

**Designate a Wellbeing & Protection Officer for the trip**

Those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and wellbeing of children during the trip. The Wellbeing Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of children whilst away from home.

There should be procedures in place to manage an emergency situation, this should include the appointment of a Home Contact person who would be the main point of contact for the Wellbeing & Protection Officer.

**Risk Assessment**

Potential areas of risk should be identified at the planning stage through a risk assessment, which is legally required and which should be recorded in writing. Safeguards should be put in place to manage the risk, where appropriate. Risk assessment should be an on-going process throughout the trip and groups can often find themselves in unexpected situations.

**Travel Arrangements - abroad**

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs and regulations. In addition, organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance).

**Adult to Child Ratios**

Trips should be planned to involve at least two adults, (preferably one male and one female). The guidelines on adult to child ratios will inform an assessment of the numbers of adults required to safely supervise the group.

**Overnight stays**

- A minimum ratio of 1 adult : 10 athletes for over 11's, should be in place
- A minimum ratio of 1 adult : 10 athletes for 10 and unders plus 1 additional adult, should be in place
- However a minimum of 2 people (one male and one female) is preferred
- Team Chaperones should have completed the Team Manager workshop and must have completed a Child Wellbeing & Protection in Sport workshop (CWPS)

Adults responsible for managing the trip should be recruited using the safe recruitment guidance for volunteers/staff in regulated work with children. All adults should agree to abide by the Scottish Swimming Wellbeing & Protection: Children & Young People policy, procedures and code of conduct.

**Accommodation**

Organisers should find out as much as possible in advance about the venue/accommodation – wherever possible, a visit is useful to help identify any practical issues, which can be addressed in consultation with children and their parents.

Check the health & safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements where possible.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances, organisers must ensure that there are at least two adults who have been recruited and selected using the recommended procedure are present, the adults must be of the same sex, and that these arrangements have been discussed and agreed with children and parents in advance. Best practice would be for adults to stay in a separate room rather than in with the athletes.

In some circumstances, older children may be required to share rooms with senior teammates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

### **Exchange Visits/Hosting**

Before departure, make sure there is a shared understanding of the standards expected during home stays between the club, host organisation/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit.

When a club is assigning a host family they should be appropriately, vetted utilising the PVG Scheme or equivalent police checks and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

The Host Parent (Designated contact) within the residence is classed as a regulated role and requires a PVG to be in place. Other adults (16 and over) who reside in the Host Parents residence do not require a PVG as not classed as a regulated role, however should have an Enhanced Disclosure with Childrens List check carried out. This can be done through the completion of a Police Act form. For more information please contact:

[wellbeingprotection@scottishswimming.com](mailto:wellbeingprotection@scottishswimming.com)

Children should be aware of who they can talk to if problems arise during the visit. Daily contact should be made with all children by the group leader to ensure they are safe and well.

### **Residential at a facility/centre**

Organisers should check for the following when booking a residential facility:

Facilities should:

- Be appropriately licensed
- Have adequate and relevant insurance cover
- Have a policy on the protection of children
- Have health and safety policy and procedures
- Have adequate security arrangements
- Have staff that are vetted, qualified and trained

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

### **Involving Parents/Carers**

A meeting with parents/carers to share information about the trip, answer questions, and where required make joint decisions as appropriate should be held in advance of the trip. A Code of Conduct with consequences for unacceptable behaviour should be agreed in advance.

Parents/carers must complete a relevant consent form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child.

### **Free time**

Organisers must ensure that arrangements are in place for the supervision and risk assessment of activities during free time. Children must not be allowed to wander alone in unfamiliar places.

### **During the trip**

Group leaders should have clear roles and responsibilities. They should not be over familiar with children and must remember that they are in a position of trust at all times.

The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be allowed, even if the local legislation relating to these behaviours is more lenient than in Scotland.

Group leaders should keep an overview of the wellbeing of all children and try to identify issues early on to resolve them quickly. Children can be encouraged to participate in this process. For example, daily individual check ins or by taking turns to complete a daily diary as a way for them to communicate (both positive and negative) things that they want the group leaders to know.

### **Social Media, Mobile phone and other devices**

The use of mobiles phones and social media should be considered prior to the trip. Clear ground rules and expectations should be communicated, along with points in the trip Code of Conduct. Trip organisers may wish to consider if they want to allow children to bring mobile phones or other devices e.g. tablets/laptops and if use of these items should be restricted in any way.

Any restriction on use/access should be clearly communicated to parents and children in advance of the trip and both parents and children should know what the process is for making contact if there are restrictions e.g. an identified staff member who will be carrying the trip mobile phone.

### **After the Trip**

It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Please also see “**Safe Sport Away**”, NSPCC and *Safe Sport Events, Activities and Competitions*, published by the NSPCC Child Protection in Sport Unit for further guidance: <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/>