



## GUIDANCE FOR AWAY TRIPS AND OVERNIGHT STAYS

### 1. Introduction

1.1. This guidance is intended for WLE activities involving children; this includes day and overnight trips.

1.2. The main elements are:

- Accountable Officer / Group Leader
- Leaders' Roles & Responsibilities
- Staffing Ratios
- Communication
- Risk Assessment
- Venue
- Accommodation
- Supervision
- Parental Consents for Trips & Overnight Stays
- Information for Parents
- Emergencies
- Insurance

### 2. Accountable Officer / Group Leader

2.1. All trips must have an accountable officer who will be the group leader. Ideally this should be someone other than the Coach. The Group Leader will have overall responsibility for supervision of the visit whilst also paying great attention to safeguarding and health and safety guidelines. The group leader may seek the help of others to act as leaders but these must have complied with the WLE Safeguarding Policy. Occasional volunteers or helpers who have not been safely recruited can be used on day trips but must work under the direct supervision of a named leader and cannot work on trips involving overnight stays.

2.2. The Group Leader is responsible for ensuring that all leaders are clear about their specific responsibilities. In sum, they are expected to take the role of a responsible parent, i.e. to act in loco parentis. Parents should expect their children to be cared for safely and responsibly.

2.3. The Group Leader should hold a face to face briefing session for leaders before the trip begins. It may also be appropriate to hold such a session for parents. All leaders must know who to go to if they have a concern about a child or have any other worries.

2.4. Leaders and anyone acting in a supervisory capacity with children must have complied with the WLE Safeguarding Policy.

2.5. As part of the planning process the Group Leader should consider any specific needs relating to any disability, medical considerations or cultural or ethnic considerations of those taking part.

2.6. Mixed gender groups should be accompanied by at least one male and one female member or leader/volunteer. The participants and nature of your trip will determine how many staff are required and their differing responsibilities. Group Leaders should consider the individual requirements of disabled athletes, including their carers and/or interpreters if needed.

### 3. Leaders' Roles and Responsibilities

3.1. Generally, leaders/volunteers are expected to take the role of a responsible parent, i.e. to act in loco parentis. Parents expect their children to be cared for safely and sensibly.

3.2. All leaders/volunteers must have been properly inducted and have an understanding of WLE Safeguarding Policy, ethical issues of equality and standards of behaviour. Ideally there will be a specialised staff member/volunteer who will act as Club Welfare Officer and has received the relevant training.

3.3. Supervising groups of athletes can become difficult when their parents are present. The Group Leader should make it clear beforehand that the children are under the supervision of staff and advise parents that they should seek not to compromise this relationship.

### 4. Staffing Ratios

Refer to WLE's Safeguarding Policy for information about staffing ratios for away trips and overnight stays.

### 5. Communication

5.1. All leaders are advised to carry a mobile phone, and have the phone numbers of other leaders saved on their phone

5.2. All leaders should carry a list of details of all children, including emergency contact details for parents at all times. A copy of this list must also be held by a designated person at home, who will act as the intermediary in the event of emergency between the group and the club, and with parents.

5.3. The Group Leader should take a register at the start and at the end of each activity and at regular pre-arranged intervals in between.

5.4. Should there be a serious incident then leaders must report as such to the designated person at home, who will in turn pass on appropriate information. Written records must be made as soon as possible after the incident and submitted in accordance with WLE Safeguarding Policy

### 6. Risk Assessment

6.1. Leaders must check in advance that the venue to be visited and any accommodation used has been risk assessed.

6.2. Where overnight accommodation is to be used, leaders must carry out a further risk assessment of the accommodation to ensure the environment is safe for all parties present. If on arrival it is found that the situation is not as expected the leaders should not let the activities take place.

6.3. Staff must familiarize themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported and dealt with immediately.

## 7. Venue

7.1. Insurance, Food and Hygiene, First Aid kit and Fire Precautions must be checked in advance of the event; written confirmation must be obtained, before the trip, of Employers and Public Liability insurances held by the operators of the premises.

7.2. There must be a qualified first-aider on site and the details of that individual must be held by all leaders.

## 8. Accommodation

For all residential or overnight trips & events:

- boys and girls must have separate sleeping and washing facilities which are private to them
- mixed groups of young people must have adults of both genders involved
- adults should have separate accommodation but in close proximity to the young people
- young people under the age of 18 must not be left in the accommodation premises alone overnight
- there should be a rota of adults awake during the night at least until all of the young people have settled down

## 9. Supervision

9.1. Ratios of helpers to young people should be strictly followed. Every group must be led by at least two adults, however small the group.

9.2. Individual adults must never be alone with children or young people

9.3. Children will be told to act responsibly whilst not taking any unnecessary risks and must also follow the instructions of any adults in a supervisory position

9.4. An agreement should be reached between the organiser and parents / carers as to how much independence is appropriate for older children and young people, but the leadership should be clear that they will make decisions on site in any given situation.

9.5. If a child is seen to cause any potential risk to themselves or others they must be withdrawn

from the trip.

9.6. Leaders must not consume alcohol on the trip, even when off duty.

9.7. Leaders must not smoke tobacco in the presence of children.

## 10. Parental Consents for Trips & Overnight Stays

10.1. No child under the age of 8 can be taken away on overnight stays without his or her parent or guardian accompanying them.

10.2. Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parent or guardian, which gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. The WLE Consent Form should be used for this purpose. This includes details of any child/young person’s special needs or medical requirements and explicit consent to taking photographs or making videos.

## 11. Information for Parents

It is important that parents have full information before giving consent. This must include as a minimum:

- aims and objectives of the trip and activities
- date of the trip and its duration
- travel arrangements, pick up point and estimated time of return
- details of venue including arrangements for accommodation and supervision
- name of Group Leader and contact numbers
- information about financial, medical and insurance arrangements
- emergency contact details
- Costs (coach fare or money required for meals)
- Kit, clothing, equipment or other items the child will need
- Discipline Policy and Code of Conduct
- Insurance cover
- Mobile Phone and Social Media policy

## 12. Emergencies

12.1. If an emergency occurs on a club trip:

- establish the nature of the emergency as quickly as possible
- ensure group members are safe and looked after
- establish the names of any casualties and get them immediate medical attention
- ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures
- ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times
- notify the police if necessary
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident; date and sign your record with your full name
- complete an Incident Record Form as soon as possible

- ensure that no one in the group speaks to the media. Names of those involved in the incident should not be given to the media, as this could cause distress to the families. Media enquiries should be referred to a designated media contact in the home area
- ensure no-one uses mobile phones / social media to detail the incident
- ensure that no one in the group discusses legal liability with other parties

### 13. Insurance

13.1. the Group Leader is responsible for ensuring that appropriate insurance cover is in place for the trip or event. Note that travel insurance is not part of the WLE insurance arrangement and clubs are responsible for ensuring suitable cover is in place to cover their activities. For travel within the UK WLE should also consider personal accident insurance that gives a no-fault pay-out in the event of serious injury or death.

13.2. When travelling in motor vehicles in the UK, passengers are covered by law by insurances required under the Road Traffic Act (1988). You should consider accident, breakdown and recovery cover for self-drive vehicles through a reputable motoring service