

# Policy and Procedures

The Northern Ireland Judo Federation understands that children and young people's judo exists on the support of parents and volunteers and that more often than not, private vehicles are used as the main form of transport to clubs and away events. The NIJF advises that private vehicles (other than those used by parents, family members and legal Guardians to transport their own children or other members, where this has been agreed between parents and not arranged by the club) are not used by Coaches, Club Volunteers, Team Managers, Referees and Competition Officials to transport children and young members at any time, either to and from a training session, or to away events.

If for any reason, the above is the only available recourse for transport, then the following guidelines must be adhered to, as follows;

Drivers must ensure the safety of passengers.

Drivers must ensure that their vehicle is roadworthy and that they have a valid licence, insurance and MOT (if required).

Drivers must only use vehicles with appropriate seat belts in full operation, ensuring all passengers wear same.

Drivers must be aware of their legal obligations when transporting children and young members.

Parents/guardians/carers must give written authority if their child/children are travelling in another adults' vehicle.

Clear information on the expected time of departure and arrival must be communicated to all concerned. (Parents/ guardians/carers etc.).

**Drivers should not be alone with a child or young person (other than their own child/young person) in the vehicle at any time. If in an emergency situation arises, drivers need to ensure that the child/young person is in the back of the vehicle. It must be stressed that it is for emergencies only and should not become a regular occurrence or an acceptable practice.**

**The driver must have complied with and been checked as per the volunteer handbook procedures.**

## If Hiring Transport

When booking transport for an away event, you will need to remember the following points:

Passenger safety, drivers taking necessary breaks.

Competence of the driver and whether the driver holds an appropriate valid licence.

Number of driving hours for the journey and length of the driver's day, including non-driving hours under the European Driving Regulations.

Whether more than one driver is required.

Type of journey, traffic conditions, weather, appropriate insurance cover managing children and young people away from the club.

Journey time, distance and stopping points.

Supervision requirements.

## Legislation Points to Remember

Vehicles must be appropriate and roadworthy.

The driver is responsible for the vehicle during the trip.

All Minibuses and coaches carrying groups of three or more children and young people between the ages of 3 and 15 years **MUST BE FITTED WITH A SEAT BELT FOR EACH PERSON.**

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Honesty

Honour

Modesty

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There must be an anchor point for wheelchair user's minibuses.

Ensure that anyone who is driving a group minibus/coach has received training on driving said vehicles – EU Driver Qualification Card Categories D, D1, D1E, and DE.

Note: Restraints must comply with legal regulations – <https://www.gov.uk/government/publications/guide-to-sest-belt-installtions>.

Under the appropriate regional (NI) Order section.

### Supervision, Roles and Responsibilities

All staff/volunteers/chaperones must have complied with and been checked through the recruitment procedures set out in the NIJF Staff Handbook and the NIJF Volunteers Handbook.

Within the group of staff responsible for the team, there must be a nominated person who is familiar and has undergone at least a Safeguarding Workshop or a Designated Persons Workshop element - current.

For single sex groups, there must be at least one same gender member of staff.

Any child/young person not accompanied by a parent/guardian must have a same sex staff member.

All supervisory members need to have a clear knowledge of their role and responsibility for their team.

All supervisory members should have a working knowledge of the NIJF Policies and Procedures.

A Team Manager Should be appointed for overall supervision of staff and volunteers and hence the children and young people travelling as well.

The driver should never be the appointed person for supervision.

Ensure appropriate medical cover is provided in the case of an emergency.

Ensure that supervisory members carry medical details and relevant information on each child/young person on board.

### Insurance

**Note:** NIJF/BJA clubs, members and coaches have insurance cover with their membership/licences, however, travel and medical cover is NOT included. Please check with an appropriate insurance provider.

## Planning Away Trips with Children and Young People.

The Northern Ireland Judo Federation is acutely aware that travelling to away competitions from home should be both a safe and fun experience for our children and young people. When taking a team away from the club to compete, consideration and planning needs to be Paramount to ensure the duty of care is fulfilled for all members concerned. The following sections provides guidance on planning and taking a team to an away competition or training for the day.

Appoint a Team Manager with clear roles and responsibilities.

Ensure you have appropriate staff to manage and look after the children and young people.

Ensure you have written permission from Parents/Guardians/Carers for transporting and supervising their children and young people whilst in your care.

Ensure the group has agreed to abide by all appropriate Codes of Conduct.

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Ensure that the staff/volunteers who are responsible for the children and young people have been recruited and checked in accordance with the NIJF Staff Handbook and the NIJF Volunteers Handbook.

Ensure a Risk assessment is conducted.

Ensure that there is a Club Home Contact, i.e. a member of the club who is not travelling away, who will act as a point of contact if required.

The following needs to be clarified and communicated to parents and the team when travelling to a competition/training event.

Method of Transport.

Pick up point.

Time of Departure.

Time of Return (est).

The Destination and Venue.

Competition details.

Name of Team Manager and Coaches responsible for the team/group.

Contact details of Team Manager and Coaches.

Contact information and any medical information for the members of the team/group.

Kit requirements, cost implications i.e. cost of transport, competition fees and pocket money required.

Transport guidelines as per page one and two, (if applicable).

### Overnight Stays

The Northern Ireland Judo Federation is fully aware when planning a trip away which involves overnight or longer duration stays away from home, that when planning such a trip, it is important to allow sufficient time for all requirements to be completed. The following action plan has been drawn up as a guideline.

