

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

Designate a Club Welfare Officer (CWO) for the Trip and a Home Contact person.

The CWO should act as the main contact for dealing with concerns about the safety and wellbeing of children whilst away from home.

Children and parents or carers should be given a detailed itinerary for the trip and should be informed of the CWO contact details and the arrangements for handling concerns.

There should be procedures in place to manage an emergency situation, this should include the appointment of a Home Contact person who would be the main point of contact for coaches and parents/carers.

Risk Assessment

Potential areas of risk should be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment should be an on-going process throughout the trip.

Travel Arrangements

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs.

Adult to Child Ratios

Trips should be planned to involve *at least* two adults, (preferably one male and one female). See the guidelines on adult to child ratios to assess the numbers of adults required to supervise the group safely.

Adults responsible for managing the trip should be recruited and selected using the procedure for recruitment and selection of sports volunteers/staff in regulated work with children.

All adults should sign up to the child protection policy, procedures and code of conduct.

Accommodation

Find out as much as possible in advance about the venue/accommodation – wherever possible, a visit is useful.

Check the health & safety certification of any accommodation along with the building security and the suitability of sleeping arrangements relative to the group.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements where possible.

Exchange Visits/Hosting

Before departure, make sure there is a shared understanding of the standards expected during home stays between the club, host organisation/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit.

When a club is assigning a host family they should be appropriately vetted utilising the PVG Scheme. References should be thoroughly checked.

Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they can talk to if problems arise during the trip/visit. Daily contact should be made with all children by the group leader/CWO to ensure they are safe and well.

Facility checklist

Facilities should:

- Be appropriately licensed
- Have adequate and relevant insurance cover
- Have a policy on the protection of children
- Have Health and Safety policy and procedures
- Have adequate security arrangements
- Have staff that are vetted, qualified and trained

Involving Parents/Carers

A meeting with parents/carers prior to the trip to share information, answer questions and make joint decisions is recommended.

A Code of Conduct with consequences for unacceptable behaviour should be agreed in advance.

Parents/carers must complete a partnership with parents/carers form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in place to support the child.

Free time

Organisers must ensure that arrangements are in place for the supervision and risk assessment of activities during free time. Children must not be allowed to wander alone in unfamiliar places.

During the trip

Group leaders should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are in a position of trust at all times.

The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be allowed, even if the local legislation relating to these behaviours is more lenient than in Scotland.

Group leaders should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly. Children can be encouraged to participate in this process. For example, by taking turns to complete a daily diary as a way for them to communicate (both positive and negative) things that they want the group leaders to know.

After the Trip

It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Checklist for overnight trips and/or travel abroad

Purpose of the trip

- Competition
- Training
- Social
- Other (specify)
- Combination, please state: _____

Planning

- When
- Where
- Who (staff / volunteers / participants)
- Risk assessment of activity

Communication with parents

- Destination, activity and accommodation details (address / telephone)
- Name/number of lead club link or team manager
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Code of conduct for trip
- Child Protection arrangements (reporting concerns, supervision ratios etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

Transport

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

Accommodation

- Type (hotel, hostel, hosting, camping etc.)
- Pre-event visit and risk assessment made including insurance checks
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' separate sleeping arrangements

Preparing athletes

- Local culture, language
- Expectations on dress and behaviour

- Food and drink
- Currency
- Telephones
- Maps of area
- Safe sport away information

Supervision and staffing

- Ratio of staff to athletes
- Male/female
- Cover for all in-sport and free time periods
- Specialist carers
- Clear responsibilities

Documentation

- Travel tickets
- Passports, visas
- Check non EU nationals
- Accommodation and travel booking documents

Insurance

- Liability
- Accident
- Medical

Hosting or being hosted

- Hosts vetted
- Hosts aware of any special requirements
- Language
- Transport arrangements
- Telephone contact
- Local map and information

Emergency procedures

- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- EHIC European Health Insurance Card (replacement for E111) form completed (EU visits).
Further information: www.nhs.uk/Healthcareabroad
- Details of British embassy/consulate

Costs and cash

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments

- Spending money
- Security

Arrival

- Check rooms, meal times, phones, valuables
- Check sporting venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules(e.g. curfews)