



# AUCKLAND DIVING COMMUNITY TRUST

## ADCT Travel Policy

*Everyone is responsible for making sure Auckland Diving is a healthy and safe club*

The Auckland Diving Community Trust (ADCT) has a primary duty of care to its employee(s) and member (or visiting club) divers & their families. The ADCT voluntary committee will exercise due diligence to comply with its health and safety duties under the [Health and Safety at Work Act 2015](#). The ADCT voluntary committee and its employees will, as far as is reasonably practicable, take the following steps:

### Learn

1. Have an officer whose role is to keep the CEO and ADCT board up to date on health and safety requirements for sports travel.

### Understand

2. Undertake a risk analysis of the planned travel prior to the excursion.
3. Actively seek, prior to the excursion, information on health, social or emotional potential challenges or risks faced by any of the divers participating and ensure support plans are in place.

### Control

#### *Supervision & support.*

4. Ensure there is a dedicated Team Manager (and supervision/support crew) for the divers.
5. The role of the Team Manager is primarily pastoral care of the divers therefore selection should be based on their ability to, or experience in, providing a calm inclusive team environment, using positive guidance strategies and their comfort in dealing with health or medical support.
6. The coaches can hold the role of Team Manager or supervision/support crew roles if deemed appropriate by our health and safety officer.
7. The decision on what is deemed sufficient supervision and support for the team must always take into account the following ideal ratios:
  - 1 adult to 6 divers 9 - 12 years old
  - 1 adult to 8 divers 13 - 18 years old
8. In emergency situations, there always has to be an adult that can participate in providing pastoral care for the divers.
9. The decision on what is deemed sufficient supervision and support for the team should always take into consideration:
  - the divers' prior experience of traveling with ADCT
  - the Team Manager's and Supervision/Support crew's prior experience of traveling with ADCT
  - the size of the ADCT team traveling



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- the location of the away event
- the risk analysis for the excursion
- the risk/challenge and support requirements of the divers traveling.

## *Contingency planning*

10. Ensure at least one adult in the team has a current first aid certificate.
11. Ensure all adults are Police vetted (Diving NZ advise coaches are considered 'non-core children's workers under the Vulnerable Children's Act 2014).
12. Permission from a parent/guardian, if a coach needs to accompany or support a diver outside of the training environment without the company of others.
13. All adults and divers have Flight Insurance and Travel Insurance if traveling overseas.
14. The Team Manager must carry with them at all times:
  - the risk analysis & plan
  - the contact details for all divers and coaches
  - the contact details of the facility the event is being held at
  - the contact details for a liaison person for the host event
  - (if overseas, the emergency number for that country).
15. The divers must be briefed on the risk analysis & plan.
16. Parents must ensure divers carry with them at all times:
  - the contact number for the Team Manager and their Coach
  - the contact details of where they are staying
  - the contact details of the facility the event is being held at
  - the contact details for a liaison person for the host event
  - (if overseas, the emergency number for that country).

## *Management & Discipline*

17. Divers and the Team support crew are made aware of the Team rules:
  - Respect self and others
  - Value others and help them to feel good about themselves
  - Be courteous and behave with self control
  - Respect the property of others.
  - Resolve conflict in a peaceful way.
18. Divers encouraged to create 'house rules' about how they will contribute to making the excursion a success.
19. Divers are made aware of the Positive Guidance Pathway.
20. Accommodation must take into account wellbeing, safety and privacy of different genders and ages.
21. Food provided must be nutritious and sufficient with limits put around diver supplied treats. Team managers will be provided with nutritional information and meal ideas by ADCT prior to the trip.



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22. Particular care around food safety practices and avoiding cross-contamination must be observed when members of the team have allergies or are Coeliac.
23. Private trips during the event must not interfere with the supervision and support of the team as a whole and not put stress on those in Team Management or Supervision/Support roles.
24. When overseas, divers may not make trips unaccompanied by an adult, unless parental consent has been sought in advance.
25. Parents traveling as spectators shall ensure their actions promote team cohesion and do not make divers without parents feel disadvantaged.
26. Where possible parents traveling as spectators reside off site to enable team cohesion.
27. If a parent wishes to take their child away from the team during the trip, they must gain permission from the team manager.
  - If this includes a child that is not their own, they must have gained and shown permission from that child's parent/guardian.
28. Financial transparency will be shown by:
  - Costs are to be outlined in a budget prior to departure to ensure all members know what they are being charged for
  - All money is to be paid directly into the ADCT bank account
  - Where money has been paid by a member 'on behalf of' the team, the member is to be reimbursed out of a ADCT account, not directly by private individuals
  - Financial support for Team Manager or coaches is to be by reimbursement if costs incurred

## *Respond*

29. If there is an incident, the actions taken by the Team Manager, supervision/support crew or coaches must be guided by the following:
  - Recognition that for young people away from their home and their usual support people and routines, the competition experience can have some additional challenges. Behaviour can be a symptom of these challenges and therefore any response to behaviour needs to consider how it addresses any underlying cause. The goal of discipline is to teach, not punish. Better outcomes result from actively involving divers in any decisions that affect them
30. Positive Guidance Pathway:

<b>Incident:</b>	<b>Minor</b>	<b>Repetitive Minor</b>	<b>Serious</b>
<b>For example:</b>	Name calling or pushing/shoving	Bullying Repeated failure to follow guidance  Ongoing occurrence of minor incidents despite 'Minor' Pathway actions	Serious harm or potential harm to self or others



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<b>Discipline</b>	Conversation with each of the divers involved to determine what each of them could do differently next time	At a later appropriately calm time, in private, the Team Manager (or an adult the diver chooses) will create with the diver involved a plan for better self-regulation and agreed consequences.  Any consequence put in place is linked to the behavioural skill the diver needs to learn, not a punishment	Undertakes Risk Analysis action plan  Any consequence put in place is linked to the behavioural skill the diver needs to learn, not a punishment
<b>Who is notified</b>	Team Manager & Supervision/Support Crew end of day briefing	Coach, Team Manager & Supervision/Support Crew  Parent briefed when team returns home	All adults  Parent advised as soon as possible
<b>Documentation</b>	Not documented	Notes taken	Full incident sheet completed
<b>Health and Safety Review</b>	Not required to be reviewed	Not required to be reviewed	Review mandatory

31. Any repetitive minor, or serious incident, or serious near incident, must be documented.
32. After every away event, the ADCT Health and Safety Officer, Team Manager and CEO will:
  - review the event H&S and its risk event analysis and action plan
  - review any serious H&S incident. and make corresponding changes to practice and policy, as required.
33. All reviews of incidents on an excursion must seek to obtain the diver's comments separate to those of their parents.

## Promote

34. Ensure divers and their families have been given and understand the ADCT Travel Policy prior to departure.
35. Ensure all coaches, Team Managers, Supervision/Support Crew are familiar with and commit to following this policy.

CEO:

Date: 01/07/2023

Next review date: 01/07/2024