

Triathlon Ireland Travel, Overnight stays and Supervision Policy

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Introduction

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of Triathlon Ireland (hereafter referred to as TI) and its clubs. The procedures following are produced to ensure all TI staff, relevant volunteers and stakeholders have a clear understanding of the policy and how it applies to their role. This document will be reviewed on a regular basis.

These procedures were submitted and approved by the Safeguarding Committee. All previous procedures are superseded by this version with effect from *01/08/2017*.

Any issues arising from the transition between previous procedures and these shall be determined by the CEO, in consultation, where such issues are material, with the President.

This document may be amended from time to time by the Safeguarding Committee. The definitive text of this document in force from time to time is the version contained on the TI internal server under Safeguarding Policies. Any printed text or electronic copy held elsewhere is only a snapshot of the text at the time it is printed, copied or downloaded.

Policy Steps

1. Forms:
 - Separate permission forms (Form 11a) should be signed by parents permitting the Group Leader to act in locus parentis.
 - Ensure all forms are completed signed by the parent/guardian and returned, including any information applicable to a child being away.
2. Recruit and appoint required personnel – coaching staff, team managers and any support staff necessary; all voluntary personnel should be TI members and have complied with the TI Safeguarding procedures which comprises of Garda Vetting/Access NI, Code of ethics Basic Awareness Course, Code of Conduct, References.
 - Appoint a group leader and a Safeguarding Lead who will make a report on returning home.
 - Safeguarding lead should have a list of next of kin, emergency contact, consent, medical information and photography consent.
3. Leaders should avoid travelling with a single child. There may be an occasion where this is unavoidable for the child's safety e.g. in an emergency situation. In this instance the adult should contact the parent/guardian to inform them of the situation, and the child should be seated in the rear seat.
4. Provide a programme or plan for the event, camp or competition. Plan should include a schedule for supervising the juniors.
 - Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

- There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 2:10, and proper access to medical personnel.
5. Establish reporting procedures for any safeguarding issues.
 - Any complaints or disciplinary matters are dealt with through the TI complaints and disciplinary procedures.
 - Junior athletes should be made aware of who they can talk to regarding any concerns.
 - Issues concerning the welfare of children during the event should be raised on return with the Club Children’s Officers and TI National Children’s Officer.
 6. Establish procedures for missing participants.
 7. Junior athletes should sign a behaviour agreement.
 - Alcoholic drink, smoking or any illegal substances are forbidden to athletes.
 8. A meeting with parents and participants may be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs, handover arrangements and any other necessary details.
 9. Rooming arrangements – adults will not share rooms with children. Children should 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).
 10. Lights out times should be enforced.
 11. Any travel abroad may require additional insurance cover.
 12. Extra-curricular activities are the responsibility of the Group Leader.
 13. Any form of drug misuse, drinking alcohol or smoking is forbidden for all team personnel on duty at any time during camps/competitions.