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Travel Safeguarding Standards

Version 1.0

PURPOSE

Travelling with a sports team or squad is a common and valuable part of high-performance sport. Camps, competitions and other trips can provide outstanding development opportunities, but overnight stays and travel also present unique risks and heightened vulnerability to the safety and wellbeing of children and young people (CYP), including elite youth athletes (EYA).

These standards provide clear, practical steps for WAIS staff (including coaches, performance staff, chaperones, managers and other support personnel) to safeguard all participants, especially CYP, during camps, competitions and travel organised by or on behalf of WAIS.

SCOPE

These standards apply to:

- All WAIS-led or WAIS-supported travel (domestic and international); and
- Any trip, camp or competition involving at least one athlete under 18 years of age, or mixed-age groups where CYP are present.

For the purposes of this document, athletes and participants under the age of 18 years, including elite youth athletes, will be referred to as Children and Young People (CYP).

ROLES AND RESPONSIBILITIES

Safe travel is a shared responsibility. All travelling members and trip organisers have a role in ensuring safe, inclusive and positive travel experiences.

WAIS Staff (Coaches, Performance Staff, Team Manager)

WAIS staff must:

- Build safeguarding, screening, supervision and inclusion into all planning and delivery.
- Reinforce codes of conduct and behaviour expectations.
- Monitor athlete wellbeing and respond to concerns.
- Communicate clearly and regularly with parents/guardians of CYP.
- Follow these guidelines and all relevant WAIS policies.

Team Manager

Each trip/camp/competition must have a designated Team Manager. This person:

- is responsible for oversight, guidance and supervision of athletes during WAIS sanctioned camps, competitions and travel.
- are responsible for maintaining a safe, organised and supportive environment for the wider group. While supervisors contribute to safeguarding and athlete wellbeing, they are not typically assigned to a specific individual athlete and may hold additional roles within the team.
- is expected to work collaboratively with chaperones and other team officials to ensure all safeguarding, integrity and welfare expectations are met.
- acts as the point of contact for CYP and staff to seek support on safeguarding matters.
- ensures all athletes and staff understand how to report concerns.
- works with the Integrity and Safeguarding Manager to coordinate responses to incidents.

The Team Manager role may be held by another member of the travelling party (e.g. Coach), provided they meet the screening and training requirements and have the capability and willingness to undertake the required duties.

Chaperones

A Chaperone is a specifically designated role appointed by WAIS to provide focused supervision and safeguarding support to one or more CYP during WAIS sanctioned travel.

Chaperones act as a child or young person's primary point of contact and advocate, with responsibility for their day-to-day wellbeing, safety and support. A chaperone is more likely to be assigned to a specific athlete or defined group of athletes, and their role is primarily safeguarding-focused. Chaperones may be appointed based on the number and needs of travelling CYP

Chaperones must:

- Provide supervision, practical support and emotional support to athletes.
- Maintain professional boundaries and uphold WAIS Codes of Conduct.
- Complete all required screening (WWCC, reference checks) and safeguarding training before travel.

Unless otherwise formally agreed prior to engagement, a chaperone is engaged in an exclusive capacity and does not perform additional operational or technical roles while acting as a chaperone.

Where the chaperone role is approved to be undertaken by another member of the travelling party (e.g. Team Manager or Coach), a risk assessment must be carried out to ensure that any potential conflicts of interest are identified and mitigated, that the supervision and support of travelling CYP is appropriate for the full duration of travel, and that the individual can safely and effectively fulfil both roles. This is provided they meet the required screening and training requirements, are appropriately briefed on their role and duties, and have the capability, capacity, and willingness to undertake all chaperone duties to the required standard.

Athletes

Athletes must:

- Follow behaviour expectations and WAIS/sport codes of conduct.
- Respect team rules, accommodation rules and venue rules.
- Understand their rights when travelling, including:
 - The right to feel safe and be treated with respect
 - The right to speak up if they feel unsafe, uncomfortable or distressed
 - Who they can contact for help (chaperone, Team Manager, trusted adult).

Carer / Support worker

Where a travelling athlete requires a carer/support person to assist them whilst away on a travelling team, the travelling Carer/Support Worker must:

- Provide supervision, practical support and emotional support to athletes.
- Maintain professional boundaries and uphold WAIS Codes of Conduct.
- Respect team rules, accommodation rules and venue rules.
- Complete all required screening (WWCC, reference checks) and safeguarding training before travel.

Integrity and Safeguarding Manager

The Integrity and Safeguarding Manager may not always travel with the team but is available to support WAIS staff:

- Before travel (preparation, planning and risk management and team integrity briefings)
- During travel (advice and support for safeguarding issues, complaints or critical incidents)
- After travel (follow-up, reporting, review).

