

Chaperones

1. Definitions

The Club = Somerton SLSC Inc

BoM = Somerton SLSC Board of Management

MPC = Member Protection Committee

CYP = Child or Young Person (any member aged under 18)

DHS = Department of Human Services

NPC = National Police Clearance

CARL = Child Abuse Report Line

SSLSC = Somerton Surf Life Saving Club

2. Introduction

The Club is committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

We are committed to providing the best possible support for chaperones, and the young people they work with and have under their care and guidance.

The chaperone plays an important role in creating a positive team and club culture and in fostering cooperation and team spirit.

3. Scope

This policy applies to anyone, paid or voluntary, appointed as a chaperone for The Club.

Chaperones may be appointed for events hosted by the club, tours and away trips when any of the athletes involved are under 18 years of age or where the BoM or MPC deem it necessary.

Chaperones will be appointed for all away trips that include at least one overnight stay.

4. Selection criteria

Any person being considered for appointment to the role of Chaperone must:

- be over the age of 18 and at least 5 years older than the oldest CYP;
- have a current (within 12 months) DHS Working with Children Check;
- have a current (within 3 years) NPC;
- be aware of mandatory reporting requirements:
eg if, on reasonable grounds, it is suspected that a young person is, or may be at risk, contact CARL on 13 14 78.
If assistance is required in making a report, they can contact a member of the MPC;
- be a current financial member of The Club;
- possess a current driver's license;
- have read all relevant policies eg The Club's Code of Conduct (Appendix B of the [SLSA Policy – Member Protection](#)), Child Protection Statement (Appendix A of the [SLSA Policy – Member Protection](#)) and Bullying, Harassment & Inappropriate Behaviour Policy (SSLSC-Policy-2).
- have a current first aid certificate (desirable).

5. Responsibilities

Chaperones

Chaperones must familiarise themselves with The Club's Code of Conduct (Appendix B of the [SLSA Policy – Member Protection](#)), Child Protection Statement (Appendix A of the [SLSA Policy – Member Protection](#)) and Bullying, Harassment & Inappropriate Behaviour Policy (SSLSC-Policy-2).

Chaperones must have a parent/guardian of all CYP's on a trip complete an Excursion Consent form (SSLSC-Proforma-1), accompanied by a Medical Information form (SSLSC-Proforma-2) and submit a completed Chaperone Application form (SSLSC-Proforma-3).

The chaperone's role varies from one team or event to the next but the chaperone to athlete ratio must not exceed 1:8 (one chaperone for every eight athletes under the age of 18), and include one chaperone of each sex aligning with those young people attending.

The final list of responsibilities for each chaperone is determined by the coach or manager, considering:

- the age of the athletes;
- the nature of the event;
- the skills, the qualifications of other accompanying adults; and
- any other aspects they deem relevant.

The role of chaperone takes effect for the duration of the designated event, and includes transit, only where the young people are travelling under arrangements of The Club.

A chaperone accompanying a team or group of athletes is required to:

- ensure the schedule, where published, is followed eg curfews, meal times, training sessions;
- make sure athletes have any clothing or equipment needed for competition or training eg the right uniform and relevant accreditations;
- organise and supervise athlete involvement in meal preparation and clear up;
- enforce the rules and report any infraction of The Club's Code of Conduct (Appendix B of the [SLSA Policy – Member Protection](#)) and the Bullying, Harassment & Inappropriate Behaviour policy (SSLSC-Policy-2);
- handle any emergencies with common sense and according to relevant codes and guidelines;
- accompany injured, incapacitated or ill athletes requiring medical attention or other care;
- ensure all relevant club policies are adhered to;
- work cooperatively with team officials, including coaches and managers;
- help supervise travel schedules and travel logistics;
- not be impaired by the consumption of alcohol or drugs whilst on chaperone duty;
- safeguard the athletes' tickets, keys, valuables and money, when appropriate;
- maintain a contact list of key people, such as managers, coaches, parents/guardians/caregivers, emergency contacts; and
- participate in a daily debrief with travelling athletes and trip management.

Where parents/guardians/caregivers of athletes are in attendance, the chaperone should expect those parents/guardians/caregivers will assume normal parental/guardian/caregiver responsibilities, unless this puts other young people at risk. If this is not the case, the chaperone will act in the best interests of those other young people and the club.

As chaperones will be issued with copies of completed Excursion/Trip Consent Form (SSLSC-Proforma-1) accompanied by a Medical Information Form (SSLSC-Proforma-2), they must keep these forms confidential at all times and return these copies to the BoM at the end of the event.

Travelling athletes

A parent/guardian of all travelling athletes are required to complete the Excursion/Trip Consent Form (SSLSC-Proforma-1), accompanied by a Medical Information Form (SSLSC-Proforma-2).

6. Accommodation

Chaperones will be located in the same accommodation complex as the young people under their care.

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

A chaperone may share a room with their son or daughter/person in their care.

7. Remuneration and reimbursement

Chaperones are usually appointed on a voluntary basis however the BoM will consider requests for reimbursement on a case-by-case basis.

8. Procedure

- 7.1 Chaperones to provide written details to a parent/guardian of all travelling athletes of the event details, travel details, proposed role at event and skills and qualifications of other accompanying adults using the Chaperone Application form (SSLSC-Proforma-3).
- 7.2 A parent/guardian of all travelling athletes are required to complete the Excursion/Trip Consent form (SSLSC-Proforma-1), accompanied by a Medical Information form (SSLSC-Proforma-2).
- 7.3 Chaperones submit an application to the BoM or MPC using a completed Chaperone Application form (SSLSC-Proforma-3) and include completed Excursion Consent forms (SSLSC-Proforma-1) and Medical Information forms (SSLSC-Proforma-2) of all CYP attending the trip.
- 7.4 The BoM or MPC will assess the application and inform the applicant in writing of the outcome, including the chaperone's duties.
- 7.5 Chaperones will provide a brief report to the BoM at the completion of the trip outlining any known discrepancies against this policy and return all copies of the Excursion/Trip Consent form (SSLSC-Proforma-1) and Medical Information form (SSLSC-Proforma-2).