



Travelling to away fixtures and events is a regular event for many clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

### **Communication with**

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what clothing or equipment they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the co-ordinator should be aware of. Parents should also have the name and contact details of the co-ordinator in the event of an emergency.
- **Staff, coaches & volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all staff, coaches & volunteers have an itinerary.

### **Transport**

A more detailed transport policy is available, but the following are some basic points:

- Ensure the driver has an appropriate and valid driving license
- Allow an appropriate length of time to complete the journey
- Consider the impact of traffic and weather conditions
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted for carrying children. Is the driver experienced in driving a mini-bus?
- Ensure staff and children wear seat belts where they are fitted
- Check there is appropriate insurance for the journey
- Clarify supervision requirements with other staff. The driver should not be considered as a supervisor during the journey
- Ensure the vehicle is road worthy.

Dependent on the event or activity the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home, away trips etc. The following ratios may provide some guidance:

|                   |                        |
|-------------------|------------------------|
| Under 8 Years Old | 1Adult to 8 Children   |
| 8 years and over  | 1 Adult to 10 Children |

There should be one additional staff member for every 10 extra children or part thereof.

### **Insurance**

In addition to the mini-bus / car insurance, the co-ordinator needs to ensure that the general insurance covers travel to away events.



### **Emergencies**

Ensure that the vehicle has breakdown and recovery cover. At least one member of staff should be trained in first aid procedures and a first aid kit should be available. There should be access to a mobile phone and contact details for all children.

### **The above are only basic points of advice and below is a more detailed checklist for consideration**

### **Template Overnight trips and/or travel abroad checklist**

#### **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, sport and accommodation details (address / telephone)
- Name/number of lead club/school link or team manager
- Drop off/pick up times
- Transport arrangements
- 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
- Safeguarding arrangements (reporting concerns, supervision 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
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements

### **Preparing players**

- 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



## Safeguarding Guidelines for away trips

- 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](http://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)