

POPPLETON TENNIS CLUB

Guidance for children travelling to away fixtures

Poppleton Tennis Club does not provide transport to away fixtures for players under 18yrs. It is the responsibility of the parents of each player to arrange transport. This may involve each parent transporting their own child to and from the fixture, or arrangements might be made to share transport. The following guidelines should help to ensure that the players reach their destination safely and on time and arrive home safely after the fixture.

1. There is a central co-ordinator, whether a coach, parent or other volunteer, team captain responsible for relaying meeting and travel arrangements to the players and their parents or guardians.
2. Each player and their parent(s) or guardian(s) should be informed in advance of the fixture details - day, date and start time, whether it is home or away, the name and address of the club for away fixtures, details of the rest of the team, a team contact number in the event of any problems and, details of when and where to meet.
3. The person co-ordinating the arrangements should also determine whether the parent(s) or guardian(s) will be providing the transport and whether they will be in attendance for the duration of the fixture. In this event it is especially important to ensure that the player, parent or guardian knows where the venue is and what time it starts.
5. If a parent or guardian will not be driving and accompanying their child they should arrange with the co-ordinator and agree who will be driving their child to and from the fixture and roughly what time they are expected to return and where the child can be picked up from (Usually PTC).
6. The co-ordinator or team captain must ensure that he/she has current contact details for each player's parent(s) or guardian(s) before departing for the fixture. If there is likely to be any change to the agreed pick-up time for the journey home, the co-ordinator or team captain should contact the parent(s) or guardian(s) to tell them the new arrangements.
7. In no circumstances should the co-ordinator or team captain leave any of the players at the drop-off point until their parent(s) or guardian(s) have collected them. Parents and guardians should help by making sure they are at the agreed pick-up / drop-off points at the agreed times.
8. Supervising adults should not be put in a position where they are alone with a child, other than their own and all such situations should be avoided wherever possible. If it is unavoidable, then the adult should preferably be one that is DBS checked. It would also be good practice to inform the parent or guardian of the child

concerned to explain the situation and to seek their prior consent for the child to be in your sole care.

9. It is the responsibility of the car driver to ensure that the travel arrangements and the vehicle being used are suitable for the journey. Vehicles transporting players should be roadworthy and insured. Drivers must be appropriately licensed. The driver is responsible for making sure seat belts are fitted and used. Vehicles without seat belts are not acceptable for transporting players.

10. Parents expect their children to be cared for safely and sensibly. All adults, including coaches, parents and volunteers, are expected to take the role of a responsible parent; to be acting in loco parentis. It is vital for the responsible adult to acknowledge the significance of his or her role and to abstain from drinking alcohol whilst in charge of children.

11. If the player is not accompanied by a parent or agreed authorised adult the co-ordinator or team captain should be aware of any medical conditions the players may have, including allergies. It is advisable for the co-ordinator or team captain to have completed medical consent forms for each child in advance of the fixture, so that in the event of a medical emergency, treatment may be administered.

12. If an emergency occurs during a trip, then the following steps should be taken:

- Establish the nature of the emergency as quickly as possible;
- Ensure that the group are safe and supervised;
- Establish the names of any casualties and get them immediate medical attention;
- Ensure that any group members who need to know are made aware of the incident, and that all group members are following correct emergency procedures;
- Ensure that a member of staff accompanies any casualties to hospital and that the rest of the group are adequately supervised (and kept together) at all times.
- If necessary, notify the police immediately;
- The parent or guardian of the child concerned should be contacted immediately.
- Notify LTA Child Protection
- As soon as it is safe and sensible to do so, write down all relevant facts and any witness details, as accurately as you can, to preserve any evidence;
- Keep a written account of all events, times and contacts after the incident
- Complete an incident/accident report form as soon as possible
- Ensure that no-one in the group discusses legal liability with other parties.

Those in charge of an away fixture have a duty of care to people under the age of 18 who are not accompanied by a parent. They also have a common law duty to act as any reasonably prudent parent would. You should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

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