

Supervision of Club Swimmers at Away Meets & Procedure for a Missing Child

LTSC has a duty of care to safeguard children for whom they are responsible whilst away at meets. This requires appropriate supervision for children, some of whom may attend galas and meets regularly and some whom have never attended before.

The Basics

- All Coaches and Team Managers who will be Club Representatives at Meets are to have an Enhanced DBS check completed, have completed a Safeguarding course and attended a Team Manager course before they can represent the club at Meets.
- The Safeguarding Plan for each event is contained under the Club Meet Template – these details the LTSC Representatives attending and ensure all steps in the planning have been adhered to.
- It is the responsibility of the Competitions Manager to ensure the Meet Template sheet is completed in advance of the weekend, and to coordinate the necessary Team Managers for the event.
- The Competition Manager will confirm which Team Manager will take on the role of the Safeguarding Lead (SGL).
- LTSC Representatives, young club members and parents will follow the Code of Conduct whilst away at club meets.
- The Competitions Manager will confirm prior to the meet the meeting points for the day, times to arrive, what to bring and the communication methods.

LTSC Club Representatives

- The recommended minimum supervision ratios for sporting activities is as follows:#

Number of swimmers	Minimum supervisory roles required	Minimum number of coaches (one must be qualified to a minimum of Level 2 coach equivalent)	Minimum number of team managers (All TM1 qualified as a minimum)
Up to 10	2	1	1
20	3	1	2
30	4	2	2
40	4	2	2
50	5	2	3
60	6	3	3

Lucton Typhoon Swimming Club

- It is required that there should be at least 1 male and 1 female LTSC Representative at away meets.

Travelling

- Parents are responsible for the transportation of their children to away meets.
- Where parents have offered to transport young persons (along with their own) this should be made in arrangement between parents and not via the club.

During the Event

- LTSC create a group chat for each event and parents are requested to join the group chat so that they might communicate:
 - Arrival times, potential delays etc.
 - Intention to leave the pool area with their child.
 - Advisory information on the location of their child.
- The group chat is used as a communication tool during the event between the LTSC Representatives and parents. This might also include calling young people back to poolside for warmups etc.
- When each child arrives, the SGL will take a photograph of the young person for identification purposes, in case they go missing later on during the day.

If a Child Goes Missing

- The SGL for the event will ensure that the other children continue to be supervised appropriately whilst a search for the missing child is carried out.
- Organise the remaining available adults to conduct a search in the surrounding internal and external area of the pool, also notify the parents via the group chat who will also be able to help in the search. Each person searching will report back via the group chat within 5 minutes.
- If a child cannot be located within 20 minutes the matter should be reported to the police. Follow police guidance if further action is recommended and maintain close contact with the police.
- The incident should be reported to the Welfare Officer.

At the End of the Event

- The LTSC Club Representatives will ensure that each young person makes their way back to their parents, who will be taking them home.
- If a parent is not there to take a young person home the SGL will contact the parent to establish their whereabouts. All possible steps should be taken to contact the parent, however if they cannot be located the SGL will designate one of the Club Representatives to wait with the young person until contact can be made with their parent.