

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.

When taking children away overnight, or over multiple nights, the club will be responsible for the safeguarding and wellbeing of the child as soon as they have received the child from the parent/carer and will remain responsible until the athlete is handed back to their parent/carer.

The following will outline areas that need to be considered when travelling.

WELFARE OFFICER

The Welfare Officer appointed for a specific trip may not be the same one as appointed by the club committee as Club Welfare Officer, but they must have completed a safeguarding course and hold a valid DBS check with British Wheelchair Basketball dated within three years.

The role of the Designated Welfare Officer is to:

- Ensure that all individuals on the trip know that they are the welfare officer for the duration and that they should be informed of any safeguarding or welfare concerns.
- Hold the contact details for parents/carers/next of kin and have access to the information if they are needed during the trip.
- Hold the medical information of all those attending the trip ensuring that they are accessible during the trip.
- Manage concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip.
- In the instance of any ongoing concerns, refer them to the Club Welfare Officer (if a different person).

CHAPERONES

The role of the chaperone is to provide loco parentis supervision of children on the trip, assist with the maintenance of their general care and wellbeing and to assist the Welfare Officer where required.

Individuals who operate in this role should:

- Avoid completing a coaching role as well
- Hold a valid DBS check with British Wheelchair Basketball dated within three years
- Have attended safeguarding training
- Have their role fully explained and the associated expectations outlined to them before commencing the role

- Be provided with a list of individuals they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.

It is recommended that club staff to athlete ratios are maintained and if there are male and female participants there must be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the participants during these times.

In advance of any trips the chaperones must:

- Meet with the participants they will be responsible for during the trip, and their parents
- Be provided with the details of the trip including:
 - any booking details
 - participant and team leader room allocations
 - the location of their room in relation to the participants
 - details of any transportation being provided
 - any guidance that participants have been provided with
- Provide a signed copy of the relevant code of conduct and be provided with a copy of the athlete's code of conduct
- Identify the nearest medical facilities

During the trip, chaperones should:

- Have a room on the same floor as the participants and ideally as close as possible so they can be easily contacted
- Provide their room number to the participants they are responsible for and advise them they should only use this information in emergency situations
- Check that the in-room telephone is operational
- Accompany any participant that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them

PLANNING THE TRIP

Before the trip commences the following tasks must be completed and agreed by the team leading the trip:

- Conduct a full risk assessment of the trip
- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example, the width of doors and bathrooms, and not having exclusive use of the venue.

- Allocate rooms based upon age and gender, considering parent and athlete requests where possible. Under 18's must not share a room with an over 18-year-old even if they are of the same gender.
- Consider what transport is being used and how participants are getting to and from meeting points.
- Ideally all athletes should be on the same floor, with club officers' rooms at either end.
- Ensure that guidelines are in place for the use of any in room telephones and televisions.
- Determine how club officer contact details, and the guidance for using these, will be provided to participants and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioural policies to all athletes and parents prior to the trip.
- Distributing and collating all required forms to and from parents/carers.

EVENT/TRIP PLAN

In the unfortunate occurrence of an incident the emergency plan will become vital in managing it and ensuring that the situation doesn't worsen. The event plan should detail:

- Travel plans including information on accessibility of vehicles, pick-up/drop-off locations, participant to team staff ratio, luggage requirements
- Accommodation plans including name and address of accommodation, rooming list, room types, meal information, participant medication
- Catering plan
- Staffing plan including who is responsible for what
- Welfare plan including information about local hospitals, participant information, medical information

COMMUNICATION

- Participants – ensure they are aware of the travel plans, venue and time for collection, time of return and any costs. Participants should also have a clear understanding of what standard of behaviour is expected of them, what sports kit they need to bring with them and who to speak to if they are unhappy or need to speak to someone in confidence.
- 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.

When travelling with children and young people:

- Parents – must 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 must also have the name and contact details of the team manager in the event of an emergency.

INSURANCE

The Liability and Personal Accident insurances that are provided via affiliation to BWB apply Worldwide for BWB sanctioned activity only. However, we would recommend that prior to travelling clubs review if this insurance cover is sufficient for their travel needs, as they may need to consider organising additional insurances for travelling and participating. For more information about what is covered with your affiliation contact the Membership Team:

membership@britishwheelchairbasketball.co.uk

HOSTING

- Conduct a full risk assessment of the trip considering
 - Overnight accommodation. Under 18's must not share a room with an over 18-year-old even if they are the same gender
 - Any special requirements for the participants
 - Language barriers
 - Transport arrangements
 - Information about the local area
- Provide the host with as much information about the child/children staying with them and details of the competition.
- The host must agree to provide references and be vetted when this is available. When arranging for events/trips abroad, the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references.
- Telephone contact information must be made available to the parents/carers

EMERGENCIES

If any emergency occurs on an away game/trip:

- Establish the nature of the emergency as quickly as possible and contact the relevant emergency service
- Ensure group members are safe and looked after
- Ensure that team staff that need to know are aware of the incident and that they all follow the emergency procedures
- Write down accurately and as soon as possible all relevant facts and witness details. Preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident; date and sign your record with your full name