



Guidelines for Trips Away and Overnight Stays

Briefing for Clubs, Coaches & Volunteers within Scottish Squash

VERSION CONTROL

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2.0	05/10/2020	Risk & Compliance Sub Committee	July 2024
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1. Designate a Child Wellbeing & Protection Officer (CWPO) for the trip and a home contact person

The CWPO should act as the main contact for dealing with concerns about the safety and wellbeing of children while away from home. Children and parents/carers should be given a detailed itinerary and should be informed of the CWPO contact details and arrangements for handling concerns.

There should be procedures in place to manage an emergency, this should include the appointment of a home contact person, (someone from within the organisation who is not on the trip), who would be the main point of contact for coaches and parents/carers.

2. Risk assessment

Potential areas of risk should be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment should be an ongoing process throughout the trip.

3. Involving children/young people and parents/carers

A planning session with the children/young people to discuss the proposed programme and draw up an agreed code of conduct for the trip ensures that both coaches and athletes have a shared understanding of expectations and behaviours.

A meeting with parents/carers to share information about the trip, answer questions and make joint decisions is recommended. Parents/carers must complete a Partnership with Parents/Carers form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to contact the home contact in the first instance so that arrangements can be put in to place to support the child.

Parent/carers attending the trip to support their child should respect the leadership of the adult(s) appointed to lead the trip. The appointed adult(s) is responsible for the safety and wellbeing of the children/young people at all times. Parents/carers should not take their child/children away from the group environment without first communicating to the appointed adult(s) who will then make a decision as to whether it's appropriate or not for the child/children to be excused from the group environment.

4. Travel arrangements

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs and any differences to child protection legislation for the country being visited.

All children/young people should be dropped off and picked up, at the designated meeting and drop off points for the trip, by an adult responsible for the child/young person. Details of who the responsible adult for both the drop off and pick up should be communicated to the appointed adult(s) in advance of the trip departing.

5. Supervision

Trips should be planned to involve at least two adults and include female and male volunteers. The number of adults required for appropriate supervision will be based on the needs of the group and the size, age and vulnerabilities of the children and young people involved.

Adults responsible for managing the trip should be appointed and selected using the procedure for appointment and selection. All adults should sign up to the child wellbeing and protection policy, procedures and code of conduct for the trip.

Note: young people under the age of 18 should not be delegated sole charge or supervision of children and young people.

6. Accommodation

Find out as much as possible in advance about the venue/accommodation – wherever possible, a pre-event visit is useful.

Check the health and safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements.

Facilities checklist should include:

- Being appropriately licensed
- Having adequate and relevant insurance cover
- Having a policy on the protection of children
- Having health and safety policy and procedures
- Having adequate security arrangements
- Having staff that are vetted, qualified and trained.

7. During the trip

Organisers should have clear roles and responsibilities and must remember that they are always in a position of trust. As such, they should always adhere to the code of conduct and ensure that any concerns about a child are discussed with the CWPO while on the trip.

The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be allowed, even if the local legislation relating to these behaviours is different than in Scotland.

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time.

Group leaders should keep an overview of the wellbeing of all children, making sure they check in with them each day to try to identify any issues early on and resolve them quickly . Children can be encouraged to participate in this process. For example, participating in a debriefing at the end of each day or by completing a daily diary as a way for them to communicate both positive and negative things that they want the group leaders to know .

All of the children/young people on the trip should not leave the venue or accommodation without supervision from an appointed adult(s) or group leader. The appointed adult(s) or group leader should know the whereabouts of each child/young person at all times.

8. After the trip

It is recommended that everyone involved in the trip, including the children/young people, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.