



## Supervision of children when away from the organisation

Swim England organisations have a duty of care to safeguard children for whom they are responsible. This requires appropriate supervision when training at home and at away events. Some members may attend galas and meets on a regular basis, some of which will be a few hours, a day or events requiring overnight stays.

The NSPCC Child Protection in Sport Unit has produced “Safe sport events, activities and competitions”. This document helps organisations to ensure they meet their safeguarding responsibilities for an event and take appropriate steps to promote the wellbeing of all participants and other children involved, including volunteers and officials.

It is recommended that organisations download this document, keep it with Wavepower and use it every time they are planning an event. The Child Protection in Sport Unit (CPSU) has also made the document available as an interactive planning tool on its website at: [the cpsu.org.uk/eventmanagement/](http://the cpsu.org.uk/eventmanagement/).

In addition to the guidance below the requirements of the Safe Recruitment Policy, Transport Policy and the Codes of Conduct must be adhered to.

### Trips away without an overnight stay

Regardless of whether an event is a league gala, county meet or a national competition it is important that the same level of care and safeguarding is made available to all members. If the event requires transport, then organisations must follow the Transport Policy.

Some parents/guardians choose not to attend events even when they are at, or local to, the home organisation. It is best practice to collect the parents'/guardians' contact details and the member's medical form prior to the event, so should they be required quickly they are easily available to the event team staff. In addition, ensure parents/guardians are aware of the names and an emergency contact for the event team who will have responsibility for the care of their child.

Parents/guardians who do attend may choose to leave the venue, it is therefore important to agree with parents/guardians that they should:

- Inform a member of the event team staff if they are leaving the venue.
- Ensure they return to the venue at an agreed time when their child's participation at the event is over.

- Ensure that should their child need to leave an event before it ends, for any reason, that a member of the event team staff is made aware of this to ensure the whereabouts of the child are known.
- Alongside the organisation, ensure their child is aware that whilst at the event should they wish to leave poolside for any reason e.g. to go to the toilet, they understand they must tell a member of the event team staff.

## Trips away with an overnight stay

The event team is responsible for the wellbeing and safeguarding of members under 18 years of age at the event, from the moment of handover by the parent/guardian to the moment of return to the parent/ guardian. When parents/guardians do not attend, this will include the care of the children day and night at the event venue, transport and accommodation.

The following are key members of the event team:

- Event Welfare Officer
- Team Manager
- Chaperone
- Coach

In addition, we recommend the event team appoints a contact from the home organisation who will not be attending the event itself. This person can contact parents/guardians, statutory authorities or assist the event team in an emergency or with any other required contact.

## Event Welfare Officer

The person appointed for this role at the event may not be the Welfare Officer for the home organisation but they should still meet the requirements of the Welfare Officer role as set out in Wavepower. They should have attended safeguarding training and we would recommend they have completed the CPSU Time to Listen course. The Welfare Officer should hold a copy and be familiar with Wavepower and the Safe sport events, activities and competitions document.

They should:

- Ensure that all on the trip are aware of who they are, their role and to refer any child safeguarding concerns to them.
- Obtain and hold securely the contact details of parents and guardians whose children are attending the trip.
- Obtain and hold securely the personal and medical information completed for each child in attendance on the trip.

- Take action should any child safeguarding concern be raised to them on the trip or after returning home.
- Refer any child safeguarding concerns to the organisation's Welfare Officer (if this person is not the acting Welfare Officer on the trip).
- If assistance is required refer to the Swim England Child Safeguarding Team or statutory agencies as appropriate.

## Team Manager

Swim England conduct Team Manager training and it is a requirement of the sport that all persons regularly acting in this role should undertake this training. The advice below is a summary of the learning obtained from the course. It is not a substitute for attendance on a course.

The role includes regularly communicating with parents/guardians, verbally and in writing, to ensure they are aware of:

- The purpose of the event.
- Any required qualifying times to attend.
- Where the event is to be held.
- The meeting points and arrival information if parents/guardians are expected to transport their own children.
- The meeting points for departure and arrival if the parents/guardians are not expected to transport their own children.
- The mode of transport that is to be used.
- The staffing arrangements for the event with details and role descriptions of staff and volunteers attending.
- The cost including arrangements for members to have money to spend while away.
- Kit requirements.
- The overnight venue and accommodation arrangements.
- The event Code of Conduct that members and parents/guardians of members under 18 must sign.
- Any arrangements for food and drinks, including specific dietary requirements for each member.
- The name and phone number of a contact at the organisation and details of their role.

