

Appendix 2

Procedures for Travelling to 'Away' Competitions/Overnight Trips – (see Competition Travel Policy for further information)

When travelling to competitions and tournaments all staff/volunteers should implement the following procedures:

- **Entry/Consent forms** must be completed by the parents/guardians of all children and young people before they are allowed to 'Away' trips.
- **Staff Ratios:** Staff to participant ratios for squads travelling to and participating in 'Away' competitions will be assessed on an individual basis for each activity taking into account the following factors:
 - The guidelines of the competition organisers.
 - The age of the participants involved (ie the lower the age, the greater need for supervision).
 - The specific support needs of the participants involved.
 - The degree of risk involved in the activity.
 - The availability of supervision staff/coaches at hosting venues/clubs.

All reasonable efforts will be made to provide one male and one female member of staff. The roles and responsibilities of each staff position will be circulated and signed in advance of travel.

- **Accident/Injury/ Illness:** A record of any injury/illness sustained travelling to or competing in the competition must be recorded by staff/volunteers. All incidents need to be recorded in the accident book issued to all staff and reported to the Finance and Business Manager as soon as practically possible. Any occurrence of injury/illness must be notified to parents as soon as possible.
- **Changing / Intimate Personal Care:** On 'away' trips assistance with changing or the provision of intimate personal care should only be provided by staff/volunteers with the written consent of parents/guardians and in adherence to the following guidelines:
 - Staff and volunteers should only provide intimate personal care after they have received accurate information and/or training regarding the needs of the individual.
 - Each disabled child or young person should be treated with dignity and respect.
 - Care should be appropriate to the individual, promote independence wherever possible and consider the feelings of the sports child or young person.

- **Medication:** On 'Away' Trips/Overnight Stays provision for the safe-keeping of medicine should be made. Where individuals other than the child or young person themselves have to administer medication they should be appropriately trained and accurate records should be kept.
- **The Lifting, Manual Support and Transferring of Disabled Children or Young People** on 'away' trips should be provided in adherence to the following guidelines:
 - Each child and young person must be treated with dignity and respect.
 - The safety of the child or young person should be considered at all times with relevant health and safety guidelines being followed.
 - Only staff/volunteers who have received appropriate training should provide direct support to disabled participants.
 - Each child and young person should be consulted before support is provided.
- **Transport:** Where transport is provided/organised by Disability Sport NI or Live Active NI, vehicles should be roadworthy and appropriate to the needs of children and young people . Disability Sport NI and Live Active NI's staff or volunteers should also be in attendance on the transport.
- **Overnight Accommodation:** On overnight trips separate sleeping accommodation should be organised for staff/volunteers and children or young people .
- **Collection after 'Away' Trips** is the responsibility of parents/guardians. This responsibility should be emphasised to parents/guardians in advance.

If a child or young person is not picked up after an event or programme, staff/volunteers should take the following action:

- Try to contact the parent, guardian or carer.
- Wait with the child or young person at the venue, wherever possible with other staff or volunteers.

Do Not:

- Take the child or young person to your own home or another location.
- Ask the child/young person to wait with you in your vehicle or sports facility with you alone.
- Send the child/young person home with another person without permission.