



Skate Australia Chaperones as Supportive Champions of Children and Young People (January 2024)

What is a chaperone in Skate?

A chaperone should act as a young person's champion at any skate event, camp, competition, or training activity. They are responsible for supervising children and young people advocating for their health and wellbeing and identifying and reporting any concerns to the appropriate personnel or skate organisation. Chaperones may be engaged domestically within Australia and internationally for skate camps, events, and competitions.

Why are chaperones important?

Being a chaperone to children and young people at skate events and activities is an important and rewarding safeguarding role. Chaperones supplement the key roles of additional Skate Australia (SA) personnel such as coaches, team managers and medical support staff. Often chaperones will act as a key trusted contact for the child or young person, who may come to you with questions or concerns. Your roles and responsibilities as a chaperone may vary, depending on the child or young person you are supervising and the training or event that that person is taking part in. This briefing is designed to guide you through your responsibilities as a chaperone and to advise on how best to approach certain situations that may arise within the role.

Note: The terms 'child' and 'young person' describes any person under the age of 18. References to 'parents' should be read as parents, carers, and guardians inclusively.

Duties and responsibilities

First and foremost, chaperones are engaged by SA in an exclusive capacity – your role is to ensure that children and young people's health, wellbeing and education always remains a priority. A chaperone should act as the child or young person's champion, ensuring that there is never a risk of these factors being compromised.

The following responsibilities should be fulfilled:

- Protect children from vulnerable situations (such as being exposed to adult content).
- Challenge any behaviour from adults or children that concerns you and if you continue to be concerned, escalate your concerns to the appropriate person at SA.
 - Familiarise yourself with what the SA safeguarding policies and procedures require you to do.
- Be alert to all possible risks to the child – the Head of Team Delegation should have completed a risk assessment which should be shared with chaperones, but the chaperone should ensure that they continue to consider and challenge any concerns.
- Check the child feels safe, looked after and able to enjoy the event:
 - You are the person to whom the child should look to for guidance, protection, clarification, and support.
- Ensure children are only ever in the care of the responsible adults for the trip or event (SA Coach, Manager, Chaperone etc).
- Hold contact details for all key personnel to ensure they can be contacted if and when necessary.
 - This may include parents or carers, children's emergency contacts, National Integrity Manager, Athlete Wellbeing and Engagement Manager or Coaches.



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Operational responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by a nominated member of SA Management, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults. A chaperone accompanying a team or group of athletes will be required to:

- brief the athletes in their care at the start of their engagement of their role and expected athlete behaviours;
- ensure the SA schedule is followed, for example, curfews, mealtimes, study sessions, training sessions, recovery sessions;
- ensure the athletes are supervised at all times that is appropriate for the camp or tour – e.g. trips external to a hotel should always be supervised by the chaperone;
- ensure athletes have any clothing or equipment they need for competition or training, for example, the right uniform and relevant accreditations;
- ensure public changerooms are safe and appropriately supervised;
- organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and ensure premises are left clean and tidy;
- enforce the rules and report any infraction of the SA's Code of Conduct or Member Protection Policy to the SA Leadership Team;
- handle any emergencies with common sense and according to our codes and guidelines.
- Chaperones need to familiarise themselves with the [SA National Integrity Framework](#) and associated policies and guidelines prior to engagement in their role;
- accompany an injured or ill athlete who needs medical attention to a doctor or hospital when the SA Team Doctor is not on duty or away from the designated the camp or event schedule, eg if an athlete falls ill at a camp overnight, the chaperone will accompany that athlete to the doctor or hospital;
- ensure another chaperone support is in place if they are attending to the care of another athlete while they have multiple athletes in their care (A SA Coach or another responsible adult will need to step in and assist);
- ensure they familiarise themselves with the SA Athlete Wellbeing Manager and the [AIS Mental Health Referral Network](#) to support athletes with health and wellbeing concerns;
- make sure other relevant SA procedures and child safe practices are adhered to, e.g. appropriate transport and collection of athletes under 18 years of age;
- ensure a two-person leadership model is employed with the use of all electronic communication, e.g. create a Kairos group or Whatsapp group for communication purposes with staff, athletes, and parents on the same group for transparency of electronic messages;
- work cooperatively with team officials, including coaches, managers and support staff;
- help supervise travel schedules and travel logistics;
- ensure they are not under the influence of drugs or alcohol whilst on chaperone duty;
- safeguard the athletes' tickets, keys, valuables and money when appropriate;
- maintain a list of dietary and medical information of all athletes in their care;
- advise SA Management immediately of any critical incidents or emergency situations that happen under their care;
- support a child or young person who is asked to complete an anti-doping test if required (A male adult would be required to support a male athlete and a female adult would be required to support a female athlete).

