

SUPERVISION POLICY

POLICY STATEMENT

'The welfare and protection of children is paramount to everything that we do'

AIM OF THIS POLICY

The aim of the Supervision Policy is to provide Areas and their committees with guidelines on how to manage supervision at and during their events.

Community Games require that all activities involving children and young people must be supervised. An individual should avoid being alone with a child and it is the responsibility of adults to ensure adequate supervision is provided for any activities in accordance with best practice requirements as described in these procedures. For any activity, the welfare and safety of the child must be put first.

A safe environment can only be created when everybody in the Area works together to put safeguards in place for the protection of all. Parents/carers must also understand that they have an important role in implementing safe practices for their children and be willing to help.

Supervision for activities

The following must be observed:

- All leaders must make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. Group sizes for training purposes will be determined by the qualification of the coach or leader.
- As a general guide supervision for groups requires a ratio of adults to children of 1:8 for under 12 years of age and a ratio 1:12 for participants over 12 years of age.
- For mixed gender groups of children there should be coaches/leaders of both genders available.
- Leaders/coaches should avoid being alone with one young person. Talking to a young person individually can be done in an open environment, in view of others.
- Parents/carers should be clearly informed of the times for the start and end of training sessions or events. The responsibility is with parents/carers to ensure they are on time to either drop off or collect their children at the required time. At least two leaders should remain until all participants have been collected.
- The leader/coach should keep attendance records and a record of any incidents/injuries that occur.
- Coaches and leaders must avoid working alone with children/young people. Areas should organise a parent/supervisory rota to provide for supervision at all sessions.
 - The rota must be organised in advance and communicated to all involved
 - An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation
 - Contact details for all individuals on the rota should be available to leaders/coaches
 - The coach/leader must be able to rely on the parent/supervisor being present, some sessions take place at more vulnerable times/venues
 - The parent/supervisor should arrive at a reasonable time before the session starts and must remain with the leader/coach until all the children are collected. The responsibility lies with the parent to be on time to collect their children in line with the Code of Conduct.
 - The parent/supervisor should have a full view of the session
 - The parent/supervisor should not interfere with the coaching of the session.
 - If the parent/supervisor has any concerns these should be brought to the attention of the Area Children's Officer or dealt with immediately if a child is in imminent danger.

SUPERVISION POLICY

Duties of the supervisor

The supervisor should:

- Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and supervisor
- Take note of children leaving and returning, e.g. when a child needs to visit the toilet
- Take note of any problems that occur – refer child related issues to the Area Children’s Officer/all other issues to Committee, usually the secretary
- Have temporary access to children’s contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/leader by being an extra adult to supervise children or to assist with a response to the emergency.

Changing rooms

Parents/carers should be made aware that changing facilities may be shared by the general public if using a public facility, e.g. a local swimming pool. It therefore may not be possible to provide supervision in these areas. This must be communicated to all members taking part – whether for a training session, competition or any other activity. The parent/carer should discuss these circumstances with their child ensuring their child is aware of who to talk to if any issues arise in unsupervised areas.

If the changing area is open to the public, parents can choose to remain with their child in the appropriate (gender dependant) changing area. Usually facilities will only allow adult men in the male changing area and adult women in the female changing area. Where family or communal rooms are provided parents/carers should check with the facility.

Any supervision provided in a changing area must be by adults in pairs of the appropriate gender, i.e. only adult males can supervise male only changing areas and only adult females can supervise female only changing areas.

Leaders/coaches should not have to enter the changing rooms unless part of the supervision rota. There may be circumstances where children need extra assistance or there is an issue, in which case supervision in pairs of the appropriate gender should be provide. In an emergency circumstance the safety and well-being of a child must be considered above all else.

COMMUNICATION OF THIS POLICY

This policy is available for download at www.communitygames.ie.

The Area/County Children’s Officer, as appropriate, shall inform children, adults, parents and volunteers of the Community Games Supervision Policy. The CEO shall inform staff of the Community Games Supervision Policy.

MONITORING AND EVALUATING

This policy will be reviewed annually by the Chief Executive Officer by the 1st February of each year.