Away Trips, Hosting & Transport

The nature of Martial Art activities may include overnight trips such as travel abroad for training camps and competitions. NGBs/Clubs/Schools/Academies may also host tournaments and competitions in Great Britain that will involve children from overseas.

Trips may vary from short journeys across county, or they may involve more complicated arrangements, often including overnight stays.

When taking a team away from the School to compete, consideration and planning needs to be paramount to ensure the duty of care for children and adults at risk.

Children under 10 years old will not be considered for overnight trips unless accompanied by a parent. An assessment will be made between the responsible staff for the trip, parents/carers and the young person regarding their individual care needs and any individual support that the child may require. This will also apply to adults at risk

Considerations when planning and taking a team to an away fixture include:

- Staff appointments Instructors, Team Manager and identified Designated Safeguarding Officer.
- Adhere to the Coach/Player ratios.
- Ensure that the group agree to act within the relevant Martial Arts Codes of Conduct.
- Ensure that all staff who have responsibility for children and adults at risk have been recruited and undertaken the appropriate risk assessments and safety checks.
- Ensure that risk assessments are completed correctly.
- Ensure that as part of the risk assessment an emergency ‘School home contact’ has been identified i.e. a School member who is not travelling away, who can act as the emergency point of contact if required.
- Staff and children will sleep in separate rooms. Adults will not share rooms with children.
- Children will sleep in single sex rooms

Communicating with Parents/Carers

The following information needs to clarified and communicated to Parents/Carers when travelling to away fixtures:

- Competition details
- The destination and venue details
- Time of departure
- Time of return
- Name of the Team Manager/Instructor who is responsible for the team
- Contact details for the Team Manager/Instructors and home emergency contact
- Contact details and any medical information for the member of the team
- Ensure that 'Loco Parentis' forms are completed by the Parent/Carer and that the Team Manager/Coach is in receipt of this
- Pick up point
- Method of transport
- Kit requirements
- Any costs that may be incurred i.e. cost of transport, competition fee and money for refreshments

Supervision

- All staff (paid or volunteers) going on overnight trips will meet the eligibility criteria for criminal record checks and these must be completed **before** the trip.
- All staff within the team should be familiar with the Adult and Children Safeguarding Policies and adhere to the Codes of Conduct. They will have undertaken Safeguarding training.
- For single sex groups, there must be at least one same gender member of staff.
- Any child or adult at risk not accompanied by a Parent/Carer must have a same sex member of staff available.

- All staff must adhere to the Codes of Conduct and sign up to these prior to the trip. It is important to remember that whilst an adult is responsible for a child/children or adult at risk, there will be a 'No Alcohol Consumption' rule.

Roles and Responsibilities

All members of staff need to have a clear knowledge and understanding of their role and responsibility for the team.

- A clear definition in regard to the role of instructing / teaching staff – responsible for safe training and competition elements, and Team Manager (and any other staff) - taking responsibility for any other necessary support

- A register is required so that head counts can be taken at any point.

- All staff must go through an introduction programme ensuring they understand: The NGB / School/ Academy policy and procedures and Codes of Ethics and Conduct.

- All staff are in receipt of a full itinerary, which includes; travel arrangements, medical information and emergency contact details.

- Parents and carers who do not have a designated supervising role on a trip should not be counted in supervision ratios and should not assume or be given responsibility for other children. Parents/Carers will be required to adhere and agree to the Parents/Carers Codes of Conduct.

Transporting children or adults at risk for school/club activities

It is essential when transporting children or adults at risk for school/club activities their safeguarding and general safety are considered. All such journeys must be properly supervised, this requires a minimum of two staff. These staff members must have a Criminal Records Check, vetting and a full understanding of the Safeguarding Policies. The following are additional considerations;

- Ensure the competence of the driver, and check that he/she has an appropriate and valid driving licence.

- Allow an appropriate length of time to complete the journey.
- Number of driving hours for the journey and length of the driver's day including non- driving hours.
- Drivers need to take breaks and be aware of emergency procedures.
- 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 if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure all occupants and children wear seat belts.
- Check there is appropriate insurance cover.

- Clarify supervision requirements with the Coaching and Management Team. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure that appropriate booster seats are provided where required.
- All team members and staff are familiar with emergency procedures within the vehicle i.e. emergency door.

Purpose of the trip

□ Competition
□ Training
□ Social
□ Other (specify)
□ Combination, please state:

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Planning

□ When. □ Where □ Who (staff / volunteers / participants)
□ Risk assessment of activity

Communication with parents

□ Destination and accommodation details (address / telephone) □ Name/number of lead School/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 □ Martial Arts 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 Athletes

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.
□ EHIC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: 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

□ Local culture, language □ Expectations on dress and behaviour □ Food and drink □ Currency □ Telephones □ Maps of area □ Safe sport away information	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)