

Kinvara Hockey Club

Supervision, Away Trip and Missing Child Policy

Supervision Policy

- 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 young people 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 Policy

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

Prior to the Trip

- Separate permission forms should be signed by parents and participants, containing emergency contact number
- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Identify a Team Leader from KHC
- Ensure that the Team Leader has access to parent contact details for parents of young people travelling in the group
- 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

During the Trip

- Ensure use of safety belts
- Avoid being alone with one participant, put passenger in the back seat,
- Rooming arrangements – adults should not share rooms with young people, young people 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

Missing Child Policy

If a child goes missing during an event, the following procedure will apply:

1. Report the incident to the Kinvara Hockey Club Team Leader who identifies the Search Coordinator (this may be the KHC Team Leader)
2. Ensure that all other children continue to be supervised appropriately (if applicable), while a search for the child concerned is carried out.
3. Organise the remaining available responsible adults to conduct a search of the surrounding area, allocating each individual/team to a specific area.
NB: Never send other underage people to assist in the search for a missing child.
4. Request all those searching to report back within a short, specified time. Ensure those involved in the search have a contact phone number for the search co-ordinator. Reports from individual/teams in their specific area should go directly to the search co-ordinator who can update other parties in the search.
5. Where applicable, ask the Event Organiser to announce over the PA system for the child to come to a designated safe area. Try and avoid announcing directly that a child is missing over a PA system.
6. If the child cannot be found after an initial search of the immediate surroundings, contact the child's parents/guardians (*if they are not already aware*) to advise them of the concern and reassure them that everything is being done to locate the child.
7. Record/have available the following information:
 - The circumstances in which the child has gone missing and where he/she was last seen;
 - 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;
This information will be required by the Gardaí and other searchers.
8. If the search is ongoing 20 minutes after the initial report of a missing child, the KHC Team Leader must report the concern to the local Gardaí. The person notifying the Gardaí should follow guidance if further action is recommended and maintain close contact with the Gardaí.
9. Ensure that you inform all adults involved including the parents, searchers and Gardaí when the child is located.

NB: Prior to any trip/event, KHC should ensure they have the contact details for the nearest Garda Station, have designated a Safe Area for a missing child to report to.