

# Castleknock Lawn Tennis Club – Child Protection Policy

## Appendix 9

### Travel & Hosting Policy

This policy deals with a number of matters which come under the general heading of Travel but include travel, supervision and behaviour on away matches or on club-organised extended trips away. It also sets out the club's policy in regard to acting as a host club or being hosted.

#### Overnight & Away trips

Trips away (including away matches) require a more stringent level of supervision beyond that set out in Appendix 10 (Adult Supervision of Children's Activities).

The level of supervision for overnight trips away will as a minimum be of the order of no more than 5-6 children per adult. There will be at least one adult of each gender with mixed groups. The supervision proposals (which will require to be approved by the Executive Committee) will include the proposed child to adult ratio and the names of the adults who will act as supervisors. All adults who travel on away trips will be carefully chosen, using the recruitment and selection procedures in Appendix 5. The club will appoint one adult to be the Group Leader who will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with.

The roles and responsibilities of adults participating in away trips will be clearly defined.

Written permission of parents/guardians allowing their child/children to take part will be obtained for all overnight away trips. This will include permission to travel and any medical/special needs of the child (including permission to treat the child)

Children will be required to sign a behaviour agreement prior to taking part in the trip.

A meeting with parents and participants will be held to communicate travel times, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

#### Away Matches

The level of supervision for away matches will 6 children per adult. There will be at least one adult of each gender with mixed groups. All adults who travel to away matches will be carefully chosen, using the club's recruitment and selection procedures. One of the adults will be appointed as Team Manager. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors).

Written permission of parents/guardians allowing their child/children to take part should be obtained for all away matches. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).

Children will be reminded of their obligation to abide by the club's Code of Conduct for Children.

### **Transport**

There is an extra responsibility on adults and leaders when they transport young people to club organised events.

Adults should

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Ensure they do not carry more than the permitted number of passengers.
- Avoid being alone with one passenger. Child passengers will travel only in the back seat. A central drop off location will be agreed in advance including clearly stated times of pick- up and drop off. If something happens to cause a delay to the drop-off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point. Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car. Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

### **Accommodation for Away Trips.**

The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance.

Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender.

Rooming arrangements – adults will not share rooms with children. Children will share rooms with those of same age and gender and adults should knock before entering rooms.

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

## **General Requirements**

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

On away trips, coaches will be accountable to the Group Leader/Team Manager in all non performance-related matters.

In the event of an occurrence Accident and/or Incident Reports should be completed by the Group Leader/Team Manager.

## **Hosting**

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition or other event.

### **Our Club as Host.**

Special care will be taken in the selection of homes for hosting overnight stays. The club will be guided by the general principles of child protection and by the specific procedures set out in the club's Recruitment procedures outlined in Appendix 5 when making these selections.

The host family will be provided with as much information about the visiting child/children staying with them and details of the competition as deemed necessary. As a minimum they will be given the names and contact details of the children's parents and the contact details of the club official responsible for the hosting arrangements.

In all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child) . The sleeping arrangements should be agreed in advance with the club. The policy set out above in relation to accommodation on away trips will also apply to hosting.

The parents/guardian of the visiting child will be provided with all necessary information about the host family including names and contact details of adults, agreed sleeping and transport arrangements and contact details of the club official responsible for the hosting arrangements.

The procedures in regard to transport set out above will apply to any transport being provided to the visiting children by the host family.

### **Club members being hosted.**

The club will ensure that the host club/sporting body has carried out the selection of hosting families using similar procedures to those set out in the club's own Recruitment Procedures outlined in Appendix 5.

The club will ensure that the provision of information to both visiting and hosting families will be the same as set out above where the club is the host.

The club will ensure that in all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements will be agreed in advance with the host club. The club will require the assurance of the host club that the policy set out above in relation to accommodation on away trips will be complied with.

Details of the official of the hosting club who is responsible for the hosting arrangements will be provided to the parents of all visiting children. Similarly the details of the official from our club who is responsible for the hosting arrangements will be provided.

The club will require the assurance of the host club that the policy set out above in relation to transport being provided to the visiting children by the host family/club will be complied with.

Whether being hosts or being hosted the club will expect families to:

- Agree in writing to abide by the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.
- Consent to appropriate checks and references.
- Attend host/guest family meetings before competitions or events.
- Provide a safe and supportive environment for the young people being hosted by them.

Whether being hosts or being hosted the club will expect the visiting/hosting children to:

- Sign a Behaviour Agreement.
- Show respect to the host families or the guests.

All visiting children will be made fully aware of the contact details of an adult in both the host and visiting clubs to whom they may go with any problems they may be experiencing. The adult nominated should be one of the club's Children's Officer.