

APPENDIX 16 - HBTC GUIDANCE - AWAY MATCHES

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

Away Matches

The level of supervision for away matches will be no more than 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 relevant Code of Conduct for Children.

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, any 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.

Transporting Young People

Many organisations/clubs could not operate without the goodwill of volunteers and parents ensuring that children are transported to events and returned home in a private car. Sport Ireland and Sport NI do not state that coaches/ volunteers can never transport a young person by themselves. They do, however, recommend individuals and organisations recognise the risks and put in place appropriate measures to reduce these risks.

The risks

The vast majority of coaches and volunteers will help out through a genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a small minority of people may join a sports club as an opportunity to gain access to children. These

adults create an air of acceptability about their role, therefore justifying their close contact with children.

Although those who want to abuse children may find it more difficult to do so in a group setting, such as a leisure centre or sports pitch, they can use this time to gain the trust of not only the young person but also other adults, including parents/carers. This is known as ‘grooming’ or ‘entrapment’. Developing credibility is an essential part of any abuser’s ‘grooming process.’ An abuser will “groom” the environment i.e. creating a justifiable reason for getting the child alone.

Easy rules to remember when a club are organising transport

- It is good practice to receive informed consent from parents and young people who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Driver should have a point of contact/mobile phone.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others.
- Drivers representing and volunteering on behalf of a club should be vetted through Access NI if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.
- Parents and coaches can also download Sport Ireland’s Safe Sport App at https://www.sportireland.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App.

One of the features of the App is a ‘Travel Tracker’ function. This allows parents and coaches who are driving someone else’s child/children home, for example after a training session, to permit the child’s parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

Personal arrangements between parents

If parents make personal arrangements between themselves this is not the responsibility of the club unless there are particular concerns about a parent’s ability to drive for example due to the consumption of alcohol.

The use of booster seats

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm (5’ in Republic of Ireland) and 135 cms (4’ 5” in Northern Ireland) or whichever comes first with very few exceptions.

The European law allowed countries to opt for a minimum height of between 135 and 150 cm. For more information visit;

Environment:

- Children and young people should be supervised at all times.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.
- Respect the privacy of young people while changing. Leaders may only need to enter changing rooms where the participants are very young or require special assistance.
- When necessary, leaders should supervise in pairs or seek assistance. It is the safety and welfare of the participants that is of paramount importance.
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions.
- If late collections occur leaders should remain in pairs until participants have left.
- It is the responsibility of parents/guardians to make arrangements for collection of young people. It should be made clear that the club is responsible for only club activities.
- If a child suffers an injury or accident the parents/ guardians should be informed.

Registration, Dropout & Club Transfers

Loss of club members, including adult transfers, should be monitored. Any unusual or unexpected dropout or club transfer of children or Sports Leaders should be checked out by the Club Children's Officer and/or the governing body. If any concerns regarding a child or children's welfare are raised the matter should be handled in accordance with procedures outlined in this Code.

Accidents & Incidents Template Reporting Form

Name: _____

Name of Club: _____

Role: _____

Contact Information (you): _____

Address: _____

Postcode: _____

Telephone numbers: _____

Email address: _____

Child's Name: _____

Child's DOB: _____

Is there any additional, relevant information to add? YES NO

If yes please state _____

Child's Gender: _____

Parent's / carer's name(s): _____

Contact Information (parents/carers):

Address: _____

Postcode: _____

Telephone numbers: _____

Email address: _____

Have parents / carers been notified of this accident / incident? Yes No

If YES please provide details of what was said/action agreed _____

Are you reporting your own concerns or responding to concerns raised by someone else:

Responding to my own concerns

Responding to concerns raised by someone else

If responding to concerns raised by someone else: Please provide further information below

Name: _____

Position within the sport or relationship to the child: _____

Telephone numbers: _____

Email address: _____

Date and times of accident / incident: _____

Details of the accident / incident or concerns: _____

Include other relevant information, such as description of any injuries and whether you are recording this accident / incident as fact, opinion or hearsay.

Child's account of the accident / incident: _____

Please provide any witness accounts of the accident / incident: _____

Please provide details of any witnesses to the accident / incident:

Name: _____

Position within the club or relationship to the child: _____

Date of birth (if child): _____

Address: _____

Postcode: _____

Telephone number: _____

Email address: _____

Please provide details of any person involved in this accident / incident or alleged to have caused the accident / incident / injury:

Name: _____

Position within the club or relationship to the child: _____

Date of birth (if child): _____

Address: _____

Postcode: _____

Telephone number: _____

Email address: _____

Please provide details of action taken to date: _____

Has the incident been reported to any external agencies? Yes No

If YES please provide further details:

Name of organisation / agency: _____

Contact person: _____

Telephone numbers: _____

Email address: _____

Agreed action or advice given _____

Your Signature: _____

Date: _____

Print name: _____

Contact your organisation's Designated Safeguarding Officer in line with HBTC reporting procedures.