



OVERNIGHT & TRAVEL POLICY

Weightlifting Ireland

Overnight Stays & Supervision Policy

Introduction

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of Weightlifting Ireland (hereafter referred to as WI) and its clubs. The procedures following are produced to ensure all WI staff, relevant volunteers and stakeholders have a clear understanding of the policy and how it applies to their role. This document will be reviewed on a regular basis.

Any issues arising from the transition between previous procedures and these shall be determined by the President.

This document may be amended from time to time. The definitive text of this document in force is the version contained on the internal server under Safeguarding Policies. Any printed text or electronic copy held elsewhere is only a snapshot of the text at the time it is printed, copied or downloaded.

Personnel

Coaches/Leaders/Athlete support personnel (physios etc.)

Vetting

In ROI, Garda vetting is legally required for all leaders/coaches/ helpers (paid & voluntary) with regular and continuous access to young people and vulnerable adults. Vetting must be complete prior to taking up the role.

In NI it is against the law for a barred person to work or volunteer with children in 'regulated activity'. Where an organisation is accepting a volunteer or employee in regulated activity, whether for paid work or as a volunteer, they should request an enhanced disclosure check from Access NI, this will show if the individual is barred from working with children. If the disclosure certificate indicates that the individual is on the barred list then it is against the law for the organisation to employ that person in regulated activity.

In addition, for both ROI and NI, anyone intending to accompany juniors on an overnight trip, even if it is a 'once off' or who may be involved in decision making in relation to young people must apply for vetting/Access NI.

Safe Recruitment

Personnel should be recruited as per the WI safe recruitment policy. All personnel should be WI members and have complied with the WI Safeguarding procedures which comprises of Garda Vetting/Access NI, Safeguard 1 Course (ROI) Safeguarding Children and Young People in Sport Workshop (NI), signed Code of Conduct.



Travel abroad

Prior to Trip

- 1 Permission forms should be signed by parents permitting the trip leader to act in locus parentis. Parent should also provide any other information applicable to their child being away including medical information, emergency contact, dietary requirements and allergies and consent for photography and filming if necessary.
- 2 Trip leader should organise a meeting or phone call with parents, participants and other athlete support personnel to communicate travel times, competition details, other activities, gear requirements, handover arrangements and any other necessary details.
- 3 Trip leader should create a plan for the event, camp or competition. The plan should include a schedule for supervising the youth athletes.
- 4 Youth athletes should sign a behaviour agreement outlining behaviour expected of them while they are all representing their club or country.
- 5 Establish procedures for missing participants.
- 6 Establish need for additional insurance cover.
- 7 Appoint appropriate athlete support personnel to travel with the group. At all times there must be at least one adult of each gender. There should be a good adult – child ratio, 2:10, to allow for cover in an emergency and proper access to medical personnel.
- 8 Appoint a Safeguarding lead who will make a report on returning home.
- 9 Safeguarding lead should have a list of next of kin, emergency contact, consent, medical information and photography consent.

During the Trip

- 1 Rooming arrangements – adults will not share rooms with children. Children should share rooms with those of similar age and gender and adults should knock before entering rooms. Where all athletes are roomed in single rooms this must be clear to everyone in advance to allow for athletes or parents to raise any concern. It is preferable for leaders and athletes to be accommodated on one floor; where this is not possible, athletes must know how to contact the leaders. It should be clear who is responsible for additional costs incurred during the trip e.g. if an individual is required to return home etc.
- 2 All group socialisation should take place in communal areas (i.e. not boys in girls' rooms and vice versa).
- 3 Youth athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.
- 4 Lights out times should be enforced.
- 5 Identify the nearest hospital or medical centre.
- 6 Youth athletes should know where the nearest leader is all time during travelling.
- 7 In the event of delays or cancellation leaders travelling with the group will maintain responsibility.
- 8 Extra-curricular activities are the responsibility of the Group Leader.
- 9 Any form of drug misuse, drinking alcohol or smoking is forbidden for athletes at all times.
- 10 Drinking alcohol or smoking is forbidden for all team personnel on duty during camps/competitions.



Travelling In A Car

- 1** Prior to the trip, parents should be informed that this is the form of transport that will be used and consent obtained.
- 2** Vehicle must be roadworthy, safe and have appropriate insurance cover.
- 3** Driver must have an appropriate driving licence.
- 4** Driver is responsible for the safety of the passengers.
- 5** All passengers must use seat belts and booster seats, if necessary.
- 6** Car should not carry more people than it can legally hold.
- 7** Leaders should avoid travelling with a single child. There may be an occasion where this is unavoidable for the child's safety e.g. in an emergency situation. In this instance the adult should contact the parent/guardian to inform them of the situation, and the child should be seated in the rear seat of the car.
- 8** Parents can use the travel tracker on the Sport Ireland Safe Sport app to track the progress of the vehicle.

