



## Touring with Children Guide

### INTRODUCTION

There are nationally expected standards for safeguarding across all sports and these guidelines are based on that best practice.

Taking a group to a festival event or weekend away can be a great opportunity for team building and having fun. A trip needs to be carefully planned well in advance with parents involved and informed throughout the process. Parents will feel more confident about a trip when they can see the organisation and planning that has been carried out to safeguard their child.

When parents are present on Club trips it is important, they agree to abide by the Club rules. You must ensure that you set out the Club's expectations, rules, and requirements clearly before you go, together with the relevant Codes of Conduct and ask all involved to agree to the conditions and sign to show this.

This guide's aim is to ensure Clubs are aware and can implement all the necessary requirements that need to be considered when looking to organise a tour. This will help to ensure no staff or children come to any harm and the tour is a safe and enjoyable experience for all involved.

The RFL Overseas Touring Policy must also be referred to when organising a tour. It should be noted that when touring overseas players and coaches are still bound by all codes of conducts, regulations, rules and policies.

A Tour Planning checklist will help with the organisation of a tour. There is also a Tour Risk Assessment which should be compiled, and a copy retained. If during the tour situations arise or conditions change this will obviously necessitate changes to the tour party's plans.

This Guide should be read in conjunction with the RFL Safeguarding Policy which can be found [here](#).

### WHO IS ORGANISING THE TRIP?

#### Is the Club organising the trip?

If you answer "yes" to **ANY** of the following questions, it is likely the Club is responsible for the organisation, risk assessment, safeguarding of children and young people and the legal responsibilities associated with the trip – or at the very least has some responsibility for certain aspects of the trip.

- Has someone from the Club e-mailed members asking who is interested in going on the trip, using contacts they have obtained from the Club database or from previous emails they have received from Club officials?
- Has a coach, committee member or official asked members if they want to participate?
- Is one or more of your coaches going to be coaching, leading or supervising children or young people on the trip?
- Has someone at the Club been involved with arranging the accommodation, room allocation or other travel arrangements?

### **Is the trip being organised totally independently of the Club?**

If you answer “yes” to **ALL** the following questions, it should be accepted by all on the trip that it is a private arrangement – make sure there can be no confusion here and if in doubt, it is recommended the Club makes a statement saying they are not making any arrangements for ski trips/race training/holidays this year and any arrangements being made are not the responsibility of the Club.

- Is everyone making their own accommodation arrangements?
- Is everyone making their own travel arrangements?
- Have the Club Committee had no involvement in the organisation of the trip?
- Has the person organising the trip just asked a few people/friends to come and not opened it up as a general invitation to all the team or Club members?

It is important to make the decision of who is organising the trip at the start of planning. If it has been decided that it is not a Club event then no Club members, coaches etc. should be involved in the planning. The organiser needs to make it very clear that they are organising the event independently. The Club should ensure that they inform parents of the independent nature of the event. If Club coaches attend the event as a parent, then they should not be expected to take on any safeguarding responsibility for the trip or individual children. Parents need to know that they alone are responsible for their child. Children need to know that their coach is not there in the role of a coach, but as another person. **The Clubs name, logo, and any social media platforms should not be used to in relation to tour information or fundraising.**

If it is not a Club trip, the Club should not be involved in any aspects of the organisation and it is up to parents, guardians and families to make their own arrangements as they would for any other trip they take part in.

The following information is only applicable if the Club has any responsibility for any aspects of the trip.

## **GUIDANCE WHEN ORGANISING A CLUB TRIP**

### **Communication**

It can be helpful to meet with parents and children early in the planning process to ascertain the viability of the tour. It is useful to have as much information as possible available to assist them in making the decision, as to whether to join the tour party. Regular updates throughout the planning process are a necessity. A final briefing shortly before the tour departs is also vital in order to agree final details and provide an opportunity for questions to be asked.

## **Parents**

Parents need to be given all the details of the tour well in advance of the date of departure. They will need a pack of information which includes:

- Full itinerary including dates, times and venues
- Application form confirming that their children wish to tour. This should include consent for activities, medical treatment and photography
- Accommodation details including addresses, contact numbers and details of sleeping arrangements
- Arrangements for meals and refreshments
- Tour volunteer names, roles, responsibilities and contact details
- Transport arrangements
- Insurance details and advice regarding personal travel insurance if appropriate
- Supervision details including: - Codes of conduct and consequences of them being breached - Emergency procedures and contacts
- Tour safeguarding policy
- Kit list
- Cost of the tour and when/how monies need to be paid
- Spending money for the children
- Contact details for the Club home contact

## **Children**

It is important to meet with the children prior to the tour to discuss and agree:

- Expected behaviours
- Itinerary
- Supervision & Safety
- Accommodation and Room Allocation
- Emergency procedures
- Who to speak to if they have any worries, or are unhappy or homesick (Tour Welfare Officer)

## **Volunteers and Supervision**

The Club trip may be an away fixture where an overnight stay may be required. The coaching team must ensure there are adequate supervision ratios and coaching ratios for children, and there is someone appointed to take care of their welfare. Children know the coaches are responsible for them and they should do as they are asked (assuming it is a reasonable request).

## **Staffing for the trip**

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. The RFL however, recommend that during rugby league activities, which involve trips away, we follow the guidelines set out by the NSPCC.

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. You need to make sure you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

The RFL recommend having at least two adults present when working with or supervising children and young people. We also recommend an additional adult to the guidelines below so that should an emergency arise, the adult to child ratios remain as the minimum numbers to help keep children safe:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

We recommend having at least two adults present, even with smaller groups.

If young people are helping to supervise younger children, only people aged 18 or over should be included as adults when calculating adult to child ratios.

### **Responsibility**

- The Tour Manager must ensure they have all medical details for the children in their care, including dietary restrictions
- They must ensure they have emergency contact details for parents
- They must ensure all children have adequate travel insurance cover. They must ensure they have emergency travel insurance details/copies of passports etc. with them (where applicable)
- It is recommended the above information is put onto a spreadsheet and is made accessible, in confidence, to all Club staff who may need it. This will include the emergency contact at the Club
- Coaches or other Club staff must never take a lone child away from the rest of the group, except in the case of an emergency

### **Children with additional needs or disabilities**

If you are working with children and young people who have special educational needs or disabilities (SEND) you may need more supervision than the minimum ratios above.

For each activity you should undertake a risk assessment to help you decide on supervision ratios. The assessment should consider children and young people's behaviour, ability and mobility. As far as possible, include input from children and young people and their parents and carers in risk assessments to ensure children's needs are met.

### **Essential Requirements**

In line with the touring protocol, it is essential that Clubs have the following in place to be compliant with the insurers:

- There should be an adequate number of coaches so children can be split up into smaller groups

- There must be a designated Welfare Officer and this person should be known to both the parents and children prior to the trip. They should hold valid mandatory RFL Safeguarding qualifications including a DBS, Safeguarding Training and Time to Listen.
- You may wish to officially request the help of one or two parents for the trip to assist with supervision; they will be known as chaperones, and they must undergo the usual recruitment checks including a DBS. They should understand that they are there in a role, not just as a parent.

## Supervision

All supervision procedures must be agreed prior to going on tour. They must take the following points into account:

- Clear boundaries and rules are agreed and set regarding mealtimes, bedtimes, lights out and team meetings
- The younger children must not be left unsupervised at any time. Therefore, it is necessary to have a daytime rota, night-time rota, and an allocation of volunteers
- All rotas must be communicated to the volunteers and children with relevant contact details i.e. mobile numbers of volunteers on duty
- 24-hour medical care must be available
- Fire alarm procedures should be clearly communicated to all volunteers and children

## Travelling Arrangements

- You will need to do a risk assessment for the method of travel you choose, and this should be agreed beforehand with your Club Welfare Officer (or another designated person within your organisation e.g. person responsible for Health and Safety)
- Are these arrangements compatible with your Club transport policy? It is recommended all Clubs have a transport policy. If parents are going too, ideally parents will be responsible for making their own travel arrangements for their own children and the Club will not then be involved in this aspect. The RFL transport policy can be found [HERE](#)
- Hiring a coach and driver from the UK to the venue can be a good option, depending on numbers

Hiring a minibus from the UK may be an alternative option but most of the points below should be noted

- Some travel companies will arrange the travel for you
- The RFL does not recommend the Club arrange transport in private vehicles, with coaches and Club staff driving their own vehicles transporting children from the Club. This is because if you do, you must ensure:
  - Anyone covered by these arrangements has a roadworthy vehicle
  - Is insured for this activity (taking passengers abroad)
  - Has a clean driving licence
  - If they have Penalty Points or other driving convictions a risk assessment must be done
  - Driver/s must have adequate breaks
  - If the Club organises transport the requirements for a DBS should be considered as they will be "Driving a vehicle for children"

- Drivers must ensure they abide by the laws of the countries they are driving in, e.g. breathalyser kits, hazard warning triangle, high viz waistcoats, GB sticker, using headlamp beam deflectors etc. where applicable
  - You must also contact the RFL to check there are not any driving convictions on their DBS. The RFL will not give you this information however, they may input into any risk assessment in which you complete with the persons consent
- There should be at least 2 adults (18+, preferably a female and male if children of both genders are present) in each vehicle and one adult and one unrelated child should never share a vehicle with nobody else present
  - If travelling by minibus, ensure you abide by the UK law and by the laws of the countries you are travelling through
  - If this is by public transport, ensure adequate supervision ratios
  - If this is by minibus, private cars, or Club official's cars, see above
  - If parents are allowed to take their children away after the activity, the coaches remain responsible for the children until they are all collected
  - Always make it very clear to parents the arrangements for dropping off and picking up their children and always have a backup plan in case they do not arrive

## **ACCOMMODATION ARRANGEMENTS**

Accommodation arrangements for touring parties may vary greatly across every tour and is often the most expensive aspect. Cutting costs by accepting unsuitable accommodation arrangements may appear attractive in the planning stages but may be the cause of problems during a tour if they prove difficult to manage. Careful consideration should be given to ensure that no child is put at risk of harm or upset from the accommodation arrangements, and that parents and participants are fully aware of the arrangements in advance. Parents should also be notified if there are any significant changes to these arrangements at any stage.

Things to consider:

- Will families be sharing family accommodation, or will the Club be allocating rooms?
- If the Club has made the accommodation arrangements, care must be taken over the allocation of rooms
- If children are roomed in friendship groups, their rooms should be out of bounds to their parents and other parents
- Boys should share with boys, and ideally with others of approximately the same age
- Girls should share with girls, and ideally with others of approximately the same age
- Children should only socialise in the communal areas and not in their rooms. Rooms should be for rest and sleep
- Boys must not enter the rooms of girls
- Girls must not enter the rooms of boys
- Coaches, CWOs, Club officials and volunteers should not enter the children's rooms unless absolutely necessary, and even then, they should go in in pairs. There must be at least one adult of the same gender as the children (except in cases of absolute emergency, such as fire evacuation)
- Evening patrol – if the Club is responsible for the rooming arrangements two Club officials should check the children are quiet and safe. Always work in pairs to safeguard from potential misunderstandings or allegations. Best practice must be followed to protect children and staff/volunteers