SAFEGUARDING PROCEDURES & REPORTING

If there is a safeguarding issue or concern while travelling:

Step 1: Report immediately to:

- The appointed Team Manager, and
- The WAIS Integrity and Safeguarding Manager (via phone/email and/or WAIS Integrity Report Form).

Step 2: The Team Manager (in consultation with the Integrity and Safeguarding Manager where needed), will determine the appropriate course of action using:

- WAIS NIF Safeguarding Children and Young People Policy
- Incident Management and Reporting Policy
- Critical Incident Management Framework
- WAIS NIF Complaints, Disputes and Discipline Policy
- Safeguarding Concerns Procedure

Step 3: The Team Manager will contact police and/or child protection/social services where required.

Step 4: WAIS will take necessary action to address the concerns raised and ensure the ongoing safety and wellbeing of participants.

CONSENT

WAIS Event/Trip Approvals

- WAIS must approve all events/trips involving overnight stays.
- Before approving, the staff member organising the event must brief the relevant WAIS Sport Program Manager on:
 - Purpose of the trip
 - Supervision and staffing requirements
 - Screening of all attending staff (including WWCC or equivalent and reference checks).
- Event/travel is approved by a Sport Program Manager in line with WAIS policy.

Parent/Carer Consent for CYP

- Written parent/carers consent must be obtained prior to any travel and/or overnight stay involving CYP.
- Consent may be obtained using a WAIS consent form or electronic communication (e.g. email, SMS).
- Where appropriate and possible, consent should also be sought from the CYP themselves.
- Consent should cover:
 - Travel consent

- Medical treatment consent
 - Agreement (or otherwise) for media opportunities
- Parents or carers must receive sufficient information (see Communication) before giving consent.
- WAIS will not permit a CYP to attend an overnight camp or sporting trip without parent/carer consent.

COMMUNICATION

Effective communication is critical when planning and conducting travel that involves children and young people. Athletes in high-performance environments may travel from as young as 10 years of age; therefore all communication must be early, clear, and age-appropriate.

PRE-TRAVEL COMMUNICATION

All Staff and Athletes

Before departure, a camp/travel induction briefing must be delivered (in person or in writing) to all travelling staff and athletes. All participants must be familiar with:

- WAIS NIF Safeguarding Children and Young People Policy and key procedures
- Behaviour expectations and relevant Codes of Conduct
- Reporting procedures for safeguarding concerns
- Identity and contact details of the appointed Team Manager
- Contact details for the WAIS Integrity and Safeguarding Manager
- Emergency procedures for accommodation and event venues
- Where athlete details and emergency contacts are stored and how they can be accessed in an emergency

Athletes

In addition to that outlined above, athletes must be informed of, with discussion and input as required:

- Trip Itinerary (dates, transport, venues)
- Supervision and safety arrangements
- Accommodation arrangements and room allocations
- Emergency procedures and how to respond
- Medical requirements, including:
 - Medical history and allergies
 - “Red alert” conditions
 - Medication being taken and storage arrangements
- Preferred contacts:
 - Who the athlete would speak to if worried, unhappy or homesick (e.g. Chaperone, Team Manager)
 - Procedures for contacting a parent/carer (home support person).

Parents/Carers of CYP

Parents and carers must be informed of:

- Purpose of the trip (e.g. training camp, competition)
- Duration of the trip

- Type and location of accommodation (address and contact details), including room allocation principles
- Type of transport and arrangements (e.g. flights, buses)
- Venue locations
- Names, roles and contact details of responsible staff (at least two travelling staff, e.g. Chaperone and Team Manager)
- Drop-off and pick-up times and locations
- What the CYP is required to bring (equipment, clothing, medications, documentation)
- How they can communicate with:
 - Their CYP
 - Supervising staff while at the event
- Itinerary/schedule of activities (dates, times, venues)
- Insurance details, including:
 - What WAIS travel insurance covers
 - Advice regarding personal travel insurance for families, especially for international travel.

Information that must be collected from parents/carers includes:

- Dietary requirements
- Medical requirements (medical history, allergies, medication details, emergency contacts)
- Religious or cultural requirements
- Extra care or support needs.

WAIS Staff

Prior to departure, staff must:

- Discuss and understand any athlete's medical needs or special requirements
- Receive handover from any treating practitioners where relevant
- Understand support arrangements for athletes requiring additional assistance (e.g. para-athletes, behavioural plans, accessibility needs)

Integrity and Safeguarding Manager

Prior to departure, the following must be provided to the Integrity and Safeguarding Manager:

- Full list of travelling team members (staff and athletes), including Team Manager details
- Travelling handbook or trip information pack, including:
 - Accommodation details
 - Travel dates and itinerary
 - On-trip contact details for staff

This should be provided in advance with enough time to allow sufficient time to allow appropriate integrity and safeguarding pre-departure briefings

The Integrity and Safeguarding Manager will:

- Review documentation for safeguarding completeness
- Arrange and deliver a pre-departure briefing for all travelling staff and athletes as required.

