



# WARMINSTER & DISTRICT AMATEUR SWIMMING CLUB

## Guidance on the supervision of members when away from the organisation

Organisations have a duty of care to safeguard children for whom they are responsible. This requires appropriate supervision when training at 'home' and at away events. Depending on the level of the member, they may go to galas and meets on a regular basis, some of which will be for one session, a day, or two or more days that require overnight stays. The ASA and NSPCC previously produced Safe sport away which outlined the actions that an organisation is required to take in the planning stages as well as at the event itself, to ensure that safeguarding is met at all times. This document has been updated by the NSPCC CPSU and is now called Safe sport events, activities and competitions (2013). It is recommended that organisations download the new document in order to refer to it whenever they take young members away from the home venue.

In addition to the guidance below, the requirements of the ASA Safe Recruitment Policy on p. 40, the ASA Transport Policy on p. 83 and the codes of conduct on pp. 52–55 must also be adhered to. This guidance should also be read in association with the advice and forms in Safe sport events, activities and competitions (2013).

### **Trips away without an overnight stay**

Regardless of whether the event is a league gala, a county meet or a national competition, it is important that the same level of care and safeguarding is made available to all members. If the event requires transport, it is important that the ASA Transport Policy on p. 83 is followed.

Some parents may choose not to attend galas even when they are at, or local to, the home organisation for a variety of reasons. Therefore, it is best practice to

collect the parents' contact details and the member's medical form as outlined in Safe sport events, activities and competitions (2013) prior to the event, regardless of the location.

Parents who do attend may choose to leave the venue and their children in the care of the poolside team. It is therefore important to be clear to parents that they should:

- Inform a member of the poolside team if they are leaving the venue and therefore their child's care with the coach and other staff/volunteers.
- Be there to receive their child back after their swim, performance or after the gala.
- Allow their child to remain on poolside throughout the event.
- Ensure the consent of a member of the poolside team is obtained by their member if they wish to go to see their parent/leave the event with parents before the event ends.
- Ensure the child knows to inform a member of the poolside team if they need to leave poolside for whatever reason.

### **Trips away with an overnight stay**

The event team is responsible for the wellbeing and safeguarding of members under 18 years of age at the event, from the moment of handover by the parent to the moment of return to the parent. When parents do not attend, this will include the care of the children day and night at the event venue and accommodation.

The following staff are the core members of the event team;

- Event welfare officer
- Team manager
- Chaperone
- Chief coach

In addition to this, we recommend the event team appoints a 'home contact' for the organisation who will not be attending the event itself but who can contact parents and/or statutory agencies on behalf of the event team if required.



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## Event welfare officer

The welfare officer appointed for a specific event will not necessarily be the welfare officer of the organisation, but they should still meet the requirements of the welfare officer role as set out in Wavepower, including the requirement to attend a child safeguarding course. We would also recommend they have completed the NSPCC Time to Listen course for welfare officers. They should have a copy of Wavepower and Safe sport events, activities and competitions (2013) or access to both documents via a computer while at the event.

Additionally, they should:

- Ensure that all members, staff and volunteers on the trip have knowledge of their role and refer any safeguarding/welfare concerns to them.
- Obtain and hold securely the contact details of parents/carers/guardians.
- Obtain and hold securely the personal and medical information forms completed for each member.
- Take action (with other officers and volunteers) on any concern raised, at the time and/or subsequent to returning home if required.
- Refer ongoing concerns to the organisation's welfare officer if that person is not acting as the event welfare officer.

## Team manager

The ASA conducts team manager training and it is advised that all persons regularly acting in this role should undertake this training. The advice below is a summary of the learning obtained from the course but is not a substitute for it.

The role includes regularly communicating with parents, verbally and in writing, to ensure they are aware of:

- The purpose of the event.
- Any required qualifications to attend, e.g. county times.
- Where the event is to be held.
- The meeting points for departure and arrival (if the parents are not expected to

transport their own children).

- The time of departure and return.
- The mode of transport that is to be used.
- The staffing arrangements for the event, with details and role descriptions of staff and volunteers attending.
- The cost, including arrangements for members to have money to spend while away.
- The kit requirements.
- The overnight venue and accommodation arrangements.
- The required codes of conduct that members and parents of members under 18 must sign.
- Any arrangements for food and drinks, including specific dietary requirements for each member.
- The name and phone number of a contact at the organisation and details of their role.

## Chaperone

The role of the chaperone, together with the event welfare officer is to:

- Take on the role of a responsible parent, acting 'in loco parentis', for the members for whom they are nominated as chaperone.
- Ensure the general care and wellbeing of members while on the trip and to monitor their adherence to the code of conduct for the events.
- Discuss any issues of child welfare with the designated welfare officer and assist the welfare officer as requested in matters involving child safeguarding and welfare.

## In addition to the above, chaperones:

- Must adhere to Wavepower.
- Should not be in a coaching role at the same time.
- Can also act as the welfare officer when the number of members is low.
- Must hold a current DBS certificate issued within the last three years.
- Must have completed the scUK Child Safeguarding Course (or approved LSCB equivalent) within the last three years.



