



Transporting, Traveling and Trips with Children, Young People and Vulnerable Adults in a group exercise Setting.

Where it is necessary to transport children, young people or vulnerable adults EMD UK recommend the following good practice:

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of the organising body it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements;
- Where organisations make arrangements for the transportation of children the members of staff and volunteers involved will undertake a risk assessment of the transportation required.

This will include an assessment of the following areas:

- Ensuring that all vehicles are correctly insured for the purpose;
- Ensuring the driver has a valid and appropriate license for the vehicle being used;
- All reasonable safety measures are available i.e. fitted, working seatbelts;
- An appropriate ratio of adults per child;
- Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons;
- Where practicable and planned, written parental consent will be requested if staff or volunteers are required to transport children.

To safeguard the member of staff or volunteer the following good practice is required:

- Agree a collection policy with parents which will include a clear and shared understanding of arrangements for collection at the end of a session;
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey;
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn;
- Where possible, have another adult accompany you on the journey;
- Call ahead to inform the child's parents that you are giving them a lift and inform them when you expect to arrive.

Trips away from home (involving overnight stays)

1. Designate a Child Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leaders co-ordinate the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact and parents.

2. Risk Assessment

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

3. Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.

4. Adult to Child Ratios

All trips away should be planned to involve **at least** two adults, preferably one male and one female where possible. The guidelines on adult to child ratios will inform an assessment of the numbers of adults required to safely supervise the group. Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Group leaders should be familiar with and agree to abide by the organisation's Child

Protection Policy, procedures and Code of Conduct. More information about Child Ratios is available from the NSPCC website. Please click [here](#) to download their latest guide.

5. Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. *Where possible*, an initial visit to the venue and accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges;
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff or volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate;
- Appropriate safeguards where others have access to the sleeping quarters;
- Special access or adaptive aids required by group leaders or children;
- Environmental factors;
- Personal safety issues.

Exchange Visits and Hosting

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisations or families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately CRB Checked where possible or equivalent police checks undertaken and references

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

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

Residential at a Facility or Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and

Health and Safety. Adequate security arrangements should be in place and facility staff should have been CRB checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately 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.

6. Involving Parents

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour. Parents must complete a consent form and provide emergency contact details. In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

7. During the trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip. Group leaders should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip.

This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

8. After the trip

Where appropriate, a debriefing should take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

*(The above guidance was adapted from 'Creating a Safe Environment for Children in Sport'
2006, Child Protection in Sport (Scotland))*