## Chaperone

The role of the chaperone, together with the Event Welfare Officer is to:

- Take on the role of a responsible parent/ guardian for a member under 18 years of age.

- Ensure the general care and wellbeing of a member whilst on the trip and to monitor their adherence to the event Code of Conduct.
- Discuss any child safeguarding issues with the designated Welfare Officer and assist the Event Welfare Officer as and when required in matters involving child safeguarding and welfare.

In addition to the above, chaperones:

- Must be familiar and adhere to Wavepower and the Safe sport events, activities and competitions document.
- Should not be in a coaching or team manager role at the same time as being the nominated chaperone.
- Must have completed approved child safeguarding training in accordance with Wavepower.
- Must hold a current Disclosure and Barring Service (DBS) certificate issued through Swim England within the last three years.
- Must understand the purpose and requirements of their role on the trip.
- Together with the Event Welfare Officer must be aware of any medical or special needs relating to any child they chaperone on the trip.

## General guidance around supervision ratios

In all cases organisations should follow the detailed guidance provided in the Safe sport events, activities and competitions document. The document provides factors for the organisation to consider in their risk assessment to ensure they have a sufficient ratio of event staff to children attending the trip.

A ratio of 1:10 coaches should be considered as a minimum requirement for children aged 11 or over. For younger children or for children with disabilities or other special needs the ratio should be increased depending on the requirements and the activities being undertaken. Swim England recommend that for children aged 10 or younger there should be a minimum ratio of 1:8 coaches.

Ratios are difficult to prescribe as they will vary according to the activity, ages involved, location and efficient use of resources. Organisations must ensure they have enough people to be able to deal with an emergency situation. For example, event staff illness, a sick child or an accident.

## Event team staff

All members of the event team should work together, regardless of their role in the planning of the trip and for the duration of the trip. The event team and home organisation will be responsible for:

- Identifying suitable venues for any overnight stays and risk assessing the venue prior to the event either in person or by obtaining required information from the venue.
- Following the detailed guidance in Safe sport events, activities and competitions about considerations for accommodation.
- Meeting with parents and guardians and ensuring they have been provided with all relevant information for the trip. This could include:
  - Itinerary of the trip.
  - Transport arrangements.
  - Details of the event venue.
  - Details of room allocations for the children. Ideally the team will all be on one floor.
  - Details of event staff room allocations and where their room is in relation to the children. Ideally event staff will be nearby on the same floor.
  - How to contact event staff in an emergency.
  - Knowledge of the insurance provision for the trip.
  - Details of the Code of Conduct for the trip.
  - Agreements around spending money, parental contact whilst away and free time.
- Ensuring all members on the trip have:
  - Details of where staff are located and how to contact them at any time during the trip.
  - Details of emergency procedures to include fire, accident, illness or other incidents.
  - Code of Conduct and team rules for the trip.
  - Room rules and curfew if not included in the Code of Conduct.
  - Itinerary and maps.
  - Orientation of the venue.
  - On arrival their rooms checked by event staff to ensure rooms can be locked from the inside, no obvious issues or risks in the room and that telephones work.
  - Details of meals.
  - Knowledge of where medication is kept and the staff member(s) responsible.

Emergency plan in the event of an emergency, the event team must:

- Establish what the emergency is and obtain the details of those involved.
- Establish if anyone is hurt and call for medical assistance if required.

- Establish what action needs to be taken to manage the emergency, ensuring the wellbeing of all members attending the event.
- If emergency services are present, ensure all instructions from them are followed.
- If a member requires medical treatment or to attend another venue such as a police station, ensure a member of the event team will chaperone them.
- Ensure all other members are safe and supervised by event staff.
- If necessary, contact the organisation's nominated home contact and ask them to notify parents/guardians of any relevant information.
- If necessary, contact the Swim England Child Safeguarding Team for advice and guidance.
- Ensure a written record is recorded as soon as possible of what has happened and the actions taken.

Approved by	
Date	