



APPENDIX 10

GUIDANCE ON PLANNING AND ORGANISING TOURNAMENTS, OVERNIGHT STAYS AND AWAY TRIPS

Travelling to away games and tournaments should be both safe and fun for children.

Parents and carers will often worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

To help planning and organisational arrangements, the following guidelines have been developed to assist MAs in implementing proper safeguarding measures. Much of this preparation can be done at the start of the year when the calendar of events is being planned.

Essential planning – at the start of the year/season

Hold a meeting with parents or guardians at the start of the season to explain your safeguarding policy and measures, introduce staff, and review the code of conduct. This is a great opportunity to discuss procedures for travelling for away games and tournaments and for parents or guardians to sign consent forms.

Hold a meeting with children for the same purposes.

Make sure you ensure the following:

- Parental (or guardian) consent forms – make

sure they are signed and kept safely (see sample below).

- When travelling, there should always be at least one adult per group of children of the same sex as the children involved.
- There should be a qualified first-aider with the team who has read and signed the code of conduct.
- If team doctors and physiotherapists are on the trip, they must always treat a child for illness or injury in a manner that reflects the ethos of their profession. They must also read and sign the code of conduct.
- You have the correct insurances in place.
- A safeguarding officer or approved chaperone(s) is going on the trip.
- The code of conduct is signed by all those travelling (both adults and under-18s).
- Children know whom to contact if they have a concern.

Important considerations

- Draw up a programme, including departure and return dates and times.
- Have a meeting with the parents, guardians and players to run through the trip's programme of events and address any questions or concerns they may have.
- Someone from the MA who is not going away needs to be identified as a point of contact. He/she should have a list of

those going on the trip and their contact details.

- Make it clear who the safeguarding officer or approved chaperone(s) for the trip is, ensure that he/she is suited to this role and make sure that everyone in the group is aware of who this person is and what his/her role is on the trip.

Other Important considerations

- Before you leave, work with the players to establish rules for the trip (and what will happen to those who break them). Players should sign the children’s code of conduct.
- Ideally, children should not be given or wear shirts or hats with their names on (an ID badge should be sufficient).
- Agree who is sharing accommodation with whom before you go.
- Ensure that you have your staff bedrooms spread out, for example – if the group is over three floors, there should be at least one adult room on each floor. Ideally, the whole team should be on the same floor. Over 18-year-olds should not share rooms with under 18-year-olds.

Essential planning – while away

On arrival:

- Ensure there is no access to alcohol or drugs in the rooms or at any other time.
- Ensure movie access is appropriate and that adult movie channels are not available in the children’s rooms.
- Ensure that everyone is aware of fire exits and emergency procedures.
- Have group meetings to review the programme and rules. Ensure children have their ID badge on them at all times.

During the trip:

- Hold daily group meetings and staff meetings. They do not need to be long and should provide the opportunity to discuss any issues or problems and solve them.

On return:

- Ask the children and the staff what they enjoyed and what they would change; this will help with the following year’s planning.

Staff and volunteers on away trips have a responsibility to:

- Ensure the safety and well-being of children. This will mean carrying out a risk assessment in advance, including for transport and accommodation.
- Arrive at all departing venues well ahead of children so that they are not left standing alone.
- Arrange a group meeting point prior to boarding the mode of transport (i.e. bus, plane, train).
- Ensure children are given the name and contact of the safeguarding officer or approved chaperone(s) accompanying them on the trip.
- Familiarise the group with the emergency exits in the event of a fire, and agree on a group meeting point – including at the stadium where the match(es) will take place.
- Medical staff (i.e. doctors and physiotherapists) on the trip must always treat a child for illness or injury in a manner that reflects the ethos of their profession. This includes not gaining any individual access to players.
- Avoid spending time alone with a child or young person and ensure that the team doctor or physiotherapist is accompanied by another

- member of staff when treating players.
- Should a child or young person have to remain in the hotel during the course of the tournament or trip due to injury or illness, try to ensure that two staff members remain behind to look after him/her.
- In the event that a child or young person falls ill, or is seriously injured, and has to remain behind after a tournament or match, ideally two members of staff should remain with the child if possible. Staff have a duty of care to ensure that the child returns safely to his/her home/home country.
- If “time off” is permitted by the head coach, staff and players should sightsee or partake in recreational activities as a group.
- Ensure that all players partake in group excursions, so that no child or young person is left alone in the accommodation. Arrange a “meeting point” for players in the event of a player being separated from the group.
- Have access to mobile phones and be reachable 24/7. Staff should have a full list of contact names and numbers of parents and guardians, and vice versa, in case of emergency.
- Ensure you have a clear missing child policy in place that everyone is aware of (see Appendix 11 below).