COMMUNICATION DURING TRAVEL

Whilst travelling

- Maintain open communication channels between staff and athletes.
- CYP must be allowed and supported to contact their parents/carers if they feel unsafe, uncomfortable or distressed.
- Parents/carers must be permitted to contact their CYP within agreed times and methods.
- Any incidents, injuries or safeguarding concerns must be reported immediately

SCREENING, TRAINING & EDUCATION

- All staff and chaperones must have a current Working with Children Check (WWCC) or equivalent for the jurisdiction of travel.
- Reference checks are required before appointment, in line with the WAIS Employment Screening Policy.
- Staff including carers/support workers and chaperones must complete integrity and safeguarding training (where required) prior to travel.
- Safeguarding and Integrity induction must be delivered to staff and athletes prior to departure.
- Where carers/support workers travel with para-athletes or athletes with disability, they should be considered part of the team when it comes to integrity matters and must be included in induction and screening processes.

SUPERVISION

Supervision is a key aspect of ensuring that CYP's safety is protected. Adults must be alert to and aware of risks and hazards and the potential for accidents and injury throughout training and competition, and not just in their immediate area. All supervision arrangements must be agreed before travelling.

General Supervision Principles

- The Team Manager is responsible for the safety and conduct of athletes and staff at all times.
- All athletes and staff must be familiar with emergency procedures.
- A head count must be taken whenever the group uses transport.
- Rules regarding safe transport between venues must be discussed, documented and implemented.
- It is recommended that mixed-sex groups have both male and female representation among staff and/or chaperones.

Minimum Supervision Ratios (U18 Athletes)

- Domestic travel: minimum of 1 adult supervisors for every 10 U18 athletes.
- International travel: minimum of 2 adults for every 10 U18 athletes.
- At least two responsible adults present for all activities involving CYP.
- CYP must have access to a responsible adult of the same sex.

Prior to travel, it is recommended that Team staff ascertain whether any parents or legal guardians of any under 18 athletes will be travelling as, in some instances, they may be able to support their child if they should require direct supervision eg. accompanying them to hospital.

Any variation to these ratios requires approval from a Director.

If there are not sufficient staff to provide appropriate supervision (including chaperones), before travel, the trip must not proceed.

During travel, CYP must:

- Have the contact details of a trusted adult;
- Have been advised which adult they can approach in an emergency or if they have concern
- Have a means (phone or equivalent) to contact them; and
- Be allowed to contact them if they feel unsafe, uncomfortable or distressed.

Overnight on-call supervision must be provided for all CYP.

- A member of the management team must:
- Check that all CYP are safely accounted for each evening before bed; and
- Conduct a final security check (doors, locks, corridors) without entering CYP rooms, except in an emergency.
- Confirm with CYP they are aware of which adult they can approach in an emergency or if they have concern

TRANSPORT

General Transport Safety

- Ensure head counts are conducted at:
 - Departure from accommodation
 - Arrival and departure from venues (including arrival and departure onto an aeroplane)
 - Any rest or meal stops
 - On arrival at
- Staff must spread themselves through vehicles (e.g. buses) to supervise and manage behaviour.
- CYP should not be left unattended at any time.
- CYP should, to the extent possible, not be transported alone with an adult.

ACCOMMODATION

Choosing Suitable Accommodation & Room Allocations

WAIS requires that:

- All accommodation requirements, including room allocations, are organised in advance.
- A risk assessment is carried out to ensure appropriate accommodation is selected and any issues are mitigated.
- Safeguarding principles are not compromised due to room availability or cost.
- Parents/carers receive the address and contact details of the accommodation.
- Supervisors' accommodation is located within close proximity to the CYP they are supervising.

Travelling team members (including CYP) must be accommodated as follows:

- No individual may be required to share a bed (with an adult or another CYP).
- Different genders may share an apartment but will not share bedrooms or beds.
- Individuals of the same gender may share an apartment and bedrooms, but not beds.
- Adults and CYP may share an apartment but will not share bedrooms or beds.

Note the exception to this: CYP who are peers in a similar age range (for example, 17 and 18 year old); where they are of the same gender; where they are teammates; and where they agree; may share bedrooms but not beds.

- CYP must be provided with privacy when bathing, toileting and dressing.

WAIS does not arrange billeted accommodation (homestays). Where a parent or athlete chooses billeted accommodation independently, they accept all responsibility and risk for that arrangement. WAIS may reimburse travel expenses associated with billeted accommodation in line with policy.

