



Guernsey Walking Football

TRAVEL POLICY



Contents

1.0 STAFF REQUIREMENTS
2.0 BEFORE YOUR TRIP
2.1 RISK ASSESSMENTS
2.2 ACCOMMODATION
2.3 COMPETITION/EVENT CHECKS
2.4 INSURANCE
2.5 EMERGENCY ACTION PLANS
2.6 TRAVEL TO A FOREIGN COUNTRY
2.7 COMMUNICATION OF TRIP DETAILS
2.8 INFORMATION PACKS
2.9 CONSENT FORMS.....
APPENDIX 1: RISK ASSESSMENT TEMPLATE.....
APPENDIX 2: GUIDANCE ON EMERGENCY ACTION PLANS
APPENDIX 3: BASIC INFORMATION PACK CHECKLIST
APPENDIX 4: BASIC CONSENT FORM TEMPLATE
APPENDIX 5: BASIC INCIDENT REPORT FORM TEMPLATE



1.0 STAFF REQUIREMENTS

Every trip undertaken should include

- Nominated Trip Leader – responsible for overseeing all aspects of the trip and point of contact for any queries. – *this will most likely be a qualified coach*
- Qualified First Aider
- Home Contact – member of staff located at the club who is point of contact for emergencies, and has been provided with all trip details/documents etc.

2.0 BEFORE YOUR TRIP

The following must be obtained/carried out before the trip commences:

2.1 RISK ASSESSMENTS

The Trip Leader should carry out adequate risk assessments well in advance of the trip date, to assess any potential hazards and how they can be mitigated. Risk assessments should consider the following points among others:

- Travel to and from the destination
- Localised travel while at the destination
- Accommodation
- Educational or medical needs
- Potential weather conditions
- Emergency procedures

It is also expected that the Trip Leader will have to carry out dynamic risk assessments during the trip itself.

Please see Appendix 1 for a basic risk assessment template.

2.2 ACCOMMODATION

Booking Rooms

When booking rooms, the club should ensure the following:

- Bathrooms are en suite if possible, otherwise there should be separate male and female bathroom facilities available
- Beds are single beds where possible (and sharers are allocated twin rooms)
- All rooms are non-smoking

2.3 COMPETITION/EVENT CHECKS

The Trip Leader is responsible for checking that any competition in which they are taking part is legitimate. They should also confirm who the named organiser is, and that the club/venue they are visiting have a qualified Welfare Officer (as well as confirming name and contact details for this person).



2.4 INSURANCE

The club should ensure that they have adequate insurance cover for their needs, including any medical conditions or specialist activities, as well as compensation against cancellation or delay. Sports could check with their NGB whether relevant insurance is already in place. Types of insurance worth considering are:

- Public Liability Insurance
- Personal Accident Insurance
- Travel Insurance

The club should also ensure that any venues or accommodation they will be using during the trip have their own appropriate insurance cover.

2.5 EMERGENCY ACTION PLANS

The Trip Leader should produce a document detailing any emergencies that may occur, the course of action for these, and who will take responsibility for implementing them (usually the Trip Leader). The following should be considered:

- Travel delays
- Accidents (including accident report forms)
- Hospital treatment required
- Repatriation
- Safeguarding issues

2.6 TRAVEL TO A FOREIGN COUNTRY

In the event that the trip is to a foreign country eg. outside of the UK, the following actions should be taken in addition to the above:

- Arranging extra insurance cover as necessary
- Checking if visas are required, and ensuring these are arranged well in advance
- Checking if vaccinations are required (including Covid), and ensuring these are arranged well in advance
- Ensuring passports are in date as required for the country (some countries now require passports to be valid for 6 months after the trip ends)
- Seeking travel advice for the country in question (eg. the Foreign Office may not recommend travel to certain countries at the time of the trip)
- Checking whether there are any cultural or language differences to be aware of
- Checking mobile phones will work in the chosen country
- Finding out how to contact the emergency services in the chosen country

If travelling to a foreign country, copies of all visas, vaccination records and passports should be taken and supplied to all staff members going on the trip, as well as the Home Contact.



2.7 COMMUNICATION OF TRIP DETAILS

The club should ensure that all details of the trip are communicated well in advance of the trip. Information packs should be handed out to all in advance of the trip.

It is important to communicate to all participants the financial contribution they will be expected to make towards trip fees, along with any kit requirements.

2.8 INFORMATION PACKS

Please see Appendix 4 for a basic checklist of information pack contents (your checklist should include but not be restricted to the items included).

