



## Guidelines for Chaperones

### Chaperones Duties & Responsibilities

- To take on the role of 'responsible parent' for the children for whom they are nominated as chaperone.
  - To ensure the general care and wellbeing of the children as above while on the trip and to monitor the athlete's adherence to the Code of Conduct.
- And
- To discuss any issues of child welfare with the Safeguarding and Child Protection Lead Officer and to assist Team Managers/Coaches as requested in matters regarding child safeguarding and welfare.

### Chaperones must:

- Read and understand the Pentathlon GB Safeguarding & Child Protection Handbook.
- Be someone other than the Coach/Manager for the team.
- Have attended a SCUK Safeguarding & Protecting Children Workshops I & II within the last 3 years.
- Have an induction into their duties and responsibilities before undertaking the role for the first time.
- Meet in advance of the event with other staff members attending the trip to clarify all staff roles and responsibilities.
- Have a list of children for whom they are responsible as Chaperone with full contact details of those children and any relevant information such as medical conditions.

### General Guidelines

- Chaperone up to a maximum of 8 children if the children are under the age of 11, and up to a maximum of 10 children for children over the age of 11.
- Where the group is of mixed gender, wherever possible, there should be at least one male chaperone and one female chaperone.
- There must be enough chaperones/coaches to deal with an emergency (i.e. the children must not be left unaccompanied at any time).

### Before Travel (together with the other staff attending) the Chaperone should:

- Ensure parents have relevant information about the event which will be supplied by the organiser/manager/coach.
- Have details of the accommodation (address and telephone number) where the group will be staying.
- Have details of room allocations including where their room is in relation to the children for whom they are acting as chaperone.

- Have details of transport to and from the event and full details of the playing venue(s).
- Have a full itinerary of the trip
- Have knowledge of the insurance provision for the trip.
- Obtain details of the agreed spending money, phone calls home and parental contact with all the children.
- Sign the Code of Conduct for Chaperones and have a copy of the Code, team guidelines and any other relevant information.

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