

WESTSIDE GYMNASTICS

Child Safe Travel Policy

This Policy sets out how Westside Gymnastics manages the safety of children during transport and overnight travel

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Purpose

This Policy sets out how Westside Gymnastics manages the safety of children during transport and overnight travel connected with club activities, such as competitions and camps.

Scope

This Policy applies to any transport or overnight stay organised or arranged by Westside Gymnastics for gymnasts under 18, including club vehicles, hired transport, and interstate or overnight competition trips.

Risk Assessment

Before any club-organised transport or overnight trip, the Child Safeguarding and Wellbeing Officer completes a documented risk assessment covering:

- Staff/child supervision ratios appropriate to the age and number of children;
- Vehicle safety (registration, insurance, roadworthiness, appropriate restraints/seatbelts) and driver licensing;
- Emergency contacts and procedures, including a medical emergency plan; and
- Any specific needs of individual children (medical, dietary, disability, communication).

Transport

- A single adult must not transport a single child alone, unless the parent/guardian has specifically agreed in writing and there is a genuine reason (e.g. medical emergency, or the child is the driver's own family member);
- Wherever possible, two adults travel with any group of children; and
- Seatbelts/restraints appropriate to the child's age and size are used at all times.

Overnight Stays

- Children do not share a room with an unrelated adult;
- Room allocations are shared with parents/guardians in advance;
- At least two adults (with a mix of genders where practicable) supervise any overnight trip; and
- Curfews, check-in procedures and expectations of behaviour are communicated to gymnasts and families before departure.

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Parental Consent and Information

Parents/guardians are provided with a written itinerary, emergency contact details, accommodation and transport arrangements, and supervising staff details before any trip, and provide written consent and emergency/medical information for their child.

Responding to a Concern

Any concern arising during travel is reported to the Child Safeguarding and Wellbeing Officer (or GA Integrity, where relevant) as soon as practicable, and managed in accordance with the Child Safe Complaints Handling Procedure. If a child is in immediate danger, call 000.

Related Policies and Procedures

- Child Safe Code of Conduct
- Concussion Policy
- Child Safe Complaints Handling Procedure