



Away trips - Policy

Communication with children, parents and coaches/volunteers is the responsibility of the team manager:

- 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. Children must know what sports kit they need to bring with them.
- Parents – should be made aware of the above and must have completed a consent form detailing any medical issues, or food allergies, that the team manager should be aware of. The team manager should keep a copy of this form – which is our standard consent form – until the end of the event and then destroy their copy. Parents should also have the name and contact details of the team manager in the event of an emergency.
- Other coaches / volunteers – need to be made aware of what their responsibilities are in advance of the trip.

Transport planning needs to take place before the event to make sure that, whatever mode of transport is being used, any safeguarding concerns can be addressed. All travel must be done in accordance with CSR's transportation policy.

Expenses. Booking and paying for rooms and meals is the responsibility of the team manager. Expenses can be claimed in accordance with CSR's expenses policy. If the costs of the trip are higher than the expenses claimable, then the team manager should agree in advance with parents how these costs are to be met.

DBS. Both the team manager and the coach should have up to date DBS checks

Ratio of children to adults, and genders.

- The maximum ratio of children to adults is 8:2 The minimum number of adults should be 2, regardless of the size of the group
- There must be, if the group is mixed, at least one adult of each gender accompanying the group. If it is a single gender group, there must be at least one adult of that gender accompanying the group.
- One of the adults must be a qualified first aider

Hotels

- Adults should not share hotel rooms with children, unless they are parent and child
- There should be no mixed gender sharing of hotel rooms, except for siblings or partners
- The team manager should ensure that hotel rooms do not offer access to alcohol for children, or for movies (except exclusively children's movies)
- Rooms should be checked by the team manager on arrival, to ensure that there are no health and safety hazards, and to ensure that they are non-smoking rooms