2.9 CONSENT FORMS

Consent forms must be obtained from all participants

The form should include (but not be restricted to) the following:

- Contact details
- full name
- date of birth
- Medical information including directions on any medications to be taken, and who should administer this
- Allergy information
- Dietary requirements
- Disabilities
- Any behavioural or additional support needs
- Consent to receive emergency treatment if required (in hospital AND from a member of the club if required)
- Any other information deemed relevant

The form should also contain any relevant disclaimers required, for example:

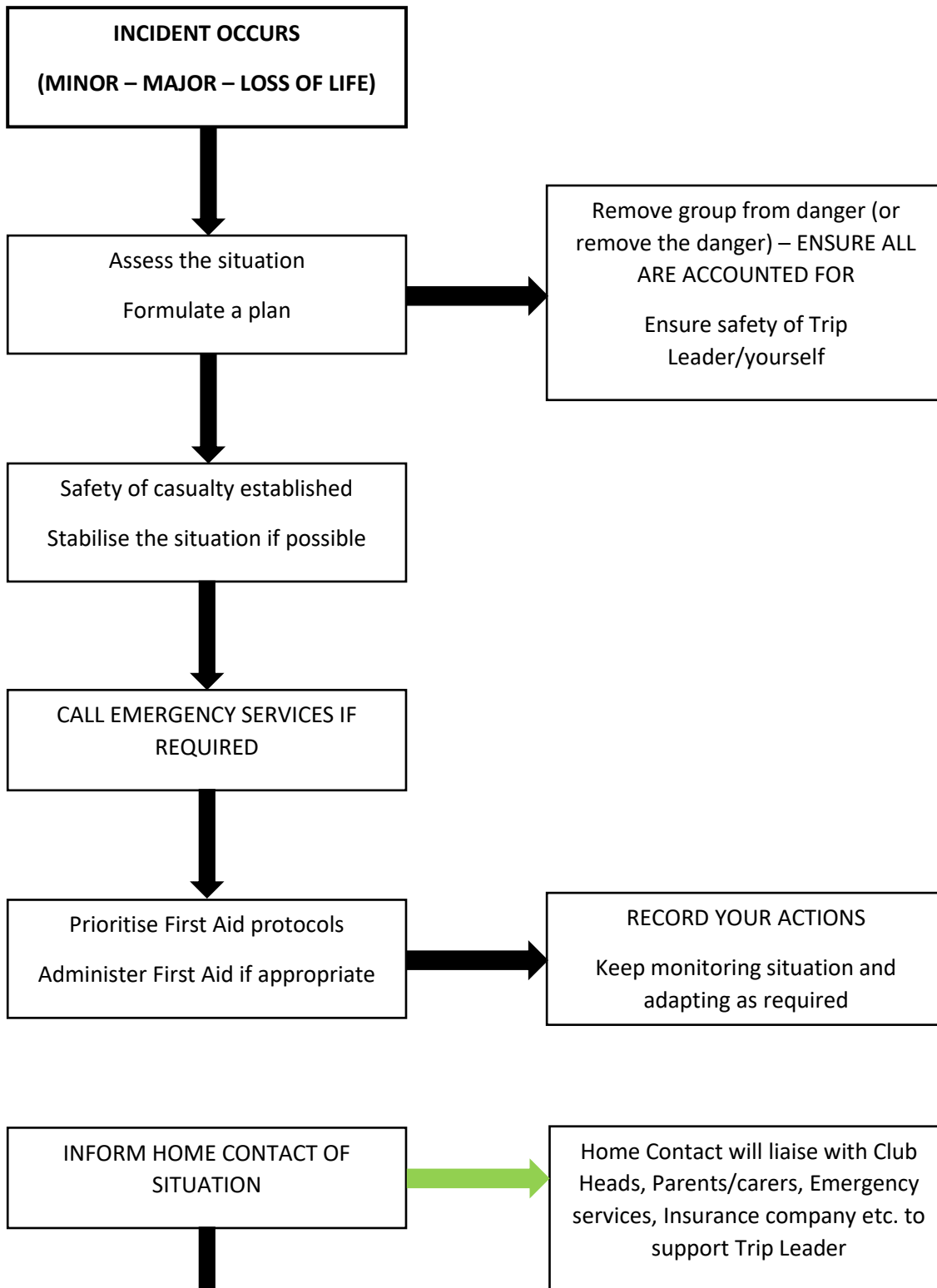
- Loss or damage responsibility
- Consent for photos/videos to be taken and used







APPENDIX 2: GUIDANCE ON EMERGENCY ACTION PLANS



LEADER PROMPTS

- Stay calm
- Watch your group & keep them safe
- Restrict use of mobile phone & social media
- Prevent discussion with public or media
- Don't admit liability
- Witness information
- Photograph the scene sensitively
- Don't alter any equipment
- Don't allow unsupervised contact with individuals/group
- Only work within your ability, competency & confidence
- Adapt this plan if necessary
- What seems to be a minor incident can escalate quickly in remote & changing environments

POST-INCIDENT:

- Continued contact as necessary
- Leader, staff and child debrief and review
- Review policies, implement any actions or changes



Field notes and recording sheet for Incidents		
When	Who	What
11.30pm	Joe Bloggs	Fell out of bed, staff took him to downstairs

Useful numbers	
Base contacts:	
Other Staff:	
Providers:	
Local Emergency Services:	
Other:	

When notifying your base they need to know:
What happened? Where – location? When – date/time?
Who was involved/injured?
Name of all involved? Action taken so far? Agree further actions and contact number/procedure.



