



Chaperone Duties & Responsibilities

The role of a Squash Wales Chaperone:

- To take on the role of “responsible parent” for the children (all sexes) 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 children’s adherence to the Code of Conduct.

And

- To be present on all coaching/feedback sessions.
- To discuss any issues of child welfare with the Director of Coaching & Development and assist Team Managers/Coaches as requested in matters regarding child safeguarding and welfare.

Chaperones must:

- Read and understand the Squash Wales Safeguarding & Protecting Children Policy.
- Be someone other than the Coach/Manager for the team.
- Have attended a SCUK Safeguarding & Protecting Children Workshop within the last 3 years.
- Have a current DBS enhanced certificate for supervision of children.
- 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).
- Attend a Sport Wales Team Managers Workshop - Desirable

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

- 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.
- Sign the Code of Conduct for Away Events and have a copy of the Code, team guidelines and any other relevant information.



Upon Arrival

General Guidelines

- Chaperones should be roomed on the same floor as the players whenever possible and as close to the children's rooms as possible.
- Children should be aware of where the chaperones' room(s) is located and know how to contact them.
- Chaperones should check all rooms on arrival for any damage and ensure the doors can be locked.
- Chaperones should ascertain where the nearest medical facility is located and obtain the contact details.
- Chaperones to be aware of the location of first aid kit, medicines, accident forms and medication checklist.
- If a member of the team requires transport to hospital, a chaperone must accompany them, and take medical information and any medication with them.
- Chaperones should locate access and collection points in case the building has to be vacated in an emergency.

Ensure the following information has been given to your children:

- Details of emergency procedures (fire, accident, illness or other incident).
- Curfew and room rules.
- Money, if appropriate.
- Code of Conduct and team rules.
- Itinerary and maps.
- An orientation of the venue.
- Guidelines on meal timetable.
- Know where medication is kept and who is responsible for distributing it.