

Tennis Wales LTD

Trips and Training Camps Policy

Tennis Wales takes the welfare and safety of every player and member of the support team on Tennis Wales trips and at training camps seriously. This policy has been reviewed and assembled for all Tennis Wales trips, training camps, LTA County Cup events and Team Wales activity where the Tennis Wales Support Team are acting in loco parentis care of the players. This policy sets out how Tennis Wales will ensure a commitment to keeping children, young people and vulnerable young adults safe, using the information and guidance from the LTA's Safeguarding at Events, Activities and Competitions document.

This policy will be reviewed on a bi-annual basis by the Tennis Wales Board, CEO, Head of Performance and Safeguarding Lead. Tennis Wales adheres to the LTA Safeguarding Policy at all times.

The 'Tennis Wales Support Team' will consist of a mixture of some or all of the following individuals: Captains / Assistant Captains / Volunteers (over 18 years of age)

- The gender of the supervisors should match the gender of the children. At least one of the supervising adults must be the same gender as the children unless, in very exceptional circumstances and with the prior approval of the CEO and the Safeguarding Officer, it is necessary for alternative arrangements to be made. Alternative arrangements could include parents being on-site.
- Supervisors should be provided with knowledge of religious, cultural, language/diet (including fasting) needs of all players.
- Where the lead captain is an LTA Accredited coach, Tennis Wales will ensure that person is LTA Accredited+, has a valid DBS check, a valid First Aid qualification and a valid LTA safeguarding level one qualification.
- Where the lead captain is not an LTA Accredited coach, that person will be required to have a valid DBS check through the LTA and have a valid LTA safeguarding level one qualification.
- Where an assistant captain is an LTA Accredited coach, Tennis Wales will ensure that person has a valid DBS check, a valid First Aid qualification and a valid LTA safeguarding level one qualification.
- Where the assistant captain is not an LTA Accredited coach, that person will be required to have a valid DBS check through the LTA and have a valid LTA safeguarding level one qualification.
- Any volunteers acting in Loco Parentis as part of the support team must have a valid LTA Volunteer Enhanced DBS check and have a valid LTA safeguarding level one qualification.
- In the case of a volunteer being a parent of one of the players, Tennis Wales must have written consent from all parents to agree to that particular parent being part of the support team.

- There must always be an adult present who is a qualified 'first-aider' and a first aid kit should always be kept within the group.
- A captain, assistant captain and volunteer list will be held at the Tennis Wales office and updated regularly.
- Each individual will be assessed prior to being added to the approved list.
- Any persons who are spouses/partners cannot form the entire support team for a trip.
- No-one outside of the agreed support team can travel as part of the team and/or stay as part of the accommodation booked by Tennis Wales for the team.

All supervisors must demonstrate commitment to respecting differences between staff and participants in terms of gender, gender alignment, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

Ratios

- Most tennis team events involve approximately 4-6 children per team and despite the small numbers, 2 adult supervisors are required for team supervision.
- For larger team numbers the ratios are: 2 adults for every 8 children aged 10 and under; 2 adults for every 10 children aged 11 and over.
- Greater adult-to-child ratio may be required dependent on the needs of the children such as disability requirements or identified risks.

Transportation

When transportation is formally required as part of a trip or training camp, the Tennis Wales support team may take on the driving responsibility to transport the players. In these circumstances, there will be the following requirements:

- For the entire trip, a minimum of 2 adults are to travel in the vehicle with any number of children, unless in an emergency situation
- Valid business car insurance – proof provided by owner of the vehicle to Tennis Wales and expiry date logged on the approved support team list
- The driver must have the necessary level of driving license for the size of vehicle being used
- Valid Road Tax
- Valid MOT
- Safe to travel – oil and tyre check
- If a hire vehicle is used all the above items will apply

It is recommended that rest breaks are taken every two hours of driving.

Where transportation is not part of an organised trip, parents have a responsibility to ensure appropriate transport arrangements are made for their children.

