



GolfRSA Safeguarding Policy

Supplement 7: Travel Guidelines

[Version: January 2024]

1. GolfRSA, members and affiliated clubs have a duty of care to safeguard golfers which includes having the appropriate levels of supervision in place if minor or vulnerable adult golfers are taken to events or camps.
2. If GolfRSA, a Union or an affiliated club take athletes away overnight, or over multiple nights, they will be responsible for the safeguarding and wellbeing of the golfers as soon as they have received the golfer from their parent/carer and will remain responsible until the golfer is handed back to their parent/carer.
3. GolfRSA would expect the following people to be included in away trips:
 - A Safeguarding Officer – this could be a club safeguarding officer or a competent person appointed to the role for the event or camp only;
 - Head Coach or Team Manager; &
 - Chaperone(s).
4. The role of the Safeguarding Officer and Chaperone(s) are outlined below.

Safeguarding Officer

5. The safeguarding officer appointed for a specific trip may not necessarily be the same one as appointed by GolfRSA or a club but they should ideally have completed the GolfRSA's training for Safeguarding Officers.
6. The safeguarding officer for this role should:
 - Ensure that all individuals on the trip know that they are the safeguarding officer for the duration and that they should be informed of any safeguarding or welfare concerns.
 - Hold the contact details for all athlete's parents/carers in the event that they will be needed during the trip.
 - Hold the medical information for all athletes to ensure that they are accessible if needed during the trip.

- Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip.
- In the instance of any ongoing concerns, refer them to the GolfRSA or Club Safeguarding Officer(s) if a different person.

Chaperones

7. The role of the chaperones is to provide loco parentis supervision of the golfers on the trip, assist with the maintenance of their general care and wellbeing and to assist the Safeguarding Officer if and when required.
8. Individuals who operate in this role should:
 - Not be undertaking a coaching role during the away trip.
 - Have been vetted in line with the GolfRSA Safe Recruiting and Vetting Supplement.
 - Have attended some form of safeguarding training.
 - Have their role fully explained and the associated expectations outlined to them before commencing the role.
 - Meet with other trip leaders in advance of the trip to ensure that all roles and responsibilities are confirmed across the group.
 - Be provided with a list of golfers they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.
9. If the group is fairly small, it's possible that a chaperone could also act as the Safeguarding Officer for the trip. It is recommended that a ratio of 1 chaperone to 10 golfers is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the golfers during these times.
10. In advance of any trips the chaperones should:
 - Meet with the golfers they will be responsible for during the trip, and their parents
 - Be provided with the details of the trip including:
 1. any booking details;
 2. athlete and team leader room allocations;
 3. the location of their room in relation to the golfers;
 4. details of any transportation being provided;
 5. any guidance that athletes have been provided with.
 - Provide a signed copy of the relevant code of conduct and be provided with a copy of the
 - golfer's code of conduct.
 - Identify the nearest medical facilities.

11. During the trip, chaperones should:

- Have a room on the same floor as the golfers and ideally as close as possible so they can be easily contacted by golfers;
- Provide their room number to the golfers they are responsible for and advise them they should only use this information in emergency situations;
- Check all golfers' rooms on arrival to ensure they are secure;
- Check if unsuitable channels can be accessed on the television in the room and if so request for these to be blocked;
- Check that the in-room telephone is operational;
- Accompany any golfer that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them.

Planning the Trip

12. Before the trip commences the following tasks should be completed and agreed by the team leading it:

- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue.
- Allocate rooms based upon age and gender, considering parent and athlete requests where possible. Under 18's should not share a room with an over 18-year-old even if they are of the same gender. If this has to happen (for budget reasons) that this is discussed and agreed upfront and parental approval documented. It potentially exposes an adult as well as a child and is a situation that should be avoided.
- Athletes may not change room allocations without the express consent of the management team and may only sleep in the rooms allocated to them.
- Athletes should spend time with each other in the communal areas and not in their rooms. If there are no communal areas available, then the accommodation room door should be left open during a communal visit.
- Ideally all athletes should be on the same floor, with club officers' rooms at either end.
- Ensure that guidelines are in place for the use of any in-room telephones and televisions.
- How club officer contact details, and the guidance for using these, will be provided to athletes and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioral policies to all athletes and parents prior to the trip.
- Distributing and collating all required forms to and from parents/carers.

Emergency Plan

13. In the unfortunate occurrence of an incident the emergency plan will become vital in managing it and ensuring that the situation does not worsen. The emergency plan should detail:
- The nature of the emergency and who is involved.
 - The action to be taken to maintain the wellbeing of the athletes and manage the current situation
 - Confirming any injuries and providing medical assistance if required;
 - Nominating which member(s) of the team leading the trip would accompany the individual requiring medical attention;
 - Ensuring that there will be adequate supervision for the remainder of the golfers while the situation is being rectified.
 - Where required, who will notify the Police of the incident;
 - Who will be responsible for contacting the parents/carers of the golfer(s) involved;
 - When and who should contact the GolfRSA Safeguarding Officer;
 - Who will create a written record of the incident?

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