Checklist to help think through planning and organisation (adapt as necessary)

<p>Purpose of the trip</p> <p>Competition</p> <p>Training</p> <p>Other (specify):.....</p> <p>Combination:.....</p>
<p>Planning</p> <p>When</p> <p>Where</p> <p>Who (staff/volunteers/players)</p>
<p>Communication with parents</p> <p>Destination and accommodation details sent (address/telephone)</p> <p>Name(s)/number(s) of safeguarding officer and/or approved chaperone(s) shared with parents and players</p> <p>Drop-off/pick-up times agreed</p> <p>Transport arrangements in place</p> <p>Competition details shared</p> <p>Kit and equipment list shared</p> <p>Consent form signed</p> <p>Information regarding medical conditions (including allergies) or impairments and access needs, and medication</p> <p>Safeguarding arrangements (reporting concerns, supervision, etc.)</p>

<p>Transport</p> <ul style="list-style-type: none"> Drop-off/pick-up times (agree times with parents, and agree what to do if a parent does not arrive to collect a child at the appointed time) Suitability and accessibility requirements Drivers checked and signed code of conduct Insurance
<p>Accommodation</p> <ul style="list-style-type: none"> Type (hotel, hostel, etc.) Pre-event visit and risk assessment done, if possible Special diets, food allergies Suitability for group, including access needs of attending disabled children (this might include accommodation and meals for a carer or personal assistant) Room lists Supervising adults' sleeping arrangements
<p>Preparing athletes</p> <ul style="list-style-type: none"> Local culture, language Expectations on dress and behaviour Food and drink Currency Telephones and contacts
<p>Supervision and staffing</p> <ul style="list-style-type: none"> Ratio of staff to children agreed Male/female staff clear responsibilities
<p>Documentation</p> <ul style="list-style-type: none"> Travel tickets Passports, visas Accommodation and travel booking documents
<p>Insurance</p> <ul style="list-style-type: none"> Liability Accident Medical
<p>Emergency procedures</p> <ul style="list-style-type: none"> First aid Specific medical information available for players where needed Information on local emergency medical services, hospitals, etc.
<p>Arrival</p> <ul style="list-style-type: none"> Check rooms, meal times Arrange group meetings Confirm procedures with staff Rules explained (e.g. curfews)

Parental consent form¹⁹

Parents or guardians of players under the age of 18 are required to sign this form.

Parent/guardian's name:				
Contact number:				
Event/tournament name:				
<p>Parental or guardian consent statement</p> <p>I agree to my child's participation in this activity.</p> <p>I have answered the questions regarding medical information below, and consent that, in the event of any illness or accident, any necessary treatment can be administered to my child, which may include the use of anaesthetics.</p> <p>I understand that, while the adult officials will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury caused to my child.</p> <p>I have read the codes of conduct and acknowledge the need for my child to behave responsibly.</p>				
<p>Travel arrangements</p> <p>I agree to the transport arrangements that have been made for my child.</p>				
Child's details* (please PRINT clearly)				
First Name:			Surname:	
Age:			DOB:	
Home Address:				
Child's medical information				
Does your child have:				
any allergies?	Yes	No	If yes, please specify:	
medication?	Yes	No	If yes, please specify:	
any special needs?	Yes	No	If yes, please specify:	
a disability requiring specific access needs?	Yes	No	If yes, please specify:	

¹⁹ Adapt as necessary to fulfil the requirements of any applicable data protection legislation

Doctor's name:		Any other information:	
Doctor's tel. no.:			

I confirm that, to the best of my knowledge, my child does not suffer from any medical condition other than those detailed above and that I will inform the association if this changes.

Parent's signature:

.....

When my child is away, I know the contact person is:

Add name of safeguarding officer or chaperone(s):	
---	--