

CALVERTON AND BINGHAM SWIMMING CLUB

Supervision of children when away from the organisation

The Team Manager, Coach and Chaperone policy is part of CABSC 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.

This Guidance should be read in conjunction with Swim England Wavepower 2024 and Team Manager , Coach and Chaperone Policy. (<https://www.swimming.org/library/documents/6732/download>.)

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 is outside the normal Organisation's activity.

What is local, single day activity?

A competition or training/one day camp with no club organised overnight stay and is not part of the normal programmed club activity. The activity must take place within areas covered by Swim England, Swim Wales or Scottish Swimming.

What is the minimum supervision requirement for local single day activity for athletes under 18 years of age?

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 International activity and where is an International Permit required?

Activity that takes place outside of the areas covered by Swim England, Swim Wales and Scottish Swimming.

An International Permit is a mandatory requirement by British Swimming and Swim England that gives permission to a team competing or training overseas. The permit should ideally be applied for at the time of planning an overseas trip but as a minimum before the deadline of 28 days prior to travel.

What is the minimum supervision requirement for any activity with overnight stay/s for athletes under 18 years of age?

Two qualified Team Managers (TM2) and one qualified coach (Level 2 or above) for up to 20 athletes**. Thereafter a ratio of 1:10 must be applied.

**The policy recognises that smaller groups will travel i.e. fewer than eight athletes. In these instances, a ratio of one Coach (Level 2 or above) and one Team Manager (TM2) may be acceptable as long as the affiliated Organisation has a robust risk assessment in place that

addresses the risks and decisions for not having three supervisory roles. There must be clear reporting procedures in place in the event that the Team Manager has to leave the venue.

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. A Chaperone within water polo training is someone on poolside whose only duty is to ensure the safety of the junior players by providing extra supervision, especially if male and female players are training together. This does not replace the need for a Team Manager at competitions.

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 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.

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