female.
 - 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, MOT certificate and complies with laws on the use of seatbelts. Where the driver does not have a DBS check, the parent will be informed.
- For each journey, the parent will be informed of the destination, reason for the journey, and the estimated arrival and departure times. They will also be given the name and contact details of the driver.

Procedure in the event of a breakdown/emergency

To minimise the road safety risks associated with a breakdown, the following tips are provided for staying safe:

- Stop and park the vehicle in a safe place as far off the road as practical. Avoid stopping around blind corners, just over crests, on bridges or where roads are very narrow.
- Use hazard lights to warn other road users.
- In poor light, activate the parking lights.
- As appropriate, call roadside assistance providers or the emergency services.
- If it is safe to do so, leave the vehicle and move away from the road and well clear of the vehicle, while waiting for help to arrive. Exit the vehicle on the passenger's side and put on hi-vis vests if available.



PARENT CONSENT AND EMERGENCY CONTACT FORM

Details on this form will be held securely and will only be shared with team captains or others who need this information in order to meet the specific needs of your child.

| | |
|---|--|
| Details of the event/activity requiring completion of this form | |
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| | |
|--|--|
| Name of child: | |
| Child's date of birth: | |
| Child's gender: | |
| Please detail any important access, faith, medical or additional needs that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries. | |

PRIMARY EMERGENCY CONTACT FOR CHILD

| | | |
|----------------------------|---------|--------|
| Name: | | |
| Relationship to the child: | | |
| Address: | | |
| Contact details: | Phone: | Email: |
| | Mobile: | |

SECONDARY EMERGENCY CONTACT FOR CHILD

| | | |
|----------------------------|---------|--------|
| Name: | | |
| Relationship to the child: | | |
| Address: | | |
| Contact details: | Phone: | Email: |
| | Mobile: | |

It may be essential at some time for the responsible adult accompanying your child to have the necessary authority to obtain any urgent treatment which may be required whilst at this competition or event. Would you therefore please complete the details on this form and sign below to give your consent.

I, _____ being the parent/carer of the abovenamed child hereby give permission for the responsible adult to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

| | |
|---------------------------------------|--|
| Signature of consent by parent/carer: | |
| Name: | |
| Date: | |