Arrival Procedures at Accommodation

On arrival:

- Familiarise athletes and staff with the venue layout and key locations (exits, meeting points, dining areas).
- Conduct a briefing meeting on rules, emergency procedures and behaviour expectations.
- Medical staff should:
 - Obtain contact details and location of local hospital, pharmacy and emergency services
 - Establish the AED location(s)
 - Identify any ambulance on site and emergency clearance/meeting points.
- Check all rooms for existing damage and report this to accommodation management (repeat on departure).
- Confirm there is no access to alcohol in rooms used by CYP.
- Check door locks (internal and external) are in good working order.
- Ensure all members of the party have keys/access codes and understand they must keep them secure.
- Confirm WAIS/medical personnel can move between floors to respond quickly in urgent situations.
- Encourage secure storage of money and valuables.

INCLUSION & SPECIAL ARRANGEMENTS

WAIS is committed to ensuring that inclusion, safety and access are fostered and respected. A traveler may request special consideration/exceptional arrangements for reasons including:

- Impairment or disability
- Cultural or religious requirements
- Medical needs
- Sexual orientation or gender identity

Special consideration/exceptional arrangements may relate to:

- Accommodation arrangements (room location, sharing arrangements)
- Chaperone arrangements (e.g. specific gender, additional support)
- Access to appropriate facilities (e.g. accessibility for wheelchair users)

Special consideration/exceptional arrangements must:

- Be approved by the relevant Sport Program Manager;
- Have the traveler's informed consent; and
- Have parent/guardian written consent where CYP are involved.

WAIS will:

- Consult Para athletes and team members with impairments before travel bookings are confirmed.
- Ensure appropriate accommodation and that carers/support workers are in adjoining or otherwise suitable rooms as required.
- Provide practical measures and flexible rooming to reflect inclusion in respect to gender identity, intersex status and sexual orientation, including offering private rooms where needed.
- Consider behavioural or historical issues between athletes when allocating rooms.
- Treat existing “adult” cohabiting relationships (regardless of sexual orientation or chosen family structure) equitably when considering rooming for adults, subject to safeguarding requirements where CYP are present.

TREATMENT BY PRACTITIONERS

Team practitioners (e.g. physios, doctors, massage therapists, performance support staff) must plan ahead to manage safeguarding risks for themselves and athletes.

Key principles:

- Location of treatment:
 - Treatment should take place in a general, communal area (e.g. team meeting room, dedicated treatment room).
 - Treatment should not occur in a practitioner’s or athlete’s bedroom/hotel room, except in exceptional circumstances (e.g. medical emergency), and must be documented.
 - Always consider a “Plan B” location if the primary room is not available.
- Visibility and transparency:
 - Booking times and treatment lists should be visible to the practitioner and a nominated other (e.g. Team Manager), either electronically or on a sign on the door.
 - Doors should be open or have visibility panels where possible, balanced with privacy and dignity.
- Treating CYP:
 - When treating a CYP, another adult should always be present, unless there is a documented, justifiable reason and additional safeguards in place (e.g. open door, visibility to others).
 - Any physical contact with children and young people must be necessary and appropriate to the treatment and based on the needs of the CYP.

LEAVING THE COMPETITION/CAMP/TRIP EARLY

In the event of any participant having to return home due to illness, injury, mental health issues, or an incident occurring at home, clear arrangements must be made in agreement with the parent/carers of the individual concerned prior to any transportation and consider suitable arrangements if the athlete is a CYP.

- Form of transport.
- Parents/carers provided with transport details including flight numbers etc.
- Route to be followed including any stops.
- Details of any adults present on the journey.
- Contact details of adults present on the journey.

- The athlete should be:
 - consulted to confirm they are comfortable with the travel arrangements made for them.
 - aware of their right to be safe during transport or their journey home.
 - understand what is and isn't okay while being transported/on their journey home.
 - know who they can contact should they have any concerns during their journey

The Team Manager must ensure a safe and appropriate handover and ensure that supervision levels are maintained amongst the remaining group. At this time any individual returning home would be in a particularly vulnerable situation.

DOCUMENTS

This document must be read in conjunction with:

Sport Program Travel Policy

Staff Code of Conduct

WAIS NIF Safeguarding Children and Young People Policy (including Annexure B: Child/Young Person Safe Practices)

WAIS Employment Screening Policy

WAIS Incident Management and Reporting Policy

WAIS Complaints, Disputes and Discipline Policy

AIS Elite Youth Athlete Guidelines

VERSION HISTORY

Version	Submitted By	Date	Approved By	Date	Details
1.0	Integrity & Safeguarding Manager	17/06/2026	CEO	01/07/2026	New Standards