



Guidance on Transport and Away Trips

Trips may vary from short journeys across town to more complicated trips involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. When planning a trip it is important to allow sufficient time for all required arrangements to be made carefully.

Communication with all parties is a key issue when planning any journeys: -

Children should be aware of the travel plans, venue and time for collection, time of return and any costs. They should also have a clear understanding of what standard of behaviour is expected of them. 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. Chaperones need to be made aware of what their responsibilities are in advance of the trip.

If the trip is a long journey, it is important that all coaches / volunteers have an itinerary and each others contact details.

All staff and coaches must operate in a manner in line with the Pentathlon GB *Child Protection Policy* and *Code of Ethics* at all times. Attention to the following factors will help to promote safety:

1. All such trips should be risk assessed.
2. It is a good idea to be familiar with the area/ venue to which you are travelling or to have made an exploratory visit. If this is not possible gather as much information as possible from a variety of sources.
3. Check to ensure that you and your club have sufficient insurance to cover the type of trip you are undertaking. When travelling abroad it is advised that the following cover should be in place: Medical cover, including repatriation expenses, compensation for loss of baggage,

passports and money, Emergency expenses to cover accommodation and transport, legal assistance in recovery of claims.

4. When dealing with insurance matters be sure to obtain a full copy of the insurance policy and read carefully, noting exclusions.

5. Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians should inform the Team Manager / Coach at the outset of any medical condition or special needs of their child.

6. Make sure that trip details and parental consent forms for extended trips and trips overseas are comprehensive in terms of the information and details of the trip in question and in the nature of the information sought.

7. When preparing paperwork to leave with a home contact consider the following: itinerary and contact number and address of the accommodation, list of all group members, contact names and address for all group members, copies of parental consent forms.

8. All adults who travel on away trips with children should be carefully chosen and if they have not already done so they should be asked to complete a self-declaration and undergo a CRB check.

9. Adults and Coaches accompanying or participating in an away trip should make known any medical condition/special needs to the Governing Body in advance.

10. The roles and responsibilities of adults participating in away trips should be clearly defined.

11. All participants taking part should be aware of the behaviour and personal conduct standards expected of them at all times on the trip and all athletes, irrespective of age should adhere to the established Pentathlon GB Codes of Conduct and any special ones applied to the particular trip.

12. It should be made clear that illegal and performance enhancing drugs and substances are strictly forbidden and that all other illegal drugs and substances although they may not appear on the official banned substances list are nonetheless also banned.

13. All participants should be clear that breaches of the Code of Conduct will be subject to sanctions and that these will in the first instance be dealt with by the Team Manager and if of a serious nature reported back to the CEO.

14. The Governing Body of Sport should appoint a Team Manager for representative away trips. S/he should have overall responsibility for the athletes well being, behaviour and sleeping arrangements. Coaches should be accountable to the Team Manager in all non-performance related matters.

15. Where one athlete aged below eighteen years of age is travelling they must be accompanied by one adult official and parental consent must be obtained with regard to the identity of the adult.

16. Where the group of athletes are of mixed gender and under the age of 18, they must be accompanied by at least one adult official and parental consent must be obtained with regard to the identity of the adult. Ideally, where the group of athletes are of mixed gender and under the age of 18 there should be an adult official of each gender. As a norm, adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If athletes are sharing a room, it should be with those of the same age and sex.

17. Adequate (1:8) adult:child ratios should be observed.

18. Pentathlon GB encourage coaches and volunteers not to take children on journeys in their car alone. If all alternatives have been exhausted and an adult has to transport a child alone there are a number of safety measures that should be put in place to minimise the risk:

- Ensure that the driver like all officers/coaches/volunteers who have regular access to children in your organisation should have agreed to a CRB check being carried out on them.
- Ensure that the driver has a vehicle which is fit for purpose, i.e. passed its MOT and is adequately insured.
- Check that the driver has an appropriate and valid driving licence.
- If the driver is under 25, make sure they have received additional training in carrying passengers
- Parents/guardians should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.

- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver should attempt to have more than one child in the car.
- When dropping children off officials/coaches/volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have.
- Children should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times.
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/guardian of the children they are transporting.

If parents make arrangements between themselves about transport to matches this is a private arrangements. However if the club/coach make the arrangements eg who will travel with whom, they become liable in the event that something goes wrong if correct procedures haven't been followed

19. If an athlete suffers a significant injury or an accident the parents/guardians should be informed as soon as possible.

20. Ensure that you have a procedure to cover any emergency situation that may arise. If an emergency occurs overseas, notify the British Embassy / Consulate, inform club and home contacts, notify insurers, especially if medical assistance is required, notify the tour operator or provider if appropriate, ascertain phone numbers for future calls (do not rely on mobile numbers).

21. Late collections

These can present officials/coaches with particular difficulties. Parents/carers should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections.

Trip organisers should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the officer/coach to inform them of emergencies and possible late collections.

In the event of a late collection, officers/coaches should: -

- Attempt to contact the parent/guardian.
- Make contact with the Regional Welfare Officer to inform them of the situation.

- Wait with the young person. Wherever possible do so in the company of other people.

- Remind parents of the policy in relation to late collections.

In the event of a late collection, officials/ coaches/volunteers should not: -

- Take the child to their own home or to any other location.

- Ask the child to wait alone with them in their vehicle.

- Send the child home with another person without parental permission.

Parents should be informed that it is not the responsibility of the Club to transport children if the parent/carer is delayed.