

Appendix 10: Trips away, overnights and accommodation

Competitions and day trips

Travelling to competitions is a regular part of the sport for many young cyclists. Trips may vary from short journeys across town to local circuits or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. Communication with all parties is a key issue when planning any journeys:

Children – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them (see Code of conduct for participants)

Parents – should be made aware of the above and must have completed a consent form detailing any medical issues that the relevant people should be aware of. Parents should also have the name and contact details of the relevant person in the event of an emergency

Coaches/volunteers/staff - need to be made aware of what their responsibilities are in advance of the trip (see code of conduct for coach/volunteers and if its an away/overnight tip guidance document). It is important that all coaches/volunteers have an itinerary and each other's contact details, contact details, emergency contacts for children, their parents/carers and have relevant permission forms in place.

Young Leaders (U18)

It should not be common practice to use young leaders who are U18 on trips away or over nights as “adults” on those trips. It is very good experience and will assist in the young leaders development if they can go on away trips and over nights, and perform their young leader role e.g. assistant coach, official etc. HOWEVER they should be included as a “child” on the trip when planning is carried out to consider the number of “adults” required to facilitate the trip.

There should be a pre-trip meeting with the young leader to cover what their role will be and expectations of behaviour, sleeping arrangements and curfews, who is in charge etc. as they will have one foot in the “adult/trip staff” group and another in the “child/trip participant” group.

The nature of their role and involvement should also be clearly communicated to all participants in advance; to support the young leader and ensure there are no misunderstandings around roles or responsibilities. *For more advice look at Appendix 12: Guidance on working with U18 volunteers*

Overnight Trips/ Accommodation

The club Wellbeing Protection Officer (WPO) will not always be present on trips away, it is however, important that they are consulted in the planning process. This is to ensure that all appropriate provisions have been made within the trip plan to provide for the safety and wellbeing of children whilst away from home.

There should be procedures in place to manage an emergency situation; this should include the appointment of a Team Manager to act as the wellbeing and protection lead on the trip as well as a Home Contact (generally the main club's wellbeing and protection officer) that can be contacted during the trip for support and advice.

Before the Trip

Identify Clear Staffing Roles for the Trip

Those in charge of the group will be responsible for the safety and wellbeing of children in their care. The recommended roles for trips away including particularly if they involve an overnight stay are as follows:

- Team Manager (generally the designated wellbeing and protection lead for the trip)
- Coaches
- Helpers/Chaperones

Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment. A risk assessment is legally required and should be recorded in writing. Safeguards should be put in place to manage the risk, where appropriate. Risk assessing should be an on-going process throughout the trip as groups often find themselves in unexpected situations.

Travel Arrangements

For local travel and day trips please refer to the Guidelines for transporting Children, published above.

Trips abroad

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 regulations. In addition, organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). Information on travel insurance provided by British Cycling can be found [here](#).

Adult to Child Ratios

Trips should be planned to involve **at least two adults**, (preferably one male and one female). The guidelines on adult to child ratios, published above, will inform an assessment of the numbers of adults required to safely supervise the group.

Overnight stays

A minimum ratio of 1 adult per 10 athletes for over 11's - However a minimum of 2 people (one male and one female) is required.

All non-coaching - adults on a trip should have a PVG and have attended the Child Wellbeing and Protection in Sport (CWPS) training within the last 3 years.

Adults responsible for managing the trip should be recruited in line with the Safe Recruitment Guide for volunteers/staff in regulated work with children. All adults should agree to abide by the Club's and Scottish Cycling's Child Wellbeing & Protection, procedures and relevant code(s) of conduct.

Accommodation

Organisers should find out as much as possible in advance about the venue/accommodation. Wherever possible, a visit is useful to help identify any practical issues, which can be addressed in consultation with children and their parents.

Check the health & safety policies 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. Parents/carers and children should be consulted in advance about arrangements where possible. 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 athletes (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, make sure there is a shared understanding of the standards expected during home stays between the club, host organisations/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit. When a club is assigning a host family, they should be appropriately vetted. The PVG Scheme or equivalent police check should

utilised and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they can talk to if problems arise during the visit. Daily contact should be made with all children by the group leader to ensure they are safe and well.

Residential at a facility/centre

Organisers should check for the following when booking a residential facility: Facilities should:

- Be appropriately licensed.
- Have adequate and relevant insurance cover.
- Have a policy on the protection of children.
- Have Health and Safety policy and procedures.
- Have adequate security arrangements.
- Have staff that are vetted, 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.

Involving Parents/Carers

A meeting with parents/carers to share information about the trip, answer questions and make joint decisions is recommended. A Code of Conduct with consequences for unacceptable behaviour should be agreed in advance.

Parents/carers must complete a relevant consent 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 group leaders in the first instance so that arrangements can be put in to place to support the child.

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.

During the trip

General Behaviour

Group leaders should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are always in a position of trust. 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 more lenient than in Scotland.

Group leaders should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly. Children can be encouraged to participate in this process. For example, by taking turns to complete a daily diary as a way for them to communicate (both positive and negative) things that they want the group leaders to know.

Social Media, Mobile phone and other devices

The use of mobiles phones and social media should be considered prior to the trip and clear ground rules and expectations should be communicated, along with points in the trip code of conduct. Trip organisers may wish to consider if they want to allow children to bring mobile phones or other devices e.g. tablets/laptops and if use of these items will be restricted.

It is recommended that the use and access to devices is restricted e.g. screen/mobile time will be for 2 hours after supper, at all other times devices are to be switched off and handed in to an identified adult or left locked in rooms. Any restriction on use/access should be clearly communicated to parents and children in advance of the trip and both parents and children should know what the process is for making contact if restrictions are in place e.g. identified staff members who will be carrying the trip mobile phone.

After the Trip

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