Travel Insurance

Tennis Wales trips and training camps within Great Britain are subject to insurance cover provided to Tennis Wales by the LTA. LTA registered venues and LTA accredited coaches also have insurance cover in place. Tennis Wales will inform players and parents of the extent of this cover ahead of any trips or training camps so that they will have the option to purchase additional cover if they so wish.

In cases where travel outside of Great Britain is involved for a Tennis Wales tournament trip or training camp, Tennis Wales will purchase an additional travel insurance policy for all members of the team including players and coaches.

Tennis Wales will undertake an annual review with Howden's to assess the level of insurance cover provided by the LTA policy.

Further information regarding insurance cover can be found on the LTA website [here](#).

Hotels

When accommodation is formally required as part of the trip or training camp, Tennis Wales adheres to the following when making reservations:

- Using reputable hotels or official hotels which have been recommended by tournament organisers
- Rooms on the same floor for all players and members of the support team will be requested
- Hotels will be booked a minimum of 7 days prior to the competition or training camp
- Parents will be informed of the details of the hotel at least 7 days prior
- In the event that accommodation becomes unavailable prior to the commencement of the trip or training camp, Tennis Wales will seek suitable alternative similar accommodation and parents will be notified of this as soon as possible
- In the event that accommodation becomes unavailable during the trip or training camp due to emergency or other unforeseen circumstances, Tennis Wales will in the first instance seek to secure suitable alternative accommodation for players and staff and parents will be notified of this as soon as possible

Where an overnight stay is required, the Tennis Wales Support Team will adhere to the following guidelines with regard to players:

- Children of the same age and gender can share a room but where this is not possible, it is acceptable for an 18 year old player and a younger player of the same gender (both from the same squad) to share a room as long as the players and their parents have consented in writing. In this situation the age of the players should be as close as possible and limited to no more than a two year age gap (with the older player not exceeding 18 years old). It is

important to note that this should be by exception and effective planning should always be the starting point to ensure that in most cases this situation is not necessary.

- Under no circumstances must a supervisor, coach or anyone else responsible for the running of the trip or training camp share a room with a child.
- Ensure players are set very clear guidelines on their expected behaviour at the accommodation.
- Consider any additional supervision levels required, particularly during down time or free periods.
- Any room checks should be conducted during the day and with the door always kept open. Room checks should always be completed by two members of the support team who will knock before entering, ask if it is okay to enter, explain the purpose of the room check, ask the children how they are and if everything is okay, wait until all children are fully dressed, confiscate any illegal items immediately and explain possible consequences.
- Ensure everyone knows what to do in an emergency, including fire procedures.

Venue

The lead captain for each trip and training camp is encouraged to liaise with the venue to ensure both parties are familiar with each other's policies and procedures and as part of the risk assessment prior to the activity. The following will be adhered to with respect of the venue:

- All LTA registered venues are required to have their own policy on the use of changing rooms. The lead captains should check this policy in advance to ensure both they and the hosting venue can comply with it.
- As a general rule, members of the support team should not enter the changing rooms/toilet and should remain outside (close by) until the child is finished.
- As part of the planning for the event, supervisors should ascertain details of the facilities at the venue (i.e. gym, swimming pool etc.) and its surroundings (i.e. busy roads, public access).
- Encourage bigger groups to take a comfort break together. If the group has children of mixed genders, there should be at least one supervisor of each gender supervising visits to the toilet.
- Mobile phones and other electronic devices must not be used in changing rooms. Anyone observed taking photos or videos in the changing area should be immediately reported to the venue management and police as appropriate.

Return Policy

As players can often finish at different times during a tournament one of the following will usually apply:

1. Players will remain with the trip or training camp until it is finished and travel home with the rest of the team. They will have practises and captains will try to arrange training matches during this time.