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- Must have an induction into their role before undertaking the role for the first time.
- Must meet in advance of the event with other staff members attending the trip to clarify all staff roles and responsibilities.
- Must have a list of children for whom they are responsible as chaperone and full written details of those members and any specific medical information or special needs they may have. General guidelines:
  - One chaperone to a maximum of 10 members is the minimum supervision requirement for children over the age of 11.
  - Ratios should be higher if children are younger than 11.
  - Where the group is of mixed gender, there should be at least one male chaperone and one female chaperone.
  - There must be enough chaperones to deal with an emergency to ensure children are not unaccompanied should there be the need for a chaperone to attend to an emergency.

Before travelling (alongside other staff attending) the chaperone should:

- Meet with parents and the members for whom they are to be chaperone.
- Ensure parents have the relevant information which will be supplied by the meet organiser/ manager.
- Have details of the accommodation (address and telephone number).
- Have details of the room allocations, including where their room is in relation to the members for whom they are acting as chaperone.
- Have details of transport arrangements and the event venue.
- Have a full itinerary of the trip.
- Have knowledge of the insurance provision for the trip.
- Hold information of the agreed spending money, protocol for phoning home and for parental contact with members.
- Sign the trip code of conduct and have a copy of the member's code of conduct,

team guidelines and any other relevant information.

Upon arrival:

- Chaperones should have a room on the same floor as the members if possible and be as close to the members' rooms as possible.
- Members should be made aware of the chaperone's room number(s) and how to contact them.
- Chaperones should check all rooms on arrival for any damage and to ensure the doors can be locked from the inside.
- Chaperones should check room access to unsuitable TV channels and ask for them to be blocked if necessary.
- Chaperones should check that telephones are working in each room.
- Chaperones should ascertain the location and contact details of the nearest medical facility.
- Chaperones should be aware of the location of the first aid kit, medicines, accident forms and medication checklist.
- If a member of the team requires transport to hospital, a chaperone must accompany them, taking medical information and any medication with them.
- Chaperones should check to see if there is a fire drill practice, and locate the emergency exits and assembly point.

Ensure the following information has been given to the members:

- Details of the emergency procedures (fire, accident, illness or other incident).
- Curfew and room rules.
- Money if appropriate.
- Code of conduct and team rules.
- Itinerary and maps.
- An orientation of the venue.
- Guidelines on meal timetable.
- Know where medication is kept and who is responsible for distributing it.

**The Event Team** Together, the event team should:

- Identify suitable venues for any overnight stays and risk-assess that venue prior to the event, either in person or by obtaining



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information from the venue management.

- Make a suitable room sharing plan for members as laid down in Safe sport events, activities and competitions (2013) and ensure that the child's and parents' preferences are met as far as possible.
- In all hotel/hostel accommodation, ensure that you follow the guidance in Safe sport events, activities and competitions (2013) including:

- ◆ Facilities are suitable for any special needs or requirements of individuals attending.
- ◆ If the room has a TV ensure no unsuitable programmes can be accessed by members.
- ◆ If there is a phone in the room, have an agreed policy on the use of that phone for external use.
- ◆ In room sharing, members are always placed with like age and same sex members in separate beds.
- ◆ Ideally, those rooms are all on one floor, and that staff and volunteer rooms are nearby and preferably at either end of the members' rooms.
- ◆ That members know how the staff can be contacted or located, for information or in an emergency.
- ◆ Establish and make known the rules for going out of the hotel and lights out time.

- Identify whether this event will require parents to transport and supervise their own children, and if not, to identify any transport that may be required (ensuring the Transport Policy on p. 83 is adhered to).
- Consider if additional staff and/or volunteers are required.
- Agree an emergency plan – see below.
- Agree that this is to be a 'dry' camp for all volunteers, staff and over 18year olds attending as participants, as recommended by the ASA.
- Ensure all documentation as outlined in Safe sport events, activities and competitions (2013) has been received by parents and members, and relevant forms

have been completed, signed and returned to the nominated event team member.

- Ensure that a home contact for the organisation has been appointed and that the relevant contact details have been shared.

### Emergency Plan

If an emergency occurs, the event team must:

- Establish what the emergency is and clarify the details of those involved.
- Establish what action needs to be taken to manage the emergency, ensuring the wellbeing of all members attending the event.
- Establish if anyone is hurt and call for medical assistance as required.
- Nominate a member of the event team to attend any medical treatment centre or other venue (e.g. police station) with the individual(s) concerned.
- Ensure the rest of the members are safe and under the supervision of a suitable person.
- If necessary, inform the police as soon as possible of the incident
- Contact the organisation's home contact and report the details of the emergency.
- If necessary, contact the home contact and ask them to contact the relevant parents of any members involved.
- If necessary, contact the ASA Child Safeguarding Team for advice and guidance including whether or not insurers should be informed or action to take if the media is involved.
- As soon as possible, write down the details of what has happened.