



Guidelines on General Issues

Travelling with children

In the interest of best practice in child safeguarding, Midleton Hockey club recommends that parents transport their own children to and from matches and training. In the event that this is not possible we would recommend that parents arrange transportation for their own Children.

Only if both of the situations above are impossible should Garda vetted Midleton Hockey club officials transport children.

There is extra responsibility taken on by Leaders when they travel with children to events. When travelling with young people you should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant, put passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off

Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:10 for under 12 years of age and 1:12 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips.
- There should be a minimum of 2 adults per group at anyone time.
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Leaders should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise). If they are agreeing to take on this role, they should sign up to the Code of Conduct and agree to the checking services available in the respective jurisdictions.

Away trips / Overnight stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report on returning home
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms

- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1: 6, and proper access to medical personnel
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Toilet /Bathroom Policy

Midleton Hockey Club would encourage all parents to ensure that their child/children has/have gone to the toilet before training/matches commence. However, if a child needs to go to the toilet during training/matches the procedure is as follows:

- The child is to inform the coach/assistant coach/manager.
- The club official (coach/assistant coach/manager) will bring the child to their parent and ask the parent to accompany the child to the toilet facilities.
- If a parent is not available, the child will be brought to a Garda Vetted Midleton Hockey Club Volunteer who will be on duty for such eventualities. This volunteer along with another Garda vetted Midleton Hockey Club Volunteer will accompany the child along with another child to the bathroom facilities where they will wait outside. They will accompany the child back to the training session/match and inform the coach/assistant coach/manager of the child's return.

Hosting

Hockey recognises that hosting is an integral part of sport and if handled appropriately can add to a child's enjoyment and experience of sport. However, safety of our young players must be the primary concern.

Young people

- Should sign a behaviour agreement
- Should not be asked to share a bed or room with an adult
- Should be happy with the arrangements
- Should show respect to the host families
- Should not stay on their own with a host family, there will always be at least two young people staying with the same family

Hockey should

- Provide a travel pack to hosting families
- Check out that the hosting families are known to the host association/organisation
- All travel and accommodation arrangements should be made known to parents and players
- Gather information on destination and venue
- Inform parents as far as possible with whom their child is staying

Host Families should

- Agree to abide by Hockey's Code of Conduct
 - Consent to appropriate checks and references
 - Attend host family meetings before competitions or events
 - Provide a safe and supportive environment for young people
 - Always be given the contact number of the adult responsible for the travelling group and should know that they are free to contact this person if they encounter any difficulty.
 - Be given contact numbers for parents plus an additional contact which may be used in an emergency, details of medical conditions, medication requirements or allergies
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- It should be made absolutely clear to players, to parents of players being hosted and to the host families that the use of substances such as alcohol is not allowed for underage players.

Hosting organisation

- The hosting organisation must comply with the regulations set down by its National Governing Body

At the start of the Season:

- Parents should be advised of the regulations and guidelines for Hosting.
- Parents who still have a concern should be encouraged to voice their concerns and to make suggestions for greater safety.
- No pressure should be put on young players/parents to travel or undertake return hosting if they have concerns in this area.

Before travelling- young players & their parents (as a group where possible)

- Be advised of the hosting arrangements.
- Be advised of the name of travelling adult to whom concerns can be reported.
- Be made aware of the importance of reporting concerns.
- Parents should be asked to make their children aware of particular behaviours that may be a cause for concern.
- The name and phone number of the host family should be given to the parent of each travelling player.
- Additional emergency contact number, medical condition, medication requirements, or allergies and this information should be passed on to the host family.
- Parents should be advised that if players behave inappropriately, arrangements will be made for the player's early return home. The player's parents must meet any extra expense.

[– Hockey Ireland code of ethics Hosting & Travel Agreement Young Person and Parent](#)

–Hockey Ireland code of ethics Hosting & Travel agreement Coaches/managers and appointed volunteer