



Chaperones

The role of a Chaperone:

- To take on the role of a “responsible parents” for the children 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.

And

- To discuss any issues of child welfare with the DOCD and assist Team Managers/Coaches as requested in matters involving child safeguarding and welfare.

Chaperones must:

- Sign up to the Squash Wales Child safeguarding policy.
- Not be the coach.
- Have completed the SCUUK Child Safeguarding Course within the last 3 years.
- Attend a Sport Wales Team Managers workshop.
- Have an induction into their role before undertaking the role for the first time.
- Meet in advance of the event with other staff members attending trip to clarify all staff roles and responsibilities.
- Have a list of children for whom they are responsible as Chaperone and full written details of those children and any specific information i.e. asthma.

General Guidelines

- 1 Chaperone to a maximum of 10 children 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 wherever possible there should be at least one male chaperone and one female chaperone.
- There must be enough chaperones/coaches to deal with an emergency (i.e. never leave children unaccompanied should there be the need for a chaperone to attend to an emergency).

Before Travel (alongside other staff attending) the Chaperone should:

- Ensure parents have the relevant information which will be supplied by the organiser/manager/coach.
- Have details of accommodation (address and telephone number)
- Have details of room allocation including where their room is in relation to the children for whom they are acting as chaperone.
- Have details of transport and 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 children.



- Sign the trip Code of Conduct and have a copy of the code of conduct, team guidelines and any other relevant information.

Upon Arrival

General Guidelines

- Chaperones should be roomed on the same floor as the players when ever possible and as close to the children's rooms.
- Children should be aware of the chaperones' rooms and know how to contact them.
- Chaperones should check all rooms on arrival for any damage and ensure the 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.

Ensure the following information has been given to your children:

- 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.