

Wicklow Tennis Club – Child Protection Policy

Appendix 9

Travel & 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. Trips away, including away matches, require a more stringent level of supervision beyond that set out in Appendix 10 (Adult Supervision of Children's Activities)

Travelling to away fixtures is a regular event for many junior in clubs. Trips away vary from short to long journeys across the country to play others clubs, or involve more complicated arrangements involving overnight stays. But even what may appear as the most straight forward of trips will require some level of planning. The level of supervision for away matches will be 5/6 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 a team leader. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors/volunteers)

Away Matches

The following will outline a number of issues that need to be considered when travelling with children.

CHILDREN

They should be aware of the travel plans, venue times for collection, time of return and any costs involved. Children also should have a clear understanding of behaviour that is expected from them towards the leaders and other club members (the Club's Code of Conducts). The children should know what sports kit they need to bring with them.

PARENTS

Parents should be aware of the above and must have completed a consent form detailing any medical issues that the team leader should be aware of. Parents should also have the name and contact details of the team leader in the event of an emergency.

LEADERS / VOLUNTEERS

Need to be aware what their responsibilities are in advance of the trip. If the trip is a short or long journey, it is important that all leaders / volunteers have an itinerary.

TRANSPORT

There is an extra responsibility on leaders / volunteers when they transport young people to club organised events. The following are some basic points to consider:

- Ensure the driver holds and is in possession of a valid driving license.
- Ensure that the vehicle is road worthy.
- Ensure the vehicle has appropriate insurance
- Consider the impact of traffic and weather conditions.
- Allow an appropriate length of time to complete the journey.
- Ensure that the driver does not carry more than the permitted passengers.
- Ensuring that leaders / volunteers and children are wearing seat belts
- Leaders / volunteers cannot travel alone with one junior (unless it's their own child).
- Junior's passengers have to be in the back seat (unless it's their own child).
- A central drop-off location will be agreed in advance including clearly stated times of pick-up and drop-off (preferable at Wicklow Tennis Club).
- In the event that something happens to cause a delay to the drop-off time, the team leader/ volunteer will phone the parents and inform them of the new drop-off time.
- Parents are advised to check with leaders / volunteers about the travel plans, listen to what they say and be sure they are happy with the transport arrangements.

Emergencies

- If possible one of the leaders / volunteers should be trained in First Aid procedures.
- The leaders / volunteers should have access to a mobile phone and contact details for all the children travelling.

* The above are only basic points of advice and are not comprehensive guidelines

HOSTING

Being a host family or being hosted is an integral part of Tennis and if handled appropriately, can add to a child's enjoyment and experience at a competition or other event. The whole area of hosting can create a great deal of concern for parents, children and the hosts. Being a host can be a particularly challenging role, but also very rewarding.

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 outlined in Appendix 5 when making these selections.

Guidelines:

- A hosting family should be provided with as much information about the child / children who are staying with them and details of the competition as deemed necessary.
- The hosting family has to agree to provide references.
- Hosting family must be Garda Vetted.
- When arranging events / trips abroad, Wicklow Tennis club will be dependent on the ability of the hosting organisation to access vetting services and obtain appropriate references.
- It is the responsibility of the trip organiser to provide the hosts with the relevant information of the child and details of what is expected.
- The host should never leave the child without adult supervision at any time.
- Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders / volunteers should act as role models in this respect.
- In the event of an occurrence Accident and / or Incident Reports should be completed by the group leader / volunteer.

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 outlined in Appendix 5 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 sleeping arrangements should be agreed in advance with the club. The policy set out above in relation to accommodation on away trips will also apply to hosting.

The parents/guardian 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 outlined in Appendix 5.

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. 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.

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 our 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 transport being provided to the visiting children by the host family/club 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 competitions 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 or 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 problems they may be experiencing. The adult nominated should be one of the club's Children's Officers.