**Safeguarding**

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| **Overnight Trips and/or Travel Abroad Guidance** |

Travelling to away fixtures are a regular event for many clubs and teams. Trips may be short ones across town, or more complex such as overnight stays and trips abroad. Even the simplest of trips require some level of planning to ensure children are as safe as they can be.

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| **Permission to Tour outside of Scotland** |

If your club is planning to play rugby outside Scotland, you will need to obtain permission to do so from both the Scottish Rugby Union and the Union you are visiting. Please discuss the proposed tour with your club Child Protection Officer, in particular take into consideration the practical guidance outlined in this document and undertake an appropriate risk assessment.

Seek Scottish Rugby’s approval for a tour by completing and submitting a *Tour Application Form* which can be downloaded from the Scottish Rugby website [Tour Approvals, Scratch Matches and Close Time - Scottish Rugby](https://scottishrugby.org/rules-and-regulations/permission-to-play/tour-approvals-scratch-matches-and-close-time/). Forms will only be processed if it has been signed off by the club Child Protection Officer.

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| **Staffing** |

* PVG checks in place for those who need them?
* Staff to child ratios
* Male/Female staff if a mixed group
* Enough staff to cover competition/free time etc?
* Clear responsibilities agreed on by all staff – e.g. no alcohol in evenings?
* Suitable medical staff travelling to cover training/competition – do they need license to practice?

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| **Communication** |

**Parents:**

Parents should receive full details – travel plans, venue, time for drop off and return/collection. What kit is required, meal/drink arrangements. Contact details of the team manager and emergency plans.

They should have completed a consent form with medical details. Full checklist below.

**Children:**

Children should be aware of the travel plans, times for drop off and pick up and what kit and equipment they may need. They should know what standard of behaviour is expected.

**Other coaches/volunteers:**

Should be aware of their role and responsibilities as well as a full itinerary.

**Home based contact:**

Full details of any trip should also be held by someone back at the club for reference in case of an emergency.

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| **Player Handbook** |

Best way of communicating all the details is to produce a Player or tour handbook given to participants and their parents (copy each) covering:

* Who is going, players & staff
* Contact details – emergency contacts/hotel details/host family details
* Itinerary including flight details, transport, competition times, day to day activity
* Code of conduct – for staff and players – including agreed social media policy
* What to bring – equipment/kit/off duty clothing/money
* What will happen in case of emergency

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| **Planning** |

* What is the purpose of the trip?
* Competition? Training? Social? Combination of these?
* Clear purpose needs to be agreed on & communicated to parents – managing expectations.

**Who is in charge of overall planning?**

* Team manager? Coach? Volunteer?
* Have planning meetings

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|  **Accommodation** |

* What type – hotel/hosting/hostel/camping etc
* Carry out pre-event recce/visit and risk assessment
* What catering do they offer – dietary requirements/food allergies
* Is it suitable for the group/age of group/accessibility?
* Draw up rooming lists
* What are arrangements for adults supervising – can they be on same floor? If in shared bathroom/shower facilities do the adults have separate facilities?
* Are there other guests/groups staying on same floor/block? Try to ensure that your group has a block together and not with other guests adjacent.
* What time is check in/out and how does that fit with your travel plans?
* What other types of events are held there? (eg is a hotel that does stag/hen parties the right accommodation for your group?)
* Are parents travelling to see their children compete going to be allowed to stay in same accommodation? Need clear guidelines about team/personal free time.

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| **Transport** |

* Agree pick up and drop off times – plans for anyone late
* Journey times – agree stopping/rest plan for driver
* Number of staff travelling with group for supervision
* Does bus have seatbelts
* Drivers checked
* Insurance

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| **Flights** |

* Passports needed – keep copy on file at club base in the event anything is lost/stolen
* Will airline let you board as a group/seat you as a group
* Label all team baggage with club contact details not individual child details
* Agree who will look after all tickets/passports/visas
* Depending on age, letters of consent to take abroad may be required by parents

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| **Insurance** |

* Liability
* Medical
* Accident
* Transport

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| **Emergency Procedures** |

* Parental consent for medical procedures
* Details of children’s medical conditions/medication etc
* Plan where nearest emergency facilities are – local hospital/surgery etc
* Ask everyone to have an EHIC (European Health Insurance Card)
* Details of local GB Embassy/consulate
* Register your group on Foreign Office website if travelling abroad – if there is an incident in that area they know you are there & can help quickly

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| **Hosting or being hosted** |

* How are hosts recruited? Through school/church/rugby club etc
* What is vetting process – do they provide references?
* Can they deal with special requirements – dietary/health – hosts should be given as much information as possible about child staying with them and of the trip/competition
* Language barriers?
* Transport arrangements
* Accommodation arrangements – own room etc
* Agreed protocols – eg what to do in medical emergency, curfew times – bear in mind differences in cultural practices.
* Ensure children/parents know culture of their hosts and what to expect

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| **Training/competition venues** |

* Staff carry out recce on arrival if logistically possible
* Have copy/access to the rules/regulations in case of issues
* Refer to Scottish Rugby for advice if needed

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| **Cash/money/security** |

* Brief parents/players on how much money is needed
* Ensure group leader has sufficient to deal with emergency (eg flight delayed, everyone needs to eat)
* Group leader should collect passports & keep in safe for duration of trip

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| **Post Travel** |

* Check rooms before departure for anything left behind
* Debrief group
* Log & share any issues/concerns as appropriate
* Staff review any incidents – learning/changing in procedure – amend policies
* Thank and/or provide feedback to venues/hosts etc

**Please contact safeguarding@sru.org.uk with any queries**