



Transport and supervision of children policy

Introduction

In the course of Junior Hockey teams will ordinarily travel to games, competitions and other events away from their home rink. [Milton Keynes junior ice hockey club](#) considers that wherever possible junior players should be transported and/or accompanied by their parent or guardian. It is accepted, however, that this will not always be possible, and this Policy aims to provide clubs with advice and guidance to support them in keeping junior players and staff safe whilst away from their usual location.

Policy

Transport

Parents/guardians are responsible for junior players' transport arrangements to and from any training session or competitive event, except when the club is providing transport.

Arrangements made between parents/ guardians to transport one another's children are at the sole discretion of the parents/guardians concerned. Clubs should not facilitate or encourage these arrangements, to avoid any transfer of responsibility for the safety of these arrangements. [If the parent/s are also club volunteers this arrangement will be made between parents and at this time the individual will not represent the club.](#)

Clubs arranging transport to events should do so through reputable transport providers. Only vehicles with seatbelts should be used. If stops are taken during a journey, such as for toilet breaks, children should be accompanied at all times by their designated adult, and head-counts / register should be taken before leaving the transport and again on return.

Coaches and volunteers should not transport junior players in their private vehicles in non-emergency situations. In an emergency situation the child's welfare is paramount and where a failure to act may place them at risk of harm, transporting a child may be necessary. In such an emergency situation it is recommended that two Disclosure and Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat. If possible consent from parents/guardians should be obtained in advance.



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Supervision

It will always be the preferred option that a junior player's parent or guardian is present during all events and will retain responsibility for the player other than inside the changing room. It is accepted, however, that on some occasions a parent or guardian may not be able to stay or travel with their child.

In the event that a child is being left under the supervision of the club or another adult (such as another child's parent), the parent or guardian should complete a Junior Player Supervision Form to confirm this arrangement, and up to date contact details, as well as consent for emergency medical treatment if required. This form should remain with the designated person at all times during the trip and be securely destroyed thereafter.

Parents not accompanying their child should be given advice to limit valuable items and money being carried by the child.

Clubs must ensure that individual volunteers are aware of which children they are responsible for at any given time, and the specific needs of any of those children.

Clubs should nominate a responsible person to act as Event Welfare Officer, who will lead the response to any emergency, such as a missing child, and take overall responsibility for the wellbeing of all children being taken to an event. A secondary contact (Home emergency contact), who is not attending the event should also be on call to assist in the event of an emergency. That person should have access to each child's Junior Player Information Form and be available throughout the time the group is away from the home location.



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The responsibilities of the designated Event Welfare Officer will include:

- Ensure that all on the trip are aware of who they are, their role and to refer any child safeguarding concerns to them.
- Obtain and hold securely the contact details of parents and guardians whose children are attending the trip and each child's mobile phone number, for emergency use only (such as if the child goes missing).
- Obtain and hold securely any emergency medical information, allergies, dietary requirements, religious requirements and special needs information of any child travelling.
- Assess risks within the venue before (in consultation with the home team where applicable), and on arrival and formulate a plan to manage any issues arising.
- Contact the Home emergency contact for relevant information or to notify them of an emergency situation as required.
- Refer to the Club's Designated Safeguarding Lead or Regional Safeguarding Lead if any child safeguarding issues arise.
- Keep a record of actions taken in the event of an emergency or other issue having arisen.
- Lead liaison with emergency services if required.

Children requiring personal or regular medication or medical care should always be accompanied by a parent or guardian able to administer their treatment.

Clubs should ensure a supervision ratio of at least one DBS checked adult to a maximum of 8 children under 11 years of age and at least 1:10 for children over 11 years old.

Sufficient adults should accompany any group on a trip to allow for safe supervision to be maintained if a child should need to be taken to hospital or otherwise separated from the group.



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Information to be given to children on arrival at venues

- Areas where they should wait / stay.
- Any areas they should not access.
- Which adult is responsible for them.
- That they should inform the responsible adult if they need to leave the group or designated area for any reasons (such as to access toilets).
- Who to inform if they have any concerns about the behaviour of another child or any adult during the trip

