Away Trips and Events

When planning a trip it is important to allow sufficient time for all the necessary arrangements to be made. Whether it is a short trip or a camp in the UK or abroad, good planning is the key to a safe and enjoyable trip.

All those participating in the trip should operate in a manner in line with the applicable England Netball [Codes of Conduct](file:///C%3A%5CUsers%5CSue%5CDownloads%5CCodes%20of%20Conduct%20from%201st%20September%202014.pdf) at all times. It is a good idea to remind everyone of these Codes and any which the club may have, so that they are clear on the meaning of acceptable conduct for the trip.

The following guidance applies to members, connected participants and staff.

Pre Travel Planning

**Risk Assessment**: All aspects of trips and events should be risk assessed. This includes travel, accommodation, supervision, recreation and activities, as well as emergency planning. You can find template risk assessment forms at the end of this document and [Parents Section](http://www.englandnetball.co.uk/make-the-game/ENjoy_ENsure_ENtrust/Safeguarding/Parental_Guidance).

**Venue**: It is a good idea to be familiar with the area / venue to which you are travelling, or to have made an exploratory visit. If this is not possible gather as much information as possible from a variety of sources, such as other clubs, venue websites and event organisers.

**Insurance**: Check to ensure that you and the participants have sufficient insurance to cover the type of trip, event and activities you are undertaking. When travelling abroad it is advised that the following cover should be in place:-

* medical cover, including repatriation expenses
* compensation for loss of baggage,
* passports
* money
* emergency expenses to cover accommodation and transport
* legal assistance in recovery of claims.

When dealing with insurance matters, be sure to obtain a full copy of the insurance policy and read it carefully, noting exclusions. Make sure you have insurance cover for any transport.

**Emergency Numbers**: Ensure that you have a procedure to cover any emergency situation that may arise. Have contact numbers and emergency contact numbers for all of the participants in the trip. If an emergency occurs overseas, notify the British Embassy / Consulate, inform the club and home contacts, notify insurers, especially if medical assistance is required and notify the tour operator or provider if appropriate.

Ascertain phone numbers for future calls to follow up on any incidents (do not rely only on mobile phones).

Information about the participants/competitors

**Overnight Away Trips** - Written permission of the parent/carer should be obtained for all overnight away trips. The parent/carer must inform the club/Team Manager at the time of enrolment, of any medical condition or special needs of their child. Necessary arrangements for accommodating any needs will be discussed and agreed in advance of the trip. It is a good idea to include the young person in these discussions.

**Parental Consent** - Ensure 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. A *Parental Consent Form* *is attached to the end of this guidance*.

**Overseas Trips** - For overseas trips you may wish to ask the parent/carer to provide spare passport photos and / or a photocopy of the passport for reference in an emergency.

**Paperwork** - When preparing paperwork to leave with a home contact consider the following:-

* itinerary
* contact number and address of the accommodation;
* list of all group members;
* contact names and address for all group members;
* copies of Parental Consent Forms and
* emergency contact numbers.

**Tick List is available** [**here**](https://thecpsu.org.uk/download/media/1077/checklist-for-overnight-trips-and-travel-abroad.pdf)

Staff and Volunteers

All adults, staff and volunteers who travel on away trips with young people should have defined roles and the necessary clearance in place for these roles, including DBS clearance from England Netball and permission to work. The appropriate training needs of the role should be identified and delivered in advance of the trip.

* Adults accompanying or participating in an away trip should make known any medical condition / special needs to the Trip Organiser in advance.
* The roles and responsibilities of adults participating in away trips should be clearly defined.

Conduct

All participants taking part should be aware of the following:

* Behaviour and personal conduct standards expected of them at all times on the trip and should adhere to the Codes of Conduct applied to the trip or team event in question.
* That illegal and performance enhancing drugs and substances are strictly forbidden. All other illegal drugs / substances, alcohol and tobacco are also banned whether or not they are on the official banned substance list.
* That breaches of the Code of Conduct will be subject to the appropriate Disciplinary Procedures.
* Unacceptable behavior will be dealt with by the Team Manager in the first instance.

Roles and Responsibilities

**A Team Manager** should be appointed for away trips. They should have overall responsibility for the young person’s well-being, behaviour and sleeping arrangements. They should be appointed as an official of the club for the duration of the trip; if they are not already, coaches should be accountable to the Team Manager in all non-performance related matters.

The Team Manager should submit a post trip briefing to the club or lead body as soon as possible after the end of the trip, highlighting any issues which may have arisen on the trip.

Adequate adult/child ratios should be observed. Ratios should be higher for travelling away from home.

**Adult/child ratios**: Children under 8 years old: one adult to 8 children *(with a minimum of 2 adults)*

 Children over 8 years old: one adult to 12 young people *(with a minimum of 2 adults)*

**A First Aider** should be appointed for the trip or event.

If a young person suffers a significant injury or an accident the parent/carer should be informed as soon as possible and arrangements for medical assistance and travel agreed.

