



Trips with Overnight Stays Policy

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Introduction

Children and young people have a right to enjoy taking part in social events planned and provided by those who put their safety and wellbeing first. All concerned have a responsibility to take all reasonable steps to ensure that the activities provide as safe an environment as possible.

Many things can negatively impact on a player's experience at an event, from boredom and homesickness, to poor coaching practice and abuse. Although incidents of serious poor practice and abuse do arise during events the majority of incidents are lower-level concerns and are often associated with more general practicalities e.g. arrangements for refreshments, meals and transport. Nevertheless they can still have a significant impact on a child's experience at an event.

This policy is designed to give guidance to Somersall Rangers Football Club officials, players and their parents. The guidance describes the essential elements that you should have in place regardless of the size and nature of any social event in which you are participating or planning. How you implement this guidance will differ according to your event but it is vital that you address the risks in all cases.

It should be noted that this is merely guidance and that officials must ensure that they carry out fully their legal responsibilities in relation to health and safety and all Somersall Rangers Protection obligations in respect of any trips or journeys in which they participate, attend or organise.

This includes carrying out sufficiently well in advance full and detailed risk assessments in relation to places visited, travel and accommodation arrangements, playing venues and other matters. Part of that process should be taking decisions, including decisions about whether trips should proceed at all, based both on legal obligations and requirements of Somersall Rangers Football Club guidance.



Actions Required Before Travelling

Planning

	Action Completed & Approved By	Approval Date
The club MUST make sure all trips with overnight stays are planned with health, safety and player welfare of uppermost importance.		
The club should arrange a planning meeting and include the officials, players and their parents.		
The club should prepare and issue minutes from all planning meetings re the trip.		
The club should include the officials, players and their parents in any subsequent meetings.		
The club should hold a separate meeting with the complete travelling party giving all concerned an opportunity to discuss and jointly adopt a code of behaviour for the trip highlighting unacceptable behaviour.		
The club MUST appoint from their registered officials a Trip Leader with overall responsibility for the trip.		
The club MUST ensure that all persons working for or on behalf of the club during the trip are registered using the SYFA online registration system.		
The club MUST ensure that all persons working for or on behalf of the club during the trip are PVG Checked by the SYFA and approved by the Protection Panel.		
If the trip is to Europe the club MUST ensure that the travelling party have European Health Insurance Cards.		
If travelling abroad the club MUST ensure that all members of the party have a valid passport and bring it with them on the trip. On the day of travel the passport must have 6 month life before the date of expiry.		
If travelling abroad the club MUST have a copy of the photographic page of all travel party members passports in case of emergency.		
The club should use planning meetings to discuss shared chores or activities, including individual preferences and any job rotas.		
The club MUST ensure all overnight stays are properly supervised e.g. ratio of officials to players with a minimum of three officials in attendance.		
The club MUST ensure that all players are aware of the availability of telephones to contact home.		
The club should consider especially with younger players if it would help to collect their money and organise a daily bank, which also helps to ration the money over a number of days. One envelope per person is useful for this.		
The club should provide for safekeeping of valuables and belongings while away from home, such as making an official responsible for items and recording what is		

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handed in for safe keeping. It is recommended using any hotel or hostel safe for this.		
To ensure that correct doses of medication are administered and reduce the possibility of inappropriate drugs being given to or tried by players, the club first aider and/or qualified physiotherapist MUST collect all medications and hold these centrally.		
A second official MUST also know how to access the medications in case of emergency. If deemed responsible by their parent a young player may hold some medications, such as asthma inhalers.		
First aiders MUST never attempt to treat injuries that would normally require attention from a fully qualified physiotherapist or suitably qualified medical professional.		
The club should ensure that the travel party have all required playing, training and travel kit plus any additional equipment.		
The club MUST have the location of the local hospital/medical services and details of the British Embassy or consulate.		

