



## WALES SQUASH AND RACKETBALL Checklist for Taking Juniors to UK & European Away Events

NOTE: Please refer to the guidelines on pages 3 to 6 when filling in this form.

<b>Purpose of Trip</b>	<ul style="list-style-type: none"> <li>• Competition, training, social, combination</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>• When?</li> <li>• Where?</li> <li>• Who?</li> <li>• Risk Assessment of the activity</li> </ul>	
<b>Communication with Parents</b>	<ul style="list-style-type: none"> <li>• Agreed Drop Off Times and Location</li> <li>• Agreed Pick up times and Location</li> <li>• Destination and venue</li> <li>• Competition dates</li> <li>• Kit and equipment list</li> <li>• Emergency Procedures, home contact</li> <li>• Consent form</li> <li>• Code of Conduct</li> </ul>	
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• What type?</li> <li>• Catering, special diet, allergies</li> <li>• Suitability for group, accessibility</li> <li>• Room lists</li> </ul>	
<b>Hosting or being hosted</b>	<ul style="list-style-type: none"> <li>• Hosts vetted</li> <li>• Hosts aware of special requirements</li> <li>• Transport arrangements</li> <li>• Telephone contact</li> <li>• Local map and information</li> </ul>	
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Journey time and stopping points</li> <li>• Supervision</li> <li>• Suitability and access</li> <li>• Drivers checked</li> <li>• Insurance</li> </ul>	
<b>Supervision and staffing</b>	<ul style="list-style-type: none"> <li>• Ratio of staff to participants</li> <li>• Male/female</li> <li>• Specialist carers</li> <li>• Staff checked</li> <li>• Staff relevant child protection training</li> <li>• Responsibilities</li> </ul>	

<b>Emergency Procedures</b>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Special Medical Information</li> <li>• Medications</li> <li>• E111 form (EU visits)</li> </ul>	
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Liability</li> <li>• Accident</li> <li>• Travel</li> <li>• Medical</li> </ul>	
<b>Costs</b>	<ul style="list-style-type: none"> <li>• For trip</li> <li>• Payment schedule – deposit, staged payments</li> <li>• Extra meals, refreshments</li> <li>• Spending money</li> <li>• Phone calls home (be aware of mobile phone roaming charges)</li> <li>• Security</li> </ul>	
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Travel tickets</li> <li>• Passports, visas</li> <li>• Check non EU nationals</li> </ul>	
<b>Preparing participants</b>	<ul style="list-style-type: none"> <li>• Local Culture, Language</li> <li>• Dress Attire (dress code day = kit, dress code evening = formal/as appropriate)</li> <li>• Food and drink</li> <li>• Currency</li> <li>• Telephone</li> <li>• Maps of area</li> </ul>	
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Check rooms, meal times, phones, valuables</li> <li>• Check sporting venue</li> <li>• Collect money, valuables</li> <li>• Information on medications</li> <li>• Arrange group meeting(s)</li> <li>• Confirm care and child protection procedures with group/staff</li> <li>• Rules, curfews</li> </ul>	
<b>Photography</b>	<p>Refer to Guidelines on use of photography and filming</p> <p>Refer to parental consent form</p>	

# BRIEF GUIDELINES for taking Juniors to UK and European Away Events

## 1. Planning

### Communication with parents/carers.

When taking JUNIORS to away events, the following should be communicated with the parents/carers:

- \* Method of transport
- \* Estimated time of return
- \* Competition details
- \* Costs
- \* Pick-up and drop-off points and times
- \* Destination and venue
- \* Name and details of contact person
- \* Kit

In relation to child protection a child is defined as someone under the age of 18.

### Transport

If children are to be transported by coach, the following should be considered:

- Use only a reputable company providing transport with all necessary insurance.
- Ensure sufficient supervisors (team manager/coach/parents) are on each coach.
- All participants have a seat and seat belt regulations are adhered to.
- All supervisory staff are issued with all relevant information of passengers. I.e. contact name and number, name of person to collect child, participants are not left unsupervised, when child will be dropped off.

