

Trips Policy

Tennis Wales takes the welfare and safety of every player and member of the support team on Tennis Wales trips seriously. This policy has been reviewed and assembled for all Tennis Wales trips including County Cup and Team Wales events using the information and guidance from the LTA’s [Safeguarding at Events, Activities and Competitions Document](https://www.lta.org.uk/globalassets/about-lta/safeguarding/safeguarding-at-events-activities-and-competitions-v1.2.22.03.18.docx?_t_id=1B2M2Y8AsgTpgAmY7PhCfg%3D%3D&_t_q=safeguarding&_t_tags=language%3Aen%2Csiteid%3Af3862a05-6b76-4b3c-9179-c99ae142b858&_t_ip=66.249.66.89&_t_hit.id=Lta_Models_Media_WordDocument/_80e0e63f-ad13-46e7-adea-02b9827d3d20&_t_hit.pos=21). This policy sets out how Tennis Wales will ensure a commitment to keeping children, young people and vulnerable young adults safe.

This policy will be reviewed on an annual basis by the Tennis Wales Board, CEO, Performance Manager and Safeguarding Lead. Tennis Wales adheres to the British Tennis Safeguarding Policy at all times.

**Ratios**

Tennis Wales will adhere to the LTA adult:child ratios when travelling as part of a trip:

* 2:8 for children 10 and under
* 2:10 for children aged 11 and over

**The ‘Tennis Wales Support Team’ will consist of a mixture of some or all of the following individuals: Captains / Assistant Captains / Responsible Adults / Parents**

* When organising teams, an adult of the same gender who is aware of their responsibility to all team members, will accompany the trip.
* Tennis Wales will only use Accredited+ Captains (DBS check, First Aid, Suitably Qualified and Safeguarding trained) who are over 18 years old, to lead trips.
* Assistant Captains must be Accredited (DBS check, First Aid and Safeguarding trained) and over 18 years old.
* Responsible adults and/or Parents traveling in Loco Parentis as part of the group must have a valid LTA volunteer Enhanced DBS check and be over 18 years old. Tennis Wales must have written consent from all parents to agree to that particular parent being part of the trip.
* A Captain, Assistant Captain and Responsible Adult / Parent list will be held at the Tennis Wales office and updated on a monthly basis.
* Each individual will be assessed prior to being added to the approved list.

**Tennis Wales Support Team - Cars for travel. The following considerations will be made in determining the transport to be used:**

* For the entire trip, a minimum of 2 adults are to travel in the vehicle with any number of juniors, unless in an emergency situation.
* Valid Business Car Insurance
* Valid Road Tax
* Valid MOT
* Safe to travel – oil and tyre check

If a hire vehicle is used all the above items will apply.

**Travel Insurance**

* At LTA sanctioned events a player, coach and travelling support team are covered under the LTA Howden’s insurance – to view a copy of the policy please visit the Tennis Wales Website. Please note that cover is not provided for players, coaches or the travelling support team at non LTA sanctioned events.

**Hotels – Tennis Wales adhere to the following criteria for the use of hotels:**

* Use reputable hotels
* Rooms on the same floor for all trip attendees will be requested.
* Where the event is abroad – the Official Hotel for the event will be requested prior to travel and rooms on the same floor for all trip attendees will be also be requested.
* Hotels will be booked a minimum of 7 days prior to the trip taking place.
* Parents will be informed of the details of the hotel at least 7 days prior to the trip taking place.
* In the event that accommodation becomes unavailable prior to the commencement of the trip, Tennis Wales will seek suitable alternative similar accommodation and parents will be notified of this as soon as possible.
* In the event the accommodation becomes unavailable during the trip 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***:***

* Not to allow children (anyone under 18) to share rooms with adults. In the situation where there are team mates who are 17 years and 18 years old for example, Tennis Wales would ask parental permission for the players to share a room.
* When children share a room, they should be of the same sex and similar age
* Separate beds for all children
* 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
* If there is a change in circumstance with rooms, the TW Support Team will discuss with the child and their parents to establish the best outcome.
* Not to go into a player’s room unless in an emergency or with another responsible adult.
* Ensure everyone knows what to do in an emergency, including fire procedures.

