

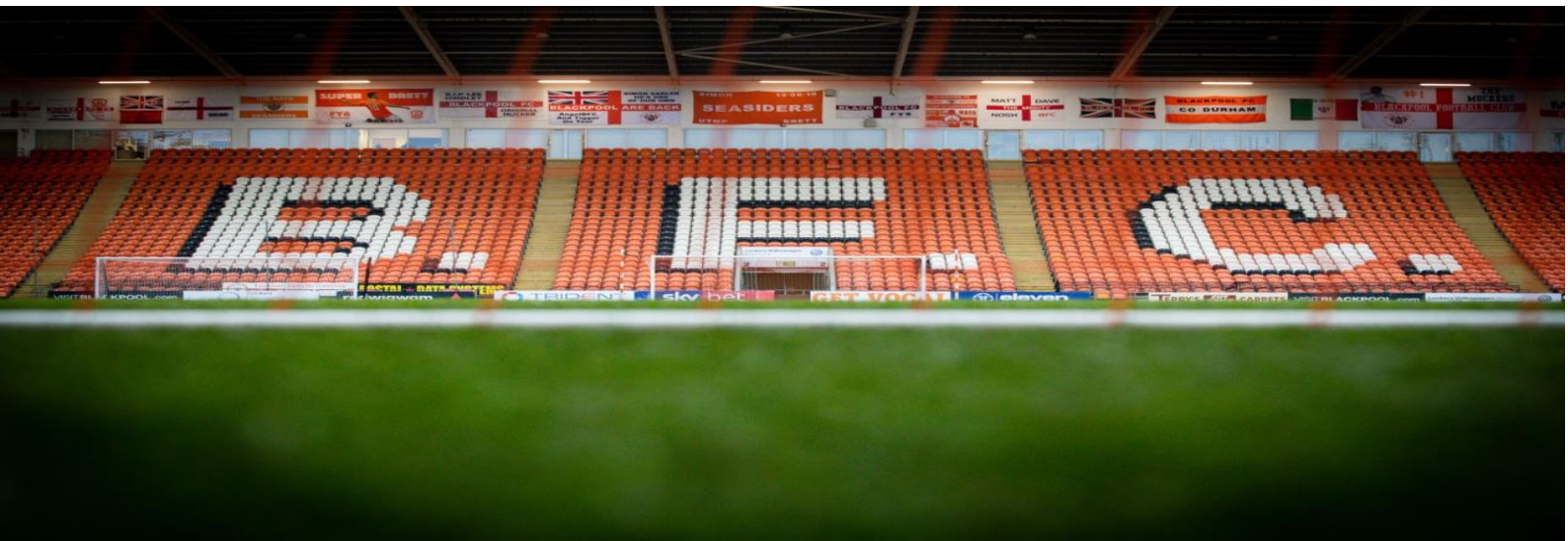
Trips, Tours and Tournaments Policy

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Statement of Intent

Blackpool Football Club & Academy is committed to providing a caring, friendly and safe environment for all our Players so that they can train and play in a relaxed and secure atmosphere.

Travelling to away games and having trips away from home should be both safe and fun for our players (which includes all young people under the age of 18). It should be a chance for all players to grow in confidence, self-esteem, and skills.

Parents and carers will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

To help organise trips and travelling the following child protection and best practice guidelines have been developed. Much of the preparation can be done at the start of the season when you register members for county sides. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or volunteer with additional needs or different cultural background you may need to consider your planning again.

Where it is Necessary to Transport players, Blackpool Football Club & Academy recommends the following Good Practice:

- It is essential that parents/carers are made aware at the start of the season that they are responsible for safe delivery and collection of their child for matches and training.
- Where parents/carers make arrangements for the transportation of children to and from the activity *without the* knowledge of the organising body, it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where organisations make arrangements for the transportation of children the members of staff and volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - Ensuring that all vehicles are correctly insured for the purpose
 - Ensuring the driver has a valid and appropriate license for the vehicle being used
 - All reasonable safety measures are available, i.e. fitted, working seatbelts and car seats where appropriate
 - An appropriate ratio of adults per child
 - When taking a male group, there should always be a male member of staff and when taking a female group and female member of staff
 - Ensuring drivers have adequate breaks
 - Ensure that there is place the following insurance:
 - Public and Civil Liability
 - Personal Accident
 - Vehicle
 - Breakdown Cover (whether it's a car or mini bus)
 - There should always be a qualified first aider and a full and up to date first aid box
 - If any of the group have asthma or diabetes, ensure that the member of staff and or volunteers are aware of how to deal with any situation

Make sure you use the following:

- Consent forms – make sure they are signed, returned and kept safely in line with data protection legislation.

Remember to let everyone know where and when to meet, this is needed for both home and away matches.

