**APPENDIX 2 - GUIDELINES FOR TRIPS AWAY FROM HOME AND OVERNIGHT STAYS**

1. **Designate a responsible adult or welfare 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-ordinates the arrangements to safeguard the safety and welfare of children during the trip. This responsible adult 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 by the organiser of the trip and copies provided to the designated contact for the ECA (named welfare officer), parents and represented club if appropriate.

1. **Risk assessment**

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. An ECA risk assessment is available and should be completed by the travelling coach or competition convenor. 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! ECA completed risk assessments are required for all national and international trips and should be sent to the ECA Welfare Office 3 weeks before the trip team travels. Completed documentation should be sent to [ecawelfare@gmail.com](mailto:ecawelfare@gmail.com)

1. **Travel arrangements - abroad**

In addition to guidelines on transporting children, organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). 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. Children should be informed of local customs and regulations.

1. **Adult to child ratios**

All trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on adult to child ratios will 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 ECA Child Protection Policy, procedures and code of conduct.

1. **Accommodation**

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue/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 Child Protection Policy appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of an emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate

• 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 Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance. In some circumstances older children may be required to share rooms with senior teammates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

**Exchange visits/hosting**

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/ families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families for more than three nights should be appropriately checked through the DBS scheme. It is important to note that DBS checks may take up to 28 days and these arrangements should be planned. Organisers, parents and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made by the trip CPO, with all children to ensure they are safe and well.

**Residential at a facility/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 and Safety. Adequate security arrangements should be in place and facility staff should be DBS checked. 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.

1. **Involving parents**

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour. In the event of an emergency at home during the trip, parents 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.

1. **During the trip**

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 over 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 and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in England. 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.

**8. After the trip**

Where appropriate, a review of the trip will take place with all those involved, 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.