



## Tennis Scotland Trips Policy

Tennis Scotland takes the welfare and safety of every player and member of the support team on Tennis Scotland trips seriously. Trips are one of the core activities within the Tennis Scotland National Player Programme. The National Coach will lead planning of competition schedules and training camps in consultation with the National Pathway Coach. This will be aligned to the relevant age and stage of players in the programme. Where possible and appropriate to do so, practical efficiencies will be sought by grouping tournament travel together. This policy has been put together for all Tennis Scotland trips.

### Safeguarding

The Duty of Care in Sport Review and the NSPCC's Child Protection in Sport Unit updating their guidelines, the LTA reviewed its trips policy. Tennis Scotland now combines adoption of LTA policies, alongside formalising existing good practice in this trips policy.

The NSPCC guidelines state:

"Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident)."

Guidelines also state that the gender of at least one of the supervising adults should match the gender of the children. Consequently Tennis Scotland now adopts the following arrangements for domestic and international trips for identified junior competitions and training camp activities:

- A minimum of two members of staff on all trips
- At least one member of staff must be the same gender as that of the players on the trip.
- A minimum of one member of staff to every four players.

The staff leading identified trips will be comprised from either:

- Tennis Scotland National Coach or National Pathway Coach, or
- Staff employed by Tennis Scotland, or
- LTA Accredited+ Coach contracted by Tennis Scotland or partner programme including University of Stirling, Merchiston Castle School or Beaconsfield School who support Tennis Scotland performance tennis activity.

Where it is proposed that this is not the case Tennis Scotland will contact the parent(s)/legal guardian of the players in question to seek their consent to the revised provision.



One member of staff will always be a coach, who ordinarily will assume responsibility for leading the trip. The second member of staff may travel in any of the following roles or capacities, with an emphasis on the pastoral welfare and supervision of the players:

- Strength and conditioning coach;
- Physiotherapist or doctor;
- Performance analyst;
- Senior coach/manager for player observation;
- Coach development;
- Performance lifestyle advisor;
- Sport psychologist;
- Key Link Tutor from partner school;
- Administrator; and/or
- Pastoral / welfare.

All staff supporting the trip must be Responsible Adults over 18 years of age, with a valid PVG disclosure, safeguarding and first aid training. Tennis Scotland will only use Accredited+ Coaches to lead the trip. This includes; valid PVG disclosure, valid First Aid qualification, suitably qualified and safeguarding trained.

The National Coach will appoint the Lead Coach and decide on the second member of staff in consultation with the Head of Operations who will consider and manage wider implications with Tennis Scotland Office or partner programmes.

## **Best Practice**

Tennis Scotland will adhere to the risk assessment process outlined in LTA's Official Trips Policy in the Security and Health section. This will require the LTA to provide access to the services provided by security company iJet.

As best practice all trips will require completion of comprehensive documentation, with one copy to be taken by the Lead Coach and the other left with a designated point of contact in the Tennis Scotland Office, with an electronic copy saved on the shared drive accessible to all staff. This documentation will include:

- Copy of trips policy
- Risk Assessment
- Full trip itinerary, event factsheet, listing travel, transfers, all hotel and room information and contact details.
- Travel insurance policy
- A list of any known medical conditions
- Signed parental consent forms for trip attendance
- Medical consent
- Photograph consent and social media form
- Emergency contact details for players and staff on the trip
- LTA Reporting a Concern form
- Accident Report Form



- Home based Tennis Scotland emergency contact
- Useful contact details

## Travel by Motor Vehicle

The following documentation must be shown in order to use a personal vehicle for transport purposes:

- Business Car Insurance demonstrating planned drivers are insured
- Valid clean driving licence (relevant entitlements or qualifications must be shown to drive minibuses)
- Road Tax
- Valid MOT
- Breakdown cover and Courtesy car

Before each trip the car must have an oil and tyre safety check for travel. If a hire vehicle is being used all the above items apply.

Consideration needs to be given to the volume of driving being undertaken to ensure there are enough drivers to fully comply with Domestic and EU driving laws. These are available from: <https://www.gov.uk/drivers-hours>

## Hotels

Tennis Scotland considers the following factors when making hotel reservations:

- Use reputable hotels such as Premier Inn, Travelodge, Holiday Inn Express etc.
- Rooms on the same floor will be requested for all trip attendees.
- For events abroad prior to travelling Tennis Scotland will ask for details of the Official Hotel for the event and will request rooms on the same floor for all trip attendees.
- Hotels will be booked a minimum of 14 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 Scotland will seek similarly suitable alternative 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 Scotland 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 Scotland will adhere to the following guidelines:



- Not to allow children (anyone under 18) to share rooms with adults. In the situation where players are 17 years and 18 years old for example, Tennis Scotland 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 in age, with separate beds for all children.
- The Lead Coach and support staff should not 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.

If there is a change in circumstance with rooms, Tennis Scotland staff will discuss with the child and their parents to establish the best outcome.

## Travel Insurance

At LTA sanctioned events a player, coach and travelling support team are covered under the LTA Perkins and Slade insurance. Tennis Scotland has its own travel insurance policy for events that fall outside of LTA sanctioning. Please note that neither policy covers activities for players, coaches or the travelling support team at non-LTA sanctioned events or Tennis Scotland trips.

## Parents/Individual Coaches Travelling to Official Trips

Parents and individual coaches are allowed to attend Official Trips, at their own cost, if they wish. Parents are asked to inform the National Coach prior to the trip if they plan on attending. If they choose to do so the guidelines below must be followed to allow for consistency in delivery across the trips and to ensure that the coach leading the trip can effectively and safely manage their duty of care to all players on the trip.

