



## **Supervision Statement for The Northumberland Club**

The Northumberland Club makes the following arrangements for sports supervision:

Children's coaching activities are beneficial not just for their enjoyment and health but also to encourage them to develop independence, social skills and the ability to learn.

Our Health and safety responsibilities derive from the Health and Safety at Work Act and 'Keeping children safe in education 2021' which sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18. Children are protected by this law because they are affected by an employer's undertaking.

### **Supervision Rules**

All staff have the responsibility to ensure the health and safety of all children in their charge. To ensure all children are safe, coaches, staff and volunteers must:

- Carry out a visual inspection of the area before coaching starts to ensure there are no spillages, obstacles, damaged equipment or debris on the court or hall area to avoid slips, trips and falls.
- Register the children to the session and carry out a headcount before the session starts.
- Ensure that parents drop children at the session sports area.
- All staff supervising a coaching session collect a radio from reception and inform staff they are on court with a group of children. They ensure the radio works with reception and communicate on channel 7 frequency 7.
- Ensure that children do not play games involving physical contact. Adults and coaches will model games with children e.g. throwing, catching, use of racket.
- Coaches should ensure any volunteers or assistants are fully briefed prior to any activities taking place on safeguarding, lesson activities and rules.
- Ensure children understand they must stay visible at all times and not leave the designated court or sports area.
- Ensure children only use the toilets when accompanied from the sports hall or court by one of the accredited coaches, staff, volunteers or assistants who accompany the child to the downstairs toilets and wait outside the cubicle.
- If coaches are supervising alone then they use the radio to request assistance from the duty manager or receptionist who will collect the child from the court or hall and accompany them to the toilet.
- During hot weather, encourage children to wear a hat, sun cream and take their water bottles outside
- During heavy rain or ice, children will be escorted as part of the group with the designated coach to the lounge area upstairs. The coach will carry out a headcount before and after and will inform reception using the radio.
- All coaching staff should have a well-stocked mobile first aid kit on their person whilst on duty. Coaching staff supervising alone will use the radio to request a first aider from

reception should there be a need on court or in the hall.

- Ensure children are collected by the responsible adult at the end of the session and the register is updated. If the responsible adult does not collect the child then coaches will use the radio to contact reception and ask a member of staff to collect the child or they will escort the child to reception where a member of staff will telephone the parent and resume supervision until they arrive.
- Children must be discharged to the responsible adult unless parents have signed a form to say their child may walk home unsupervised. Only children aged ten and above may walk home unsupervised and there must be signed written consent held by The Northumberland club reception for this to take place.
- Young children that require assistance using the toilet or who have soiled their clothes must only be assisted by a level 3 coach or a member of the nursery staff supervising the children. Coaches should follow the club's intimate care policy in this instance.

### **Supervision Ratios**

When setting ratios, the coach and venue must ensure;

- On court activity is safe
- On court activity is delivered with quality
- On court activity represents good value for money
- Supervision of children will not be compromised in the event of an emergency (or other situation) that requires the coach to leave the court/club and radios should be used for assistance in this circumstance
- Supervision of children will not be compromised in the event of an emergency (or other situation) that requires the child to leave the session/court In situations where a child has to leave a coaching session, for example, to use the toilet, they should continue to be supervised and again radios should be used in this instance. Coaches, staff and volunteers should not go into the toilet with children.

### **Coach / player ratios**

When working alone, as a minimum all coaches are LTA Level 2 qualified and in possession of a valid DBS check.

The Northumberland club always ensures that they are operating well within the LTA guidelines as follows:

