

## CHAPERONE POLICY

Chaperones are required to accompany the Aberdeen Diving Team on organised away trips to assist in the supervision and care of the divers.

### Requirements

Chaperones must have the required qualifications/certification. This includes:

1. Attended 'Child Wellbeing and Protection in Sport' online course
2. Attended 'Team Manager' online course
3. Completed and up to date PVG form
4. Membership of Aberdeen Diving Club

You will also be given training from the current Child Protection Officer (CPO) and work closely with them, the Team Manager (for the trip), and the coaches attending.

Parents interested in volunteering can indicate their desire to do so by contacting the committee or a coach. This responsibility will be rotated where possible.

### Selection

Chaperones will be selected and organised by the Team Manager and/or Head coach for the event based on required ratio. In some situations, chaperone numbers may differ depending on requirement.

### Responsibilities

#### General

Coaches have a responsibility of care to the divers on poolside during the diving competition event only (including training sessions, competing events and post-event ceremonies). At all other times, the Chaperones have responsibility for duty of care to all divers.

1. You are accountable to the coaches.
2. Ensure you have all necessary forms signed and printed prior to departure (ie medical information, signed codes of conduct)
3. Ensure the safety and wellbeing of the divers while travelling to and from a competition.
4. Supervise the divers during the duration of the event when not in the care of the coaches (see clarifying statement above).
5. Familiarise yourself with divers' names.
6. Treat divers with kindness, dignity and compassion.
7. Ensure the divers behave and act respectfully and responsibly towards others.
8. Act responsibly. Be mindful of language used, phone time usage, photo taking, and alcohol consumption (it is advised only one at mealtimes is permitted).

The care and supervision of a young athlete is a full-time commitment on trips. If you are a Chaperone on a trip that your child is on, be mindful that you are there as a Chaperone first and are also responsible for others.

## Medical information

1. Ensure you have all medical forms signed and up to date. Medical forms and information will be kept by the Team Manager for the event in a designated folder.
2. Be aware of any medical conditions or allergies a diver may have.
3. If any diver requires medication during the trip ensure you understand the instructions. Information should be written down and kept on Medical Forms.
4. Familiarise yourself with the contents of the first aid kit and store it somewhere accessible. Ensure all coaches and chaperones know where this is kept. If you have a First Aid qualification please make this known to the Team Manager and/or Head Coach prior to the trip.

## Supervision

1. Ensure divers are accounted for at all times.
2. Ensure divers remain together as a group or groups. Do not allow individuals to leave somewhere on their own.
3. Assist Coaches or other team members where required to mobilise divers prior to competition.
4. Remain with the team at all times\*.
5. Encourage divers to be respectful of others. Remind them they are representing the club.
6. If persistent behaviour is in question, raise with Head Coach if required.
7. Act responsibly. Be mindful of language used, phone time usage, photo taking. Show authority through respect and fairness.

\*On away trips, Chaperones may be required to buy food and drink supplies which involves leaving the team. Please arrange with all Chaperones (and Coaches if necessary) to ensure that the supervision of divers is not compromised in terms of required ratio.

## At the Pool

1. Assist Coaches or other team members where required to mobilise divers prior to training and competition sessions.
2. Establish where and when they will require divers on poolside.
3. Familiarise yourself with event details, start times etc. and be prepared for any changes.
4. Supervise non-competing divers at designated spectator area.
5. Assist coaches with any additional requests (that do not impact on your normal chaperoning duties).
6. Remind divers to leave changing and spectating areas clean and tidy and to pick up all their belongings.
7. Ensure adequate supplies of snacks and water are taken to the pool.
8. Encourage team support towards competing divers.

## Transportation

1. Arrive at pick-up location early to assist with pre-departure checks and procedures.
2. Take attendance before the bus or vehicle gets underway.
3. Ensure vehicles are adequately equipped with seat belts and ensure divers wear them during travel.
4. Assist younger divers getting on and off any transportation in a safe manner.
5. Be aware of any diver that suffers with travel sickness. Have supplies (sick bags, wipes, water etc) to hand.
6. Run through the 'rules' of the trip regarding safety, behaviour, responsibilities, schedules, chaperones, meals, accommodations etc.
7. During travel, regularly check on the divers. Engage with them where possible!
8. When the divers are offloaded, check windows, floors, seats, etc. for rubbish or forgotten items.

## Accommodation

1. Know which groups / individuals are in your care. Know where their rooms are and they know where you are.
2. Ensure divers understand the emergency exit procedures (ie what to do, where to go)
3. Provide your room number and phone number to all divers.
4. Advise general safety issues, behaviour, responsibilities, schedules etc.
5. Final night rounds: ensure the divers are in their rooms and settled
6. Morning rounds: ensure divers are awake and ready.

Ensure divers' wellbeing at all times. Make sure they are happy and safe in the accommodation - some divers can become homesick or unwell. Be prepared to provide support as appropriate.

You will be required to patrol corridors and regularly check in on the divers. If you are called away for any reason to attend an individual, please advise and coordinate with other Chaperones (and coaches if necessary) to ensure the safety and wellbeing of all divers.

## Meals

Mealtimes will be arranged in advance. This may involve a restaurant visit or packed lunch option. If a shopping trip is required please arrange with all Chaperones (and Coaches if necessary) to ensure that the supervision of divers is not compromised in terms of required ratio.

1. During meal times (whether at a restaurant or as a packed meal), Chaperones to monitor behaviour and ensure divers receive (and consume) their food option.
2. Water and/or diluting juice will be ordered for the divers. Any deviance from this must be discussed with coaches before decisions are made.
3. Budget for food options must be adhered to. ADC encourages a 'one main meal' option. Additional food options must be at the Coaches' approval (e.g. dessert or other treats).
4. ADC operates a no-phone policy at meal times. Mobiles will be temporarily confiscated prior to mealtimes and returned to the divers before they return to the bus/transport etc.

## Emergency Contact

In case of a safeguarding incident arising, the CPO must be informed. Your current CPO is:

Stephanie Miller

[cwps@aberdeendivingclub.org.uk](mailto:cwps@aberdeendivingclub.org.uk)

07841527633

The Safeguarding course provides guidance on situations where this is necessary. If you are unsure, please seek guidance from another Chaperone/Team Manager/Coach where appropriate, upholding confidentiality at all times.

Whilst this Chaperone position is a voluntary one, Aberdeen Diving Club require commitment and professionalism from all Chaperones and other volunteers within the club.

We rely upon the support of our Chaperones to run successful trip as a club and appreciate any and all of the time you can offer to Chaperone with us.

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I understand that I am taking on a voluntary role as Chaperone for Aberdeen Diving Club and accept the above policy.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_