

# Travel Policy and Guidelines

## 1. Policy Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

This policy outlines the risk assessment processes which will take place prior to approved club travel for overnight stays, provides conduct and behavioural expectations for all travelling members, provides information on procedures, and outlines the child safety requirements of all travel.

## 2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
1		17/08/2022	Creation of Policy and Guidelines

## 3. Policy Scope

This policy applies to all NDGC members, athletes, participants, coaches, officials, administrative staff and volunteers.

## 4. Risk Management Plan (including Child Safety Risks)

A Risk Assessment and Risk Management Plan must be completed prior to travel. Risk Assessments should consider the risks inherent in the activities to be undertaken, as well as those associated with the trip and the athletes. The Risk Assessment will be performed by the NDGC Leadership Team and other relevant personnel. Risk Management will be undertaken following the NDGC Risk Management Policy.

The completed Risk Management Plan will be shared with the Head of Delegation or Team Managers and officials prior to team departure. The plan will have pre-assessed contingency plans in place that cover common issues that arrive whilst away (delays in transport, poor weather, accommodation issues and team members misconduct).

The Risk Assessment should consider the following:

- What are the hazards?
- Who might be affected by the hazards?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Who is the most appropriate personnel to ensure the measures are in place?
- What steps will be taken in an emergency?

These questions should be considered in respect of the venue, transport, staffing, sleeping arrangements, food and catering as well as the specific activities included in the tour.

The Risk Assessment will also determine the number of staff/adult supervision required to adequately supervise the group/athletes.

## 5. Travel Staff (Travelling as a club together)

Travel staff (paid or unpaid) may include:

- Head of Delegation, Team Manager
- Officials (Coach, Head Coach, Judge)\*
- Parents or Guardians
- Community Members
- Chaperones\*

All Team Officials and Chaperones must be over the age of 18.

### 5.1. Child Safe Screening Requirements

All adults who are part of the trip and supervising athletes overnight, including parents or guardians must have a valid Working With Children Check (WWCC) or state/territory equivalent. Names and WWCC details of all adult members on the trip will be recorded. Within the staff group, there should be someone familiar with the NDGC Child Safe Policy & GA Child Safeguarding Policy.

### 5.2. Pre-travel induction

All Team officials, chaperones and parents/guardians must attend a pre-travel induction prior to departure. The following information will be discussed:

- The various roles and responsibilities and expectations attached to being a member of the team
- The NDGC Child Safe Policy and relevant codes of behaviour
- Reporting procedures for any child safety concerns
- Requirements for WWCC or state equivalent
- Requirements for valid drivers license of all drivers to be sighted
- Any specific medical requirements for a team member
- Emergency procedures
- Location of emergency contact details.

## 6. Supervision

The supervision levels required for a trip should be informed by a full assessment of the needs of the group, the experience and skills of the adults providing supervision and the specific hazards associated with the trip.

When there are athletes under the age of 18 on a trip, a minimum of two officials (inclusive of the Team Manager or HOD) must be appointed to the team regardless of the number of athletes (e.g., one underage athlete = two officials). As a guide, the official to athlete ratio for NDGC managed travel will be at least 1:8, one official for every eight athletes under the age of 18 and,

1:10 for those over the age of 18. This ratio may be changed to meet the needs of the group – if the group is made up of young children, or children with special needs, or the trip is of a nature where more supervision may be required (e.g.: overseas trips).

### 6.1. Factors to consider

Some factors to take into consideration when considering the ratio are:

- Gender, age and ethnicity of the group
- Inclusion of athletes with special educational or medical needs, or who have a disability
- Nature of the activities on the trip
- Duration of the trip
- Competence and likely behaviour of the athletes
- Number and competence of the Team Managers, coaches and judges
- Experience of the appointed Team staff in supervising the type of activities on the trip
- If the group is mixed gender, there must be at least one male and one female official or chaperone
- If the group includes people with special needs, there may be some specific skill required of team officials and/or chaperones to be considered.
- Any child under the age of 12 (at the time of travel) must be accompanied by a parent/guardian to protect the best interest of the child and in some cases, parents or designated carers may also need to be included.

When there are athletes under the age of 18 on a trip, the adult/athlete ratio must be sufficient to ensure that if there is an accident and a participant needs hospital treatment or another emergency arises, there is at least one responsible adult who can remain with the group.

### 6.2. Supervision Procedures

All supervision procedures should be agreed prior to the trip. They should take the following points into account:

- Clear boundaries, rules and consequences agreed and implemented regarding mealtimes, bedtimes, lights out and team meetings
- The HOD and TM are responsible for the team at all times including their maintenance of good behaviour and discipline
- The driver of a vehicle should not be responsible for supervision whilst driving
- Head count of athletes when getting on and off any form of transport
- Head counts of athletes when arriving or leaving venues
- Group safety when crossing roads
- Clarity of ground rules when team is in transit
- Sufficient, supervised, scheduled stops on longer road trips
- The supervision procedure in the event on an emergency or accident
- Overnight on-call supervision must be provided for all athletes under the age of 18
- Procedures in the event that a group becomes separated
- Team members must be aware of who they go to in case of an emergency during the day and the night
- The HOD or TEM must be accountable for checking the team members are safely

accounted for before going to bed for the night. They should do a final security check

- The process for handover of athletes under 12 years of age
- If free time is arranged for the athletes, ensure children under 12 are supervised at all times
- If remote supervision is to take place, the HOD or TM must ensure everyone understands the ground rules:
  - Children under 18 should not be on their own
  - They should be in groups of 3
  - They should have a means to and know how to contact the HOD or TM and where they are accommodated.

## 7. Accommodation

Accommodation options must be assessed and selected on the basis of their safety and suitability for the activities proposed.

### 7.1. Room Allocations

The HOD or TM will allocate rooms prior to arrival. In doing so, consideration should be given to the following:

- Age and gender
- Any behavioural or historical issues athletes may have between each other
- No Team Official or chaperone can share a room with an underage athlete other than their own child
- Athletes under the age of 18 must not share a room with other athletes over the age of 18 without parental consent, except where the athletes are immediate family members
- Team officials should only enter a child's room in an emergency
- Children should not be alone with any adult team member or chaperone in their room (except for parents and their own child)
- All rooms must be accessible in case of an emergency.

## 8. Transport

The following measures should be completed when organising ground transport:

- Check all driving licenses
- Check driving experience
- Verify that anyone driving a vehicle with children has a WWCC
- Organise central pick-up and drop-off points to avoid the driver being alone with a child
- Obtain consent from parents to allow their child to be transported
- Adults should not be put in a position where they are alone with an underage athlete in a car, if this does occur, the athlete should sit in the back seat.

## 9. Child Safety

All Team officials taking athletes under the age of 18 on a trip involving an overnight stay must be educated thoroughly on safeguarding and protecting children and be committed to taking a child-centred approach. They must also hold a WWCC and completed some form of online training as designated by NDGC.

### 9.1. Children under 12 years of age

Children under the age of 12 at the time of travel must be accompanied by their parent/guardian or their designated carer.

## 10. Related Policies and Procedures

This document is to be read in conjunction with:

- GA Travel Policy
- GA Best Practice Travel Guidelines
- NDGC Child Safe Policy
- NDGC Risk Management Policy
- GA Child Safeguarding Policy

## 11. Additions and Changes to Policy

Recommended changes to this policy may be submitted to NDGC for consideration. Management will review the recommendations and make changes to this policy if necessary. Should changes be accepted, the policy would be updated, dated and circulated.

## 12. Confidentiality and Reporting

Breaches of this policy must be reported to NDGC within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.