

OVERNIGHT TRIPS AND INTERNATIONAL TRAVEL

Introduction.

Travelling to events and training camps can be a regular activity for many clubs and teams. Some of these trips may involve overnight stays or even travelling abroad. Overnight stays and international travel involving children requires specific planning and safeguarding considerations.

The following will outline a number of these considerations that must be accounted for when travelling for overnight stays or internationally with children and young people. This guidance should be read in conjunction with our checklist for “Overnight trips and International travel”.

Supervision and staffing.

You must ensure that you provide adequate staff and volunteers for the trip, and that everyone is aware and capable of fulfilling their responsibilities. Staff and volunteers should be vetted and model effective behaviour, including timekeeping, commitment and compliance with procedures. You should consider:

- how you will maintain the ratio of staff to children throughout the trip
 - this ratio will vary depending on the event and the age of the children, but this generally needs to be increased when travelling away from home.
- whether specialist carers, or appropriate adults are required to provide any additional care needs.
- the gender of supervising adults for the group
 - for example, if there are gender-specific locations, such as bedrooms, dormitories, changing room, or toilets where children need supervision.

Staff and volunteers must ensure that they facilitate the needs and rights of the children in their care at all times. This includes:

- dietary needs
- religious needs

Consider designating a safeguarding lead for the trip. The safeguarding lead can act as the main contact for dealing with concerns about the safety and wellbeing of children whilst away from home.

Staff and volunteers should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are in a position of trust at all times. They should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly.

Communication with parents and children.

Children and parents or carers should be given a detailed itinerary for the trip and should be informed of the relevant contact details and the arrangements for handling concerns.

Information for parents.

Provide parents with all the relevant information in advance of the trip. This should include:

- drop-off and pick-up times and location
- destination and venues (including address and postcode)
- event/destination/camp details

- kit and clothing required
- food and drinks required
- any additional costs
- other specific requirements
- contact details for trip organiser and process for parent contacting coach or young person
- how to raise a concern

They should also be aware of their responsibilities and the expected standard of behaviour for them and their child.

Information from parents.

Before going on the trip, there is some information that you must obtain about the participants.

You should allow sufficient time for parents to provide details for their child. Information you must collect will be dependent on the specifics of the trip, but usually they will include:

- full consent for the trip including all activities and photography consent
- child's basic information, including their name, address, date of birth, etc.
- medical details, medication, any personal care needs, allergies or dietary needs (you must ensure you have a clear procedure for if a participant has a medical emergency).
- any specific or additional requirements
- emergency contact numbers

If your club regularly embarks on similar trips, you should consider opting to have parents provide specific details for their child when joining the club which can then be filed and reused. These must be stored in line with GDPR considerations.

There should be regular opportunities for review to ensure details are kept up-to-date, and there should be an understanding that parents must inform of any changes of address, medical updates, or new contact details.

Travel Arrangements.

Transport should be clearly planned ahead of the event to ensure that any associated safeguarding concerns can be addressed. You should consider:

- journey times and pick-up locations (and any associated safeguarding risks)
- how appropriate supervision will be maintained throughout journey, including sufficient supervision at train station, airports or when making stops or otherwise coming into contact with members of the public.
- the suitability and accessibility of the mode of transport and any stops for all the participants, ensuring that seat belts are being worn correctly by all occupants whilst in transit.

You should also consider gathering information on destination and venue (if possible carry out a risk assessment).

Documentation.

In addition to a thorough consent form covering all permissions for each child to participate in the trip, you must ensure that every person involved has with them the required, valid documentation to safely travel. When travelling internationally there may be some additional documentation required and considerations should be taken to keep young people's documentation safe:

- Every member in the party must have a valid passport covering their legal travel

throughout the trip. You should give as much notice as possible to enable new passports to be applied for where necessary. It is important that you check the passports of any non-UK/ non-EU nationals to ensure they are valid for travel to the destination.

- Ensure everyone has the required visa which has been checked in advance of the trip. Ensure adequate time is given to apply for these.
- You should ensure every child has a ticket covering their travel and stay throughout the trip.
- You should ensure all children with British citizenship have brought their Global Health insurance card (GHIC), which can be applied for on the [UK government's website](#).
- You should ensure the booking and insurance details for the transport are accessible should you encounter any issues or need to clarify any details.
- You must ensure children have brought all relevant documentation with them before setting off on the trip. Depending on the age of the group, you may want to collect and hold all documentation to ensure that it is kept safe.

Some trips may require specific additional documentation. You should check this using the [foreign travel advice](#) on the governments' website.

Considering risks.

Accommodation will bring with it different risks which must be highlighted within your pre-event visit and risk assessment. Certain accommodation, such as camping, or hosting will require additional considerations and equipment. You must also consider whether the accommodation offers suitable accessibility for all those attending the trip.

Sleeping arrangements.

When organising sleeping arrangements for children and staff you must always prioritise the safety of children. Children and young people need to feel comfortable and safe to enjoy the trip. Familiarity with the group should assist you in your plans to keep children and young people safe overnight.

Planning the sleeping arrangements will be dependent on the details of the group, such as the age of the children and the size of the group, and on the details of the accommodation. The responsibility of leaders and chaperones overnight will depend on the accommodation you are staying in and the risk assessment that has been conducted. Some general guidelines to follow when planning the sleeping arrangements for overnight trips include:

- sleeping arrangements should be pre-planned and communicated to the children and young people beforehand.
- every child should have their own bed to sleep in.
- children should share a room with other children under 18 years old so that they are not alone overnight. They should share with other children of the same gender, and where possible, of similar age.
- all children and young people should have a clear understanding of where the responsible adults are if they have an emergency, including their room number and mobile phone.

Catering.

When catering for children and young people, any special diets, food allergies and

intolerances should be identified in advance to enable provisions to be made.

If children and young people are required to provide or purchase their own food, you must have notified them in advance and ensure they have enough of the correct currency. You must also ensure children and young people remain supervised appropriately when buying and eating their food.

Free time.

Organisers must ensure that arrangements are in place for the supervision and risk assessment of activities during free time. Children must not be allowed to wander alone in unfamiliar places.

Emergency procedures

When travelling with children and young people for overnight stays and internationally, there are some specific emergency situations which could arise. You must ensure staff and volunteers are aware of what to do in the event of these emergencies so that you are able to handle these competently.

Changes to the transport arrangements, such as delayed or cancelled flights, could occur. This should be communicated to parents and carers and updates given regularly.

You should ensure you have details of local emergency medical services and hospitals, specific medical information for all children and staff, as well as access to and administration of medication in the case of a medical emergency. You should also have details of the British embassy/consulate in the event of any legal or safety issues, which can be found on the [Government's website](#) You can also use the government's 24 hour helpline for British citizens abroad, on 0207 008 1500.

You must ensure you have all the emergency contact details for all the children and staff on the trip.

Costs, cash and currency.

You must ensure that you have access to funds covering the trip as well as additional money to cover emergency procedures and any other unexpected occurrences. This should include any non-prepaid travel expenses, extra meals, refreshments, spending money, etc.

Insurance.

The staff member in charge of planning the trip needs to ensure that the club's general insurance covers travel to away events. This should include liability and adequate cover for:

- baggage loss
- medical cover
- emergency expenses to cover accommodation and transport
- transport of children and equipment

After the Trip.

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