

Away Trips, Hosting and Overnight Stays Guidance

This guidance is designed for all teams participating in British Wheelchair Basketball sanctioned competitions and events. It incorporates current safeguarding, inclusion, welfare and travel best practice from the NSPCC, NSPCC Sport, UK Sport and wider UK sport sector guidance.

1. Purpose and Scope

This guidance applies to all away fixtures, tournaments, training camps, overnight stays, international travel, hosted events and any activity involving athletes, staff, volunteers or carers travelling on behalf of a wheelchair basketball club or organisation.

The guidance applies to:

- Children and young people under 18
- Adults at risk
- Disabled athletes and participants
- Coaches, volunteers, team managers and support staff
- Parents, carers, personal assistants and chaperones
- Drivers and transport providers

All clubs must place welfare, dignity, safeguarding and inclusion at the centre of travel planning and delivery.

2. Key Principles

All travel activity should:

- Prioritise safeguarding and welfare above performance
- Promote inclusion, accessibility and dignity
- Be risk assessed in advance
- Respect confidentiality and data protection requirements
- Ensure clear accountability and supervision arrangements
- Support athlete independence wherever appropriate
- Include reasonable adjustments for disabled participants
- Ensure safe recruitment and DBS checks for relevant adults
- Follow the organisation's safeguarding and reporting procedures

No child or adult at risk should be placed in a situation where avoidable risk exists due to poor planning, inaccessible facilities or inadequate supervision.

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3. Roles and Responsibilities

Leadership

- Approve travel procedures and safeguarding arrangements
- Ensure insurance and governance arrangements are in place
- Appoint a Designated Safeguarding Lead (DSL)

Team Manager / Operational Lead

- Complete risk assessments
- Ensure consent and emergency documentation completed
- Coordinate communication and supervision
- Confirm accessibility requirements are met

Coaches and Volunteers

- Follow safeguarding procedures and codes of conduct
- Maintain professional boundaries
- Report concerns immediately

Parents/Carers

- Provide accurate consent and medical information
- Share relevant support needs and accessibility requirements
- Inform staff about changes before travel

Athletes

- Follow codes of conduct and safety instructions
- Respect others and report concerns promptly

4. Safeguarding and Welfare

All trips must comply with safeguarding procedures and safe working practice.

Key requirements include:

- Designated Safeguarding Lead for each trip
- Appropriate adult-to-young person ratios
- Loco Parentis for Under 18's
- At least one safeguarding-trained adult present
- Clear reporting routes for concerns
- Behaviour and anti-bullying expectations
- Appropriate supervision arrangements
- No adult should share a room with a child
- Athletes must know how to contact parents/carers and safeguarding staff

Where adults at risk are travelling, teams should ensure support plans reflect individual needs while promoting autonomy and informed choice.

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5. Risk Assessments

A written risk assessment must be completed for every away trip and reviewed regularly.

The assessment should include but is not limited to:

- Venue accessibility
- Transport arrangements
- Medical risks
- Emergency evacuation procedures
- Staffing and supervision
- Overnight accommodation
- Personal Care
- Weather and environmental conditions
- Behavioural and safeguarding risks
- Communication arrangements
- Medication storage and administration
- Equipment transport and charging
- Lone working or independent travel risks
- Missing person procedures

Risk assessments should be shared with relevant staff and reviewed after each event.

5. Insurance

Appropriate insurance cover is an essential component of any sports team's participation in away trips and competitions. Travel to external venues introduces a range of additional risks, including injury to participants, damage to property, vehicle-related incidents, loss of equipment, cancellation or disruption of travel arrangements, and potential liability claims arising from team activities. Adequate insurance helps protect both the organisation and its participants from the financial consequences of unforeseen events, ensuring that support, treatment, replacement equipment, or legal assistance can be accessed when required.

For teams travelling with children and young people, insurance also forms an important part of an organisation's duty of care and risk management responsibilities, providing reassurance to parents, participants, staff, and volunteers that appropriate safeguards are in place.

A breakdown of Insurance covered within your BWB Club/Organisation Affiliation can be found here [BWB](#)

Please note that Travel and Equipment insurance is not included in BWB's Insurance Provision and organisations are advised to ensure they have all appropriate group policies in place before travel.

6. Personal Emergency Evacuation Plans (PEEPs)

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Where a participant may require assistance during an evacuation both within a playing venue and at accommodation, a Personal Emergency Evacuation Plan (PEEP) should be completed before travel.

Often, Hotels and Accommodation have their own forms that you will be required to complete. It is recommended to address this early with the accommodation.

PEEPs should identify:

- Evacuation routes
- Required equipment
- Assistance required
- Named responsible staff
- Refuge points
- Transfer and hoisting arrangements
- Communication methods

Venue operators should confirm evacuation procedures are accessible and suitable for wheelchair users and disabled participants.

7. Personal Needs and Accessibility Assessments

A personal needs assessment should be completed where additional support or equipment may be required.

Areas to consider:

- Shower chairs
- Handrails
- Transfers
- Accessible toilets and changing areas
- Powerchair/tri-ride charging
- Medication refrigeration
- Assistance animals
- Sensory or communication needs
- Dietary requirements
- Transfer support
- Overnight assistance requirements

Accommodation must be checked in advance rather than relying solely on generic accessibility descriptions.

8. Overnight Stays

Additional safeguards apply to overnight stays.