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Accommodation

	Action Completed & Approved By	Approval Date
The club MUST ensure that dietary or special needs, special access or adaptive aids required by officials or players are in place.		
The club MUST consider sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located officials' bedrooms for both supervision and ease of access in case of emergency.		
Parents and players MUST be consulted in advance about arrangements for room sharing and personal safety issues during the trip.		
Officials MUST not share rooms with players unless the player is the son/daughter of the official.		
Officials MUST have a rota for checking rooms, etc. and there should always be 2 officials present.		
Officials who have consumed alcohol MUST not carry out duties on behalf of the club especially the supervision of players.		
Parents and players MUST be consulted in advance about arrangements for meals during the trip with consideration for different dietary requirements.		
The club should ensure special access or adaptive aids required by officials or players.		



Friendly Matches / Tournaments

	Action Completed & Approved By	Approval Date
The club MUST have an SYFA permit to participate in any friendly matches and/or tournaments.		

Protection

	Action Completed & Approved By	Approval Date
The club MUST issue in writing to all players and parents the name and contact details of the Trip Leader with overall responsibility for the trip.		
The club MUST issue in writing to all players and parents the name and contact details of the club protection officer for the trip.		
The club MUST have fully completed SYFA parental consent forms with them for all players on the trip plus an additional photocopy in case of emergency.		
The club MUST have fully completed consent forms with them for all officials on the trip plus an additional photocopy in case of emergency. (suggest using the club's SYFA parental consent form)		
The club MUST issue in writing to all players and parents a full list of all officials and players attending the trip.		
The club MUST issue in writing to all players and parents the name and contact details of the club first aider and/or qualified physiotherapist for the trip.		
The club MUST have a fully stocked first aid kit on hand during the club trip.		
The club MUST report all incidents of abuse and/or concerns to the relevant protection officer and submit a written record of said incidents or concerns to SYFA.		
The club MUST have sufficient supervision for the club trip e.g. a ratio of one official to six players with a minimum of three officials in attendance.		
The club MUST have sufficient supervision for the club trip especially if the group consists of male and female players. They MUST then be accompanied by both male and female registered officials.		
The club to inform all officials on the trip that players MUST always be left under the supervision of a registered official.		

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Logbooks

	Action Completed & Approved By	Approval Date
The club MUST have a hard bound log book for recording all activities, player and official participation, problems, potential problems, solutions and any actions taken during the trip.		
The club MUST record any allegations, concerns or points of note in the club log book and report to SYFA regarding the trip.		

Players and Parents

	Action Completed & Approved By	Approval Date
The club should involve players and parents in planning meetings and keep them fully informed about the trip wherever possible.		
The club MUST inform players and parents of the method of transport, pick-up point and estimated time of return.		
If travelling by coach the club should issue travel rules e.g. use of toilets, food on the coach, collection of rubbish, etc. Rules should be agreed by the coach driver before departure.		
The club MUST implement a checking system to ensure that all travel party members are actually on the coach before departure or after any stops.		
The club MUST inform players and parents of the destination and venue for club trip.		
The club should inform players and parents of the details and requirements of any competition e.g. age qualification dates.		
The club MUST inform players and parents of the name and contact details for all registered officials.		
The club MUST inform players and parents of emergency contact details.		
The club should inform players and parents of kit, clothing or other items needed by the player during the trip.		
The club MUST implement a system to ensure that players are supervised.		
If parents are on the trip or attend any matches and decide to take their son/daughter away e.g. shopping, etc. they MUST keep the Trip Leader fully informed.		

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Complaints and Risk Assessments

	Action Completed & Approved By	Approval Date
The club MUST carry out risk assessments and note all potential risks and possible solutions in order to reduce risk.		
The risk assessment MUST include cultural issues, attitudes to sexuality, ethnicity, disability and dress, as well types of food available and any local laws and penalties e.g. exposure to drugs and alcohol.		
The club MUST explain the Complaints Procedures for the trip.		
The club MUST inform players that they can talk to someone they trust if they are being bullied, feel frightened or homesick, as well as identifying opportunities to do this and the named official to whom they might speak in confidence.		

