



**GUIDELINES ON CHILD SAFETY
for Parents, Children and all Members**

To be read in conjunction with HLTC's Codes of Conduct (updated December 2025) and Junior Coach Guidelines (December 2025)

In order to ensure that the utmost safety and care is given to all juniors when they are on court, there are a few actions requested of all members, parents, as well as children which will assist this.

'The Club's policy based on a risk assessment of our courts and the surrounding areas is that a junior (under the age of 16) must be accompanied by a parent/carer or coach while playing tennis at HLTC. However, during coaching sessions and camps a junior over the age of 12 + may visit the toilets in the Sports Centre unaccompanied but on approval of the Junior Coach and must return immediately to the courts on leaving the sports centre.'

If children under 12 are left at a camp session without parents our policy is that those children will be supervised by the coach and helper(s) and will only be permitted to leave the court area (e.g. to visit the toilet which is located in the Sports Centre) with the coach or a helper. Those children left courtside will be supervised by the remaining coach or helper. No child will be left unsupervised at any time.

HLTC cannot be responsible for any child who does not arrive at the courts or who strays outside of the tennis court area. NB The school grounds include a large lake, up by the golf course, which cannot be seen from the courts.

If parents allow children to play outside of arranged club junior organised sessions, they should not assume that there will always be an adult available.

A Junior Health Form must be completed for each Junior, including those who attend Camps. An updated form must be completed should medical conditions change. HLTC cannot be responsible for children should they become ill or have an accident without this form. NB In order to be able to react appropriately in an emergency **we need medical forms for all children, whether they have medical conditions or not. This information is stored confidentially and held by the coach and Welfare Officer. Data is only given to others on a 'need to know' basis.**

We ask that parents and children remember the following: -

1. All children (members and non-members) must report to their coach on arrival, and again when they are leaving so that the register can be completed.
2. A Junior Health Form must be completed and handed to the coach. Please note that forms including Junior Health Forms can be downloaded from the HLTC website – www.hltc.uk
3. HLTC members should have their membership identification available as their passport to the courts.
4. Appropriate tennis shoes (non-black / marking soles) should always be worn on court.
5. Children must inform one of the coaches if they need to go to the toilet and not just wander off. As the toilets are located in the Sports Centre and some distance from the courts children under the age of **12** will always be accompanied by the coach or a helper.
6. For those parents who have children who play in teams arranged by HLTC's Junior Coach, there is a requirement from LTA that we ask all those who are not arranging their own transport to away matches to give signed formal consent. The travel consent form is available on HLTC's website – www.hltc.uk. Without receiving a completed form volunteers are not able to transport other children either to or from matches in their cars. HLTC prefers that parents take their own children to away matches.
7. Should members or parents wish to become involved with helping out at any of our junior sessions / transport for children to matches, it is also an LTA requirement, that they complete a self-declaration form, (or provide the club with a copy of their enhanced DBS check if they have one). Please contact our Welfare Officer for a copy of the self-declaration form or to submit a DBS certificate, if you wish to get involved please contact our Welfare Officer, Nitin Munglani at welfareofficer@hltc.uk .

We ask that all HLTC members assist in supporting these safety measures.
Further guidance for juniors can be found at www.hltc.uk

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