



## International Club Travel with Children Guide

### 1. Introduction

There are nationally expected standards for safeguarding across all sports and these guidelines are based on that best practice.

Taking a group away to a festival event or a weekend away can be a great opportunity for team building and having fun. A trip needs to be carefully planned, well in advance and with the parents involved and informed throughout the process. Parents will feel more confident about the trip when they can see the organisation and planning that has been carried out to safeguard their child.

When parents are present on club trips it is important the parents agree to abide by the Club rules. Set out the Club's expectations, rules and requirements clearly before you go together with the relevant Codes of Conduct and ask all to agree to the conditions and sign to show their agreement.

### 2. Who is organising the trip?

#### 2.1 Is the Club organising the trip?

If you answer "yes" to ANY of the following questions, it is likely the club is responsible for the organisation, risk assessment, safeguarding of children and young people and the legal responsibilities associated with the trip – or at the very least has some responsibility for certain aspects of the trip.

- Has someone from the club e-mailed members asking who is interested in going on the trip, using contacts they have obtained from the club database or from previous emails they have received from club officials?
- Has a coach, committee member or official asked members if they want to participate? • Is one or more of your coaches going to be coaching, leading or supervising children or young people on the trip?
- Has someone at the club arranged the accommodation, room allocation or travel arrangements?

## 2.2 Is the trip being organised totally independently of the Club?

If you answer “yes” to ALL the following questions, it should be accepted by all on the trip that it is a private arrangement – make sure there can be no confusion here and if in doubt, it is recommended the Club makes a statement saying they are not making any arrangements for wrestling events/camps/competitions, ski trips/training/holidays this year and any arrangements being made are not the responsibility of the club.

- Is everyone making their own accommodation arrangements?
- Is everyone making their own travel arrangements?
- The Club Committee have had no involvement in the organisation of the trip?
- The person organising the trip has just asked a few people/friends to come and not opened it up as a general invitation to all the team or club members.
- If a coach is attending, they will not be acting in any way as a coach (taking a training session, organising any games etc)

It is important to make the decision of who is organising the trip at the start of planning. If it has been decided that it is not a club event then no club members, coach etc. should be involved in the planning. The organiser needs to make it very clear that they are organising the event independently. The club should ensure that they inform parents of the independent nature of the event. If club coaches attend the event as a parent, then they should not be expected to take on any safeguarding responsibility for the trip or individual children. Parents need to know that they alone are responsible for their child. Children need to know that their coach is not there in the role of coach, but as another person.

If it is not a club trip, the club should not be involved in any aspects of the organisation of it, and it is up to parents, guardians and families to make their own arrangements just as they would for any other trip, they take part in.

The following information is only applicable if the Club has any responsibility for any aspects of the trip.

### 3. Guidance when organising a club trip

Although parents can be a great support on away trips, it can be confusing for children to know who is responsible for them. Where no parents are accompanying the trip this becomes clearer.

The club trip may be an away tournament where the coaching team ensure there are adequate supervision ratios and coaching ratios for children, and with someone appointed to take care of their welfare. Children know the coaches are responsible for them and they should do as they are asked (assuming it is a reasonable request).

Sometimes trips are organised that would be considered to be a holiday for the parents. Club trips may include parents accompanying their children on the trip as a spectator. It is important to ensure that boundaries are made very clear and that rules for coaches, volunteers, parents and children are given before the event.

When planning a Club Trip, you should consider:

1. Staffing for the trip – which club officials, coaches and other volunteers will attend?
2. Travel arrangements for getting to the event and other travel associated with the trip
3. Who is responsible for children getting to the trip?
4. Food for the trip – including cost of food and drink, allergies, nutritional value
5. Any planned games/training sessions whilst on the trip
6. Sick child – who will hold the file of information (emergency contacts and medical information) on the participants?
7. Accommodation arrangements – consider sleeping arrangements for staff and volunteers, parents and children
8. Who is responsible for the children when they are not taking part in organised activities?
9. If you allow unaccompanied children, who will be responsible for them when they are not playing/training?
10. Club practice including photography and use of social media.

#### 3.1. Staffing for the trip

- Ensure you have adequate staff on the trip to supervise all the children. The BWA use the NSPCC recommendations which can be found in **section 5**

- There should be an adequate number of coaches so children can be split up into smaller groups
- There must be a designated Welfare Officer and this person should be known to both the parents and children prior to the trip. They should hold valid mandatory Safeguarding qualifications including a Enhanced DBS, Safeguarding Training and Time to Listen.
- You may wish to officially request the help of one or two parents for the trip to help with supervision; They will be known as chaperones and, they must undergo the usual recruitment checks including enhanced DBS. They should understand that they are there in a role, not just as a parent.

