



# Ghana Badminton

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GHANA BADMINTON

**CHILD PROTECTION POLICY – TRAVEL SAFE WITH CHILDREN**

## **CHILD PROTECTION IN BADMINTON**

### **TRAVEL SAFE WITH CHILDREN**

#### **GUIDANCE FOR TEAM MANAGERS AND TEAM LEADERS**

*Note: Much of the advice within this document can, on many occasions, be appropriate when dealing with adults.*

This document addresses the care of Children and Young People under the supervision of a Leader or Team Manager. Further instructions regarding best practice for all age groups can also be found on the Ghana Badminton website.

You are strongly advised to consider all these documents.

Children and young people who travel from their home environment in order to participate in sport can be particularly vulnerable. It therefore follows that those who are charged with their care must ensure that they are protected in the same way that is demanded within their home or club.

Adults should be aware that on many occasions, whilst it is and should be an opportunity for children to grow in confidence and self-esteem, the trip may be the child's first excursion away from home and may require added supervision during what may be a difficult learning experience.

Team managers may find themselves with a party of athletes which are both children and adults. Special care should be taken when traveling with mixed age groups as the elder element may not be as informed as the Team Manager regarding the demands of Child Protection. It should be borne in mind that children can be extremely impressionable and may adopt behavior displayed by older athletes. Allowing inappropriate behavior may constitute poor practice and contravene these instructions.

Ghana Badminton promotes the stance that the protection of the child is paramount. It is vital that Team Managers adopt this position whilst caring for a child or young person when they are in their care and away from home.

This document outlines practical and common sense guidance which ensures the safety of all children in your charge whilst traveling and I or staying away from home. Non-adherence to this policy may result in disciplinary proceedings.

#### **General staffing rules**

The recommended levels of supervision for children should reflect one adult per ten children. In smaller groups, the recommended minimum level shall be two adults

Where there are female athletes then at least one female supervisor should be present and similarly, where there are male athletes then at least one male supervisor must be present.

It therefore follows that all adults who travel away from home on Ghana Badminton tournaments and events will be currently registered on the Ghana Badminton DBS database. In this way, at the direction of the Team Manager, all adult members of the group should play an active role in protecting the welfare of children in their care.

### **Parental authority**

Before making any arrangements to take children and young people away, the authority of the parent or legal guardian should be secured. This authority is obtained using a Ghana Badminton parental consent form (available on the Ghana Badminton website) or the tournament embassy consent where necessary.

### **Contact with parents or guardians**

At an early stage of planning, contact with parents or guardians will be made and agreement to the entire programme obtained. This is also an opportunity to establish with the parent or guardian if the child has any concerns or reservations regarding the trip which would not necessarily be disclosed by the child to the Team Manager or coach.

Such contact will be made by the club or Ghana Badminton using the parental consent form.

When the trip has been finalized, the club or Ghana Badminton should contact the parent I guardian to inform them of the following:

- Purpose of the trip (squad training, international competition etc.)
- Names and roles of all accompanying adults including the designated Child Protection lead in the party;
- Name of the Team Manager and contact details whilst away;
- contact details of the senior home liaison member (this could be the club secretary or Ghana Badminton);
- Details of travel documents required including visa and medical (injection) Requirements;
- Details of transport arrangements;
- details of accommodation and where possible, intended rooming arrangements;
- Details of insurance arrangements provided by Ghana Badminton;
- Information regarding recommended personal travel insurance;
- Details of pocket monies required;
- Details of personal sports kit required;
- Details of specific clothing required for instance alternative dress for social I Presentation events.

This list is not exhaustive and trips and their purpose may vary considerably. The rule of thumb is Liaison and co-operation with parents and guardians and transparency regarding all matters concerning the trip.

Details of all such contact with the parents I guardian and their comments shall be provided to the Leader I Team Manager prior to departure.

To further reassure parents and guardians, it is recommended that parents are provided with or directed the Ghana Badminton Child Protection Policy and Procedures, and assurances given that they will be adhered to throughout the trip.

Parents or guardians may contact the club or, for Ghana Badminton trips, the Ghana Badminton office during office hours throughout the time the child is away. It is therefore imperative that Leaders I Team Managers ensure that if any issues arise which the parent or guardian should be aware of, the club I Ghana Badminton administrative staff must be apprised. The child should be encouraged to maintain contact with the parent I guardian also.