Responsibilities of Children and Young People



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Any child, young person, or athlete under 18 years of age on a SA camp, competition or event who is being supported by a chaperone is expected to comply with the expectations of the chaperone and team management. If you are 16 years of age up to 18 years of age, you may be given some leniency within those expectations. For example, it may be appropriate for 16 to 18 year old athletes to move about an internal hotel on their own but you would be required to communicate your movements at all times with the chaperone, so they are across your whereabouts. Any movement or plan changes should be communicated to the chaperone immediately and agreed upon with the chaperone and SA management prior to them occurring.

Note: The responsibilities listed above do not cover every situation or scenario – it is likely that every event, camp, or competition will present different scenarios and it is the chaperone’s role to manage these situations with the child or young person’s health and wellbeing front of mind.

Can chaperones perform additional roles while acting as a chaperone?

Chaperones engaged by SA will be engaged only in the Chaperone role unless a formal arrangement has been agreed prior by SA Leadership or Team Management. For example, if you are a massage therapist and you have been engaged for a SA camp or competition as a chaperone – *your role is to exclusively complete the chaperone role unless otherwise advised by SA.*

Chaperone Skills and Abilities

- ✓ Good listener and communicator
- ✓ Approachable
- ✓ Empathetic
- ✓ Assertive and dedicated
- ✓ Remains calm in a crisis
- ✓ Confident to raise concerns and challenge inappropriate behaviour
- ✓ Decision-maker who takes initiative
- ✓ Problem solver
- ✓ Works well as part of a team
- ✓ Discrete approach to dealing with situations and young people
- ✓ Organised

Knowledge, Training and Documentation

Chaperones should have completed the SA required Sport Integrity Australia Integrity Training Courses prior to commencing their role – this includes:

- **Sport Integrity Australia e-learning courses:**
 - Safeguarding Children and Young People in Sport Induction
 - Safeguarding Recruitment and Screening
 - Anti-Doping Fundamentals
 - Annual Update 2024
 - Competition Manipulation and Sports Betting
 - National Integrity Framework
 - These courses can be accessed via the [SIA e-learning platform](#) and once completed, chaperones should forward your certificate to the SA National Integrity Manager via integrity@skateaustralia.org.au



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- **Reading and complying with [SA's Safeguarding Children and Young People Policy](#)**
- **Reading and understanding the core Safeguarding Principles of SA:**
 - [Communicating Electronically or Online with Children and Young People in Sport](#)
 - [Transporting Children and Young People in Sport](#)
 - [Events Involving Overnight Stays](#)
 - [Reporting and Responding to a Breach of the Safeguarding Children and Young People Policy](#)
 - Sport Integrity Australia have a [dedicated resource page](#) for safeguarding that all chaperones should be across.
- **Hold a current and valid Working with Children Check** that is submitted to SA prior to role engagement.
 - Working with Children Check Information requirements can be found [here](#).

Reporting of Incidents and Concerns

Chaperones are responsible for reporting all concerns and critical incidents to SA immediately. Incidents should be immediately reported to the SA National Integrity and Complaints Manager via integrity@skateaustralia.org.au.