**Return Policy**

As players finish at different times during a tournament there will be four options for return travel and the following criteria will apply:

1. Players will remain with the trip until the last player has finished. They will have practises and captains will try to arrange training matches during this time. They will all then travel back together.
2. A player’s parent may come and pick them up and take them home. Tennis Wales will require 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 players parent to ensure all safety precautions have been met.
3. In any case where by a player cannot continue the event due to illness or unforeseen circumstances, parents will be consulted and may be asked to collect their child.

**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, we want to encourage a real team ethic, so captains will set appropriate expectations around the use of mobile phones during the trip.

**Social Media**

Tennis Wales have a [Tennis Wales Social Media Acceptable Use Statement January 2019](file:///\\pidfsro01\participation%20store\Regional%20Teams\Wales\Safe%20and%20Inclusive%20Tennis\Tennis%20Wales%20Social%20Media%20Acceptable%20Use%20Statement%20January%202019) and we request all players and parents to read through, sign and send back to Tennis Wales.

**Communication/Administration**

* There will be one point of contact for Tennis Wales trips administration and each trip will have a completed checklist/risk register which will be kept on file centrally at the Tennis Wales office so that all staff can access information to support trips.
* A fact sheet will be provided in advance of travel to all parents. This will include hotel and room information; support team details; travel arrangements; event details.
* A consent form will be requested for every trip to ensure Tennis Wales have the most up to date information.

**Junior County Cup teams – Parent Meetings.**

A parents meeting will be held at the end of the last training session by the Captain and Assistant Captain. This is the opportunity to discuss the trip, the expectations, code of conducts for all parties and to answer any questions or concerns. Information should cover;

* objectives and purpose of the trip
* name and contact number of the organiser
* names of all staff and volunteers
* name and contact number of the person acting as the home–county/Team Wales contact
* 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 contact
* safeguarding children procedures and/or vulnerable adult procedures
* spending money
* expectations around the use of mobile phones or social networking sites
* details of insurance cover where appropriate

**Tennis Wales have the following documents to ensure all parties understand their roles and responsibilities for trips. Please visit the** [**‘Safeguarding Tennis Wales Trips’**](https://www.lta.org.uk/about-us/in-your-area/tennis-wales/safeguarding-for-wales/safeguarding-trips-page/) **section of our website to view.**

* Tennis Parents – Rights and Responsibilities
* Tennis Players – Pledges 12+
* Tennis Players – Pledges Under 12
* Tennis Wales Support Team - Rights and Responsibilities
* Tennis Wales Support Team - LTA Safe & inclusive Code of Conduct
* Tennis Wales – Rights and Responsibilities

**Tennis Wales Support Team Travel Pack – prior to leaving on a trip, each member of the Tennis Wales support team will be given a pack of information applicable to the trip to keep with them at all times. The pack will include the following:**

* Risk assessment/Register
* Event Factsheet
* Medical consent, emergency contact, photograph consent and social media form
* LTA Reporting a Concern form
* LTA Reporting a Concern Flow chart
* Missing Child Form
* All Hotel and room information
* Useful contact details
* Accident Report Form
* Player Pledges for any new players on the trip
* Tennis Wales Support Team – Rights and Responsibilities
* Parental consent letters for overseas trips.

**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](https://www.lta.org.uk/globalassets/about-lta/safeguarding/safeguarding-at-events-activities-and-competitions-v1.2.22.03.18.docx?_t_id=1B2M2Y8AsgTpgAmY7PhCfg%3D%3D&_t_q=safeguarding&_t_tags=language%3Aen%2Csiteid%3Af3862a05-6b76-4b3c-9179-c99ae142b858&_t_ip=66.249.66.89&_t_hit.id=Lta_Models_Media_WordDocument/_80e0e63f-ad13-46e7-adea-02b9827d3d20&_t_hit.pos=21)
* Child Protection in Sport Unit resources
* Childline resources
* NSPCC
* Current guidelines for South and North Wales County Cup Trips