

# DUTY OF CARE POLICY

## Policy Statement

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The **Southern Sports Academy** program staff and volunteers are responsible for ensuring that a duty of care is provided at all times.

***The Duty of Care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks.***

This includes, but is not limited to, the following:

### Providing an appropriate number of staff to supervise and instruct

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- Staff should always include one person qualified in First Aid.
- Wherever possible, both male and female staff should be present where the squad comprises both boys and girls.
- If insufficient staff are available, the program coordinator may recruit the assistance of parents to assist with the operation of a session, or will make the decision to cancel the session if unable to adequately supervise the activity.

### Checking the safety of all venues used by the Academy squads

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- Staff will ensure the playing surface/competition or training venue is safe by visual inspection prior to the commencement of a session.
- Squad members will be alerted to the need to inspect new surrounds at venues including showers and change rooms.

### Controlling behaviour of Academy squad members

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- Staff are responsible for ensuring athletes wear the correct full uniform and not parts of other inappropriate clothing.
- Sportsmanship during games must be insisted on by coaching staff and any serious breaches should be reported to the Chief Executive Officer of the Academy.
- Athletes must be aware of the Code of Behaviour, and adherence to the principles is expected by athletes representing **Southern Sports Academy**.

### Ensuring athletes remain within areas controlled by Academy staff

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- Coaching staff must know where athletes are at all times whilst at Academy activities and events.

### Checking bona fides of visitors to sessions

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- Coaching staff should inquire with people attending training sessions/competitions wherever possible of their interest in the Academy athletes. Any instances of

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unknown people attending sessions, taking photographs etc. and/or generally acting suspiciously should be questioned as much as possible and must be reported to the Chief Executive Officer.

- Every reasonable attempt should be made to identify visitors to Academy sessions.

### **Ensuring athletes injured during Academy sessions receive immediate treatment**

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- All coaching staff and sport trainers need to be aware of a location of ice and first aid kits at any training sessions or competitions.
- Qualified First Aid trainers must be available at every session conducted and used as first point of treatment or referral for injury.
- Squad managers must have copies of all athletes' medical screening forms including emergency contacts at every session conducted.
- Wherever predictable, coaching staff must be aware of the location of stretchers at any session.
- Contact numbers of local hospitals and ambulance services should be obtained and available to all coaching staff before any event.
- Each squad is responsible for formulating a first aid plan to cope for any emergency situation.
- Where an athlete is injured during an Academy session, the following will occur on a needs basis:
  - Trainer to make assessment of the injury and treat accordingly or refer;
  - Where athlete must see a doctor or specialist, the choice is up to the athlete and his/her family, but the trainer should have local references available;
  - Where the athlete must be hospitalised, the squad manager or assistant coach will accompany the athlete to the hospital in the absence of a parent;
  - Academy staff should establish contact with the treating medical professional on the same day the injury occurred to monitor the extent of the injury, progress and welfare of the athlete, and status of the injury;
  - Relevant people should be contacted by the trainer or squad manager as the situation dictates i.e. parents, local coach, other staff, **Southern Sports Academy** CEO;
  - An injury report form must be completed ASAP and submitted to the Academy CEO.

### **Supervising athletes until collected by parents**

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- Coaching staff must remain at training/competition/education or drop off locations until ALL athletes are collected by a responsible adult. Duty of care exists until the physical handover occurs.

### **Ensuring all athletes with serious injuries have a medical clearance before allowing them to resume training**

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- Where an athlete has received medical treatment in any form other than general first aid for an injury, a medical clearance will need to be sighted by the head coach before the athlete can participate in any Academy session.

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- Where an athlete has had minor first aid treatment, the head coach will determine through judgement of their own fitness test whether the athlete can participate in the session.

### **Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injury to others**

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- All athletes must have their own water bottles at all Academy sessions and wherever possible these should be labelled or identifiably different. No sharing of water bottles is acceptable. Where this is impractical, a squad may have a group of bottles, however no direct oral contact is to be made with the bottles. It is the responsibility of the trainer to instruct the athletes of the requirements of use and to completely sterilise the bottles after each session.
- Coaching staff will recommend the wearing of helmets as either mandatory uniform e.g. canoe slalom, cycling – or as considered appropriate.
- Coaching staff will insist on the wearing of mouth guards at any sessions where physical contact is expected and where the insurance from local clubs require such use.
- The collective use of spas as a team must be closely monitored by coaching staff in terms of safe water temperature and cleanliness of water.
- Under no circumstances should a single coach and a single athlete be isolated from the group. Coaches must be mindful of being transparent in all dealings with athletes.
- Any issues relating to pregnancy of an athlete which comes to the attention of any coaching staff will require the athlete in question to desist from participating in the physical aspects of the program until a medical clearance is provided indicating it is safe for the athlete and their child to continue in the program. These instances need to be handled sensitively and should be referred to the CEO.
- Coaching staff need to familiarise themselves with the guidelines from their respective Academy on:
  - Pregnancy in Sport
  - Infectious Disease Policy
  - Concussion and Head Injury
  - Member Protection Policy
  - Risk Management Policy
  - Privacy Policy
  - Grievance Handling Policy

**Copies of all these documents are made freely available to Academy staff and volunteers.**

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