If children are to be transported by private cars, the following should be considered:

- The vehicle must be roadworthy.
- The driver must have the appropriate licence and insurance cover.
- All relevant documentation (of driver, if not a parent/carer) should be seen and recorded.
- The driver must ensure that the passengers use seat belts.
- Parental consent should be sought for children to be carried in other parent's cars.
- Ideally, central picking up and dropping off points should be arranged.

It is advisable that adults driving children are not put in a position where they are alone with the child. If this is unavoidable:

- Permission from parents must be obtained.
- The child should travel in the back of the car.

There should be a list of group members, so that a simple head count or register can be easily taken. Access to parents contact numbers should be available.

## **2. Supervision of Children and Young People**

In general, supervisory people are expected to take the role of a responsible parent, i.e. acting in *loco parentis*, and have a general duty of care towards children. The following points should be considered:

- Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential.
- It must be clear at all times who is responsible for supervision.
- For events involving children under 8 years of age, the supervision ratios are set out in 'Out of School Care'.
- For children and young people over 8 years of age, a ratio of one adult to ten participants is the minimum requirement.
- In the event of an incident, accident or injury requiring one member of staff/volunteer to leave the group, the numbers must be manageable by the remaining adult(s).
- The responsible person must ensure that there is clear guidance on reporting missing participants and what action staff/volunteers should take. As general guidance, where a child is reported missing, there should be a maximum of 20 minutes before the police are called. This may be reduced where young children are involved.
- It is advisable that when mixed teams are taken away, they should always be accompanied by both a male and a female official/responsible adult. If this is not possible, parents must always be notified.
- At tournaments or residential events, coaches/managers should not share rooms with children and should not enter children's rooms or invite children into their rooms without good reason. This should then be undertaken on an accompanied basis.

## **3. Codes of Conduct for Participants and Staff/Volunteers**

All those responsible for implementing the Safeguarding & Protecting Children Procedures, should ensure that all participants taking part in events are aware of the principles of the policy and have agreed to abide by the Codes of Conduct. It is suggested that these are discussed at the pre-event briefing. Currently, registered coaches and referees sign the relevant Wales Squash and Racketball Code of Ethics & Code of Conduct. Wales Squash and Racketball also have a Code of Conduct and Commitment Statement, which is required to be signed by all players in the Squash Wales coaching structure, Team Managers and Squad/Team Coaches. Participants who represent teams will also be required to complete a Wales Squash and Racketball Code of Conduct, which outlines the behaviour expected of players when representing their Country/County. These Codes of Conduct will be presented to the players at the start of the season.

Most governing bodies and coaching organisations require volunteers to sign up to their codes of conduct and ethics, and this has been introduced by Squash Wales.

The Codes of Conduct outline good practice when working with children/young people. An environment that allows bullying, shouting, racism or sexism is not acceptable. The Codes of Conduct give clear guidance about the behaviour that is inappropriate in a relationship between adults and young people, and between young people and their peers.

The main principles of each Code of Conduct should include respect for the rights of children and young people, the promotion of relationships with participants based on openness, honesty, trust and respect, the demonstration of proper professional behaviour, the provision of a safe

environment which maximises benefits and minimises risks, and the respect of differences in terms of gender, race, ethnicity, disability, culture and religious belief systems.

#### **4. Breaches of Codes of Conduct, Complaints and Disciplinary Procedures**

All breaches of an events' Code of Conduct, whether by adults or participants, must be reported through the event procedures, but will also need to be reported through their own sport's structure. At an event, it will remain the overall responsibility of the Tournament Director, to decide on an appropriate response. For the purposes of event safety, it will be the Tournament Director who decides if a member of staff/volunteer or participant should be removed from the event.

