Auckland Diving Community Trust (ADCT)
Travel Policy

1. Purpose

The purpose of this policy is to ensure all travel undertaken by Auckland Diving Community Trust (ADCT) is planned and managed in a manner that prioritises:

- The safety and wellbeing of all participants
- Effective supervision and pastoral care
- Compliance with legal and safeguarding obligations
- Clear expectations for behaviour and conduct
- Appropriate management of risk during travel

ADCT is committed to providing a safe, inclusive, and supportive travel environment for all divers, coaches, staff, volunteers, and accompanying personnel.

2. Scope

This policy applies to all ADCT-sanctioned travel including:

- Local day trips
- Domestic overnight travel
- International travel
- Competition and training camp travel
- Development programmes
- Any travel where ADCT has responsibility for organising, supervising, or endorsing participation

This policy applies to:

- Divers
- Coaches
- Team managers
- Volunteers
- Support personnel
- Staff
- Board-appointed representatives

3. Guiding Principles

All travel must be managed in accordance with the following principles:

a) Safety First

The physical and emotional safety of participants is the highest priority.

b) Child Safeguarding

All travel arrangements must align with ADCT's Child Safeguarding Policy.

c) Appropriate Supervision

Participants must receive age-appropriate supervision and support.

d) Respect and Inclusion

Travel environments must promote respect, inclusion, and positive team culture.

e) Shared Responsibility

Safe travel requires cooperation between ADCT, participants, parents/caregivers, and travelling staff.

4. Roles and Responsibilities

4.1 ADCT Board

The Board is responsible for:

- Approving this policy
- Ensuring appropriate governance oversight
- Supporting compliance with legal obligations

4.2 Chief Executive Officer

The CEO is responsible for:

- Ensuring sufficient staffing and supervision
- Ensuring risk assessments are completed
- Ensuring policy compliance

4.3 Health and Safety Officer (Contact details on ADCT website)

The Health and Safety Officer is responsible for:

- Reviewing travel risk assessments
- Monitoring compliance with health and safety obligations
- Reviewing incidents following travel

4.4 Team Manager

The Team Manager is responsible for:

- Participant welfare and pastoral care
- Communication with parents/caregivers
- Coordinating logistics
- Managing emergency information
- Maintaining supervision systems
- Managing behavioural concerns

4.5 Coaches

Coaches are responsible for:

- Athlete preparation and competition delivery
- Supporting athlete wellbeing
- Maintaining professional boundaries
- Working collaboratively with the Team Manager

4.6 Participants

Participants are responsible for:

- Following team expectations
- Behaving respectfully
- Following safety instructions
- Reporting concerns promptly
- Abiding by ADCT's code of conduct

4.7 Parents/Caregivers of minors or Adult participants

Parents/caregivers of minors or Adult participants are responsible for:

- Providing accurate medical and emergency information
- Ensuring consent forms are completed

- Ensuring travel documents are provided and up-to-date
- Ensuring payment timelines are met
- Supporting adherence to ADCT Code of Conduct
- Maintaining communication where required

5. Travel Planning Requirements

Before any ADCT travel, the following must be completed:

Required Documentation

- Travel itinerary
- Health and Safety Event Plan (includes a Risk assessment) - DNZ Aligned
- Participant list with emergency contact details
- Medical information
- Accommodation details
- Insurance confirmation (where applicable)

6. International Travel

All International Travel should follow the Diving New Zealand Travel Policy.

7. Supervision Requirements (Overnight Only)

Supervision ratios should reflect participant age, maturity, and travel complexity.
Recommended minimum ratios:

- Ages 9–12: 1 adult : 6 participants
- Ages 13–18: 1 adult : 8 participants
- Higher supervision levels may be required depending on circumstances.
- At least two adults should be present for overnight travel wherever reasonably practicable.
- All volunteers acting in an ADCT capacity are police vetted
- One travelling adult should hold a current first aid certificate.

8. Screening and Suitability of Adults

All adults selected to travel in an official supervisory capacity must:

- Be appropriately police vetted
- Be familiar with ADCT safeguarding expectations
- Understand emergency procedures
- Maintain professional boundaries at all times

9. Child Safeguarding During Travel

ADCT is committed to maintaining safe boundaries during travel.

