

ITF UNION



ENGLAND
TAEKWON-DO

Safeguarding: Travel Policy

Introduction

The issue of transporting young athletes to and from their sports activities safely can present challenges for sporting organisations. Many sports clubs could not operate without the good will of volunteers and parents/carers ensuring that children are transported to and returned home from events in a private car.

It is reasonable for clubs and activity organisers to place full responsibility on parents for ensuring appropriate transport arrangements are made. Where parents/carers transport their own children, or make private arrangements with other parents/carers to deliver or collect their children, they are responsible for their children's safety and for the suitability of any travel arrangements.

However, where the activity deliverer, club or coach is organising transportation of its young members and asks or requires parents to transport other people's children on the club's behalf the organiser has a responsibility to take reasonable steps to safeguard these young people for whom they have a duty of care.

With travel to international events such as the Junior World and European Championships this issue is a complex one as we you are asked to travel as an organised group and so even though parents are present, ITF Union England still has a responsibility for the welfare of the young athletes traveling with us. This policy provides the guidelines as to how we operate when traveling as a squad and what is expected from ITF Union England, our parents and athletes during a trip.

Pre-Event Planning

Prior to the actual event the instructors will collect and publish information relevant to the upcoming trip, including, but not limited to, the following.

- When
- Where
- Who (staff / volunteers / participants) – Including the name/number of lead trip manager
- Risk assessment of activity
- Destination, sport and accommodation details (address/telephone)
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Registration and parental consent form

- Medical Form - (including allergies) or impairments, and medication
- Codes of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Insurance – Check for Suitability (medical & emergency repatriation for Taekwon-Do events)

Preparing athletes

A letter will go out to each participant to prepare them for the upcoming trip. This will include what is expected from them in terms of dress and behaviour as well as important safety information such as who the ITF Union England Instructors are along with their contact numbers. There will be a brief on the country are we visiting, local culture, food and drink and currency along with telephone codes for the country.

It should be noted that as a squad we will have a team meeting each day, the time and location will be communicated on a day-to-day basis.

As a rule, the policy is that the whole squad is to behave in a professional manner for the whole duration of the trip. Inevitably there will be individuals that have the unfortunate experience of being knocked out early, however it is important for us all as a squad that we pull together each day for those that do get through to the next round. For those that make it to the finals this could mean an entire week or more. It is important that we all stay disciplined and follow the rules when it comes to getting enough sleep and acting in a manner that befits an elite level athlete.

Any rules such as curfews that are implemented will be communicated at the event during the team meetings.

Supervision and staffing

All children, younger and older cadet athletes (under 16 years) must have an adult guardian traveling with them. Where the guardian is not a parent or legal guardian, they must have a notarised travel authorisation that allows the temporary guardian the legal right to take them out of the country and to make emergency medical decisions in the absence of the parents.

Junior Athletes (16 years and above) may travel alone but each must have a notarised travel authority allowing them to travel under the authority of ITF Union England. Each Junior Athlete will be allocated an instructor as their primary point of contact, who will be responsible for ensuring the athletes safety during the flights, and travel between hotel and event locations. It should be noted that coaches at the event must focus on their primary task of coaching and Junior Athletes will be expected to stay within the event premises and must not wander offsite. Juniors will be expected to adhere to any curfew rules that are put into place at the hotels. In the event of an emergency e.g. fire alarm all juniors will be expected to report to their instructor. If an athlete fails to report the instructor will start to follow ITF Union England missing child procedure, detailed below.

Emergency procedures

For each trip the following information will be distributed at the first team meeting:

- First Aid Contact
- Safeguarding Officer
- Information on local emergency medical services, hospitals etc.
- Details of British embassy/consulate
- Fire Alarm Procedures at Hotel and Event Location

If a child goes missing during an event ITF Union England will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the events designated safeguarding officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

Process flowchart:

If an athlete or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so, these can be used to help provide the police with a description should this be necessary.