### 3.2. Travel Arrangements

- You will need to do a risk assessment for the method of travel you choose and this should be agreed beforehand with your Club Welfare Officer (or another designated person within your organisation e.g. person responsible for Health and Safety). You can also contact BWAs Lead Safeguarding Officer for advice.
- Are these arrangements compatible with your club transport policy? It is recommended all clubs have a transport policy. If parents are going too, ideally parents will be responsible for making their own travel arrangements for their own children and the Club will not then be involved in this aspect
- Hiring a coach and driver from the UK to the venue can be a good option, depending on numbers
- Ensure you have adequate staff on the trip to supervise all the children the NSPCC recommendations which can be found in section 5 however, the BWA also recommend at least 1 additional member of staff to ensure ratios remain adequate in the case of an emergency.

Hiring a minibus from the UK may be an alternative option but most of the points below should be noted

- Some travel companies will arrange the travel for you
- The BWA does not recommend the club arrange transport in private vehicles, with coaches and club staff driving their own vehicles transporting club children. This is because if you do, you must ensure:
  - anyone covered by these arrangements has a roadworthy vehicle
  - is insured for this activity (taking passengers abroad)
  - has a clean driving licence
  - if they have Penalty Points or other driving convictions a risk assessment must be done

- driver/s must have adequate breaks
- if the club organises transport the requirements for a DBS should be considered as they will be “Driving a vehicle for children”
- drivers must ensure they abide by the laws of the countries they are driving in, eg Breathalyzer kits, hazard warning triangle, high viz waistcoats, GB sticker, using headlamp beam deflectors etc. where applicable.
- You must also contact the BWA to check there are not any driving convictions on their Enhanced DBS. The BWA will not give you this information however, they may input into any risk assessment in which you complete with the persons consent.
- there should be at least 2 adults (18+, preferably a female and male if children of both genders are present) in each vehicle and one adult and one unrelated child should never share a vehicle with nobody else present
- If travelling by minibus, ensure you abide by the UK law and by the laws of the countries you are travelling through.
- If this is by public transport, ensure adequate supervision ratios
- If this is by minibus, private cars, or club official’s cars, see above
- If parents are allowed to take their children away after the activity, the coaches remain responsible for the children until they are all collected
- Always make it very clear to parents the arrangements for dropping off and picking up their children and always have a backup plan in case they do not arrive.

### 3.3. Arrangements for lunch/food post-match/post-activity

- Arrangements must be pre-agreed
- Coaches will usually be responsible for the children during the lunch break if lunch is taken as part of the activity or post-match food.
- Make sure you communicate with parents over lunch arrangements and any allergies, this involves having the parents contact details for each child you are responsible for and these must be obtained before the trip and circulated confidentially to staff who need the information. If any children have special dietary needs, then this information should have been passed to the hosts well in advance.
- For meals taken at the accommodation, the same arrangements should be made as above.

### 3.4. Games and training

- Club staff will be responsible for all children
- They must ensure there are adequate supervision ratios

- They must ensure adequate coaching ratios with a minimum of two coaches/club officials present at any time with one being a First Aider
- They must ensure they have all medical details for the children in their care, including dietary restrictions
- They must ensure they have emergency contact details for parents
- They must ensure all children have adequate travel insurance cover. They must ensure they have emergency travel insurance details/copies of passport etc. with them (where applicable)
- It is recommended the above information is put onto a spreadsheet and is made accessible, in confidence, to all club staff who may need it. This will include the emergency contact at the club.
- Coaches or other club staff must never take a lone child away from the rest of the group except in the case of an absolute emergency.

### 3.5. Sick or Injured Children

- The Club must provide adequate supervision for a child who is not able to take part due to illness or injury
- The Club will have a named Child Welfare Officer present who must stay at the accommodation with the child. This person will have been appropriately recruited for the role including enhanced DBS disclosure, training and references and be known to parents and children prior to the trip
- If a coach needs to enter the child's room another adult must be present and wait by the door. If entering the child's room, ensure the door is propped open whilst the adult is in the room with the child
- If the child's parents are present, it may be appropriate for them to supervise their own child. However once other children enter the room the rules concerning parents not entering bedrooms must be applied (see below)
- Never allow another parent to look after an unrelated sick/injured child unless they are in an official volunteering role and have been subject to your recruitment checks including enhanced DBS disclosure.

