

# GREAT HORWOOD CRICKET CLUB

## Policy on Managing Children away from the Club

A Team Manager will be appointed with clear roles and responsibilities. Such responsibilities will include for them to:

1. Establish and communicate the following information to Parent(s):
  - Why the trip is planned – it's reason / purpose.
  - When the trip will take place – date, times including time of departure and estimated time of return.
  - Where the trip is to – destination, venue
  - Meeting points – at the home and/or the away venue as appropriate
  - Staffing arrangements – Name and contact details for the Team Manager responsible for the trip
  - Kit / equipment requirements
  - Cost implications – i.e. competition fee, spending / pocket money, any cost of transport
  - Name and contact number of the person acting as the 'Club Home Contact'
  - Arrangements for food and drink
2. Ensure they have a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip for whom they have a duty of care
3. Determine appropriate Staffing and Staff Training arrangements
  - Wherever possible a Club should appoint a Head Coach and Team (tour) Manager, with the Head Coach and Coaches taking responsibility for the training and competition management of the team and the Tour Manager (and any other Staff) taking responsibility for any other necessary support roles such as chaperones.
  - All members of Staff need to have a clear knowledge of their role and responsibility for the team.
  - All Staff must go through an Induction programme ensuring they understand the ECB "Safe Hands" Policy
4. Ensure that there is a 'Club Home Contact' – i.e. a member of the Club who is not travelling away, who will act as a contact point if required in an emergency situation and ensure that the 'Club Home Contact' is provided with the following information to enable them to fulfil their role should they need to do so:
  - The names of the players and staff on the trip,
  - Emergency contact names and phone numbers for each of the above persons
  - Details of any medical or physical needs any of these persons may have
  - Contact numbers for the staff which can be used whilst the staff are on the trip
  - Telephone numbers for the Police local to the home club

The Club Home Contact will be a member of the club who has been CRB checked.

**Additional Guidance particular to trips that include an overnight stay**

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In addition to the information listed in the first section the appointed Team Manager will ensure that:

Detailed planning for the trip takes place, including to:

- Identify suitable venues and facilities for both the Cricket and accommodation
- Wherever possible, a visit to the tour facilities and venues should be made prior to the tour to enable an effective risk assessment to take place. (If this is not possible, then a risk assessment should be sought from the tour operators or facilities management in advance of the trip.)
- Conduct a risk assessment
- Sufficient planning is the key to the prevention of incidents. Conducting a risk assessment is an innate part of planning any trip.
- Children must not be placed in situations which expose them to an unacceptable level of risk

Analyse the insurance cover that is required

- Clubs are advised to check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.

When planning a trip it is important to allow sufficient time for all requirements to be completed.

Contact is made with the staff at the accommodation, to:

- Outline that all accommodation must be clean and with access to sufficient toilet and bathing facilities
- Confirm that it will not be acceptable:
  1. For players to share a bed
  2. For male and female players to share a room
  3. For staff to share a room with players
  4. For players of vastly differing ages to share a room
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected.)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure that the needs of player's with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- Check the whereabouts of accommodation which will be allocated to the staff who are accompanying the party, so as to enable Players to be able to know which rooms the Staff are in and contact them if required
- Where possible, ensure that rooms are not scattered around the hotel on different floors but grouped together.
- Discuss the club's code of conduct and discipline policy.
- Ensure that all dietary requirements are catered for.

A meeting will be arranged with the Parents and Players to provide details of the trip, and communicate the following additional information to parents, doing so in writing:

- An itinerary giving as much detail as possible
- The duration of the trip
- Details of the accommodation with address and contact number
- The names of all Cricket Staff
- Codes of conduct for both Staff and Players
- Emergency procedures and telephone contacts

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- Welfare and child protection procedures
- Details of insurance
- Date for paying deposit
- Details of transport

The following written and signed Information from Parents / Guardians / Carers must be obtained:

- Signed consent form accepting the code of conduct and detailing
  1. Any specific medical information i.e. allergies, present medication
  2. Special dietary requirements
  3. Consent for emergency medical treatment
  4. Agreement to pay the fee
  5. Contact details have not changed

Ensure Players are prepared for touring.

The Tour Manager and coaches should meet with the Players prior to the trip to agree:

- Expectation of the Players
- Clothing list
- Codes of conduct / behaviour – this should be signed by all young players with their parents' permission
- Their responsibility for their own property
- Staff roles and responsibilities
- Emergency procedures
- Support if they become homesick, are unhappy, or need to speak to someone in confidence

The "Club Home Contact" is provided with the following additional information:

- Contact numbers for the accommodation
- Telephone numbers for the Police local to the accommodation

The following guidance and protocols are followed as needed during the tour:

Concerning the general safeguarding and protection of players:

- Whatever the accommodation, and throughout the tour, the Team Manager must be sure that the Players are safe
- Players must know the whereabouts of staff at all times, including which rooms the Staff are in and how to contact them if required
- Staff must know they have a common law duty of care to act as a prudent Parent would

Concerning the medical welfare of players:

- Medical details and relevant information must be carried by a member of Staff
- Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
- Staff should have access to calling the emergency services and the minimum first aid provision
- A first aid kit should be carried
- Staff must act in an emergency and take life saving action in extreme situations

If an emergency occurs, the Team Manager must:

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- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the Team are safe and supervised
- Ensure all members of the party are aware of the situation and are following emergency procedures
- Ensure that a member of Staff accompanies any casualties to hospital
- Notify the Police if necessary
- Complete an ECB incident reporting form
- Ensure that no one in the group speaks to the media. All media enquiries should be managed through the ECB Corporate Communications Dept. at Lord's
- Contact the 'Club Home Contact' who will:
  - a. Contact Parents and keep them informed about the situation
  - b. Liaise with the Club Staff, and if necessary the ECB
  - c. Liaise with the media contact if applicable
  - d. Report the incident to the insurers