

Kilcoole AC Supervision and Transport/ Away Trip Policy for Sports Leaders

Kilcoole AC Require that all athletic activities involving children and young people must be supervised. An individual should avoid being alone with a child and it is the responsibility of adults to ensure adequate supervision is provided for any activities in accordance with best practice requirements as described in these procedures.

For any activity the welfare and safety of the child must be put first. Young people are left at the training facility by parents/guardians who expect this to be a safe environment. Supervision must also be provided in line with this policy for away events where further requirements may be required. A safe environment can only be created when everybody in the Club works together to put safeguards in place for everyone's protection.

Parents/guardians must also understand that they have an important role in implementing safe practices for their children and be willing to help.

Supervision for activities

The following general details must be observed: All leaders must make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group; for example if children have never been away or have particular need requiring specific attention. Group sizes for training purposes will also be determined by the qualification of the coach or teacher. As a guide general supervision for groups requires a ratio of adults to children of 1:8 for under 12 years of age and a ratio 1:10 for participants over 12 years of age.

There must always be at least two adults present for all activities. For mixed gender groups of children there should be leaders of both genders available.

Leaders should avoid being alone with one young person, talking to a young person individually can be done in an open environment, in view of others.

Parents/guardians should be clearly informed of the times for the start and end of training sessions or competitions; the responsibility is with parents/guardians to ensure they are on time to either drop off or collect their children at the required time.

At least two leaders should remain until all participants have been collected. The leader/coach must keep attendance records and a record of any incidents / injuries that occur.

Coaches and teachers must avoid working alone with young people; Kilcoole AC will organise a parent/supervisory rota to provide for supervision for all sessions. From 2020 A child May not be registered without their parent/ Guardian agreeing to take part in the Rota.

The rota must be organised in advanced and communicated to all involved – this can be via a Club website, Social media, noticeboard or accepted method used by the Club - An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation.

The coach/teacher must be able to rely on the parent/supervisor being present. The parent/supervisor should arrive at a reasonable time before the session starts and must remain with any teaching/coaching staff until all the children are collected.

The responsibility lies with the child's parent to be on time to collect their child

The parent/supervisor should not interfere with the coaching or teaching of the session. If the parent/supervisor has any concerns these should be brought to the Club Children's Officer or dealt with immediately if a child is in imminent danger.

The Club should recognise the continuous need for supervision where children and over 18 participants are involved in a session; parents of over 18 athletes should be encouraged to stay involved

Duties of the Coaching Team

- Ensure an attendance record for the session is kept. Parents should ensure in person that their child has been properly signed in for a training session.
- Take note of children leaving and returning to the training area, e.g. a child should return to the track after visiting the toilet.
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
- Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee.

Transport Away Trip Policy

1. No coach, official or volunteer of Kilcoole AC is permitted to travel alone to any activity or event in which Kilcoole AC is participating with a child/children in their vehicle unless that person is the parent/guardian of the child/children.

2. Where a coach, official or volunteer of Kilcoole AC is transporting children to an event they must be accompanied by another coach, official or volunteer of Kilcoole AC. That person should ideally be of the opposite sex. Such transport is only permitted with the permission of the parent/guardian of the child. 3.

Kilcoole AC may hire a coach to travel to an activity or event in which the club is participating. Where this is the case there the following must be in place:

- a. There must be at least two coaches, officials or volunteers of Kilcoole AC present on the coach at all times. One of whom should be a Child Welfare Officer of Kilcoole AC.
- b. There should be at least one coach, official or volunteer of Kilcoole AC present for each 8 children present.
- c. Each child present must complete a permission slip (see Appendix 1) which must be signed by a parent/guardian.
- d. The Coach/ Leader must ensure that contact details for the parent/guardian of each of the children present are available at all times during travel to and from the event in the event that it is necessary to contact the parent/guardian.

Appendix 1 – Permission Slip

I, (Name of Parent/Guardian) _____ give permission for (Name of Child) _____ to travel with and participate in (Name of Event) _____. I will ensure that I am contactable at all times while my child is in the care of Kilcoole AC.

Signature: _____ Date: _____

Contact No: _____