



Broomfield Park Swimming Club

Transport policy

It is Parents /Carers responsibility for the safe delivery and collection of their child to any training or competitive event, except when the club have organised transport in respect of the team.

It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for swimmers to and from any swimming event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.

The club recognises that some children are capable of taking themselves home alone. Each situation should be assessed as they arise in an appropriate manner, and parental consent must be given. When considering if it is appropriate for a child to take themselves home on their own several factors should be considered by the parent/guardian and the organisation, for example how far they have to travel, are there any busy roads or unlit/ dangerous routes.

Club Transport

When the BPSC club provides transport i.e. mini-bus or coach, we will inform Parents/Carers:

- The dates of events
- Times, where swimmers should meet before and after the event.
- Registration, departure and arrival times.
- Contact details of Team Manager/Head Coach/Lead Person.
- Names of the staff and volunteers, going on trip.
- Details of Club Contacts, in an emergency.
- Details of transport to and from the venue, including any planned stops.
- Kit List required.
- Emergency Procedures and contact numbers
- Code of Conduct for both Staff and Competitors
- Cost of the Trip.
- The Club Insurance details if required.
- If an emergency occurs parent/carers will be informed

Information required from parent /carers

- Signed and dated Consent forms accepting the BPSC Code of Conduct.
- Signed and dated Medical Forms including consent for any Emergency Medical treatment.
- Provide food and drinks and money for their children throughout the event.
- Agreement to pay any fees due.
- To be on time to collect their children.

Information for Competitors

- Codes of Conduct and expectations of representing the Club.
- Emergency procedures.
- To bring food and drinks for the event.
- Staff roles and responsibilities including support for them.

Transport to Venue

- Coach booked through a reliable firm with the appropriate insurances, road worthy vehicles, and qualified insured drivers.
- The coach will have seat belts for the all children under 18yrs of age.
- Parent /carers using their own cars are responsible for their children's safe delivery and collection to and from the event.

Supervision

- All staff will have been police checked and hold a current DBS.
- The nominated Lead Person has received training on Child Protection policies and procedures.

Roles and Responsibilities

- The Lead Person is responsible for the overall management of the team and the other Staff during the day
- All staff/volunteers will need to have clear knowledge of their roles and responsibilities for the team.
- All staff will have details of the gala and knowledge of Safeguarding & protecting children's policy.
- The Lead Person will have a register of competitors and will be doing head counts before leaving and returning and during the gala.
- Appropriate staff ratios will be in place.
- The Lead Person will have contact numbers and medical information and know the travel arrangements.
- They will take a register at the beginning of the trip and further head counts during the day and when leaving the centre and boarding the coach. Supervision of children while travelling.

On the coach- the ratio of staff /volunteers to children will be 1:10. The Lead Person needs to stress the importance of listening to instructions.

Supervision at Poolside – There will be 2 BPSC Coaches on poolside with the children.

Emergency Procedures

If an emergency occurs staff must:

- The Lead Person will establish the nature of the emergency and names of any casualties
- Do a Head count and ensure the rest of the Team are safe and supervised.
- Ensure that a member of Staff accompanies any casualties to hospital.
Ensure all members of the party are aware of the situation and are following any emergency procedures & inform the club's Welfare Officer of the situation, who will contact Swim England Safeguarding Team for advice and guidance if necessary.