

## Advice on good practice for away trips and hosting

### Away Trips

Travelling away is a regular event for many clubs and squads. Trips may vary from journeys across Scotland to attend regattas and head racing events 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 travel 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 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 squad manager should be aware of. Parents should also have the name and contact details of the 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. A more detailed transporting children briefing is available. See [Guidelines for Transporting children or young people in your car](#).

### Ratio

Dependant on the 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.

### Insurance

The squad manager needs to ensure that the general insurance covers travel to away events and cover should include baggage loss, medical cover and emergency expenses to cover accommodation and transport. Further guidance is available with the [NSPCC Safe Sports Events Management Tool](#).

### Emergencies

Procedures need to be in place in the case of an emergency taking place during an away trip or whilst being hosted. Further guidance is available within the [NSPCC Safe Sports Events Management Tool](#) as to what should be in place before the trip takes place and what to consider whilst the young person is away.

### 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, Scottish Rowing will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references.

For further more detailed information of taking children away on a residential, please refer to [NSPCC Safe Sports Events Management Tool](#)

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

<b>COACH/MANAGER</b>	
<b>Right to</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Have support from their Governing Body if reporting any concerns about the arrangements</li> <li>• Respectful behaviour from children and young people, other adults, members or parents involved in the trip</li> <li>• Not be left vulnerable when working with children</li> <li>• Receive the relevant information from parents/guardians in advance of the trip i.e <ul style="list-style-type: none"> <li>- Dietary needs</li> <li>- Any personal care needs</li> <li>- Emergency contact numbers</li> <li>- Signed medical consent form</li> <li>- List of any medication/allergies</li> <li>- The European health Insurance Card (EHIC) ALLOWS YOU TO ACCESS STATE-PROVIDED HEALTHCARE IN ALL European Economic Areas (EEA) countries and Switzerland at a reduced cost or sometimes free of charge.</li> </ul> </li> <li>• To have any personal "out of pocket" expenses reimbursed</li> <li>• To be able to apply sanctions in line with Scottish Rowing's guidelines and discussed prior to the trip</li> </ul>	<ul style="list-style-type: none"> <li>• To plan well in advance of the trip</li> <li>• Check Scottish Rowing's guidelines</li> <li>• Gather information on destination and venue (if possible carry out a risk assessment)</li> <li>• Facilitate information meetings prior to the trip for parents and children.</li> <li>• Maintain confidentiality about sensitive information</li> <li>• Model effective behaviour including time keeping, commitment and compliance with procedures</li> <li>• Fostering team work to ensure the safety of children and young people in their care.</li> <li>• Respond to children/young peoples' statements and concerns and report these in accordance with organisational procedures</li> <li>• Record any complaints or accidents on relevant documentation</li> <li>• Provide the children, parents and host with an itinerary of events</li> <li>• Have clear arrangements for collecting and transporting children during the trip</li> <li>• Ensure that a young person has to share a room that is someone of the same sex and that they are aware of who this is in advance</li> <li>• Check adequate insurance cover is arranged</li> </ul>

<ul style="list-style-type: none"> <li>• To share responsibilities, such as being an emergency contact, with other staff/volunteers rather than being solely responsible.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure they have received the relevant documentation from the child's parents/guardians</li> <li>• To ensure that there is an appropriate adult/child ratio</li> <li>• To submit a report to club or Governing Body after the trip</li> <li>• Make parents and children aware of photographic policy and obtain parent's signature (or include on permission form)</li> </ul>
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<b>PARENTS/GUARDIANS</b>	
<b>Right To:</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Know their child is safe</li> <li>• Be informed of any problems or concerns relating to their child/ren</li> <li>• Be informed if their child is injured</li> <li>• Have consent sought prior to trip</li> <li>• Contribute to the decisions in planning the trip (when appropriate)</li> <li>• Have knowledge of where their child is staying and with whom</li> <li>• Have a contact number for their child's hosts and trip organiser</li> <li>• Have detailed itinerary of events that their child will be taking part in</li> </ul>	<ul style="list-style-type: none"> <li>• To be aware of the Code of Conduct for children, coaches and hosts and encourage their child to abide by these</li> <li>• To agree sanctions with the coach and child prior to the trip, in accordance with organisational procedures</li> <li>• Ensure the child has appropriate spending money</li> <li>• To pay the relevant costs prior to their child going on the trip</li> <li>• Provide the coach with all relevant documents and emergency contact number</li> <li>• Ensure the child has a passport (if required) prior to the trip</li> <li>• Provide appropriate clothing to meet the needs of the child while away from home</li> <li>• Drop off and collect their child at agreed time</li> </ul>

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

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

### Purpose of Trip

- Competition
- Training
- Social
- Other (specify)
- Combination, please state: \_\_\_\_\_

### Planning

- When
- Where
- Who (staff/volunteer/participants)
- Risk assessment of activities

### Communication with parents

- Destination, sport and accommodation details (address/telephone)
- Name and number of lead, squad manager etc
- Drop off/pick up times

### 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 and accessibility
- Drivers checked
- Insurance

### Preparing athletes

- 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
- Information on local emergency medical services, hospitals etc
- EHC 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 event venues
- Collect in money, valuables
- Information on medications
- Arrange group meeting
- Confirm Procedures with staff
- Rules (e.g. curfews)

