

Broomfield Park Swimming Club

Transport policy

(updated using Wavepower 2024)

This advice should be read in conjunction with the NSPCC Child Protection in Sport Unit document 'Safe sport events, activities and competitions' (2017).

It is parents/guardians responsibility for the safe delivery and collection of their child to any training or competitive event, except when the club have organised transport in respect of the team. It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for swimmers to and from any swimming event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned. The club recognises that some children are capable of taking themselves home alone. Each situation should be assessed as they arise in an appropriate manner, and parental consent must be given. When considering if it is appropriate for a child to take themselves home on their own several factors should be considered by the parent/guardian and the club, for example how far they have to travel, are there any busy roads or unlit/dangerous routes.

Club Transport

When the club provides transport i.e. mini-bus or coach, we will inform parents/guardians:

- The dates of events
- Times, where swimmers should meet before and after the event.
- Registration, departure and arrival times, and address of the venue they are going to.
- Contact details of team manager/head coach/lead Person.
- Names of the staff and volunteers, going on trip.
- Details of club contacts, in an emergency.
- Details of transport to and from the venue, including any planned stops.
- Kit list required.
- Emergency procedures and contact numbers
- Code of Conduct for both Staff and Competitors
- Cost of the trip
- The club insurance details if required.
- If an emergency occurs parent/carers will be informed
- On the coach- the ratio of staff /volunteers to children will be 1:10. The lead person needs to stress the importance of listening to instructions.

Information required from parent /carers

- Signed and dated consent forms accepting the BPSC Code of Conduct
- Signed and dated medical forms including consent for any emergency medical treatment
- Provide food and drinks and money for their children throughout the event
- Agreement to pay any fees due
- To be on time to collect their children

Information for Competitors

- Codes of Conduct and expectations of those representing the club
- Emergency procedures
- To bring food and drinks for the event
- Staff roles and responsibilities including support for them

Transport to Venue

- Coach booked through a reliable firm with the appropriate insurances, road worthy vehicles, and qualified insured drivers.
- The coach will have seat belts for all swimmers participating and all other members travelling on the coach.
- Parent/guardians using their own cars are responsible for their children's safe delivery and collection to and from the event.

Supervision

The Team Manager, Coach and Chaperone Policy is part of Swim England's commitment to providing a safe environment for all members. The policy was created in line with the CPSU's Safe Sport Events, Activities and Competitions guidance. The policy provides the following:

- Supervision requirements for teams and individuals attending camps or competitions to ensure athletes and staff are adequately supported.
- The expectations of recognising additional considerations when managing a team of athletes with regards to their age and experience, the environment in which the activity is taking place and the qualifications and checks required for those acting in a supervisory role.
- Details the ratios of staff to athletes that must be implemented at both local or international competitions or camps that are outside the normal club's activity.
- All staff will have been police checked and hold a current DBS.
- The nominated lead person has received training on Child Protection policies and procedures.

Roles and Responsibilities

- The lead person is responsible for the overall management of the team and the other staff during the day
- All staff/volunteers will need to have clear knowledge of their roles and responsibilities for the team
- All staff will have details of the gala and knowledge of safeguarding & protecting children's policy
- The lead person will have a register of competitors and will be doing head counts before leaving and returning and during the gala
- Appropriate staff ratios will be in place
- The lead person will have contact numbers and medical information and know the travel arrangements.
- They will take a register at the beginning of the trip and further head counts during the day and when leaving the centre and boarding the coach.

Supervision of children while travelling

Two qualified supervisory roles (one coach minimum Level 2 and one team manager minimum TM1) for up to 10 athletes*. Thereafter a ratio of 1:10 must be applied.

*For teams of up to 10 athletes there must be a minimum of two supervisory roles in place, however, an Organisation with fewer than three swimmers may risk assess the situation to enable appropriate support for the athletes.

What is a Chaperone?

The Chaperone will take on the role of a responsible parent /guardian for a member under 18 years of age who requires one-to-one support. This role is in addition to the supervisory roles of the coach and team manager and should not be considered when applying the ratios.

Emergency Procedures

If an emergency occurs staff 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 club's nominated home contact and ask them to notify parents/guardians of any relevant information.
- If necessary contact the Swim England Safeguarding and Welfare Team for advice and guidance.
- Ensure a written record is recorded as soon as possible of what has happened and the actions taken.