### **Team Managers Selection and Training**

A Team Manger must successfully complete and pass a Ghana Badminton recognized team manager course and orientation appear on the Ghana Badminton Team Managers list.

Team Managers shall be subject to continuous assessment and training (refresher courses and assessment shall take place occasionally).

### **Designated Child Protection Lead**

At the outset of planning and the appointment of persons traveling, one of the adult members (not an athlete) shall be appointed as a Child Protection Lead (in cases of national trips, before identifying this appointment, it is vital that the selection committee consult the National Compliance Manager to ensure suitability of the selected officer who shall be appropriately trained.

Generally this role would be undertaken by the Leader/Team Manager. However, if the party includes a large proportion of children and young people, it may be appropriate to appoint one other member Of the party to this role.

### **Team Assembly Procedures**

Generally the preparation work for overseas tours for Ghana representative matches will be carried out by the Ghana Badminton office. However, it is the responsibility of all team managers/leaders to ensure that the following child-related matters have been attended to before setting off:

- They are in possession of all documentation referred to above including parental and medical consent forms;
- The presence of passports which are relevant to the country to be visited (\*USA\* requires apes- band passports)
- In cases of parental passports where the child is shown on the parent's passport - are they acceptable in the country to be visited?
- Visas have been obtained, where appropriate;
- Parental consent forms for foreign country immigration services are present;
- Medical indemnity forms for African countries are present;

The above schedule is not exhaustive and does not cover all assembly instructions which will be determined by the Ghana Badminton administrator.

### **Maintaining contact with parents during transit**

With modern technology it is relatively easy to maintain contact with parents I guardians. A commonly used media is telephone texting. It is good practice for team managers with children and young people in their party to capture the mobile telephone numbers of each child's parent or guardian.

Having done this, it is a simple task to text short messages to each parent at vital stages for instance:

- On assembly at pick up point or port, and I or on arrival at destination informing safe arrival;
- On any other occasion deemed appropriate.

### **Transportation arrangements**

The following points must be considered with regard to transport which will convey the team to an assembly point or accommodation (both within the Ghana and Africa):

- The length of time on the journey and appropriate stopping places and meal provision;
- The suitability and road worthiness of any road vehicles used;
- The presence of a first-aider and appropriate first aid equipment;
- The size of the vehicle and whether it can legally and safely carry the numbers traveling;
- The presence of appropriate seat restraints;
- The vehicle is correctly licensed including a current MOT where appropriate;
- The vehicle is correctly insured to carry the persons traveling for the purpose intended;
- The driver is correctly licensed to drive the vehicle;
- is more than one driver required;
- is extra supervision required during the journey (on long journeys, it is always preferable that the driver of the vehicle is not solely responsible for the supervision of the passengers);
- consider whether special arrangements would be appropriate for children with disabilities if such children are traveling.

Again, this list is not exhaustive. The rule of thumb in this area is to ensure a thorough risk assessment is conducted by the persons responsible for booking transportation 'and' by the designated leader I team manager at the time the vehicle arrives or is collected

### **In-air security**

There are many situations which take place in aircraft which could lead to child protection issues the follow precautions will minimize such risks:

- Whenever possible seat your party together;
- If not seated together, ensure that a child is not placed next to an unknown male adult in a two seat section;
- Unless in cases of athlete disability, never accompany a child to the toilet. In cases of disability always take a chaperone with you;
- Always be mindful and aware of approaches to any of the children in your care by strangers on route or on an airplane;
- If children in your group are unavoidably seated away from the main party, visit them in flight regularly and consider regular seat changes with others.

Further general advice regarding security and control systems for groups can be found in the Team Manager's Best Practice document.

### **Insurances**

Ghana Badminton has an insurance policy which covers athletes and coaches under many situations. However, other appropriate forms of insurance must be considered in advance of traveling by parents/guardians.

*NB: Copies of the current Ghana Badminton insurance policies are available from the Ghana Badminton office*

Additional public and civil liability insurance and personal accident insurance should also be considered.

Checks should be made with hire companies who may have provided your vehicle, as to what insurance, breakdown and breakdown equipment (warning triangles, etc.) and what alternative transport arrangements are available in the case of breakdown.