ACTIVITY	RECOMMENDED MAX RATIO (Coach : Player)	SPACE	CONSIDERATIONS
TOTS (3-4 years)	1:12	<ul style="list-style-type: none"> <li>• Flexible – not necessarily on tennis courts</li> </ul>	<ul style="list-style-type: none"> <li>• Assumption parents are providing on court support. 1:4 with no parental support</li> </ul>
U10 Coaching	1:10	<ul style="list-style-type: none"> <li>• Relevant size tennis court/space for stage</li> </ul>	<ul style="list-style-type: none"> <li>• Group size can increase using assistants</li> </ul>
11-17 Coaching	1:12	<ul style="list-style-type: none"> <li>• 2-6 players per court is optimal</li> <li>• Some sessions can exceed this (e.g. cardio tennis)</li> </ul>	<ul style="list-style-type: none"> <li>• Group size can increase using assistants</li> </ul>
Adult Coaching	1:12	<ul style="list-style-type: none"> <li>• 2-6 players per court is optimal</li> <li>• Some sessions can exceed this (e.g. cardio tennis)</li> </ul>	<ul style="list-style-type: none"> <li>• Group size can increase using assistants</li> </ul>
Taster & Intro Sessions / Schools / Camps / Open Days	1:16	<ul style="list-style-type: none"> <li>• Flexible – not necessarily on tennis courts</li> </ul>	<ul style="list-style-type: none"> <li>• Group size can increase using assistants</li> </ul>

## HOLIDAY CAMPS

Walkie-talkies are used by staff and coaches to communicate between the reception/office; senior leaders; courts, sports halls and lunch spaces. All staff are trained First Aiders and carry a mobile first aid kit. Other first aiders are on call around the site at all times if an accident requires more attention in each building/area.

All adults are expected to apply the safeguarding policy and code of conduct consistently and children should respect all adults equally.

At the start/end of the holiday camp sessions the lead coach for each group must ensure that parents sign their child in (and out) at drop off and collection on the paper register. Coaches must always check full names of children and ensure the parents signs on the designated line on the register.

Children aged 8 and under attend holiday camp in the main sports hall and parents are asked to drop off and collect in this area at the specified staggered times. Children will sit in a line up and are discharged by their group leader to the parent one at a time.

Children aged 8 and above attend camp on specific court areas and parents must collect their child at the designated court.

For each holiday camp and coaching session parents are informed in advance of the club protocols and drop off pick up times.

### Lunchtime Supervision

**If wet** –children will be accompanied to the lounge area and supervised by the coaches and staff on a ratio of 1:8. Children will be escorted to the toilets by a member of staff who will wait.

**When possible**, children will be supervised in the picnic areas outside by a coach within a ratio of 1:8 and are never left unsupervised at any time.

## **PARENT PROTOCOLS**

On every booking for coaching sessions or holiday camps parents will receive the following information as part of the confirmation:

### ***Safeguarding Information for parents:***

#### **Drop off and pick up**

Please ensure you drop off and pick up your child at each session with the lead coach at court number xx or sports hall. We cannot release children unless they are collected by the named responsible adult at the pick up point. Parents should not drop children off before 9.45am during holiday camp unless they are booked in the wrap around care. Wrap around care is 8am -10am and 4pm-6pm.

If your child is aged 11 or over and you wish for them to be released to walk by themselves, please sign a consent form available from our reception desk.

(Holiday camps only: Your child is in Group nb xx – the pick up and drop off point is xxx and the collection time is xxxx. Your group leader is xxxxxx. Children attending early and late drop off and pick up must be signed in and out by their accompanying adult with the coach.)

#### **Changing**

A Use of Changing Rooms and Showering Facilities Policy is in place. It should be recognised that the Northumberland Club is a multi-user facility and there is not a separate changing facility for juniors. This policy encourages children to come to coaching and holiday camp sessions already changed and to use any showering facilities in their own homes.

We understand that sometimes changing rooms are needed to attend after school sessions and we would ask that children aged 11 and under are accompanied/supervised by their parent or responsible adult in the changing room. Children aged 12 and above may use the changing room unaccompanied but please be mindful the changing rooms are accessible by other adults.

#### **General**

Please ensure your child brings a water bottle with them. If the weather is hot, please send your child with sun cream already applied and a hat.

#### **Welfare Officer**

Our club promotes a safe and inclusive venue and culture at all times. Our Welfare officer is Mandy Tulip and she can be contacted at the club on 0191 281 5858 for any advice or discussion. You will notice around the club our Safeguarding posters and Policies are available to read at the top of the stairs, landings and bar areas and a photograph of our welfare officers with direct contact details so you know who they are. All of our Safeguarding policies are available on our website. [SAFEGUARDING \(northumberlandclub.org\)](https://www.northumberlandclub.org) so you know where to find them on line.