Transport

Where self-drive minibus travel is arranged the following guidelines should apply:

* All drivers should have attended a minibus driving course as appropriate and have the appropriate licence 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
* Where travel involves young people, none of them should travel alone, except in special circumstances when appropriate arrangements can be made with the young person, their parent/carer, travel companies or airlines concerned.
* Coaches and leaders are discouraged from travelling alone in their cars with children.
* Drivers should not be the responsible supervisor for child protection during the journey.

Further information [here](https://thecpsu.org.uk/download/media/2069/transporting-children-apr-2013.pdf)

Accommodation

* Adults should not share a room with a young person. Where the presence of an adult is needed there should be more than one young person in the room with the adult. If young people 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 young person should be placed with each host family.

Further information

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

🖰 [CPSU - Safe sport events, activities and competitions](https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/)

🖰 [Safe Network - Information for when going on trips away and visiting a foreign country](http://www.safenetwork.org.uk/help_and_advice/Pages/away_trips_travelling_abroad.aspx)

🖰 [Suzy Lamplugh Trust](http://www.suzylamplugh.org/)

Club Template

Parental Consent Form

Parents / Carers of players under the age of 18 are required to sign this Form.

|  |  |
| --- | --- |
| Parent/Carer’s Name | Date of Event: |
| Event /Match Name: | Assessment Prepared by: |

Parental Consent Statement

* I agree to my child’s participation in this activity.
* I have completed medical details 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.
* 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.
* I have read the Codes of Conduct and acknowledge the need for my child to behave responsibly.

Travel Arrangements

I agree to the transport arrangements made for my child ⬜

My child will be making his/her own arrangement for getting to and from a specified site ⬜

 Young Person’s Details\* (please PRINT clearly)

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Age |  | DOB |  | School Year |  | School |  |
| Home Address |  |

Young Person’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 |  |
| Any disability | Yes 🖵 No 🖵 | If Yes, please specify |  |
| Doctor’s Name |  | Doctor’s Surgery |  |
| Doctor’s Tel no |  | Surgery Address |  |
| *I confirm that, to the best of my knowledge, my child does not knowingly suffer from any medical condition other than those detailed above and that I will inform England Netball if this changes*. |
| Parent Name Printed: |  | Parent Signature: |  |
| Relationship to Child: |  | Date: |  |
| Emergency contact Name: |  | Relationship to Child: |  |
| 🕿 Contact Tel No 1 |  | 🕿 Contact Tel No 2 |  |

Use of Photographic and Video Images of Children/Young People

Please read our *Policy on the Use of Photographic and Video Images of children/young People*.

**\***Events are expected to attract filming and shot photography, therefore please complete and return this form prior to the event.

Statement of Parent/Carer and Young Person

*I authorise the use of images resulting from any photo or film shoot in line with the EN Policy*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Young Person: |  | Signed by Parent/Carer: |  |
| Date |  | Date |  |

**\***Please use a separate form for each young person

**\***Insurance and Personal Accident: event organisers to explain this Policy or have a contact number for enquiries

Event and Away Trips

Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Event Details: |  | Date of Event: |  |
| Event Location: |  | Assessment Prepared by: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hazard | Who Could Be Harmed? | How? | Control Measures | Is Risk Adequately Controlled? |
| Identify potential risk (eg Court Surface) | Eg:* Players
* Scorers
* Umpires
* Court Managers
 | Eg: Slippery, uneven surface, cracks, debris | * Umpires to check courts before matches and Team Leader to check the court before training.
* Team leader experienced in this and knows the signs to look for.
* Umpires are required to do this before any match play.
 |  |
| Safeguarding Checks | Young People |  | * Appointed a Safeguarding Lead
* Ensure they are aware of their responsibilities and any event-specific requirements and responsibilities.
* Team Manager to complete relevant safeguarding course and be DBS checked.
 |  |
| Safeguarding Plan for all participants | All participants and parents |  | * Communicate Safeguarding Plan to all parents and people with responsibility at the event.
* Ensure all personnel receive event-specific safeguarding training
 |  |
| EN Policy Awareness | All participants and parents |  | * Ensure all volunteers have been recruited in line with the appropriate EN policies.
 |  |
| DBS clearance | All with supervisory responsibility (regulated activity) |  | * Ensure all relevant personnel have got current DBS clearance through England Netball.
 |  |
| Safe environment | U18s |  | * Obtain parental consents.
 |  |
| Codes of Conduct | All participants |  | * Issue EN Codes of Conduct to personnel, players and next of kin.
 |  |
| Transport arrangements | All participants |  | * Ensure all transport arrangements are clear and safe and in accordance with EN Guidance.
 |  |
| Sleeping arrangements | All participants |  | * Ensure all sleeping arrangements are clear and safe with adequate supervision.
 |  |