

## Child Safeguarding checklist for traveling & residential AAI teams/groups

Child protection lead on travelling & residential teams/groups will be the Head of Delegation (HOD). Code of Ethics and best Practices in Children's Athletics (2012) applies to all juvenile & youth groups whether at home or abroad. AAI Designated Liaison Person is the AAI National Children's Officer.

1. Ratios: guideline is 1 coach to 8 athletes. No group shall travel without a, minimum of two coaches.
2. Gender balance as appropriate to the group, ie: boys and girls; mixed gender coaches or same sex group; same sex coach.
3. All participating coaches must have child protection training and be vetted by Athletics Ireland. If the coach is not a member of AAI or is providing professional services on a regular basis they should complete a self-declaration form.
4. Rooming arrangements should be agreed before departure with parents and coaches ie; six girls, three twin rooms as appropriate to age and coach in a single or sharing with another coach with their room close to the girls corridor.
5. Coaches should never share with athletes under any circumstances. Parents can share with their own children but not with others. Send your request to the hotel early so they can confirm your rooming plan.
6. Code of conduct: agreed with and signed by athletes and coaches (sample attached for your interest).
7. Medical: a care plan is required from a parent if a child is travelling suffers from an allergy or illness that may need attention when abroad. (sample care plan policy attached). The consent form is important here, page 4 and 5.
8. Travel arrangements: communicate these to all so parents know drop off and collection times.
9. All travelling abroad should have their European health Insurance card that will allow access to services in the EU <http://www.hse.ie/eng/services/list/1/schemes/EHIC/> We would advise that individuals have their own travel insurance in place in the normal way.
10. Group travel insurance for your trip can be arranged with our broker McMahan Galvin on 01 8363326, ask for Marie Lally or email [MarieLally@mcmahan-galvin.ie](mailto:MarieLally@mcmahan-galvin.ie)
11. HOD should refer all child welfare concerns when they are known to the AAI Designated Liaison Person / National Children's Officer whilst on trip for support and advice on reporting to statutory authorities if required. [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie) / 086 2450134.

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