

Khandallah Tennis and Squash Club - Children on-site Policy

November 2025



Khandallah Tennis & Squash Club welcomes children and young people as an important part of our community. To ensure their safety and wellbeing while at the Club, the following guidelines outline the shared responsibilities of parents, caregivers, coaches, volunteers, and the Club.

Purpose

This policy ensures that all children on site are kept safe, supervised appropriately, and supported to make safe choices around courts, equipment, and high-risk areas.

Scope

This policy applies to all children and young people under 18 years of age who are:

- participating in Club activities or programmes
- spectating or accompanying family members
- using Club facilities informally

It also applies to parents/caregivers, coaches, volunteers, members, and visitors.

Parent & Caregiver Responsibilities

Parents and caregivers are responsible for the active supervision and safe behaviour of their children while on Club premises, except during designated supervised programmes.

Parents and caregivers must:

- Ensure children are directly supervised at all times, especially in high-risk areas such as the carpark, squash courts, external stairs, sauna, balcony areas, behind Squash Court 4, and at the back of the Club where the hitting wall and pickleball court are located.
- Ensure children do not enter restricted areas or play on equipment not intended for children.
- Remain on site for children under the age of 12 unless the child is participating in a formal, supervised programme (e.g., coaching).
- Collect children promptly at the end of scheduled activities.

Club Responsibilities

The Club will:

- Provide a safe environment by identifying and managing hazards.
- Communicate risks clearly to parents, children, coaches, and volunteers.
- Ensure coaches and volunteers understand their child-safety responsibilities.
- Respond promptly to any safety concerns involving children.

Coaches & Volunteer Responsibilities

KTSC tennis coaching is run by **Evolve Tennis Coaching**, and squash coaching is delivered by **James Thompson**. During all Club-managed or coach-led programmes involving children (including coaching, Community Play, and Junior Club Night), coaches and volunteers must:

- Provide appropriate levels of supervision suitable for the size, age, and ability of the group.
- Ensure children remain within the designated programme area at all times.
- Monitor children closely around high-risk spaces such as squash courts and stairways.
- Address unsafe behaviour promptly and inform a parent or caregiver if required.
- Evolve Tennis Coaching has its own incident reporting procedures for matters that occur during coaching sessions. Any hazards, injuries, or concerns that fall outside these procedures, or that the Club may be able to address, should be reported to the Club Manager as soon as possible.
- Ensure no child is left unsupervised at any time during a session.

Evolve Tennis Coaching and James Thompson are responsible for delivering their programmes in a safe and controlled environment, ensuring that all coaching activities adhere to KTSC's Health & Safety Plan and child-safety expectations.

High-Risk Areas

Certain areas of the Club present a significantly higher risk to children. We require active supervision in these spaces, and unsupervised children should not play in these areas. Parents and caregivers must take particular care around:

- Squash courts (particularly glass doors and enclosed spaces)
- External and internal stairways
- The balcony (especially where access is restricted due to strengthening requirements)
- Carpark and driveway areas
- Behind squash court 4, where the gallery stairs are steep
- Kitchen
- Bar area — children are prohibited from entering this area under the terms of our liquor licence.
- Bathrooms -

Unsupervised Children

The Club may intervene if a child is found unsupervised in a hazardous area or behaving in a way that poses a risk to themselves or others. In these cases:

- A staff member or volunteer may remove the child from the dangerous area.
- The Club will contact the parent or caregiver to ensure appropriate supervision.

Child Collection

For Club-run sessions:

- Children must be collected promptly at the end of the session.
- Coaches and volunteers are not responsible for supervising children outside the scheduled programme time.

Behaviour Expectations

Children on site are expected to:

- Use facilities safely and respect equipment
- Follow instructions from coaches, volunteers, and staff
- Avoid running in confined or high-risk areas
- Stay within areas appropriate for their activity

Reporting Concerns

Any concerns about the safety or wellbeing of a child should be reported immediately to the:

- Club Manager
- Coaching lead (Evolve Tennis Coaching (Susan Marris) or James Thompson for squash)
- A member of the Management Committee

The Club will handle all concerns sensitively and in line with its health, safety, and child protection commitments.