



## **Slinfold Tennis Club – Travel Policy**

Coaches and volunteers are not responsible for transporting children to and from Slinfold Tennis Club, unless as part of an organised trip (see below).

It is the responsibility of 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, they should let the Slinfold Tennis Club know.

### **What happens in situations when Slinfold Tennis Club needs to transport children?**

In situations where Slinfold Tennis Club is arranging transport for children (for example, to an away match) the Club must ensure the following:

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents should complete a Consent and Emergency Contact Form (attached) and the driver should have a copy of this with them on the journey in case of emergencies,
- There are two adults in the car
- 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 (unless the driver is one of the parents), correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence.

January 2021

# SLINFOLD TENNIS CLUB

## Consent and Emergency Contact Form

Your details (if U18 must be the parent/carer)

Name:		
Address:		
Contact details:	Phone: Mobile:	Email:

Details of the child / adult (if different)

Name:		
Date of birth:		
Address (if different from the parent/carer):		
Contact details (if different from the parent/carer):	Phone: Mobile:	Email:

Details of the event/trip the child / adult will be attending

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Activities

I give permission for the child / adult to:		
Be involved in photography and/or filming.	Yes	No
Travel by any form of public transport or in a motor vehicle.	Yes	No
Other (please detail)	Yes	No

Child / Adult Medical/Disability History

Does the child /adult have:
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Any health needs (e.g. diabetes, asthma, epilepsy, allergies) that we should be aware of?	Yes	No
Any access needs?	Yes	No
Any religious or spiritual practices we should be aware of?	Yes	No
Any dietary needs we should be aware of?	Yes	No
Anything else which we should be aware of?	Yes	No
If yes to any of the above, please provide full details e.g. time medication must be taken, if help is required to administer medication, etc. (please use additional paper if required).		

### Emergency Contact Details (if different from Parent/Carer)

<b>Name:</b>		
<b>Relationship to the child or adult:</b>		
<b>Address:</b>		
Contact details:	Phone: Mobile:	Email:

### Confirmation

Name of parent/carer or adult (print):		Date	
Signature:			
Consent valid for the following period (please circle)	<b>This event only</b> <b>1 week</b> <b>1 month</b>	<b>1 year</b> <b>Other (please detail):</b>	