



## Showjumping Ireland Supervision /Travel /Away Trip Guidelines

The purpose of this Policy is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of **Showjumping Ireland**. The procedures following are produced to ensure all **Showjumping Ireland** staff, relevant volunteers, Officials and stakeholders have a clear understanding of the policy and how it applies to their role.

Under **Showjumping Ireland** Safeguarding and Child Protection Procedures, and in line with current legislation, any individual whose role will have regular and ongoing contact with, working with or has interaction with our young members or vulnerable persons in the provision of our equestrian activities, or who is involved in the planning/administration of activities or events with our young member **must** complete the relevant safeguarding training and Garda/Access NI Vetting and be familiar with the **Showjumping Ireland policies** on ***Safe Recruitment and Codes of Conduct for Officials & Volunteers***

### Supervision, Ratios & Environment

Good practice dictates that a “Leader” (Coach, Supervisor, Judge, Official etc) should try to ensure that more than one adult is present. This will help ensure the safety of children as well as protect adults.

#### Adult/Child Ratios:

- Dependant on the nature of activity, the age of the participants and/or special needs of group
- Guide: No more than 1 : 8 for under 12 years of age and 1 : 10 for over 12 years of age
- Travel/Away Guide 2 ; 10 - at least one adult of each gender for mixed groups
- There should be at least one adult of each gender with mixed parties.

#### General

- Avoid adults being left alone with young participants.
- If a Judge/Official needs to speak to a participant, they should do so through parent or Guardian. .i.e. Request Parent/Guardian or Adult Representative to attend.
- If a “Leader” needs to talk separately to a participant this should be done in an open environment, in view of others preferably with parent/guardian or another adult in attendance.
- When necessary, “Leaders” should supervise in pairs – it is the safety and welfare of the participants that is of paramount importance.
- If a child suffers an injury or accident, the parents/guardians must be informed.
- Respect the privacy of young people while changing / showering etc. Athletes under 18 years of age should be given separate times for Showering facilities and segregated male/female facilities.
- Away Trips / residential Clinics etc will need higher rates of supervision. Children and Young People should be supervised at all times.

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### Trips Away / Travel /Residential Clinics

#### 1. FORMS

1. Irrespective of whether Parents/Guardians are in attendance at Event/Activity, protocols to be put in place **PRIOR** to Event/Activity so that everyone is clear on what is expected of Athletes attending.
2. A Code of Conduct Form with Signature sections to be signed by Parents, Children/Young Persons & Coaches/Staff/Volunteers/Officials to be signed **PRIOR** to departure/attendance
3. Medical Forms to be signed by Parents/Guardians providing the following information
  1. Emergency Contact and Family Doctor details
  2. Dietary Requirements
  3. Allergies
  4. Medical history/Handicaps/other relevant information.
4. Confirmation Proof of Safeguarding Requirements in place

#### 2. Best Practice Guideline

1. Recruit & Appoint required Personnel – coaching staff, Officials, support staff
2. Ensure all Recruited Personnel
  1. Are members of **Showjumping Ireland**
  2. Have complied **with Showjumping Ireland** Safeguarding Procedures i.e. Garda Vetting/Access NI, Relevant Safeguarding course, Signed Code of Conduct
  3. Are adequately and appropriately qualified for their Role
  4. If required – have provided references.
3. Provide a Schedule of Events detailing
  1. Collection/Arrival/Departure times and location
  2. List of Activities
  3. List of Personnel attending
  4. Name of “Event Leader/Contact Person” & their contact details
4. Young Athletes should be under reasonable supervision at all times and should never leave the venue unaccompanied
5. Establish reporting procedures for any safeguarding issues.
  - Any complaints or disciplinary matters are dealt with through the **Showjumping Ireland** complaints and disciplinary procedures
  - Junior Athletes should be made aware of who they can talk to regarding any concerns
  - Issues concerning the welfare of children during the event should be raised on return with the National Children’s Office.

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### 2. Best Practice Guideline cont'd

6. Establish procedures for missing participants
7. Junior Athletes should sign a behaviour agreement / Code of Conduct
  - Alcoholic Drink, smoking or any illegal substances are forbidden to athletes
8. A meeting with parents and participants may be used to communicate travel times, competition/event details, other activities, gear requirements, special dietary needs, handover arrangements and any other necessary details.
9. Rooming arrangements.
  1. Adults will not share rooms with children/Juniors
  2. Children/Juniors share rooms with those of same age and gender.
  3. Adults should knock before entering rooms
  4. Group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)
10. Lights out time should be enforced
11. Any Travel abroad may require additional insurance cover
12. Extra-curricular activities are the responsibility of the Group Leader
13. Any form of drug misuse, drinking alcohol or smoking is forbidden for all Event personnel on duty at any time during camps/competitions.
14. Parents should be advised that if athletes behave inappropriately, arrangements will be made for the athlete's early return home. The athlete's parents must meet any extra expense

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#### TRAVELLING WITH CHILDREN

Most of **Showjumping Ireland** activities will involve transportation to events by parents. When this does not happen, there is extra responsibility taken on by team managers/chefs/coaches/Regional Representatives etc when they travel with children to events.

When travelling with our young athletes our responsible adults must take account of the following:

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

#### SUPERVISION

As Officials/chefs/coaches etc make sure there is always 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

- See Guide on Adult child/young person ratios
- There should be a minimum of 2 adults per group at any one time
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one athlete, if you need to talk separately do so in an open environment, in view of others
- Officials/Volunteers/Coaches should not have to enter the changing rooms/horse boxes/stables etc unless the athletes 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/Events/competitions, Officials/Volunteers/Coaches should remain in pairs until all athletes 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 **Showjumping Ireland** Code of Conduct (**Showjumping Ireland** will consider if a Garda/AccessNI Vetting check is required for such a role).

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### SAFETY

**Showjumping Ireland's** safety statement includes all the appropriate areas to ensure a safe environment for all (this includes listing the specific and potential risks attached to our activities).

All individuals working with our young athletes have a duty of care and the following must be applied:

- Ensure our activities are suitable for age and stage of development of athletes
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used. Complete risk assessments
- Ensure First Aid kit is stocked and is close at hand with access to qualified first-aid person
- Know the contact numbers of emergency services
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the athlete's parents and keep them informed of all details
- Athletes should know and keep to the sportsmanship guidelines of **Showjumping Ireland** , adhering to our Codes of Conduct and remembering that many rules are there for safety
- Officials/Judges/Coaches should hold appropriate qualifications required
- Ensure there is adequate insurance cover for all activities
- Ensure when required parents / guardians are present at finishing time of sessions or events
- Keep records of accidents and incidents by completing the Accident or Incident forms which may be obtained from **Showjumping Ireland** Office, relevant Regional Representatives, or on SJI Website

<https://www.sji.ie/Portals/0/Health%20and%20Safety/SJI%20ACCIDENT%20REPORT%20%26%20WITNESS%20FORM.pdf>

Please also check

<https://www.sji.ie/Portals/0/Health%20and%20Safety/SJI%20Accident%20Reporting%20Policy%20%26%20Procedure%20Rev%20003%2030%2010%2014%20approved.pdf>