Establish Reporting Procedures For Any Safeguarding Issues

- 1** Junior athletes should be made aware of who they can talk to regarding any concerns while they are away or at an event.
- 2** Issues concerning the welfare of children during the event should be raised on return with the Club Children's Officers and TI National Children's Officer through the TI reporting channels.
- 3** Any complaints or disciplinary matters are dealt with through the TI complaints and disciplinary procedures.

Forms and Policies:

- Reporting Procedures
- Safe Recruitment Policy
- Absent Parental Consent Form
- WI Contact: cpo@weightliftingireland.com



Information Collection

The Team Leader will establish from WI the deadline dates for receiving all the required documents/information. As a guide rule, the Team Leader will ensure WI is in receipt of all the following information/documents at least 6 weeks prior to departure:

- Code of Conduct
- Delegation Member Details form
- Parental Permission form
- Anti-Doping form
- Passport copies
- Passport size digital photo (for accreditation) if required

Travel Documentation

The Team Leader will be responsible for the collection and safe retention of all travel documentation. They will ensure it is presented to the appropriate parties at the necessary times. This includes the following:

- Passports (adult delegation members are responsible for carrying their own passports)
- WI Overseas Insurance Cover information/documentation
- Appropriate travel visas (if required)
- All travel tickets
- All maps/directions/event and accommodation information/confirmation

Departure Day

If a parent/guardian wishes to travel in a personal capacity to an Event in the role of a spectator where their son/daughter is representing Weightlifting Ireland, we will ask parents/guardians to consider and sign the Parents Code of Conduct so ensuring that everyone understands their role and responsibility at the Event.

Onward Journey To Venue

In the event there is a problem with the onward transportation (ie. it has not arrived or is not suitable for travel), the Team Leader will use their initiative to resolve, i.e. contact event organisers to make alternative arrangements, or find another method of transport to the venue. The Team Leader will contact WI to advise them of the situation and to take further advice should this be necessary.



Accreditation

ID MUST NOT be swapped, duplicated or arranged for any person not officially on the IG selection document. The Team Leader will take this matter seriously and advise WI should this occur.

The Team Leader will ensure they are aware of and follow the competition rules on accreditation.

Any misuse, fraud or violations can result in penalties and fines!

Incidents

Under no circumstances will the Team Leader behave in an aggressive, intimidating, unfriendly, argumentative, unpleasant or foolish manner in their intervention of any incident.

Complaints

In the event of any complaints raised by a member of the delegation against another member (s) of the delegation, the Team Leader should follow the process under the WI Complaints & Disciplinary Rules and Procedures and will attempt to resolve the complaint to the best of their ability using their discretion and ensuring all facts are gathered and acted upon (including information given from the accused).

Event Management Summary

It is accepted that no trip will be without issues/problems and whilst the Team Leader is ultimately responsible for making decisions and judgements, they can do so with full support from WI. The Team Leader can (and should) contact WI if they feel the situation requires further advice and guidance prior to making a decision.

Away Trips Policy

Leaders

The selections should be done by the relevant committee and head coach to ensure the best possible team are selected for the benefit of the young people.

Where an away trip is for one day only, not involving an overnight stay, additional staff may be used on an ad hoc basis who are not directly responsible for young people (in the same way as the person on duty). It is the obligation of the club or region to ensure that appointed leaders that are vetted and trained where legally required.

Planning

The parent's responsibility will be to ensure that their child is dropped off at the beginning of the trip and collected on time at the end.

Travelling

It is the responsibility of the club or region planning the trip to ensure all road traffic laws are met and obeyed. If any travel is the responsibility of a parent, then this must be clear in the pre-trip planning, identifying when and where responsibility starts and ends.



Being away from home

If an athlete has a concern whilst away, they must know who they can talk to; this may be another member of the team, team manager, coach or making contact with a parent or friend.

Team Managers and Coaches

The team staff should work together to ensure adequate nutrition, rest and down time is provided.

Social media

Team staff should emphasise what is appropriate to post and share on social media with the group travelling. It can be an opportunity to agree boundaries and the use of tags to encourage positive posting as a way of promoting the trip. Any breach of behaviour posted online, or inappropriate use of social media should be dealt with immediately. It may be necessary to inform parents and come to an agreement to remove devices if the behaviour continues.

Team meetings

It is necessary to ensure the smooth running of a trip to have team meetings regularly to cover any difficulties that arise or to celebrate positive outcomes and successes.

The team staff should meet with the athletes at least once a day giving the athletes an opportunity to voice their views. This is also an opportunity to confirm the day's schedule.

Team staff should meet once a day to cover any concerns or queries that have come up in the previous day for either adults or athletes.

Disciplinary/Complaint action

It is always advisable to resolve matters informally and quickly to ensure the best outcome for all involved. Issues can quickly develop creating difficult circumstances for those involved if left to aggravate or develop into more serious concerns. Issues between team staff should be resolved by the lead team manager or the lead coach and must not impact on the young people present.