### **Accommodation**

A wide spectrum of accommodation is used by Ghana Badminton and other sports organizations that travel away with children, these include hotels, self-catering arrangements, guest houses, school dormitories, university accommodation blocks and host families. Each of these has differing aspects that can affect supervision.

Pre-planning of accommodation is essential. The following checks and restrictions should be in place or checked:

### **Rooms and facilities**

- How many beds are in each room?
- is the accommodation suitable for your group;
- are toileting facilities adequate;
- will you be expected to share the accommodation with other groups;
- should be given of special facilities for minority groups i.e.: running water for washing for Muslim athletes or disabled access;
- What security facilities are present, are there locks on doors;
- ensure knowledge of fire exits and procedures;
- What time is check-in and check-out?
- You are arriving prior to rooms being available for occupation, what arrangements can be made for your party in the meantime;
- check that the hotel has a current fire certificate.

### **Room allocation**

- It is acceptable for athletes to share a bed;
- Adult coaches should never sleep in athletes rooms unless express approval from the president
- The location of all supervision staff should be shared with athletes for emergency contact;
- If athlete accommodation is spread over more than one floor, a supervising adult should be on each floor occupied by athletes.

### **Catering**

- Athletes food arrangements must be checked and agreed with the host
- Establishment to ensure adherence to their nutritional requirements for example nut or gluten free, vegetarian and cultural requirements;
- If the accommodation is self-catering, the person responsible for preparing the food should be nominated.

### **Media**

- If televisions are available in the rooms consideration should be given to barring access to adult channels and pay films;

### **Telephones**

- If telephones are available in rooms consideration should be given to isolating such telephones save for room to room to aid supervision.

### **Hotel accounts**

- The senior coach or supervisor should ensure that no unauthorized credit is given to staff and athletes in the party.

## **Medical**

- What medical provision is available through the hotel in cases of emergency; details and location of the nearest accident and emergency hospital?

## **On arrival**

Many of the below-mentioned recommendations may be checked when booking accommodation, however it is good practice to revisit these areas upon arrival.

- check the room allocation fits your requirements (previously notified);
- check rooms for damage or missing items (towels, toiletries etc.);
- check if there are secure parking facilities;
- check hotel night-time security arrangements;
- identify group supervisors to the hotel staff;
- prepare a schedule which identifies which rooms are occupied by which athletes and coaches;
- confirm meal times – it may well be preferable if a program of your activities is provided to the hotel who may be happy to adjust meal times to suit your needs;
- provide name and contact details to the hotel staff of the person in charge of the party who will be contactable at any time during the stay;
- decide on appropriate methods of security for documents and monies – (hotel safes, designated member of supervising staff etc.);
- if medication is needed I provided for any athlete, it may be appropriate that the tour leader takes responsibility for dispensing and security;
- review all the fire and evacuation procedures.

## **Initial team briefing**

After reviewing the hotel, its facilities, location and once checked in, it is good practice to bring all the party together for an initial briefing in order to reiterate, the tour program, rules of the group, requirements under the Ghana Badminton Child Protection Policy, the roles of all support staff, curfew details and emergency procedures.

This is the appropriate time to reinforce rules such as the non-consumption of alcohol, the introduction of unauthorized persons into the accommodation and I or rooms (i.e.: none-party adults and females I males whichever be appropriate).

It is also an appropriate time to remind the group of the time differentials between the Ghana and the country where you are staying.

## **Daily briefings**

These meetings are of great importance to the party, not only for sport specific information sharing but to reinforce tour rules and procedures.



It also provides an opportunity to identify specific difficulties that a child may be experiencing, for example home sickness.

### **End of trip de-briefing**

It is good practice to stage de-brief meetings upon return. These de-briefings should whenever possible include participation by athletes.

Consideration should be given to providing confidential and anonymous surveys on the thoughts and observations of the athletes in an endeavor to identify areas of concern and good practice not immediately apparent. Leaders & team managers could if they wished, provide a simple pro-forma to facilitate such feedback.

If this method of feedback is adopted, the fact that it was, should be reflected within the leaders & Team manager's report and its anonymous findings / observations disclosed.

If possible, feedback meetings with parents may also prove worthwhile again, in order to identify both concerns and good practice. Such feedback can be facilitated by way of a postal pro-forma.

A written report is a requirement and is an ongoing reference to ensure good practice on future tours. Team Managers reports shall be sent to [bag@ghanabadminton.org](mailto:bag@ghanabadminton.org).