



Guidance for Away Trips/Hosting

Being a host can be a particularly challenging role but also very rewarding. A host should be provided with as much information about the child/children staying with them and details of the competition. Thought should be put into matching children with appropriate hosts. Hosts in turn should agree to providing references and being vetted when this is available. With the Pre-Employment Consultancy Service and the introduction of the Criminal Records Bureau and Disclosure Scotland access to vetting for sports clubs organising events within England, Wales, Scotland or Northern Ireland should be achievable.

Overseas Trips

When arranging for events / trips abroad the club or governing body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

For further more detailed information on taking child away on a residential please refer to 'Safe Sport Away' a guide to good planning which is available from the Child Protection in Sport Unit



Child / Youth Member Rights and Responsibilities.

Right to:	Responsibility:
<ul style="list-style-type: none"><input type="checkbox"/> Be safe<input type="checkbox"/> Have any concerns listened to<input type="checkbox"/> Be respected by their coach and host family<input type="checkbox"/> Have easy access to phone contact with the trip organiser<input type="checkbox"/> Have a list of events (itinerary)<input type="checkbox"/> Regular group meetings with other young people<input type="checkbox"/> Have their religious needs facilitated<input type="checkbox"/> Have prior knowledge of the climactic variation to enable them to bring adequate clothing<input type="checkbox"/> Be made aware of the codes required for phoning home<input type="checkbox"/> Maps of the local area<input type="checkbox"/> Have the currency of the country they are visiting explained to them<input type="checkbox"/> Be made aware of collection and drop off arrangements<input type="checkbox"/> Know whom to contact if they have a complaint or don't feel safe.	<ul style="list-style-type: none"><input type="checkbox"/> Show respect to their host families<input type="checkbox"/> Show respect to other youth members and their leaders<input type="checkbox"/> Keeping themselves safe<input type="checkbox"/> Reporting inappropriate behaviour or risky situations<input type="checkbox"/> Attending any prior planning meeting to ensure they are fully informed of the plans<input type="checkbox"/> Maintain the club's reputation by adhering to their code of conduct<input type="checkbox"/> Discussing their dietary needs with the host family (the organisers responsibility to inform in advance)<input type="checkbox"/> Maintain the accommodation to the standard set by the host family<input type="checkbox"/> Be aware that they are acting as an ambassador for their club and on occasions their country<input type="checkbox"/> Dependent on arrangements with parents the young person should manage their own money



Trip Organisers / Coaches Rights and Responsibilities

Right to:	Responsibility
<ul style="list-style-type: none"> <input type="checkbox"/> Have support from their club if reporting any concerns about the arrangements <input type="checkbox"/> Be protected from abuse by children / youths, other adults, members or parents involved in the trip <input type="checkbox"/> Not be left vulnerable when working with children <input type="checkbox"/> Receive the relevant information from parents / guardians in advance of the trip i.e. <input type="checkbox"/> Dietary needs <input type="checkbox"/> Any personal care needs <input type="checkbox"/> Emergency contact numbers <input type="checkbox"/> Signed medical consent form / permission form <input type="checkbox"/> List of any medication / allergies <input type="checkbox"/> EHC form completed (EU visits) <input type="checkbox"/> Be respected by the children in preparation for and during the trip <input type="checkbox"/> To have any personal 'out of pocket' expenses reimbursed <input type="checkbox"/> To be able to apply sanctions in line with the governing body guidelines and discussed prior to the trip <input type="checkbox"/> To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time 	<ul style="list-style-type: none"> <input type="checkbox"/> To plan well in advance of the trip <input type="checkbox"/> Check club guidelines <input type="checkbox"/> Gather information on destination and venue (if possible carry out a risk assessment) <input type="checkbox"/> Facilitate information meetings prior to the trip for parents and children and provide them with information leaflets <input type="checkbox"/> Maintain confidentiality about sensitive information <input type="checkbox"/> Be a role-model during the trip (disciplined / committed / time keeping) <input type="checkbox"/> Fostering team work to ensure the safety of youth members in their care <input type="checkbox"/> Respond to children / youth members statements and concerns <input type="checkbox"/> Record any complaints or accidents on relevant documentation <input type="checkbox"/> Provide the children, parents and host with an itinerary of events <input type="checkbox"/> Have clear arrangements for collecting and transporting children during the trip <input type="checkbox"/> Ensure that if a young person has to share a room that it is with someone of the same sex and appropriate age, also that they are aware of who this is in advance <input type="checkbox"/> Check adequate insurance cover is arranged <input type="checkbox"/> Ensure they have received the relevant documentation from the child's parents / guardians <input type="checkbox"/> To inform parents and children of standards of behaviour required and possible sanctions <input type="checkbox"/> To ensure that there is an appropriate adult / child ratio <input type="checkbox"/> To submit a report to the club after the trip <input type="checkbox"/> Make parents and children aware of photographic policy and obtain parent's signature (or include permission form)



Parents / Guardians Rights and Responsibilities

Right To:	Responsibility:
<ul style="list-style-type: none"> <input type="checkbox"/> Know their child is safe <input type="checkbox"/> Be informed of problems or concerns relating to their children <input type="checkbox"/> Be informed if their child is injured <input type="checkbox"/> Have their consent sought prior to the trip <input type="checkbox"/> Contribute to the decisions in planning the trip (when appropriate) <input type="checkbox"/> Have knowledge of where their child is staying and with whom <input type="checkbox"/> Have a contact number for their child's hosts and trip organiser <input type="checkbox"/> Have a detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> <input type="checkbox"/> To be aware of the Code of Conduct for Children, coaches and hosts <input type="checkbox"/> To agree sanctions with the coach and child prior to the trip <input type="checkbox"/> Ensure the child has appropriate spending money <input type="checkbox"/> To pay for relevant costs prior to their child going on the trip <input type="checkbox"/> Provide the coach with all relevant documents and emergency contact number <input type="checkbox"/> Ensure the child has a passport (if required) prior to the trip <input type="checkbox"/> Provide appropriate clothing to meet the needs of the child while away from home <input type="checkbox"/> Drop off and collect their child at agreed time <input type="checkbox"/> Encourage their child to play by the rules

Right to:	Responsibility:
<ul style="list-style-type: none"> <input type="checkbox"/> To be treated with respect by the children, coaches and parents <input type="checkbox"/> To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> <input type="checkbox"/> Medical <input type="checkbox"/> Food <input type="checkbox"/> Religious <input type="checkbox"/> Transport <input type="checkbox"/> Mobility <input type="checkbox"/> To have telephone contacts, lists of parents and coaches in the event of an emergency 	<ul style="list-style-type: none"> <input type="checkbox"/> To have agreed to a code of conduct <input type="checkbox"/> To consent to checks / references being sought into their appropriateness of being hosts <input type="checkbox"/> To provide a safe and supportive environment for the children while they are hosting them <input type="checkbox"/> To attend host family meeting prior to and during the competition if arranged <input type="checkbox"/> To provide the child with a positive experience of staying away from home and possibly a different culture <input type="checkbox"/> To be familiar with and have a copy of the organisations child



<ul style="list-style-type: none"><input type="checkbox"/> To be financially reimbursed for any expenses (when agreed)<input type="checkbox"/> To be informed of competition details<input type="checkbox"/> To have clearly defined roles prior to the event<input type="checkbox"/> To be consulted about any change in plans	protection/complaints policy
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Hosts Rights and Responsibilities