**Athlone Tennis Club Supervision Policy** (28/01/2025)

As part of its obligations regarding the protection of children and young people. Athlone Tennis Club sets out in this document the club’s procedures for adult supervision of junior members in club activities.

**General principles**

* Good practice dictates that more than one adult is present to supervise activities for junior members, to ensure the safety of the children/ young people as well as protect adults.
* At a minimum, all club organised activities involving children/ young people will be supervised by at least two adults, where possible one male and one female.
* Adult supervisors will ensure that they are not left alone with young participants. If an adult needs to talk individually to a child/ young person this will be done in an open environment, in view of others.
* Adult supervisors should not be left alone with young people at the end of any activity.
* Attendance records will be kept by the club.

**Arrival and departure from the club for club organised activities**

* Start and finish times for coaching, training and/or other activities will be clearly stated.
* Children/ young person's attending for club‐organised coaching should let one of the supervisors know when they have arrived at the club; it is the responsibility of parents/ guardians to ensure that children/ young persons do this.
* When they are finished their coaching session and are leaving with the adult nominated to collect them, they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child/ young person leave the club premises without informing the adult supervisor

**Collection of children/ young people**

* Parents/ guardians are requested to collect children/ young person's punctually, and it is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge.
* Two adult supervisors should remain until all participants have left.
* If a parent/ guardian is unavoidably delayed, they should contact the club coach or one of the Junior Committee whose contact details will be provided to parents/ guardians at the beginning of the year.
* In the event that a child has not been collected and no contact has been made, a supervisor will attempt to contact the parent/ guardian/ other adult using the contact number(s) on the Consent Form. If there is no response, they will ask the child/ young person for the details of another family member to contact.
* In the event that contact has still not been made, a supervisor and another adult will continue to wait with the child/ young person until the child/young person has been collected by a parent/ guardian, other adult nominated by the parent/guardian or other family member.
* Consistent late collection will/may require alternative arrangements to be put in place to ensure that the young person can remain attending events.

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**Procedures in the case of accident or injury**

If a child/ young person suffers an injury or an accident, the parents/ guardians will be informed, and an Accident Report Form will be completed.

A record of any injury or accident will be kept by the Club.

**Parent/ guardian participation**

The club welcomes and encourages parents/ guardians who wish to assist with the supervision of junior activities.

**Scope of supervision**

Parents/ guardians should note that adequate adult supervision as described above is provided only as follows:

* During a child’s/ young person’s allocated coaching period as part of the club’s junior coaching programme
* During any of the internal junior activities organised and run by the club’s Junior Committee
* During any of the closed club tournaments run by the club’s Junior Committee.

The club takes every reasonable measure to ensure the safety and the protection of all its members, including junior members, while they are on the premises. However, such measures do not extend to the provision of adequate adult supervision other than for the activities listed above.

Parents/ guardian should note that the club does not regard the presence of adults at the club as constituting adequate adult supervision and the Club is not responsible for the safety and protection of a child/ young person outside of the specific activities listed above. Accordingly, it is the responsibility of each parent/ guardian to ensure that their child/ young person is adequately supervised at all other times that they are on the club premises (*including when the child/ young person is receiving private coaching organised by the child’s/ young person’s parents/ guardians.*

 The parents/ guardians of all children/ young person's taking part in any of the activities organised by the club will be required to complete and sign a Consent Form.