

# Away Trips

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## 1. Purpose of Document

Trips away are an important part of club and sporting life and a fantastic opportunity to do something different, make new friends and meet new challenges. They do require a considerable amount of planning to make sure that all the arrangements are put in place. It is important that sufficient time is made available for this.

Remember any person taking a group away has an ethical 'duty of care' as well as a legal responsibility under the Children Act for the safety and well-being of the children in the group at all times. You are not on 'holiday', but on duty 24 hours a day.

When trips away are planned, it is important that the following are carried out

### 1.1 Pre Travel Planning

- All trips should be risk assessed
- Ensure that everyone has signed up to the codes of conduct
- If you are not familiar with the area or the venue that you are visiting, it is advisable to make an exploratory visit. If this is not possible then try to gather as much information as possible from a variety of sources
- Think about the insurance that you will need as a club and for individuals, and make sure that the leaders have a copy of the insurance. European Health Insurance Cards may be useful, but should not be used in place of insurance. Ensure that you have a procedure to cover any emergency situation that may arise. If an emergency occurs overseas, notify the British Embassy / Consulate, inform club and home contacts, notify insurers, especially if medical assistance is required, notify the tour operator or provider if appropriate, ascertain phone numbers for future calls (do not rely on mobile phones)

### 1.2 Information about the participants/competitors

- Written permission of parents/guardians should be obtained for all overnight away trips (sample form is at appendix xx)
- Parents/guardians must inform the club/team manager at the outset of any medical condition or special needs of their child. Details of any medication and its administration should be clearly identified to the group leader before departure
- Make sure that trip details and parental consent forms for extended trips and trips overseas are comprehensive in terms of the information and details of the trip in question and in the nature of the information sought. This would include an emergency contact number whilst you are away
- For overseas trips you may wish to ask parents to provide spare passport photos and / or a photocopy of the passport for reference in an emergency

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- Ensure that everyone is provided with a full itinerary, contact number and address of the accommodation, and emergency contacts for group leaders
- Leaders should ensure that they have a list of all group members, with the relevant contact names and address, copies of parental consent forms and emergency contact numbers

### 1.3 Staff and Volunteers

- All adults, staff and volunteers who travel on away trips with children should be asked to undergo an enhanced criminal record check
- Adults, sports leaders and coaches accompanying or participating in an away trip should make known any medical condition / special needs to the Trip Organiser and Team Manager in advance
- The roles and responsibilities of adults participating in away trips should be clearly defined

### 1.4 Conducts

- All participants taking part should be aware of the behaviour and personal conduct standards expected of them at all times on the trip and all athletes / students, irrespective of age should adhere to the codes of conduct applied to the trip or team event in question
- It should be made clear that illegal and performance enhancing drugs and substances are strictly forbidden regardless of whether or not they are on the official banned substance list
- All alcohol and tobacco are also banned
- All participants should be clear that breaches of the established trip code of conduct will be subject to sanctions and that these will in the first instance be dealt with by the team manager. Any breaches can result in an individual being removed from the trip at their own cost

### 1.5 Role and Responsibilities

- A team manager/ group manager should be appointed for away trips. They should have overall responsibility for the children's wellbeing, behaviour and sleeping arrangements
- Coaches should be accountable to the team manager in all non-performance related matters
- The team manager or group leader should submit a report to the club or lead body as soon as possible after the end of the trip
- Adequate adult: child ratios should be observed, this should be a minimum ratio of 1:10, but this may vary dependant on the makeup of the group
- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible

### 1.6 Transport

Where self-drive mini-bus travel is arranged the following guidelines should apply.

- All drivers should have attended a minibus driving course as appropriate and have the appropriate licence and documentation to drive the bus
- All minibuses used should be maintained to the standard required by law
- Trips should be planned allowing sufficient time for breaks and additional drivers should be available to meet the driving regulations
- All drivers should operate to the driving regulations and driving laws of the land in which they are operating

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- Where travel involves juniors, none should travel alone, except in special circumstances when appropriate arrangements can be made with the young person, their parents, travel companies and airlines concerned
- Coaches and leaders are discouraged from travelling alone in their cars with children

### **1.7 Accommodation**

- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult.
- If children are sharing a room, it should be with those of the same age and sex.
- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practicable more than one child should be placed with each host family.

For further information and guidance read *Safe Sport Away – A Guide to Good Planning* which is published by the NSPCC and ASA.