**AWAY TRIPS AND HOSTING**

***[INSERT CLUB NAME]***

The nature of NISA activity will mean overnight trips including travel abroad for training camps and competitions. NISA will also host events and competitions in Great Britain that will involve young athletes from overseas.

Trips may vary from short journeys across county or they may involve more complicated arrangements often including overnight stays.

When taking a team away from the club or rink to compete, consideration and planning needs to be paramount to ensure the duty of care for children and young people is fulfilled.

Children under 10 years old will not be considered for overnight trips unless accompanied by a parent. An assessment will be made between the responsible staff for the trip, parents/Carers and the young person regarding their individual care needs and any individual support that the child may require.

Considerations that need to be taken into account when planning and taking a team or group of athletes to an away competition include:

* Staff appointments (i.e. a Level 2 or above Head Coach supported by Assistant Coach(es), a Team Leader and identified Welfare Officer)
* Adhere to the Coach/skater ratios, 6:1
* Ensure that the group agree to act within the NISA codes of conduct
* Ensure that all staff that have responsibility for children and young people have been recruited and undertaken the appropriate risk assessments and safety checks in accordance with the NISA policies and procedures for recruiting staff and volunteers
* Ensure that risk assessments are completed correctly
* Ensure that as part of the risk assessment an emergency ‘club home contact’ has been identified i.e. a club member who is not travelling away, who can act as the emergency point of contact if required.
* Staff and children will sleep in separate rooms. Adults will not share rooms with children
* Children will sleep in single sex rooms
* Consent forms obtained for all children from parent/carer

**Communicating with Parents/Carers**

The following information needs to be clarified and communicated to Parents/Carers when travelling to away events:

* Competition details
* The destination and venue details
* Time of departure
* Time of return
* Name of the Team Leader/Coach who is responsible for the team
* Contact details for the Team Leader/Coaches and Home Emergency contact
* Contact details and any medical information for the member of the team
* Ensure that ‘Loco Parentis’ forms are completed by the Parent/Carer and that the Team Leader/Coach is in receipt of this
* Pick up point
* Method of transport
* Kit requirements
* Any costs that may be incurred i.e. cost of transport, competition fee and money for refreshments

**Supervision**

* All staff, paid or volunteers going on overnight trips will meet the eligibility criteria for criminal record checks and these must be completed before the trip
* All staff within the team should be familiar with the NISA Safeguarding Policy and have signed up to the NISA Codes of Conduct, procedures and will have attended Safeguarding and Protecting Children (SPC1) training
* For single sex groups, there must be at least one same gender member of staff
* Any child not accompanied by a Parent/Carer must have a same sex member of staff available
* All staff must adhere to the NISA Codes of Conduct and sign up to these prior to the trip. In doing so, it is important to remember that whilst an adult is responsible for a child/children there will be a ‘No Alcohol Consumption’ rule.

**Roles and Responsibilities**

All members of staff need to have a clear knowledge and understanding of their role and responsibility for the team:

* A clear definition in regards to the role of Coaching staff – responsible for safe training and competition elements, and Team Leader (and any other staff) - taking responsibility for any other necessary support
* There needs to be a register so that head counts can be taken at any point

All staff must go through an introduction programme ensuring they understand:

* The NISA policy and procedures
* Codes of ethics and conduct

All staff are in receipt of a full itinerary, which includes; travel arrangements, medical information and emergency contact details.

**Parents and carers who do not have a designated supervising role on a trip should not be counted in supervision ratios and should not assume or be given responsibility for other children. Parents/Carers will be required to adhere and agree to the Parents/Carers Codes of Conduct.**