



C.W.L.T.C.

Travel and Hosting Policy

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

Overnight and Away trips

Trips away (including away matches) require a more stringent level of supervision beyond that set out in the 'Supervision Policy'.

The level of supervision for overnight trips away will as a minimum be of the order of no more than 5-6 children per adult. There will be at least one adult of each gender with mixed groups. The supervision proposals (which will require to be approved by the Executive Committee) will include the proposed child to adult ratio and the names of the adults who will act as supervisors. All adults who travel on away trips will be carefully chosen, using the recruitment and selection procedures included in the 'Recruitment Policy'. The club will appoint one adult to be the Group Leader who will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with.

The roles and responsibilities of adults participating in away trips will be clearly defined.

Written permission of parents/guardians allowing their child/children to take part will be obtained for all overnight away trips. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).

Children will be required to sign a behaviour agreement prior to taking part in the trip.

A meeting with parents and participants will be held to communicate travel times, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

Away Matches

The level of supervision for away matches will be 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 clubs 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 club's Code of Conduct for Children.

Transport

There is an extra responsibility on adults and leaders when they transport young people to club organised events.

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Avoid being alone with one passenger. Child passengers will travel only in the back seat. A central drop off location will be agreed in advance including clearly stated times of pick-up and drop off. If something happens to cause delay to the drop off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point. Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car. Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

Accommodation for Away Trips

The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance.

Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room it should be with those of the same groupings, age and gender.

Room arrangements – adults will not share rooms with children. Children will 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).

General Requirements

Young players should be under reasonable supervision at all times and should never leave the venues 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, 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.

Hosting

Being a host family or being hosted is an integral part of many sports and if handled appropriately, can add to a child's enjoyment and experience at a competition or other event.

Our Club as Host

Special care will be taken in the selection of homes for hosting overnight stays. The club will be guided by the general principles of child protection and by the specific procedures set out in the club's Recruitment procedures when making these selections.

The host family will be provided with as much information about the visiting child/children staying with them and details of the competition as deemed necessary. As a minimum they will be given the names and contact details of the children's parents and the contact details of the club official responsible for the hosting arrangements.

In all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The policy set out above in relation to accommodation on away trips will also apply to hosting.

The parents/guardians of the visiting child will be provided with all necessary information about the host family including names and contact details of adults, agreed sleeping and transport arrangements and contact details of the club official responsible for the hosting arrangements.

The procedures in regard to transport set out above will apply to any transport being provided to the visiting children by the host family.

Club members being hosted

The club will ensure that the host club/sporting body has carried out the selection of hosting families using similar procedures to those set out in the club's own Recruitment procedures.

The club will ensure that the provision of information to both visiting and hosting families will be the same as set out above where the club is the host.

The club will ensure that in all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements will be agreed in advance with the host club.

Details of the official of the hosting club who is responsible for the hosting arrangements will be provided to the parents of all visiting children. Similarly the details of the official from out club who is responsible for the hosting arrangements will be provided.

The club will require the assurance of the host club that the policy set out above in relation to accommodation on away trips will be complied with.

Whether being hosts or being hosted the club will expect families to:

- Agree in writing to abide by the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport
- Consent to appropriate checks and references
- Attend host/guest family meetings before competition or events
- Provide a safe and supportive environment for the young people being hosted by them

Whether being hosts or being hosted the club will expect the visiting/hosting children to:

- Sign a behaviour agreement
- Show respect to the host families and the guests

All visiting children will be made fully aware of the contact details of an adult in both the host and visiting clubs to whom they may go with any problem they may be experiencing. The adult nominated should be one of the club's Children's Officers.

Checklist

A checklist is provided below in order that the relevant safeguarding measures are completed when organising overnight trips away.

Trips Away Safeguarding		Checklist		
Point	Action Required	Person Responsible	Target Date	Completed
1.	Safeguarding plan drafted and approved by CWLTC including documents to be signed.	Trip Coach/Manager		
2.	Safeguarding Officer to sign off on trip details	CWLTC Children's Officer or DLP		
3.	Lead Coach, Assistant Coaches, Supervisors and volunteers to be appointed and ensure - <ul style="list-style-type: none"> • Garda Vetting/Access NI Check within last 3 years through NGB • Reference check • Formal/Informal interview • Attended child safeguarding training or refresher in last 3 years. • Appropriate insurance in place 	CWLTC		
4.	Organise and conduct a meeting with the parents and the participants to present all or part of the following as relevant <ul style="list-style-type: none"> • Communicate travel times, • Ensure Passports are in date for 6 months following trip; • If the Children require their own valid travel insurance, • Child requires valid E111/EHIC form, • Competition details (where applicable), • Gear/kit requirements, • Other activities, • Contact details, • Codes of conduct, etc. • Special needs (medical or dietary), • Any other necessary details. 	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		
5.	At the Parents Meeting Highlight the following <ul style="list-style-type: none"> • All the necessary consent forms should be signed by parents and participants. Emergency contact number(s) should be requested 	Coach/Assistant Coaches/ Manager/ Supervisors/ Trip Coordinators		

6.	<p>Documentation to be issued by the trip management and where required signed copies to be returned to CWLTC:</p> <ul style="list-style-type: none"> • Official Trip Sign Off • Code of Conduct for Coaches/Leaders • Parent’s Consent Form for Away Trips • Trip & Medical Consent Form for Players • Code of Conduct for Children • Photographic & Video Consent • Adult Supervision of Children’s Activities • Travelling with Underage Participants Permission • ICT Acceptable Use Policy • Trip Privacy Notice for Parents/Guardians <p>**All forms available from Appendix 11 https://www.tennisireland.ie/child-protection/achieving-child-protection-compliance/</p>	<p>Coach Manager/Trip Coordinators/ Administrators</p> <p>Coach Manager/Trip Coordinators/ Administrators</p>		
7.	Lead Coach/Manager to have copies of accident & incident forms and return any reports to CWLTC via email within 24 hours of accident/incident.	Coach/ Manager		
8.	Flights to be booked by CWLTC	CWLTC Administration		
9.	Accommodation to be booked by Trip Management	CWLTC Administration		
10.	Lead Coach/Manager to make a full report on trip to CWLTC within 1 week of returning home.	Trip Coach/Manager		

NB - Any changes to the trip that affect the logistics, for example, accommodation, must be made known to the parents/carers immediately

Signed by

Trip Manager _____ Date _____

Children’s Officer/Assistant _____ Date _____