Trip Information

The paperwork that is prepared for parents and players should give them as much information as possible. For trips abroad this is more comprehensive and should include:

	Action Completed & Approved By	Approval Date
Objectives and purpose of the trip.		
Name and contact number of the organiser.		
Names of all officials attending the trip. Please note all officials must be registered.		
Name and contact number of the person acting on behalf of the club as the home contact.		
Details of transport to and from venue and during the trip.		
Details of accommodation with address and contact number.		
Itinerary, which should give as much information as possible, particularly the type of activities (competition, training, educational/social) and an indication of any free time.		
Kit and equipment list.		
Emergency procedures and telephone contact.		
Code of conduct.		
Player protection procedures and/or vulnerable adults		



procedures.		
Date for paying a deposit to book a place and details of whether there are any circumstances under which the deposit is returnable.		
Schedule for settling the balance.		
Spending money.		
Expectations around the use of mobile phones or social networking sites.		
Details of insurance cover.		

Unsupervised Time – Under 18 Years of Age

The club **MUST** not allow players under the age of 18 years unsupervised free time.

Unsupervised Time – Over 18 Years of Age

There may be situations where players may not be directly supervised, such as returning to hotels or bases after events, shopping trips or during some social visits. Unsupervised situations may arise at competitions or training camps with older players, or may be part of your planned programme.

It may help for one or two officials to establish an informal group base (such as in a central square, park or café), so that they are easily available and young people can check in with them.

	Action Completed & Approved By	Approval Date
If there are unsupervised times the officials MUST use remote supervision.		
The officials MUST ensure that everyone understands the ground rules and is adequately equipped to be unsupervised.		
Time limits MUST be clear to everyone and should not be too long.		
Players MUST not be on their own but in groups of at least three.		
The players MUST know: Where and how to contact an official; Where they are staying, including the telephone number.		
They MUST have: Some money; Some form of identification; Maps, plans and any other information for them to act effectively and safely; An understanding of any areas that are out of bounds; At least one mobile phone between members of each group.		



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Briefing Meetings During & After the Trips

On Arrival

On arrival the officials **MUST** hold a briefing meeting with the whole group.

This briefing would provide an opportunity to clarify protection procedures and the roles of each official, to brief the group on any rules, including curfews and emergency procedures, and to reinforce the code of conduct. The officials can also distribute information cards with key information and accommodation contact details at this briefing.

	Action Completed & Approved By	Approval Date
The club MUST confirm room numbers with the venue, check these against any prior agreements, allocate rooms in consultation with the other officials and then tell the players.		
The club MUST check arrangements such as mealtimes and facilities; consider giving your itinerary to the venue for their information.		
The club MUST check on room phones – charges for calls, access to outside lines and calls between rooms.		
The club MUST clarify the use of mobile phones and re-charging, access to the internet and use of social media.		
The club should check out the sporting venues.		
The club MUST ensure the safety of money, both the club's or group's contingency fund and individuals' cash or cards.		

Daily Briefings

Daily briefings provide a focal, check-in point for all group members.

They allow for a discussion of the day's events, any problems that have occurred, planning for the next day and the opportunity to clarify or reinforce rules and procedures.

	Action Completed & Approved By	Approval Date
Players MUST have the opportunity at these briefings to speak one to one with officials should they wish or need to express any personal worries or concerns.		
Officials MUST look out for and respond to any signs of homesickness or distress, particularly among younger players.		



Contact Information

Further advice on Safeguarding Children matters can be obtained from:

Somersall Rangers Football Club Welfare Officer

Mark Jackson

Contact Number: 07429 604 273

Email: somersallcwo@gmail.com

Derbyshire County Football Association's Safeguarding Team

8 & 9 Stadium Business Court

Millennium Way

Pride Park

Derby

DE24 8HP

Contact Number: 01332 361 422

Email: safeguarding@derbyshirefa.com

The Football Association

www.TheFA.com/football-rules-governance/safeguarding

Emailing – Safeguarding@TheFA.com

The FA Safeguarding Children general enquiry line 0800 169 1863

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