

Transporting Children Procedures

In the first instance the club recommend that all children are transported by their parents/guardians to events away from the club. If parents/guardians choose to arrange transport with another adult then we ask that you inform the club of these arrangements.

If the club are arranging transport to another venue then Sodbury Tennis Club will ensure that:

- Parents are informed of the reason of the journey, destination and who the driver will be
- Parents complete and return a Consent and Emergency Contact Form, see appendix 1.
The driver must have a copy of this with them at all times.
- There are two adults in the car
- Children are seated in the back of the vehicle at all times
- If children are a mixture of male and female then where possible the adults will be as well
- In the case of a breakdown/emergency the breakdown/emergency procedure will be followed – see Breakdown/Emergency Procedure.
- The driver has:
 - A valid and appropriate driving license
 - DBS check is mandated for coaches
 - Correct insurance
 - MOT certificate
 - Compliant with laws on seatbelts and restraints

Transporting Children - Breakdown/Emergency Procedure

- Ensure the safety of all passengers
- Contact the emergency services or breakdown/recovery where appropriate
- Contact emergency contact for each child and inform them of:
 - What has happened
 - Where you are
 - What you expect to happen next
 - Who is with you
 - How they can contact you
 - When you will update them on the situation
- Contact a club official and make them aware of the incident and what you have done
- Place the child at the centre of all the decisions you make

Transporting Children - Consent and Emergency Contact Form

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

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:		
Any health needs (e.g. diabetes,	Yes	No

asthma, epilepsy, allergies) that we should be aware of?	
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)

Name:		
Relationship to the child or adult:		
Address:		
Contact details:	Phone: Mobile:	Email:

Confirmation

Name of parent/guardian/adult (print):		Date	
Signature:			
Consent valid for duration (please circle):	This event only / 1 week / 1 month / 1 year / other		