9.1 Accommodation

Accommodation arrangements must ensure:

- Privacy
- Safety
- Age-appropriate placement
- Gender considerations

Adults must not share sleeping arrangements with participants unless:

- The adult is the participant's parent/caregiver, or
- Exceptional circumstances are documented and approved (by the team manager and the participant's parent/caregiver if appropriate)

9.2 Communication

Travel-related communication with participants must:

- Be professional
- Be relevant to programme delivery
- Use approved communication channels where possible

When travelling:

- At least two adults should be present where possible
- Separate sleeping arrangements must be provided for adults and children
- Gender balanced supervision
- Clear supervision ratios must be maintained
- This policy applies to all travel associated with ADCT activities, including local, national, and international travel. For national travel, the same safeguarding standards apply, including supervision ratios, parental consent, and compliance with the applicable Diving New Zealand policies

10. Medical and Emergency Management

The Team Manager must carry:

- Emergency contacts

- Medical information (including familiarise themselves with specific medical requirements of individual participants that may not be covered by general emergency procedures covered in section 5 (e.g. epilepsy, allergic reactions, diabetes management)
- Risk assessment documentation
- Venue contact information

For international travel, this must also include:
- Embassy/consular contact details
- Insurance details

Any significant medical event must be reported to parents/caregivers as soon as practicable.

11. Transport

All transport must prioritise participant safety.
Requirements include:
- Licensed and legally compliant drivers
- Vehicles (registered and warranted)
- Seatbelt use at all times
- Reasonable fatigue management
- Safe loading of luggage/equipment

Private vehicle use for participant transport must be pre-approved.

12. Insurance

For international travel, all participants and travelling adults must have:
- Comprehensive travel insurance
- Medical cover
- Flight disruption cover where appropriate

Proof of insurance may be required prior to departure.

13. Behavioural Expectations

All participants and travelling personnel must:
- Adhere to the ADCT Code of Conduct
- Treat others respectfully
- Follow instructions
- Respect property
- Act safely

- Represent ADCT positively

The following are prohibited:
- Bullying
- Harassment
- Dangerous behaviour
- Substance use (including vaping)
- Unauthorised departure from supervised areas

Failure to follow these behavioral expectations will be dealt with in line with the ADCT Disciplinary Policy.

14. Participant Independence

Participants may only leave team supervision where:

- Approval has been granted by the Team Manager
- The time and place to rejoin the team has been agreed
- Parent/caregiver consent has been obtained where required
- Appropriate supervision arrangements are confirmed

For international travel, participants must not travel independently unless expressly authorised.

15. Parent/Caregiver Attendance at Events

Parents travelling independently as spectators must:
- Support positive team culture
- Avoid interfering with team operations
- Coordinate any participant release through the Team Manager

Where practical, parents should arrange separate accommodation from the travelling team.

16. Financial Management

All travel-related financial arrangements must be transparent.
Requirements include:
- Budget issued in advance
- Payments made directly to ADCT
- Reimbursements processed through ADCT
- Clear documentation of costs

Private financial arrangements between families for official travel costs are discouraged.

17. Incident Management

All incidents must be managed in accordance with ADCT incident reporting procedures.
Incidents include:

- Injury
- Medical emergencies
- Behavioural concerns
- Safeguarding concerns
- Near misses

Serious incidents must be reported to the CEO as soon as possible.

18. Behaviour Management

ADCT uses a restorative and educational approach.
Responses may include:

Minor Incidents

Coaching conversation and reflection

Repeated Concerns

Behaviour support plan and parent notification

Serious Incidents

Immediate intervention, documentation, parent notification, and possible removal from activities
The goal is to teach accountability and self-regulation, not punishment.

19. Post-Travel Review

Following each overnight or international trip, ADCT will review:

- Incidents
- Risk management effectiveness
- Supervision adequacy
- Participant wellbeing outcomes

Policy or operational changes will be implemented where required.

20. Policy Communication

This policy must be made available to:

- Participants
- Parents/caregivers
- Coaches
- Team managers
- Travelling support personnel

Acknowledgement of understanding may be required prior to travel.

21. Review

This policy will be reviewed:

- Annually,
- Following significant incidents, or
- When legislative or operational changes occur

DOCUMENT MANAGEMENT AND CONTROL
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