2. A player's parent may come and pick them up and take them home. Tennis Wales will require written confirmation prior to this happening and written consent if a player is travelling back with another player's family. This also applies to an academy or independent travel arrangement. Please note that Tennis Wales takes no responsibility for this travel arrangement and it will be the responsibility of the player's parent to ensure all safety precautions have been met.
3. In any case where a player cannot continue to be involved in the trip or training camp due to illness, injury, behaviour or other unforeseen circumstances, parents will be consulted and may be asked to collect their child.
4. Where possible the support team will confirm with parents/carers that they are on time for arrival at the prearranged designated pick-up point. The pick-up point should be well lit, secure and a public place preferably linked to the club or sport centre or agreed suitable venue.
5. In the case of a late collection, the support team should not be responsible for transporting children, other than in the case of an emergency. If late collection occurs, ensure that two adults stay with the child if possible at the pick-up point. Do not send the individual home with anyone else unless you have written parental consent.

Mobile Phone Use

We recognise that mobile phones are part of everyday life for many players and that they can play an important role in helping players to feel safe and secure. During trips and training camps, we want to encourage a real team ethic, so captains will set appropriate expectations around the use of mobile phones.

Internet & Social Media

Tennis Wales requires that the Internet and Social Media Acceptable Use Statements for both players and parents/guardians are read, signed and returned to the lead captain for the trip or training camp in a timely manner.

Communication/Administration

There will be a lead captain identified for every Tennis Wales trip and training camp who will work with the Tennis Wales Head of Performance and Safeguarding Officer to ensure that all of the administrative elements required for the activity to happen safely are met. This person must also ensure that all members of the support team have electronic copies of relevant documentation, including:

- Risk assessment (signed by the lead captain and the Tennis Wales Safeguarding Officer no later than three days prior to the activity)
- Consent and Emergency Contact forms for all players
- Internet and Social Media Acceptable Use Statements for all players
- Internet and Social Media Acceptable Use Statements for all parents/guardians

- LTA Safe and Inclusive code of conduct
- LTA Reporting a Concern form
- LTA Reporting a Concern Flow chart
- Missing Child Form
- Accident Report Form
- Player Pledges for U12 or 12+ years players or an alternative code of conduct
- Rights and Responsibilities for Tennis Wales, TW Support Team and Parents/guardians
- Parental consent letters for overseas trips if relevant
- Tennis Wales Trips and Training Camps Policy
- Event Factsheet
- All hotel and room information if relevant
- Useful contact details e.g. Welfare Officer at the venue, Tennis Wales Safeguarding Officer

Parents' Meetings

A parents' meeting should be held by the Tennis Wales Support Team prior to the trip or training camp, which may be done virtually or in person. This is an opportunity to discuss the expectations/codes of conduct for all parties and to answer any questions or concerns. Information should cover:

- objectives and purpose of the trip
- names and contact numbers of the Tennis Wales Support Team
- name and contact number of the Tennis Wales Safeguarding Officer and the Welfare Officer at the venue of the activity
- details of transport to and from venue and during the trip
- details of accommodation with address and contact number
- itinerary, which should give as much information as possible, particularly the type of activities (competition, training, educational/social) and an indication of any unsupervised free time
- kit and equipment list, emergency procedures and telephone numbers of note
- safeguarding children procedures and/or vulnerable adult procedures
- spending money
- expectations around the use of mobile phones, internet and social networking sites
- details of insurance cover where appropriate

Covid-19:

Activities will be organised and delivered within any Covid-19 regulations and guidance in place at that time. A specific Covid-19 Risk Assessment will be completed ahead of any activity.

References:

The following organisations have been consulted and/or used in research to ensure as far as possible all efforts have been made to ensure this policy is fit for purpose.

- LTA [Safeguarding at Events, Activities and Competitions Document](#)
- LTA [safeguarding guidelines for county cup and league matches](#)
- Child Protection in Sport Unit resources
- Childline resources
- NSPCC

Last updated – 26th May 2021.