Actions that should be considered by Home Contact in the event of an emergency:

(not exhaustive – each club should adapt to be relevant for their situation)

- Record the telephone number of the Trip Leader and alternative contacts if not already accessible.
Note down the following:
 - What happened
 - To whom
 - Where
 - When
 - What has happened since the incident
 - Agree possible actions (including contact procedures)
- Inform your Club Head or senior member of staff of the relevant details AS SOON AS POSSIBLE.
- If agreed or as necessary, implement any Emergency Action Plans.
- Parents/carers of any injured child/ren must be informed as priority, with other parents/carers contacted with any outcomes affecting them or their child (eg significant itinerary changes).
- If necessary, assistance should be given to transport parents to their injured child if required (eg. Liaising with insurance company to arrange).
- Do not discuss any incidents or matters with the media if contacted.
- Remind the Trip Leader to:
 - Stay calm and work within their ability
 - Ensure everyone is accounted for and safe
 - Remove the group from danger (or remove the danger)
 - Prioritise First Aid if required
 - Try and obtain witness information/contacts
 - Photograph the scene sensitively if required
 - Monitor the situation and adapt as needed
 - Record actions

The Home Contact should have the information pack with them at all times to ensure they have any information they need in the event of an incident.



APPENDIX 3: BASIC INFORMATION PACK CHECKLIST

ITEM	TICK ONCE COMPLETE
Dates of Visit	
Departure and Return Locations/Times	
List of staff members accompanying on the trip and their roles (eg Welfare Officer)	
List of accompanying staff's qualifications	
Contact information for all staff members on the trip	
Explanation of purpose of Home Contact including their contact information	
Safeguarding Policy	
Insurance details	
Transport Arrangements	
Full itinerary (including all locations, activities, timings etc)	
Expected cost to parents	
Clothing requirements eg. kit needed, suggestions of what to pack (coats during winter, trainers, etc)	
Standards of behaviours expected from children on the trip (eg. alcohol, smoking, sexual behaviour, damage to property, safety while travelling, general group discipline, consequences of breaking rules etc)	
Contact details of all venues and accommodation	
Details of sleeping arrangements/room allocations	
Contact details of hospitals, emergency services etc.	
Emergency Procedures in place	
Travel delay plans	
Repatriation procedures including responsibility of costs	



APPENDIX 4: BASIC CONSENT FORM TEMPLATE

Trip Details/Dates:

NameDOB.....

Home Address.....

.....

EMERGENCY CONTACT

Name Relationship to Participant.....

Mobile Tel No: Work Tel No:

Home Tel No:

MEDICAL INFORMATION

Do you have any medical conditions? YES / NO

Details:

.....

Do you take any medication for their condition? YES / NO

Details (including type, required dose, when taken):

.....

.....

.....

Are you able to administer this medication themselves? YES / NO

If 'NO', is permission given for a staff member (First Aid qualified) to administer this? YES / NO

Do you have any allergies? YES / NO

Details:

.....

Do you have any dietary requirements? YES / NO

Details:

.....



Do you have any disabilities? YES / NO

Details:

.....

Are there any other conditions or needs that you feel we should be aware of? YES / NO

(eg. behavioural or mental health issues, toileting needs, additional support needs)

Details:

.....
.....

Please provide any other information you feel is relevant:

.....
.....
.....

I understand that it is my responsibility to inform the club of any changes to the above information BEFORE the trip commences YES / NO

CONSENT

I consent to photos/videos being taken of me which may be used by the club in future eg. social media YES / NO

I consent to take part in the sporting activities planned YES / NO

I consent to take part in non-sporting activities eg. shopping trips, museum visits YES / NO

I consent to receiving emergency medical treatment if required (in hospital/doctor's surgery or by a qualified staff member if deemed necessary) YES / NO

If there are any medical treatments you do NOT give consent for, please state these below:

.....
.....

AGREEMENTS

I agree to take responsibility for costs incurred in the event of emergency repatriation. YES / NO

I agree to take responsibility for the cost of any loss or damage incurred by me YES/NO

Signature: Printed Name:

Date:

Please complete and return this form to the club by the following date - [insert date here]



APPENDIX 5: BASIC INCIDENT REPORT FORM TEMPLATE

Name of Child:
Child's DOB:
Name of Person Reporting:
Role of Person Reporting:
Date/Time Of Incident:
Where Incident Occurred:
What Happened? <i>(include as much information as possible)</i>
Action Taken? <i>(eg was First Aid administered, what equipment was used, was parent/carer informed, staff involved, was incident reported to Welfare Officer, outside agencies involved etc)</i>
Signed: