



# RCC Guidance Managing children away from the club including trips involving overnight stay(s)

## Background

In any given season, as many as 50 per cent of matches can be played away from the Club and that's without tours and festivals or similar events. For RCC to be able to demonstrate its duty of care to the children in its team(s) the following is the RCC guidance for managing these types of events.

**Section A** covers children being taken away from the club's normal base location and/or home ground for matches and events not involving an overnight stay.

**Section B** covers additional guidance particular to trips that include an overnight stay(s).

**SECTION A** - children being taken away from the club's normal base location and/or home ground for matches and events not involving an overnight stay.

**A Team Manager will be appointed with clear roles and responsibilities including:**

**Establishing and communicating the following information to parent(s):**

- Why the trip is planned and what is its reason or purpose
- When the trip will take place – date, time of departure and estimated time of return
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
- Kit and equipment requirements
- Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
- Name and contact number of the person acting as the 'Club Home Contact'
- Arrangements for food and drink

**The team manager will be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part**

**The team manager will determine appropriate staffing and staff training arrangements**

- Wherever possible, RCC will appoint a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for 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"
- Ensure there is a 'Club Home Contact' who is a member of the club who is not travelling away, who will act as a contact point in an emergency. Ensure the Club Home Contact is provided with the following information to enable them to fulfil their role should they need to:
  - Names of players and staff on the trip
  - Emergency contact names and phone numbers for each of the players and staff
  - Details of any medical or physical needs these persons may have
  - Contact numbers for staff which can be used while the staff are on the trip
  - Telephone numbers for the local police to the home club

The Club Home Contact should be a member of the club who has been appropriately vetted.



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## **SECTION B** - trips that include an overnight stay(s).

Listed below is additional information to that required in Section A that the RCC appointed Team Manager needs to act upon.

### **1 - Detailed trip planning must take place including the need to:**

- Identify suitable venues and facilities for both the cricket and accommodation
  - If possible, ensure a visit to the tour facilities and venues is made before the trip, to enable an effective risk assessment to take place. (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip)
- Conduct a risk assessment
  - Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip
  - Children must not be placed in situations which expose them to an unacceptable level of risk
- Analyse insurance cover required, RCC Team managers are advised to check their insurance policies for clarification of cover for events away from the home club especially in relation to the supervision of children and involving overnight stays.

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

### **2 - Staff at the chosen accommodation must be contacted in advance to:**

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities
- Confirm that - Players will not share a bed
  - Male and female players will not share a room
  - Staff do not share a room with players
  - Players of vastly differing ages do not 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 the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together
- Discuss the club's code of conduct and discipline policy
- Ensure all dietary requirements are catered for

### **3 - A meeting is arranged with the parents and players to provide details of the trip. The following additional information must be communicated to parents in writing:**

- An itinerary giving as much detail as possible
- The duration of the trip
- Details of accommodation with address and contact number
- Names of all cricket staff



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- Codes of conduct for staff and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures
- Details of insurance
- Date for paying deposit
- Details of transport

## **4 - The following written and signed information from parents/guardians/carers must be obtained**

- Signed consent form accepting the code of conduct and detailing:
  - Any specific medical information such as allergies and current medication
  - Special dietary requirements
  - Consent for emergency medical treatment
  - Agreement to pay the fee
  - Confirmation that contact details have not changed

## **5 – Preparing players for touring**

- The Tour Manager and coaches should meet with 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

## **6 - The Club Home Contact must be provided with the following additional information to that specified in Section A above:**

- Contact numbers for the accommodation
- Telephone numbers for the nearest police to the accommodation

## **7 - The following guidance and protocols are followed as needed during the tour:**

### **Concerning the general safeguarding of players:**

- The Team Manager must ensure players are safe throughout the tour
- Players must know the whereabouts of staff at all times, including which rooms 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 lifesaving action in extreme situations



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### **8- If an emergency occurs the Team Manager must:**

- 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 follow emergency procedures
- Ensure a member of staff accompanies any casualties to hospital
- Notify the police if necessary
- Complete an ECB incident reporting form
- Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord's
- Contact the Club Home Contact, who will:
  - Contact parents and keep them informed
  - Liaise with club staff, and if necessary, the ECB
  - Liaise with the media contact if applicable
  - Report the incident to insurers