- Club staff should stipulate bedtime and should consider allowing children some free time whilst ensuring they take adequate rest. Staff are still responsible for children during any free time periods
- Under 18s should not share with over 18s. If there is only one under 18 attending the trip, then they should share a room with a small group rather than one other person
- It must be agreed prior to the trip whether Club officials look after children in the evening, or parents do. If there are children present without parents then the Club officials must fulfil this role
- If parents are responsible for their child this should be from the time the coach/Club official declares the day's activities are over, until the time they are handed over the next morning for the organised activities. If the parents are responsible, the accommodation arrangements, bedtime, disciplining of children etc. will be down to their parents just as it would be on a family holiday. However, this system can prove complicated if there are unaccompanied children. If there are, then these children are the Club's responsibility and parents should be informed that they should follow the rules for unaccompanied children whilst on the trip
- If the Club is responsible, this includes supervision in the evenings, evening activities, dinner etc.
- It is recommended all individuals use separate changing cubicles where available
- You must remember to follow all RFL policy and UK law regardless of laws and regulations of the country you are visiting
- Your Club may have a "dry camp" policy regarding alcohol; if not, at any one time there must be two nominated Club officials in a position of responsibility who must refrain from alcohol in case of emergency
- If you allow Club officials to drink alcohol, they should not do this unless they are officially 'off duty'
- Make sure whoever is supervising the children knows about allergies and other conditions
- If some children go to an activity and others stay at the accommodation there must be adequate staff to supervise them, without asking parents to help out unless it is just to supervise their own children – never ask parents to supervise or look after other people's children unless they are officially volunteering and have been subject to the Club's recruitment checks including completing a DBS check
- Careful consideration needs to be given if taking a few unaccompanied children
- They can sometimes be cared for by the parents of their friends, but this must be a firm arrangement made between the parents before the child is accepted on the trip. No parent should be asked by Club officials, or allowed to volunteer during the trip, to look after a child they wouldn't normally consider taking on a family holiday with them:
  - Parents of unaccompanied children (not being cared for by the parents of friends – see above) must accept their child will be under the care of the Club and abide by Club procedures and trip policies
  - The Club must ensure other children's parents do not enter the bedroom of an unaccompanied child, even if their children are sharing a room with the unaccompanied child
  - It is often best to have a named staff member/members to look after any unaccompanied children. The child/children must be made aware of who this is, and told to go to them with any concerns
  - Depending on the number of unaccompanied children it might be appropriate for one or two parents to officially volunteer for the role of supervising these children. The parents should then go through the Club's usual recruitment procedures including a DBS disclosure and have their role clearly identified in consultation with the CWO

## **Sick or Injured Children**

- The Club must provide adequate supervision for a child who is not able to take part due to illness or injury
- The Club will have a named Child Welfare Officer present who must stay at the accommodation with the child. This person will have been appropriately recruited for the role including DBS disclosure, training and references and be known to parents and children prior to the trip
- If a coach needs to enter the child's room, another adult must be present and wait by the door
- If entering the child's room, ensure the door is propped open whilst the adult is in the room with the child
- If the child's parents are present, it may be appropriate for them to supervise their own child. However once other children enter the room the rules concerning parents not entering bedrooms must be applied (see below)
- Never allow another parent to look after an unrelated sick or injured child unless they are in an official volunteering role, and have been subject to your recruitment checks including DBS disclosure

## **MATCHES AND TRAINING**

- Clubs will be insured by the RFL's Personal Accident and Public Liability injury insurance for playing rugby league whilst on tour, providing RFL approval has been granted. Details of the cover can be found [HERE](#)
- Please note that this insurance does not cover temporary injury, loss of earnings, medical and legal expenses or any other type of injury not mentioned in the policy. However, you will need to obtain travel insurance (which will cover you for any repatriation costs should a player become injured during the match and need specialist travel home). For this cover we recommend Bartlett's Insurance company who can be contacted on 0113 258 5711 or email [mail@bartlettgroup.com](mailto:mail@bartlettgroup.com)
- It is essential that a risk assessment is conducted prior to any training or matches taking place. A sample of this can be found [HERE](#)

## **EMERGENCY PROCEDURES**

It is important to ensure that all the children remain supervised if an emergency occurs. In case of emergency the Tour Organiser must have a copy of the children's home contact details available along with a summary of any medical conditions.