### 3.6. Accommodation arrangements

- Will families be sharing family accommodation, or will the club be allocating rooms?
- If the Club has made the accommodation arrangements care must be taken over the rooming allocations
- If children are roomed in friendship groups, their rooms should be out of bounds to their parents and other parents

- Boys should share with boys, and ideally of approximately the same age
- Girls should share with girls, and ideally of approximately the same age
- Children should only socialise in the communal areas and not in their rooms. Rooms should be for rest and sleep
- Boys must not enter the rooms of girls
- Girls must not enter the rooms of boys
- Coaches, Club Welfare Officers, club officials and volunteers should not enter the children's rooms unless absolutely necessary, and then they should go in in pairs. There must be at least one adult of the same gender as the children (except in cases of absolute emergency, such as fire evacuation)
- Evening patrol – if the Club is responsible for the rooming arrangements two club officials should check the children are quiet and safe. Always work in pairs to safeguard from potential misunderstandings or allegations. Best practice must be followed to protect children and staff/volunteers.
- Club staff should stipulate bedtime and should consider allowing children some free time whilst ensuring they take adequate rest. Staff are still responsible for children during any free time periods.
- Under 18s should not share with over 18s. If there is only one under 18 attending the trip then they should share a room with a small group rather than one other person
- It must be agreed prior to the trip whether club officials look after children in the evening, or whether parents do. If there are children there without parents then the club must fulfil this role
- If parents are responsible for their child this should be from the time the coach/club official declares the day's activities as over, until the time they are handed over the next morning for the organised activities. If the parents are responsible, the accommodation arrangements, bed time, disciplining of children etc. will all be down to their parents just as it would be on a family holiday. However, this system can prove complicated if there are unaccompanied children. If there are, then these children are the club's responsibility and parents should be informed that they should follow the rules for unaccompanied children whilst on the trip
- If the club is responsible, this includes supervision in the evenings, evening activities, dinner etc.
- It is recommended all individuals use separate changing cubicles where available.
- You must remember to follow all BWA policy and UK law regardless of laws and regulations of the country you are visiting.
- Your club may have a "dry camp" policy regarding alcohol; if not, at any one time there must be two nominated club officials in a position of responsibility who must refrain from alcohol in case of emergency

- If you allow club officials to drink alcohol, they should not do this unless they are officially 'off duty'
- Make sure whoever is supervising the children knows about allergies and other conditions
- If some children go to an activity and others stay at the accommodation there must be adequate staff to supervise them, without asking parents to help out unless it is just to supervise their own children – never ask parents to supervise or look after other people's children unless they are officially volunteering and have been subject to the Club's recruitment checks including DBS disclosure
- Careful consideration needs to be given if taking a few unaccompanied children
- They can sometimes be cared for by the parents of their friends, but this must be a firm arrangement made between the parents before the child is accepted on the trip. No parent should be asked by Club officials, or allowed to volunteer during the trip, to look after a child they wouldn't normally consider taking on a family holiday with them
- Parents of unaccompanied children (not being cared for by the parents of friend – see above) must accept their child will be under the care of the club and abide by club procedures and trip policies
- The club must ensure other children's parents do not enter the bedroom of an unaccompanied child, even if their children are sharing a room with the unaccompanied child
- It is often best to have a named staff member/member to look after the unaccompanied children. The child must be made aware of who this is and told to go to them with any concerns
- Depending on the number of unaccompanied children it might be appropriate for one or two parents to officially volunteer for the role of supervising these children. The parents should then go through the Club's usual recruitment procedures including a DBS disclosure and have their role clearly identified in consultation with the CWO.

### Club practice including photography and use of social media

The BWA have produced a Photography Consent Guidance that can be accessed following this [link](#). You can find the BWA Social Media Policy by clicking [here](#).

- Ensure you are not alone with children or young people after rugby league activities have finished
- Do not go into bedrooms of children or young people and never invite them into your room, always take another adult with you if you need to do this
- If children need to be supervised in changing rooms encourage parents (if present) to take responsibility for their own child. If groups have to be supervised in changing rooms

always ensure coaches work in pairs. It should not usually be necessary to supervise children getting changed unless they are very young

- Ensure if changing or showering that you do so before, or after the children or young people or in a different changing room to them; never shower or change with them
- Treat all children equally (whilst considering individual needs) with respect and dignity. Do not swear in front of or within ear shot of children and challenge others in the club who swear in front of children
- Put the welfare of the child first, before winning, the child's welfare being paramount
- Be acutely aware of the power that a coach develops with participants in rugby league and do not take part in any inappropriate or intimate interaction (sexual or otherwise)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required, it should be provided openly and with the consent of the child.
- Always work in an open environment
- Always give enthusiastic and constructive feedback rather than negative criticism
- Remember at all times, you are the coach, they are the child and make sure you maintain professional boundaries at all times.