Establish the purpose of the trip, i.e. Competition/ training camp/and or other Judo Event.

Date of trip?

The location of trip?

Check if you need visas?

For some trips, you might require vaccinations, or to take pre-trip medication such as anti-malaria.

The duration of the trip?

Identifiable venues for both the Judo and accommodation!

How much will it cost?

How much spending money is required and what type?

Conduct a risk assessment.

What insurance cover is needed?

Supervision of members, both competing and Non-competing time?

Catering for all food requirements, i.e. nut allergies etc!

Pre-trip discussions on Codes of Conduct/Behaviour for all concerned.

On arrival have a team/group meeting to review the programme and rules.

Hold daily team/group meetings with all staff – good opportunity to discuss any issues or problems and solve them.

Communication with Parents/Guardians or Carers.

What support will there be in instances of homesickness?

What support will there be in instances of need to speak privately in confidence?

Consider implications of communication barriers where countries are not English speaking and check out any cultural traditions that your team/group may need to adhere to.

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Name and contact details of the person acting as “Club home Contact).  
Signed consent forms, Parents/Guardians and or Carers.  
European Health Insurance Card – (replaces E111 forms)

## Risk Assessment

Planning is key to the prevention of any incident. Conducting a risk assessment is an innate part of planning an away trip. The Northern Ireland Judo Federation is fully aware that it is impossible to cater for all eventualities, however, children and young people must not be placed in situations, which expose them to an unacceptable level of risk and as such we would ask you to consider the following;

- What are the hazards?
- Who might be affected by them?
- What safety measures can be put in place to reduce risk?
- Can the Team/Group Manager put the safety measures in place?
- What steps will be taken in an emergency?

## Accommodation

If applicable discuss your Codes of Conduct and Discipline Policy with the staff at the accommodation?

In rooms that are equipped with satellite TV/Internet, inappropriate programmes may be available, if so, arrange to have these channels/programmes locked out!

Check the accommodations policy for extras on bills, breakages and lost keys/cards etc.

All accommodation must be clean and with access to sufficient toileting and washing facilities.

Whatever the accommodation the team/group manager must check and allocate on age and gender.

Checks must be made to ensure the suitability of the accommodation meets the needs of the members – particularly members with disabilities!

All Members of the team/group must be aware of which rooms the staff are in and how to contact them if required!

### It is Not Acceptable:

**FOR MEMBERS TO SHARE A BED.  
FOR MALE AND FEMALE MEMBERS TO SHARE A ROOM.  
FOR STAFF TO SHARE A ROOM WITH MEMBERS.  
FOR CHAPERONES TO SHARE A ROOM WITH MEMBERS.  
OR ANY OTHER CONATATION WHICH WOULD BREACH  
SAFEGUARDING AND NIJF CODES OF CONDUCT AND  
PRACTICE.**

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## Purpose of the Trip

- Competition
- Training
- Social
- Other, please specify \_\_\_\_\_
- Combination, please state \_\_\_\_\_

## Planning

- When
- Where
- Who (Staff / Volunteers / Participants)
- Risk assessment of activity

## Hosting or being hosted

- Hosts vetted
- Hosts aware of any special requirements
- Language
- Transport arrangements
- Telephone contact
- Local map and information

## Communication with parents / legal guardians

- Destination and accommodation details i.e. (address / telephone etc)
  - Name / number of coach/s in charge or Club representatives
  - Drop off / pick up times
  - Transport arrangements
  - Competition details
  - Gi and sundry equipment list
  - Emergency procedures, home contact etc
  - Consent forms
  - Information re medical conditions i.e. (medication, allergies, impairments etc)
  - Code of Conduct
  - Safeguarding Arrangements i.e. (Supervision ratios, reporting concerns etc)
- Process for parent contacting coach or young person and vice-a-versa

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## Preparing athletes

- Local Culture*
- Expectations on dress and behaviour*
- Food and drink*
- Currency*
- Telephones*
- Maps of area*

## Costs and cash

- For Travel*
- Payment schedule i.e. (deposit, payments etc)*
- Extra meals, beverages and refreshments*
- Spending money*
- Security*

## Transport

- Drop off / pick up times*
- Journey times and stopping points*
- Supervision*
- Suitability and accessibility*
- Drivers checked*
- Insurance*

## Documentation

- Travel tickets*
- Passports, visas*
- Check non-EU nationals*
- Accommodation and travel booking documents*

## Insurance

- Liability*
- Accident*
- Medical*

## Emergency procedures

- First aid*
- Specific medical information available*

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- Information on local emergency medical services, hospitals etc*
- EHIC European Health Card Insurance (replaced old E111 form), further information on the following website: [www.nhs.uk/Healthcareabroad](http://www.nhs.uk/Healthcareabroad)*
- Details of British Embassy or Consulate*

### **Supervision and staffing**

- Ratio of staff to athletes*
- Male/female*
- Cover for all in-sport and free time periods*
- Specialist carers*
- Clear responsibilities*

### **Accommodation**

- Type (hotel, hostel, hosting, camping etc)*
- Pre-event visit and risk assessment made*
- Catering, special diets, food allergies etc*
- Suitability for group*
- Room lists*
- Supervising adults sleeping arrangements*

### **Arrival**

- Check rooms, meal times, phones, valuables etc*
- Check sporting venues and travel times to and fro*
- Collect in money, valuables? (hotel/venue safe)*
- Information on medications*
- Arrange group meetings*
- Confirm procedures with staff*
- Rules (curfews etc)*

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