

Taking Athletes, especially Young People, off site for training sessions or events

Guidance for Coaches and Team Managers

1.	<p>Background</p> <p>The UK Athletic Safeguarding team has put together advice for clubs:</p> <p><i>When working with groups of children, young people and adult participants, there must be enough coaches, leaders and other suitable volunteers to provide the appropriate level of supervision.</i></p> <p><i>Supervision ratios can sometimes be difficult to determine. As a coach or leader, your responsibilities are to ensure you have enough suitable volunteers to ensure participants are safe, and that the session can be delivered in a safe and enjoyable environment.</i></p> <p>This advice applies particularly to:</p> <ul style="list-style-type: none">• <u>Coaches</u> leading sessions both at Kings Park and off site;• It also applies to <u>Team Managers</u> taking teams to away matches. <p>This guidance complements UK Athletics Codes of Conduct.</p>
2.	<p>Risk Assessment</p> <p>UK Athletics advises:</p> <p><i>Supervision levels and nature of that supervision will depend on a number of things:</i></p> <ul style="list-style-type: none">• Age• Gender• Behaviour• Ability of group and any reasonable adjustments that are required• Any special needs• The nature and duration of the session activities• The competence and experience of volunteers involved• The maturation levels and experience of the athletes being coached• The location of the session• Equipment type, complexity required for the session• Experience of the Coach / Leader <p>Coaches and Team Managers should carry out a risk assessment of the activities they are planning, taking these things into account.</p> <p>This will help you to make a decision about the number of volunteers and the nature of their experience required for the activity to remain safe.</p>

3.	<p>Recommended Supervision Ratios</p> <p>UK Athletics advises:</p> <p><i>There are no specific guidelines on adult to child ratios for organisations that are not in the education or early years sectors.</i></p> <p><i>We have taken these guidelines from the NSPCC Best Practice Guidance and we recommend that you use these as a minimum guide.</i></p> <ul style="list-style-type: none"> • 8-12 years; 1 suitable volunteer to 8 children (during training sessions with at least 1 UKA Licenced Coach present) • 13-18 years; 1 suitable volunteer to 10 children (during training sessions with at least 1 UKA Licenced Coach present) • Adults (18+): <u>for coaching sessions</u>, the recommended ratio is 1 suitable volunteer to 10 participants. UKA recommend a qualified leader or coach should always be involved or oversee activities. <p><i>Based on the nature of the activity and ability of the children, you may need more than this minimum.</i></p> <p><i>We recommend 2 suitable volunteers should be present for all sessions involving children.</i></p> <p><i>For more information please visit: NSPCC - Recommended Ratios</i></p> <p>Vulnerable Adults: the ratio should take into account the vulnerability of the participants.</p>
4.	<p>Toilet Ratios</p> <p>UK Athletics advises:</p> <p><i>If the group has boys and girls who require supervision to the toilet, there should be a male and female adult supervising these visits. They should be supervised by a volunteer of the same gender.</i></p> <p><i>Best practice is to encourage the children to take toilet breaks at the same time or in groups so that this can be supervised by one suitable volunteer, leaving the other volunteer(s) with the rest of the group.</i></p>
5.	<p>Suitable volunteers</p> <p>Supervision may be provided by qualified coaches, officials or other suitable volunteers.</p> <p>If the volunteer is not licensed they should have completed a self-declaration form. At the end of the day it is up to the coach or team manager to decide on the suitability of a volunteer. If a volunteer refuses to complete a self-declaration form they are not suitable.</p> <p>See: Club Form - Self Declaration and Disclosure - England Athletics Club Hub</p> <p>UK Athletics advises that:</p> <p><i>Parents who attend activities with their children, can be used to supervise activities under circumstances where they have been specifically recruited to that role. If not licenced by UKA they must have completed a self-declaration form.</i></p>
6.	<p>Unaccompanied Children at Away Matches</p>

	<p>When attending away matches Team Managers need to know which athletes plan to travel without a parent or guardian.</p> <p>They should also be aware of which athletes are being supervised by an adult who is not their parent or guardian, for instance, their friend's parent.</p> <p>Team Managers should consider how many unaccompanied children they and their volunteer team are prepared to supervise for the duration of the event. The ratios in Section 3 above should not be exceeded. However Team Managers may wish to adopt a lower ratio to take into account the difficulty of supervising young people at an athletic stadium.</p> <p>Upon return to the start point Team Managers should ensure that unaccompanied children are picked up by an appropriate person.</p> <p>Team Managers will be supported by the Committee if they refuse to allow unaccompanied children to travel with the team.</p>
7.	<p>Headcounts</p> <p>Headcounts should be taken as appropriate. For instance, before a coach departs and then following stops.</p>
8.	<p>Health Conditions</p> <p>Coaches and Team Managers should be aware of any health conditions acting athletes they are supervising.</p> <p>Information may be collected direct from athletes or their parents or guardians. Alternatively health information, declared by athletes or their parents, is available from the Membership Secretary.</p> <p>Information shall be held securely and destroyed when no longer needed.</p>
9.	<p>Contact Information</p> <p>Coaches and team managers should ensure that they have contact information for the parents or guardians of young athletes.</p> <p>Coaches and team managers should ensure that the parents and guardians of young athletes have contact information for them.</p> <p>Athletes aged 18 or under should normally be contacted via their parent or guardian.</p> <p>Information shall be held securely and destroyed when no longer needed.</p>
10.	<p>Advice</p> <p>Advice on the interpretation of this guidance may be sought from one of the club welfare officers, currently, Harriet Slade or Robin James.</p>

Guidance approved by Committee on xx December 2023.