See the British Wrestling Safeguarding Policy for more information.

#### 4. Suggested Models your Club May Wish to Adopt

##### 4.1. Club Trip with no parents

- Minibus out to resort, with at least 2 staff members in each minibus, one of each gender if boys and girls are both present. Ensure adequate breaks. Check valid driving licences, and penalty points. Remember the paper counterpart of the Licence is no longer valid and checks should be made via the Government website - <https://www.gov.uk/check-driving-information> Ensure compliance with UK law and the laws of the countries you are travelling through (see Travel Arrangements above)
- Ensure adequate coaching ratios and supervision ratios. The NSPCC recommendations which can be found in their resources however, the BWA also recommend at least 1 additional member of staff to ensure ratios remain adequate in the case of an emergency.
- Appoint a camp welfare officer who everyone knows is responsible for the welfare of the children. Parents, children and staff should all be made aware
- Club staff make room arrangements ensuring boys and girls do not share; children are grouped roughly in age groups making provision for children who do not get along. Over 18s and Under 18s should be in different rooms where possible

- Club staff are responsible for children in the morning, getting them to training, game, lunch, returning to accommodation, supervision in the evenings, evening activities, meal times and bed times
- Club staff are acting in loco parentis and medical information and contact information must be given confidentially to the CWO and head coach (consider others too, depending on the trip). Loco parentis is the Latin term for 'in the place of the parent' and refers to the legal responsibility of a person or organisation to take on some of the functions and responsibilities of a parent.
- Coaches and Club officials must at all times when in the company of Club children behave professionally, abide by the Code of Conduct and adhere to Club policies and best practice

#### 4.2. Club Trip with Parents and No Unaccompanied Children

- Parents responsible for making their own arrangements to transport their own children to and from activities
- Parents make own arrangements for their accommodation (often in same hotel/apartment as other club members)
- Club officials make their own transport arrangements, not taking any children other than their own, in their cars
- Club officials make their own accommodation arrangements
- Parents are responsible for their children until the agreed time (e.g. 9am start), when they meet to drop their children off for the planned activities
- Club staff are then responsible for the children until the end of the activities when they meet the parents and hand the children back to them
- Club staff are responsible for children over the lunch period and all the day's activities
- Club to ensure adequate coaching and supervision ratios throughout
- Once club staff hand the children back to their parents the children are the responsibility of their parents
- All evening activities are the responsibility of the parents
- Ideally club staff will stay in different accommodation, enabling them to relax and enjoy the evenings with no responsibility for children
- If club staff are in the same accommodation, or meeting parents and children in the evenings they must maintain appropriate boundaries, drink responsibly and behave professionally at all times
- Although club staff may think they are off duty, if they meet with the children the children will still perceive them as their coach
- Parents responsible for their children in the evenings, for their conduct and for ensuring they go to bed

- Club should make the arrangements very clear and give this in writing to the parents
- Coaches and Club officials must at all times when in the company of Club children behave professionally, abide by the Code of Conduct and adhere to Club policies.

### Club Trip with Some Parents and some Unaccompanied Children

- Parents responsible for making their own arrangements to transport their own children to and from activities.

Club may wish to consider using a minibus to venues to transport unaccompanied children. Minibus out to venue, with at least 2 staff members in each minibus, one of each gender if boys and girls are both present. Ensure adequate breaks. Check valid driving licences, and penalty points. Remember the paper counterpart of the Licence is no longer valid and checks should be made via the Government website - <https://www.gov.uk/check-driving-information>. Ensure compliance with UK law and the laws of the countries you are travelling through (see Travel Arrangements above).

