

Poseidon Lifesaving Club

Travel and Away Events Policy updated May 2026

The Travel and Away Events Policy is designed to protect children and young people in Sport ensuring a safe, positive and nurturing environment outside the home club.

The Policy aligns with legal obligations such as the Children First Act 2015.

All laws and rules of the country in which the children/adults at risk are travelling must be observed. All road traffic laws must be obeyed.

If travelling to an away event, either within or outside Ireland, all travel and accommodation arrangements to the event are the sole responsibility of the parents/guardians.

Code of Conduct – all attendees must abide by the Club Code of Conduct Policy.

General Travelling Considerations

- Any transport provided by Poseidon Lifesaving Club must be a vehicle which is roadworthy, fit for purpose, and adequately insured. The Driver must have an appropriate and valid driving licence.
- The vehicle must have sufficient seats and seat belts should meet current safety regulations. The transport must not carry more than the permitted number of passengers.
- There must be an adequate staff ratio to provide supervision.
- It is Club policy to have a central collection and drop off point. Parents/Guardians must be aware of the times and arrive promptly to avoid a child/adult at risk being left on their own. Times of pick up and drop off must be clearly stated.
- Attendance records must be kept and staff should remain in pairs until all participants have been collected.
- Staff, volunteers or event organisers should not transport children/adults at risk on journeys in any vehicle alone. In the case of emergency situations where all alternatives have been exhausted there are a number of safety measures to be put in place to minimise risk:
 - Parents/Guardians must be informed who will be transporting the child/adult at risk, the reasons why, the method of transport and how long the journey will take.
 - The child/adult at risk should be seated in the rear seat.
 - A person, other than the driver, must talk to the child/adult at risk about transport arrangements to check they are comfortable with the plans.
 - Ensure that children/adults at risk are aware of their rights and they have someone to turn to or report a concern.

Alternative Transport Arrangements

- If a child/adult at risk is travelling to a competition or event and is **not** accompanied by their parent/guardian then a **Designated Adult Form** must be completed online and Leaders should be made aware before the competition or event.
 - Staff, volunteers, club officials, event organisers are not liable or responsible for any private transportation arrangements provided by or organised by parents/guardians with other family members, friends, third parties or even other club members regarding getting their child/adult at risk to National or International events or competitions.
 - It is the responsibility of parents/guardians to check the arrangement is safe, that appropriate and up to date insurances and licensing documentation is held by the owner and/or driver of the vehicle.
 - Leaders should avoid offering regular journeys or lifts to a child/adult at risk. This can only be arranged by the parent/guardian and the club must receive written permission from the parent/guardian taking responsibility for their decision.
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- It is essential that both those accompanying children/adults at risk to away events, and the children/adults at risk, have a clear understanding of their responsibilities and the conduct expected of them. All must abide by the Club Code of Conduct.
 - Parents/guardians must inform the leaders/officials of any medical conditions or special needs of their child/adult at risk. Details of any medication and its administration must be clearly identified to the leader/official before departure.
 - Both leaders/officials and parents/guardians must have the relevant name and contact details in case of emergency.
 - Parents/guardians must be aware of the travel plans, competition/event details, cost, kit requirements, venue and time for collection and any other details.
 - Leaders and officials should ensure they have a list of all participants with relevant names and emergency contact numbers.
 - **It is expected that parents/guardians or designated adults of children/adults at risk will remain at the venue for the duration of the competition/event unless they have given the name of an alternative adult who is responsible for their child/adult at risk.**

Late collection

Late collection of children/adults at risk by parents/guardians presents staff, volunteers or event organisers with a potentially difficult situation.

- It is **not** the staff, volunteers or event organisers responsibility to transport children/adults at risk home if parents/guardians have been delayed.
- Parents/guardians must have the contact number of a leader or staff member (eg Club Welfare Officer) if there is any likelihood of late collection.
- Parents/guardians must provide an alternative contact name and number when they are not available on their usual number.

In the case of late collection, leaders/volunteers:

Should:

- Attempt to contact the parents/guardians of the child/adult at risk on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/adult at risk at the facility with others present if at all possible.
- Remind parents/guardians of the policy regarding late collection.

Should not:

- Take the child/adult at risk home or to another location
- Send the child/adult at risk home with another person without permission from a parent/guardian.
- Ask the child/adult at risk to wait in a vehicle or facility with you alone.

Missing/Lost Person

It is important to remember that most children are found within a few minutes of disappearance. However, as a general rule where a child/adult at risk is reported missing there should be a maximum of 20 minutes before the Gardai are called. This time may need to be reduced where a young child is involved.

In the case of a child/adult at risk going missing:

- Ensure other children/adults at risk are supervised appropriately while a search is being conducted for the missing person concerned.

- Organise members of staff/volunteers and/or other adults to conduct a search of the surrounding area to help locate the missing person and ask them to report back within a short amount of time at a specified location to a single point of contact.
- Inform the parents/guardians of the missing child/adult at risk and reassure them that appropriate actions are being taken.
- Use other means available at the site eg information points, radio, alert systems to search for the missing person.
- Create a physical description of the missing person including their hair and eye colour, approximate height and build and clothing they are wearing and instructions of what to do if the person is found ie. Take the child/adult at risk to the Lost Child/Information Point.
- Record the circumstances in which the child/adult at risk has gone missing and where they were last seen.
- Report the concern to the Gardai if the search is unsuccessful no later than 20 minutes after the initial missing person report if the search is not complete.
- If the Gardai action your report, follow their advice and requests for progressing the search and maintain contact with them.
- Inform the Club Welfare Officer/ Club management or RLSS Ireland Branch Safeguarding Officer of the incident.