

ERITH AND DISTRICT SWIMMING CLUB OVER NIGHT TRIPS POLICY

The Management Committee supports and encourages all swimmers to take part in a wide a variety of competitions. This may at times involve trips that warrant one or more nights away from home.

The following criteria must be adhered to when arranging for swimmers to attend overnight events.

- All plans for events involving an overnight stay must be pre approved by the Committee.
- In line with ASA recommendations all such overnight events are to be alcohol free for all volunteers, staff and over 18 year olds attending.
- Any selection criteria for the event should be published in advance (i.e. qualifying times etc.)
- Any additional financial support for overnight events must be agreed by the Committee.
- All staff and chaperones attending the event should have an up to date DBS certificate and should have attended a recommended safeguarding children course within the preceding three years.
- All event staff should have a clear understanding of their role and a copy of this policy outlining individual responsibilities.
- All Chaperones must be pre approved by the Committee before attending an event.

The following outlines the staffing requirements.

The Event Team

The Event Team is responsible for the wellbeing and safeguarding of swimmers 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 of the event team.

1. Welfare Officer

2. Team Manager
3. Chaperone
4. Chief Coach.

1. Welfare Officer

The Welfare Officer appointed for an individual meet will not necessarily be the Club Welfare Officer but they should meet the requirements of the Welfare Officer role as set out in Wavepower (see addendum) including attendance of a child safeguarding course. It is also recommended they have completed the NSPCC Time to Listen Course for club Welfare Officers. They should have a copy of 'Wavepower' and 'Safe Sport Away' or access to both documents via a computer while at the event.

Additionally they should:

- Ensure that all swimmers, staff and volunteers on the trip have knowledge of their role and refer any concerns to them of a safeguarding/welfare nature.
- Obtain and hold securely the contact details of parents/carers/guardians.
- Obtain and hold securely the personal and medical information forms completed for each swimmer.
- Take action (with other officers and volunteers) on any concern raised at the time and subsequent to the return home if required).
- Refer ongoing concerns to the club Welfare Officer if that person is not acting as the event Welfare Officer.

2. The Team Manager

The ASA conduct Team Manager training and it is anyone acting in this role must have undertaken the appropriate training course.

The Team Manager role includes communication with parents ensuring they have knowledge verbally and in writing as follows:

- The purpose of the event
- Any required qualifications to attend e.g. county times
- Where the event is to be held.
- Time of departure and return
- What mode of transport is to be used.
- The meeting points for departure and arrival (if the parents are not expected to transport their own children)
- What the staffing arrangements for the event are with the details of staff and volunteers attending and their roles?
- The cost including arrangements for swimmers to have money to spend whilst away.
- What kit will be required.
- The overnight venue and rooming arrangements.

- The required Code of Conduct for swimmers that parents and swimmers under 18 must sign.
- Any arrangements for food and drink including specific dietary requirements for each swimmer.
- The name and phone number of a home contact person and details of their role.

3. Chaperone

The role of the chaperone together with the event Welfare Officer is:

- To take on the role of a “responsible parent” for the swimmers for whom they are nominated as Chaperone.
- To ensure their general care and wellbeing while on the trip and to monitor their adherence to the code of conduct for the meet/gala.
- To discuss any issues of child welfare with the trip Welfare Officer and assist the Welfare Officer as requested in matters involving child safeguarding and welfare.
- Chaperones must adhere to ‘Wavepower the ASA Child Safeguarding Policy and Procedures Manual.
- Should **not** be in a coaching role at the same time.
- Can also act as the Welfare Officer when the numbers of swimmers are small.
- Must hold a current ASA DBS certificate issued within the previous three years.
- Must have completed the SCUK Child Safeguarding Course (or approved LSCB equivalent) within the last three years.
- 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 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 swimmers and any specific medical information of special needs they may have.

1 Chaperone to a maximum of 10 swimmers over the age of 11.

Ratios should be higher if children are younger than 11 and agreed with the Club Welfare Officer before the event.

Where the group is of mixed sex 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 Travel (alongside with other staff attending) the Chaperone should:

- Meet with parents and the swimmers for whom you are to be Chaperone.

- Ensure parents have the relevant information which will be supplied by the meet organiser/manager.
- Have details of accommodation (address and telephone number).
- Have details of room allocation, including where their room is in relation to the swimmers for whom they are acting as chaperone.
- Have details of transport arrangements and the event venue.
- Have a full itinerary of trip
- Have knowledge of the insurance provision for the trip
- Information of the agreed spending money, phoning home and parental contact with swimmers.
- Sign the trip Code of Conduct and have a copy of the swimmers code of conduct, team guidelines and any other relevant information.

Upon Arrival

If possible, chaperones should have a room on the same floor as the swimmers and be as close to the swimmers rooms as possible.

Swimmers should be made aware of chaperones' room numbers and how to contact them.

Chaperones should check all rooms on arrival and ensure that doors can be locked.

Chaperones should check room access to unsuitable TV channels and ask if necessary for them to be blocked.

Chaperones should check that telephones are working in each room.

Chaperones to ascertain nearest medical facility and contact details.

Chaperones to be aware of the location of first aid kit, medicines, accident forms and medication checklist.

If a member of the team requires transport to hospital a chaperone must accompany them and take medical information and any medication with them.

Chaperones should check to see if there is a fire drill practice and locate emergency access and collection point.

Chaperones should ensure the following information has been given to their swimmers:

- Details of 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

The Event Team should together:

- Identify suitable venues for any overnight stay and risk assess that venue either in person or by obtaining information from the venue management.
- Make a suitable plan of room sharing for swimmers as laid down in Safe Sport Away and ensure that the child and parents preference is met as far as possible.
- In all hotel/hostel accommodation ensure the following:
 1. Suitable facilities are available to meet any special needs and requirements of individual swimmers attending.
 2. If the room has a TV ensure no unsuitable programmes can be accessed by swimmers.
 3. If there is a phone in the room an agreed policy on the use of that phone for external use.
 4. In a room sharing swimmers are always placed with like age and same sex swimmers in separate beds.
 5. Ideally those rooms are all on one floor and that staff and volunteers are nearby and preferably at either end of the swimmers rooms.
 6. That swimmers know where the staff can be contacted for information or in an emergency.
 7. Establish and make known the rules for going out of the hotel and lights out time.
 8. Identify whether this event will require parents to transport and supervise their own children and if not to identify what transport will be required (following the ASA Transport Policy)
 9. What additional staff and volunteers will be required.
 10. Agree an emergency plan (see below)
 11. Ensure all documentation as outlined in Safe Sport Away has been received by parents and swimmers and relevant forms have been completed signed and returned to the nominated Event Team member.
 12. A club home contact has been appointed and relevant contact details to the event has been shared.

EMERGENCY PLAN

If an emergency occurs the **Event Team** must :

1. Establish what the emergency is and details of those involved.
2. Establish what action needs to be taken to manage the emergency ensuring the wellbeing of all swimmers attending the event.
3. Establish if anyone is hurt and call for medical assistance as required.
4. Nominate a member of the Event Team to attend any medical treatment centres or other venue (i.e. police station) with the person(s) concerned.
5. Ensure the rest of the swimmers are safe and under the supervision of a suitable person.
6. If necessary inform the police of the incident as soon as possible.
7. Contact the home club contact person and report details of the emergency.
8. If necessary contact the home club contact and ask they contact the relevant parents of children involved.
9. If necessary contact the ASA Safeguarding Team for advice and guidance including whether insurers should be informed or action to take if the media involved.
10. As soon as possible provide a written account of the event.
11. Notify the Club Welfare Officer.