Wales Squash and Racketball have made clear in the Codes of Conduct, the mechanisms present to ensure that any incidents related to breaches of the codes in relation to gross misconduct/child protection issues, the use of performance enhancing drugs, illegal drugs and substances, complaints about bullying or poor practice will result in possible disciplinary proceedings, dealt with by the disciplinary panel. This process applies to both staff and participants/players. All matters should be reported to the National Governing Body Director of Coaching and Development, Mike Workman.

The following examples of gross misconduct are not exhaustive or exclusive:

- Theft
- Falsification of reports or accounts
- Breaches of confidentiality
- Violence

Any conviction of a Wales Squash and Racketball Official in a court of law is capable of reflecting adversely on the profession, and Wales Squash and Racketball. Members should report any conviction to Wales Squash and Racketball at the earliest opportunity. Wales Squash and Racketball currently make use of a personal disclosure form. Registration with the WCVA DBS Unit has been completed.

#### **5. Reporting of Safeguarding & Protecting Children Incidents**

The Wales Squash and Racketball Child Protection Policy and Procedures have a clear policy statement about child protection and provide clear reporting procedures. Everyone involved in Wales Squash and Racketball should know what to do if a child protection concern arises.

The Wales Squash and Racketball Incident Record Form is available to record any referral in relation to child protection concerns.

The Co-ordinator of each event (i.e. hosting or away events) will have a copy of the Wales Squash and Racketball Policy and Procedures, together with ideally their local area Safeguarding & Protecting Children Guidelines/Procedures.

Police/Social Services involvement in relation to an allegation/concern about abuse will follow the Local Area Child Protection Committee procedures.

## **6. The Disclosure and Barring Service (DBS) and 'Safeguarding Checks'.**

Since 1<sup>st</sup> December 2012, The Criminal Records Bureau (CRB) has rebranded and will be known as The Disclosure and Barring Service (DBS).

This is due to the merger of The CRB and The Independent Safeguarding Authority (ISA).

The new checks will remain the same as CRB checks but the brand name will change to DBS checks.

The Disclosure and Barring Service (DBS) enables employers of organisations in England and Wales to do checks related to the applicant's suitability to work with children. Wales Squash and Racketball uses the umbrella organization, WCVA, as a one-stop shop service.

The enhanced and standard disclosure and barring checks will continue and will remain the same, inclusive of the process of applying and checking criminal history of employees.

The latest information on DBS disclosures can be found on the DBS web site [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service).

The DBS disclosure certificate has a limited period of validity, so it is recommended that a disclosure should not be accepted if it is more than three years old.

The impact of the changes will result in Wales Squash and Racketball Limited requiring that ALL employees have an enhanced disclosure check completed, as working within regulated contact with vulnerable groups.

Wales Squash and Racketball has guidelines on the recruitment of personnel that are included in the Child Protection Policy and Procedures. Guidance on recruitment and safeguarding checks, are provided in the policy.

## **7. Guidelines on the use of Photography**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs, or film footage of young and disabled sports people, in vulnerable positions. It is advisable that all staff be vigilant, with any concerns to be reported to an official or responsible person, at an event.

It is important to ensure that any photographers commissioned at an event are clear about the expectations placed on them in relation to child protection.

Identification must be worn at all times.

Parents and participants must be informed that a photographer will be present at an event, and consent to both the taking and the publication of films or photographs must be received.

Unsupervised access to participants or one to one photo sessions at events must not be permitted.

There is no intention to prevent coaches and tutors from using video equipment as a legitimate coaching aid, however, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing of such films.

Guidance must be taken by an Event Co-ordinator regarding the use of mobile phones and parents using video cameras

## **8. Insurance**

Wales Squash and Racketball have an annual Travel Policy, which covers county and national teams travelling to away events.

When groups are travelling abroad, it is advised that the following cover should be in place:

- Medical Cover (E111 for European cover);
- Compensation for loss of baggage, passports or money;
- Emergency expenses to cover accommodation and transport;
- Legal assistance in recovery of claims.