Planning requirements

- Written itinerary shared in advance
- Appropriate sleeping arrangements
- Gender and age considerations

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- Accessible accommodation confirmed
- Curfews and supervision arrangements
- Night-time emergency procedures
- Clear expectations around behaviour and social media

Room sharing

- Children should share with similar age groups where possible
- Adults and children should not share rooms unless a parent/carer arrangement has been agreed. This includes 17 and 18 year olds who may be in the same school year or team
- Athletes must have privacy and dignity respected at all times

Staffing

- At least two responsible adults should be present where children are involved
- Mixed gender groups should have appropriate staffing representation where possible

Welfare checks

- Staff should avoid entering bedrooms alone unless absolutely necessary for welfare or safeguarding reasons
- Any welfare intervention should be recorded

Accommodation Recommendations

It is important to ensure people are able to effectively access facilities when away from home.

Additional equipment can be sourced and supplied by teams in order to make peoples stay as comfortable as possible. Items such as:

- Shower chairs
- Grab rails – sucker pad
- Transfer boards

BWB recommends ensuring a minimum of 85cm door clearance, with best practice between 90cm+.

Every persons requirements are different and communicating with individuals about how much transfer and turning space they require within bathrooms and bedrooms is best practice.

9. Transport and Team Travel

All transport arrangements must prioritise safety, accessibility and supervision. It is important to note that Group Travel insurance may be required for ANY travel arranged by your organisation.

Requirements include:

- Licensed and insured drivers
- Appropriate vehicle accessibility
- Wheelchair restraint systems checked

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- Seatbelts used where applicable
- Journey plans
- Emergency contact information carried

Public transport

- Accessibility support should be booked in advance where possible
- Staff should monitor group movement and welfare

Independent travel

- Written arrangements should confirm responsibility transfer points
- Arrival and departure procedures must be clear
- Athletes travelling independently should have emergency contacts and travel information
- U18 Athletes travelling independently must have a transport plan in place with the group leader

No athlete Under 18 should be left unsupervised once at the group meeting point.

Equipment

It is highly recommended to check all travel insurance and ensure that your teams equipment is covered by your group policy. It is not uncommon for wheelchairs to get damaged in transit or go missing so ensuring plans are in place to deal with this in advance is recommended.

10. Hosting Teams and Athletes

When hosting another team or organisation:

- Accessibility information should be shared in advance
- Welfare and safeguarding arrangements should be explained
- Emergency procedures should be communicated
- Changing and shower facilities should protect dignity and privacy
- Host responsibilities should be clearly allocated

11. Loco Parentis

Where children are travelling without parents/carers, the organisation may act in loco parentis for the duration of the trip.

This means staff must:

- Act in the child's best interests
- Take reasonable care to protect welfare
- Make emergency decisions if necessary
- Follow agreed medical and safeguarding procedures
- Take responsibility for the administration of medication

Parental consent forms should clearly explain the scope and limits of decision-making authority.

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12. Medication and Medical Needs

Clubs must have clear procedures for managing medication and medical needs.

Requirements:

- Up-to-date medical information and consent forms
- Secure medication storage
- Refrigeration where required
- Named medication support arrangements
- Emergency medication access
- Record keeping for administration

Staff should only administer medication where appropriately trained and authorised.

Medical information must be treated confidentially and shared only on a need-to-know basis.

13. Communication

Communication plans should include:

- Pre-trip briefings
- Emergency contact details
- Itineraries and timings
- Welfare reporting routes
- Communication methods during delays or emergencies

Parents/carers should know:

- Who to contact
- When updates will be provided
- Collection arrangements
- Emergency escalation procedures

Digital communication

- Group messaging should follow safeguarding policies
- The use of monitored communications such as official team channels is advised
- Social media expectations should be clearly communicated

14. Inclusion, Dignity and Privacy

Wheelchair basketball organisations must actively promote dignity and inclusion.

This includes:

- Respectful language and behaviour
- Accessible facilities and information
- Privacy during changing and personal care
- Cultural and religious considerations

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Athletes should be involved in decisions affecting their personal care and support wherever possible.

15. Personal Care

Where personal care or manual handling support is required, BWB's Personal Care guidance should be followed.

16. Emergency Procedures

Trips must have documented emergency procedures covering:

- Medical emergencies
- Missing persons
- Safeguarding disclosures
- Vehicle breakdowns
- Severe weather
- Venue evacuation
- Hospital treatment
- Communication escalation

17. Documentation

Templates and guidance can be found here [Policy Library Archives - British Wheelchair Basketball](#)

Organisations should confirm:

- Organisation Insurances – Affiliated Clubs can access their Insurance provision here [BWB](#)
- Travel insurance where required
- Vehicle insurance
- Equipment insurance

Documentation Tick list:

1. Risk assessments
2. Consent forms
3. Medical forms
4. PEEPs
5. Personal Needs Assessments
6. Loco Parentis
7. Codes of conduct
8. Incident forms - [Report a Concern Today](#)
9. Rooming lists
10. Emergency contacts

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18. Training and Safer Recruitment

Relevant staff and volunteers should receive:

- Safeguarding training
- Disability awareness training
- Equality, diversity and inclusion training
- Manual handling training where required
- First aid training

Safer recruitment measures should include:

- All Coaches, Team Staff and Volunteers **MUST** be appropriately licensed with BWB
- DBS checks where applicable should be valid until 31st August each Season
- References
- Codes of conduct
- Clear role descriptions
- Supervision and support

19. International Travel

Additional planning is required for international travel. See information in Section 5. Insurance

This may include:

- Passports and visas
- Medical documentation
- Vaccinations
- Local safeguarding laws
- Travel insurance
- Equipment insurance
- Local transport services
- Cultural considerations
- Emergency embassy information
- IWBF Rules and Regulations

Athletes and families should receive clear guidance before departure.

20. Review and Continuous Improvement

After each trip:

- Incidents and near misses should be reviewed
- Feedback should be collected
- Accessibility issues should be recorded
- Safeguarding concerns should be followed up
- Risk assessments should be updated

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