If the children's parents are present, then they should take the lead should their child need to attend a medical centre or hospital.

### **In the event of an emergency**

- Remain calm and take time to think if possible
- Establish the facts and nature of the situation
- Ensure all children are safe and supervised



- Contact the Tour Organiser as soon as possible (the Tour Manager should ensure that all relevant personnel are contacted i.e., parents, head coach, and Club home contact)
- Identify if any children/volunteers are hurt and their immediate medical requirements
- If medical attention is required call the first aider or national emergency number for an ambulance
- If abroad ensure you have relevant numbers for emergency services or first aiders
- Tour volunteers must be aware of who is the first aid contact either amongst themselves or on site (accommodation or Club)
- Ensure that any child going to hospital is accompanied by an appropriate adult volunteer
- Complete an incident form once the situation is resolved
- Liaise with the Tour Manager and if necessary, the RFL
- Report the incident to insurers if required

### **Repatriation**

In the event of any participant whose parents or guardians are not present having to return home due to illness, injury, severe upset, or an incident occurring at home, clear arrangements must be made in agreement with the parent(s) or guardian(s) of the individual concerned. The Tour Organiser must ensure a safe and appropriate handover and ensure that supervision levels are maintained amongst the remaining group.

### **SAFEGUARDING CONCERNS**

All Safeguarding concerns should be reported as soon as possible to the Tour Welfare Officer.

The Tour Welfare Officer and the Tour Organiser should work together and decide what course of action is taken. The RFL Safeguarding Policy should always be adhered to.

The Tour Welfare Officer should contact the RFL Safeguarding Manager for further advice if needed and the RFL Cause for Concern form should be completed and sent to the RFL Safeguarding Manager Kerry Simmons, [kerry.simmons@rfl.co.uk](mailto:kerry.simmons@rfl.co.uk) – 07595 520610

### **TRAVELLING ABROAD**

This section applies to planning a tour abroad. In addition to the above guidance the following areas also need to be managed:

- Authorisation by the Club and the RFL
- Overseas host/NGB if appropriate
- Travel Insurance - Personal accident insurance for travelling abroad, which may extend to medical expenses, repatriation costs
- Foreign currency
- Passport/visas
- Travel advice from the Foreign Office
- Emergency numbers
- UK Global Health Insurance Card, which will cover limited medical expenses within the EU
- Medical issues if travelling outside Europe – injections, medications
- Ensure mobile phones will work in the area or country the tour party is visiting
- If staying with host families, ensure they have been appropriately vetted and briefed

## Tour Planning Checklist

Section	Action	Notes	By Whom	By When	Budget
<b>Planning</b>	Purpose of tour				
	Where				
	When				
	Who				
	Itinerary				
	Luggage				
	Cost to participants				
	Codes of Conduct while on Tour				
	Overseas Tour Application Form completed				
<b>Communication</b>	Confirmation of arrangements from the overseas body				
	with Parents				
	with Children				
	with Tour Staff				
<b>Staff</b>	On tour				
	DBS checks and screening				
	Codes of Conduct				
	Ratios of staff to children				
<b>Supervision</b>	Roles and responsibilities eg Tour Manager, Tour Welfare Officer				
	Supervision rota				
<b>Risk Assessment</b>	Overnight arrangements				
	Carried out and actions completed (possibly more than once)				
<b>Transport</b>	Forms of transport				
	Supervision				
<b>Accommodation</b>	Accommodation				
	Security				
	Room Allocation				
	Catering				
<b>Emergency Procedures</b>	First Aid & Physio provision				
	Local medical services/hospital				
	Incident reporting				
	British Embassy contact details (if travelling abroad)				
<b>Insurance</b>	Travel Insurance				
	RFL Insurance				
<b>Travelling Abroad</b>	Medical issues				
	Vaccinations				