For Trips away from Home (involving overnight stays), Blackpool Football Club & Academy recommends the following information is provided to parents/carers:

1. Establish and communicate the following information to parents/carers

- Why the trip is planned –its reason/purpose
- When the trip will take place – date, times including the departure and estimated time of return
- Where the trip is to – destination, venue
- Meeting points – at the home and/or the away venue as appropriate
- Staffing arrangements – name and conduct details of the Team Manager/Child Protection Officer for the trip
- Kit requirements
- Cost implications, i.e. competition fee, spending, pocket money, any cost of transport
- Name and contact details for the person acting for “Middlesex Home Contact”
- Arrangements for food and drink
- Details of insurance
- Date for paying deposit
- Details of Transport
- Codes of conduct for both staff and players
- Emergency procedures and telephone contacts
- If self-catering, who will do the cooking? are there any special dietary needs? agree a menu before you travel

2. Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share the above information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with players and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete a consent form and provide emergency contact details. In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

3. Involving Players

You have provided the adults detailed information; it is also a good idea to provide the players with a scaled down version of the pack. Where possible, a meeting should be held with the players before departure to agree the following:

- Rules for the trip (and what will happen to those who break them)
- Clothing list – ideally children should not wear shirts or hats with their names on
- Expectations of the players
- Agree who is sharing with whom before you go; however, be ready to change this as friendship groups can change very quickly!
- Codes of Conduct – this should be signed by all players with their parents/carer's permission
- Player's responsibility for their own property
- Staff roles and responsibilities
- Emergency procedures
- Support if players become homesick, are unhappy, or need to speak to someone in confidence

4. Designate Safeguarding Officer for the Trip

Those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leaders co-ordinate the arrangements to safeguard the safety and welfare of children during the trip. The DSO should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact and parents/carers.

Make sure you use the following:

- Consent forms – make sure they are signed, returned and kept safely in line with data protection legislation. If any of the group have asthma or diabetes, or any other specific medical condition, allergies and or dietary requirements, ensure that the Welfare Officer/staff are aware of how to deal with any situation and are prepared to do so.
- Ensure you have a written copy of the relevant emergency contact details and any medical information for all children who are taking part in the trip for whom you have a duty of care.
- Determine appropriate staffing and staff training arrangements:
 - All staff/volunteers need to have a clear knowledge of their role and responsibility for the team.
 - All Staff must go through an induction programme ensuring they understand their responsibilities with regard to the player's welfare and safeguarding.
- Ensure that there is a "Blackpool Football Club & Academy" contact i.e. a member of the Academy who is not travelling away, who will act as a contact point if required in an emergency situation and ensure that the "Blackpool Football Club & Academy contact" is provided with the following information to enable them to fulfil their role should they need to do so:
 - The names of the players and staff on the trip
 - Emergency contact names and phone numbers for each of the above persons
 - Details of any medical or physical needs any of these persons may have
 - Contact numbers for the staff which can be used whilst the staff are on the trip

- Telephone numbers for the Police local to Middlesex

The “contact” should be a member of Academy who has been CRB checked.

Essential Planning – When Staying Away

1. Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an ongoing process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

Remember children should not be placed in situations which expose them to unacceptable level/s of risk.

2. Accommodation

In an ideal world you would visit the accommodation before booking, but this is not always possible. Organisers should however, should find out as much as possible about the accommodation and the surroundings during the planning stage. As stated above, where possible an initial visit to the venue and accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender and appropriately located staff or volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate. (Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and children and staff must not share a room.)
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or children.
- Environmental factors.
- Personal safety issues.
- Is there a current fire certificate?
- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Is there secured parking?

When you arrive at the accommodation:

- Check that all windows and doors are safe.
- Check the rooms and report any damage or you may find that you end up with a bill!
- Check if there are any no smoking rooms – this is very important for anyone who has asthma.
- If there is a bar, what rules will you have in place?
- Is there a social area, i.e. what is there for children to do when not playing cricket?
- Some children have enuresis (bed-wetting). Ensure that the hotel can deal with this discretely.
- Ensure that you have your staff rooms spread out, for example if the group is spread over 3 floors there should be at least 1 member of staff on each floor.
- Check all rooms – is there the correct number of beds?
- Ensure there is no access to alcohol in the rooms.
- Ensure movie access is appropriate, or indeed not available in rooms.
- Ensure that everyone is aware of the fire exits and emergency procedures.
- Store money and valuables.
- Have a group meeting to review the program and rules.

Exchange Visits and Hosting

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisations or families, parents and players themselves. These standards should include arrangements for the supervision of players during the visit. Host families should be appropriately CRB checked where possible, or equivalent police checks undertaken and references thoroughly checked. Organisers, parents and children should all be provided with a copy of emergency contact numbers. Players should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility or Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health & Safety. Adequate security arrangements should be in place and facility staff should have been CRB checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

3. Considerations During the Trip

- Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or problems and solve them.
- Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

- Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be overly familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip.
- Group leaders should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

4. Considerations on Travel Arrangements

- Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.
- On trips away, children may take part in non-cricket activities such as swimming. Make sure your consent form covers such activities.
- Check your insurance policy covers non-cricket activities.
- For some trips you may need vaccinations, or take pre-trip medication such as anti malaria.
- Don't forget European Health Insurance Cards (replaces the E111 forms)

5. Adult to Child Ratios

All trips away should be planned to involve **at least** two adults. The guidelines on adult to child ratios inform an assessment of the numbers of adults required to safely supervise the group. Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Group leaders should be familiar with and agree to abide by the organisation's Child Protection Policy, Procedures and Codes of Conduct.

6. After the trip

Where appropriate, a de-brief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.