- Ensure adequate coaching ratios and supervision ratios
- Appoint a camp welfare officer who everyone knows is responsible for the welfare of the children. Parents, children and staff should all be made aware.
- Club staff make room arrangements ensuring boys and girls do not share; children are grouped roughly in age groups making provision for children who do not get along. Over 18s and Under 18s should be in different rooms where possible.
- Club staff are responsible for children in the morning, getting them to training, lunch, returning to accommodation, supervision in the evenings, evening activities, meal times and bed times.
- Club staff are acting in loco parentis and medical information and contact information must be given confidentially to the house parent and head coach (consider others too, depending on the trip).
- Club staff, not parents, should check children have gone to bed and this should always be carried out in pairs to safeguard yourself from potential misunderstandings or allegations
- Coaches and Club officials must at all times when in the company of Club children behave professionally, abide by the Code of Conduct and adhere to Club policies.

Club Coaching Trip – but external organisation responsible for all arrangements: Coaching may be offered by Club.

There are companies specialising in trips and festivals who will make all the arrangements for you. The Club may decide to offer coaching between certain hours and charge for this. All other aspects of the trip are not the responsibility of the Club.

- Club invites members to attend a wrestling training camp
- Club lets members know where they will be going to and members can make their own arrangements or book with the specified organisation
- Club coaches may be acting in loco parentis and must have medical information, emergency contact details, insurance details for all children they are coaching, in case of emergency. This can be gained from the Club Administrator on the BWA JustGo Membership Portal.
- Transfers from hotel/accommodation to the event/festival are often arranged by the organisation
- Parents are responsible for their own children at all times other than whilst under the care of coaches
- Club must make it very clear, in writing, they will only be responsible for children booked into club coaching sessions, for the duration of these sessions
- Due consideration must be given to whether unaccompanied children can be accommodated, bearing in mind all factors mentioned previously
- Coaches and Club officials must at all times when in the company of Club children behave professionally, abide by the Code of Conduct and adhere to Club policies.

## 5. Recommended adult to child ratios

### 5.1 General Ratios

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. The BWA however, recommend that during Wrestling activities which involve trips away we follow the guidelines set out by the NSPCC.

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. You need to make sure you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

The BWA recommend having at least two adults present when working with or supervising children and young people. We also recommend an additional adult to the guidelines below so

should an emergency arise the adult to child ratios remain as the minimum numbers to help keep children safe:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

We recommend having at least two adults present, even with smaller groups.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

## 5.2 Children with additional needs or disabilities

If you are working with children and young people who have special educational needs or disabilities (SEND) you may need more supervision than the minimum ratios above.

For each activity you should undertake a risk assessment to help you decide on supervision ratios. The assessment should take into account children and young people's behaviour, ability and mobility. As far as possible, include input from children and young people and their parents and carers in risk assessments to ensure children's needs are met.

## 6. Emergency Procedures

It is important to ensure that all the children remain supervised if an emergency occurs. In case of emergency the tour organiser must have a copy of the children's home contact details available and summary of any medical conditions.

If the children's parents are present, then they should take lead should their child need to attend a medical centre or hospital.

### 6.1 In the event of an emergency

- Remain calm and take time to think if possible
- Establish the facts and nature of the situation
- Ensure all children are safe and supervised

- Contact the Tour Organiser as soon as possible (the Tour Manager should ensure that all relevant personnel are contacted i.e. parents, head coach, and club home contact)
- Identify if any children/volunteers are hurt and their immediate medical requirements
- If medical attention is required call the first aider or national emergency number for an ambulance
- If abroad ensure you have relevant numbers for emergency services or first aiders
- Tour volunteers must be aware of who is the first aid contact either amongst themselves or on site (accommodation or club)
- Ensure that any child going to hospital is accompanied by an appropriate adult volunteer
- Complete an incident form once the situation is resolved
- Liaise with the Tour Organiser and if necessary, the BWA
- Report the incident to insurers if required

## 6.2 Children who need to return home

In the event of any participant whose parents or guardians are not present having to return home due to illness, injury, severe upset, or an incident occurring at home, clear arrangements must be made in agreement with the parent(s) or guardian(s) of the individual concerned. The Tour Organiser must ensure a safe and appropriate handover and ensure that supervision levels are maintained amongst the remaining group.

## 7. Safeguarding Concerns

All Safeguarding concerns should be reported as soon as possible to the Tour Welfare Officer. The Tour Welfare Officer and the Tour Organiser should work together and decide what course of action is taken. The BWA Safeguarding Policy should be always adhered to. The Tour Welfare Officer should contact the BWA Lead Safeguarding Officer for further advice if needed and the BWA Cause for Concern form should be completed and sent the BWA Lead Safeguarding Officer Andreas Michaelas via [safeguarding@britishwrestling.org](mailto:safeguarding@britishwrestling.org) - 07494 162 414