



St Michael's CE Primary School
Brigadier Hill
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Away Trips and Hosting

Away Trips

Travelling to away fixtures is a regular event for many clubs and teams. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays and events overseas. 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 sports kit 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 team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- Other 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 coaches / volunteers have an itinerary.

Transport

Planning needs to take place before the event to make sure that, whatever mode of transport is being used, any safeguarding concerns can be addressed.

Ratio

Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.

Insurance

The team manager needs to ensure that the club's general insurance covers travel to away events and cover should include baggage loss, medical cover and emergency expenses to cover accommodation and transport.

Emergencies

Procedures need to be in place in the case of an emergency taking place during an away trip or whilst being hosted.

Hosting

- A host should be provided with as much information about the child/children staying with them and details of the competition.
- The host should agree to provide references and be vetted when this is available. When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references.

CHILD / YOUTH MEMBER

Right To	Responsibility
<ul style="list-style-type: none"> • Be safe • Have any concerns listened to • Be respected by their coach and host family • Have easy access to phone contact with the trip organiser • Have a list of events (itinerary) • Regular group meetings with other young people • Have their religious needs facilitated • Have prior knowledge of the climatic variation to enable them to bring adequate clothing • Be made aware of the codes required for phoning home • Maps of the local area • Have the currency of the country they are visiting explained to them • Be made aware of collection and drop off arrangements 	<ul style="list-style-type: none"> • Show respect to their host families • Show respect to other youth members and their leaders • Attending any prior planning meeting to ensure they are fully informed of the plans • Maintain the sport's reputation by adhering to their code of conduct • Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance) • Maintain the accommodation to the standard set by the family • Be aware that they are acting as an ambassador for their sport and on occasions their country • Dependent on arrangements with parents, manage their own money

COACH / MANAGER	
Right To:	Responsibility
<ul style="list-style-type: none"> • Have support from their Governing Body if reporting any concerns about the arrangements • Respectful behaviour from children and young people, other adults, members or parents involved in the trip • Not be left vulnerable when working with children • Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> – Dietary needs – Any personal care needs – Emergency contact numbers – Signed medical consent form – List of any medication/allergies – The European Health Insurance Card (EHIC) allows you to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with the Governing Body guidelines and discussed prior to the trip • To share responsibilities, such as being an emergency contact, with other staff/volunteers rather than being solely responsible 	<ul style="list-style-type: none"> • To plan well in advance of the trip • Check Governing Body guidelines • Gather information on destination and venue (if possible, carry out a risk assessment) • Facilitate information meetings prior to the trip for parents and children • Maintain confidentiality about sensitive information • Model effective behaviour including time keeping, commitment and compliance with procedures • Fostering team work to ensure the safety of youth members in their care • Respond to children/youth members’ statements and concerns and report these in accordance with organisational procedures Record any complaints or accidents on relevant documentation • Provide the children, parents and host with an itinerary of events • Have clear arrangements for collecting and transporting children during the trip • Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the child’s parents/guardians • To ensure that there is an appropriate adult/child ratio • To submit a report to club or Governing Body after the trip • Make parents and children aware of • photographic policy and obtain parent’s signature (or include on permission form)

PARENTS / GUARDIANS	
Right To:	Responsibility
<ul style="list-style-type: none"> • Know their child is safe • Be informed of any problems or concerns relating to their children • Be informed if their child is injured • Have their consent sought prior to the trip • Contribute to the decisions in planning the trip (when appropriate) • Have knowledge of where their child is staying and with whom • Have a contact number for their child's hosts and trip organiser • Have a detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> • To be aware of the Code of Conduct for children, coaches and hosts and encourage their child to abide by these • To agree sanctions with the coach and child prior to the trip, in accordance with organisational procedures • Ensure the child has appropriate spending money • To pay for relevant costs prior to their child going on the trip • Provide the coach with all relevant documents and emergency contact number • Ensure the child has a passport (if required) prior to the trip • Provide appropriate clothing to meet the needs of the child while away from home • Drop off and collect their child at agreed time

HOSTS	
Right To:	Responsibility
<ul style="list-style-type: none"> • To be treated with respect by the children, coaches and parents • To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> – Medical – Food – Religious – Transport – Mobility • To have telephone contacts, lists of parents and coaches in the event of an emergency • To be financially reimbursed for any expenses (when agreed) • To be informed of competition details • To have clearly defined roles prior to the event • To be consulted about any change in plans 	<ul style="list-style-type: none"> • To have agreed to a Code of Conduct • To consent to checks/references being sought into the appropriateness of them being hosts • To provide a safe and supportive environment for the children while they are hosting them • To attend host family meetings prior to and during the competition if arranged • To provide the child with a positive experience of staying away from home and possibly a different culture

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