- The player is part of the team therefore the Lead Coach is in charge of all aspects of the trip including, but not limited to, training, meals, transport and coaching.
- The player will stay with the rest of the team and not with the travelling parent(s).
- If a parent wishes to take the player outside of the trip environment (e.g. out to dinner) this must be requested through the Lead Coach. If approved, the scope of the activity and return times must be confirmed in advance and adhered to. At no point would the parent be supervising any other player on the trip unless written approval has been provided by Tennis Scotland.
- If a personal coach wishes to offer coaching advice/support it is with the understanding of working in collaboration with the Lead Coach so consistent messages are being given to the player.
- If a proposed activity is not appropriate at a given time, is not suitable for the player or compromises the running of the wider team then the Lead Coach has the right to not approve it.

If these guidelines are not followed, it could result in a player being removed from the trip or not being invited on future trips.



## 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:

- 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.
- A player's parent may come and pick them up and take them home. Tennis Scotland will require written and signed consent if a player is travelling back with another player's family. Please note that Tennis Scotland takes no responsibility for this travel arrangement and it will be the responsibility of the driver and player's parent to ensure all safety precautions have been met.
- Members of the Tennis Scotland Support Team may bring players back early who have completed matches. This is only as long as there is appropriate support still at the event for the players still involved.
- 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.

## Monitoring, Review and Amendments

Tennis Scotland adheres to the British Tennis Safeguarding Policy at all times. This policy will be reviewed on an annual basis by the Tennis Scotland National Coach, National Pathway Coach, Head of Operations, Safeguarding Lead, and CEO, prior to consideration by the Tennis Scotland Board.



## Appendix I: Tennis Scotland Trips Policy – Contingency Arrangements

### Trip Staffing

The trips policy states that there must be a minimum of two members of staff supporting all trips. Furthermore, at least one member of staff must be the same gender as that of the players on the trip, with a ratio of a minimum of one member of staff to every four players. At least one member of staff must be an LTA Accredited+ Coach. Full details of this are explained on page 1 of the trips policy.

However, there may be occasions when only one member of staff can be present. The rest of this appendix details some contingency planning examples.

### A split venue

Some tournaments may use second venues due to the volume of matches early in the event or in the event of poor weather. When this situation arises the players are likely to be split over two venues. Tennis Scotland will take the following actions:

- One of the Tennis Scotland Coaching team will be present with them to watch and support the match while the other remains at the main venue with other players (players will not be sent without a responsible adult)
- Known accredited coaches from other teams will also be present to support and where possible coaches of the same gender as the players will be identified to contact if needed.
- Parents will be informed prior to the trip or as soon as it is a known possibility that players may travel to an alternative venue.
- It will be made clear that the scheduling is not in the control of the TS coaches.
- At least one member of staff will remain or travel to the other venue with players on the trip. On occasions this member of staff may not be a coach. As a result players may practice or receive technical support with an accredited coach from another team. We will ensure the coach is known to the player.

These measures attempt to meet the trip safeguarding standards, which is of primary importance and also provide meaningful developmental tennis experiences, which is of secondary importance to the safety, health and welfare of the child.

### A player requiring specific attention from one of the responsible adults (in the event of an illness, injury)



Situations may arise, where a team member may need to be taken to the doctor or a physiotherapist off-site. In this scenario the following actions will be taken:

- The staff member of the same gender as the player requiring treatment will accompany the player and be present during any assessment or treatment (unless otherwise requested by parents).
- Parents will be informed of the assessment and planned treatment immediately.
- Treatment will be given after checking details the medical authorisation form.
- Parents will be consulted and kept informed of any further action.
- Remaining players will be supervised by the second member of staff and will continue to train and compete under their supervision.

### **A player requires attention after ‘lights out’ (feeling ill during the night)**

- Player or room-mates to inform TS staff by mobile (not leaving the room)
- Both members of the TS Trip staff will visit the players to assess whether a doctor or additional medical support is needed. Parents will be contacted and consulted.
- After checking the medical form and AUTHORISED MEDICATION may be administered.
- Where a doctor needs to be called the following actions will be taken:
  - The staff member of the same gender as the player requiring treatment will accompany the player and be present during any assessment or treatment (unless otherwise requested by parents).
  - Parents will be informed of the assessment and planned treatment immediately.
  - Treatment will be given after checking details the medical authorisation form.
  - Parents will be consulted and kept informed of any further action.
- Remaining players will be supervised by the second member of staff until such time that the ill player and second member of staff can re-join the group. If the ill player is contagious sensible and pragmatic precautions will be taken, which may involve asking the parents to come and collect their child. Please refer to the Return Policy on page 5 of the Trips Policy.

### **A player needing to return home early:**

- After consultation with parents travel arrangements will be agreed.
- Parents should be in a position to collect from the hotel or venue and may be required to do so.
- TS will help to ensure safe and efficient travel arrangements adhering to the four options listed on the Return Policy on page 5.



## A coach or staff member needing to leave the trip

In the event that a staff member needs to leave the trip early due to illness or family emergency the following actions will be taken:

- The member of staff placed on trip stand-by cover will be asked to replace the leaving member of staff as soon as practically possible (within 24 hours).
- Parents will be informed of this change as soon as it is practical to do so.
- In all situations the staff will be in accordance with the TS trips policy, in terms of ratios. Best efforts will be made for the replacement to be of the same gender as the staff member leaving, however, there may be times when this is not possible.

## Conclusion

The Tennis Scotland Trips policy is a thorough document designed to ensure the safety and well-being of all players when in Tennis Scotland care. The contingency arrangements detailed above, evidence how much thought has also gone into maintaining the highest standards of safeguarding.