

## TTW MANAGING CHILDREN AWAY FROM THE MAIN TRAINING VENUE

Table Tennis Wales are committed to ensure that guidance on the organisation's responsibility for children in their care whilst they are away from the main training venue is available to all.

**NB;** This procedure does not apply when for administrative reasons, Table Tennis Wales as the National Governing Body, has to register the player for an event, or the player registered themselves as representing Wales, but they are self-funding and not accompanied by a Table Tennis Wales appointed member of staff.

A member of staff from Table Tennis Wales' approved list should be appointed, who will:

1. Ensure there is or obtain from parents/carers a signed copy of Child Information and Parental Consent Form, for each participant and be in possession of it for the duration of the trip.
2. Ensure that there is a "Home Contact" who is not travelling, who will act as contact point in an emergency. They will need;
  - Names of players and staff on the trip
  - Emergency contact names and phone numbers for the above
  - Details of any medical or physical needs these persons may have
3. Establish and communicate the following information to parents/carers:
  - Why the trip is planned and its reason or purpose
  - When the trip will take place and where it is to
  - Staffing arrangements including the name of team manager/responsible adult
  - Name and contact details of person acting as the "Home Contact"
  - Arrangements for food and drink
  - Kit and equipment requirements

### **Additional guidance for trips including an overnight stay.**

Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities, conducting a risk assessment if necessary. Confirm:

- It meets any additional need requirements for members of the group
- Players will not share a bed
- Male and female players do not share a room
- Staff/volunteers do not share a room with players
- Players of vastly different ages do not share a room
- Where possible rooms are not scattered around the accommodation on different floors
- Where staff/volunteers accommodation will be and ensure players know what rooms staff are in and how to contact them if necessary

If during any time away from the main training venue, an emergency occurs, the team manager/responsible adult must:

- Establish the nature of the emergency and names of casualties
- Ensure the rest of the team are safe and supervised
- Ensure a member of staff accompanies any casualties to hospital
- Contact the "Home Contact" who will contact parents and keep them informed

**Information for Parents when Junior Players are away from Main Training Venue**

|   |  |
|---|--|
| Event                                   |  |
| Date and destination                    |  |
| Staff members attending                 |  |
| Player members attending                |  |
| Home Contact                            |  |
| Kit requirement                         |  |
| Transport details                       |  |
| Arrangements for food and drink         |  |
| Accommodation details if overnight stay |  |