

TRAVEL AND TRIPS AWAY



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Travel to away games and trips away from home should be both safe and fun for children and young people. It should be a chance for all children and young people to grow in confidence, self-esteem and skills. Parents and carers will often worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that consideration has been given to the various needs of their children and the potential risks associated with trips away.

This Practice Note sets out what is expected of members of staff and Associated Persons when travelling with children and young people as part of the football activities and should be read in conjunction with the Practice Note on [Planning and Organisation](#).

TRANSPORTATION OF CHILDREN AND YOUNG PEOPLE

Where it is necessary to transport children and/or young people it is important to consider the risks associated. The following provides information about the responsibilities of both the child's parents or carers and the Scottish FA and sets out what is required when transporting children and young people.

RESPONSIBILITY OF PARENTS/CARERS

- Parents/carers must complete the [Consent Form](#) declaring that they consent to their child being transported by persons representing the Scottish FA
- Parents/carers should inform those travelling with their child of any issues their child may have e.g. travel sickness
- Ask appropriate questions about journey time, route etc.
- Make sure they are clear about the departure times and arrival time
- Make sure an appropriate adult is present when the child or young person is collected and dropped off

Where parents/carers make arrangements for the transportation of their children to and from the activity, outwith the knowledge of the Scottish FA, it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.



RESPONSIBILITY OF THE SCOTTISH FA



DO

- Check the driver(s) has a valid and appropriate licence for the vehicle being used e.g. D1 classification for driving minibuses
- Ensure that all vehicles and drivers are correctly insured for the purpose of the trip
- Ensure that all vehicles are fit for purpose and have relevant breakdown cover
- Check that all reasonable safety measures are available e.g. fitted working seatbelts, booster seats, if appropriate
- Require children and/or young people to wear seatbelts at all times and travel in the back seat for health and safety reasons
- Make sure there is an appropriate ratio of adults per child. For further information on Adult to Child ratios see [Practice Note — Planning and Organisation](#)
- Require drivers to have adequate breaks when driving long distance. Further information on the legal requirement on drivers in relation to appropriate breaks can be found at <https://www.gov.uk/drivers-hours/gb-domestic-rules>
- Make sure there are signed consent forms for all children and young people who are being transported
- Inform parents/carers that the Scottish FA will be transporting their child, the reasons why and how long the journey will take
- Tell the children and/ young people about the travel arrangements to make sure they are comfortable with the plans
- Agree a collection policy with parents/carers which includes a clear and shared understanding of arrangements for collection at the end of a football activity
- Have a point of contact and a working mobile phone in case of break down or any other issues enroute
- When the transportation is not pre-planned, call ahead to inform the child's parents/carers that you are giving them a lift and inform them of when you expect to arrive



DON'T

Travel alone with a child or young person. Staff should travel in pairs or, in exceptional circumstances, with more than one child in the car. If you require to transport a child due to an emergency situation, and it is not possible for another adult to travel with you, tell another member of staff or Associated Person that you are transporting a child or young person, give details of the route and the anticipated length of the journey

TRIPS AWAY FROM HOME (INCLUDING OVERNIGHT STAYS)

Travelling to away fixtures, tournaments and residential stays are regular activities which may require detailed arrangements including overnight stays. Even what may appear as the most straightforward trip will require some level of planning and coordination by the members of staff and/or Associated Persons involved to make sure that it is a safe and enjoyable experience.

The following information outlines a number of issues that members of staff and Associated Persons must take into consideration when travelling with children and young people. This guidance applies to all away trips, including trips that involve overnight stays and travelling abroad.



PLANNING AND PREPARATION

WHO SHOULD TRAVEL WITH THE TEAM?

- All trips away **must** be planned to involve at least two adults. For further information on appropriate Adult to Child ratios see [Practice Note — Planning and Organisation](#)
- Members of staff and/or Associated Persons travelling on the trip who have responsibility for the children and young people or who are in regulated work must be selected in accordance with the [Appointment and Selection Procedure](#)
- A Child Wellbeing and Protection Officer should be designated for the trip and that person(s) must have undertaken appropriate training
- Everyone travelling should be familiar with and agree to abide by the Scottish FA Child Wellbeing and Protection Policy and have received appropriate training
- There should be a qualified first aider as part of the group with access to a full and up to date first aid box
- Make sure the appropriate members of staff or Associated Persons have been selected for the trip e.g. if travelling with a male group of players, there should always be a male member of staff and vice versa



DESIGNATED CHILD WELLBEING AND PROTECTION OFFICER FOR THE TRIP

During the trip members of staff and/or Associated Persons will be responsible for the safety and wellbeing of the children and/or young people in their care. It is essential that a member of staff or Associated Person is designated as Child Wellbeing and Protection Officer (CWPO) to coordinate the arrangements to promote, support and safeguard the wellbeing of the children and/or young people during the trip. The CWPO will ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of the children and/or young people whilst away from home. A detailed itinerary will be prepared and copies provided to the Wellbeing and Protection Department and parents/carers and must include the CWPO's contact details during the trip. The CWPO should be familiar with contact details for the Wellbeing and Protection Department so that advice can be sought, if required.

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

HOW TO INVOLVE THE PARENT/CARERS AND CHILDREN AND YOUNG PEOPLE IN THE PREPARATION AND PLANNING:

- For trips involving overnight stays, meet with parents/carers before any trip, when possible, to explain the arrangements, itinerary and important contact details and address any concerns or questions
- Parents/carers **must** complete the [Consent Form](#) in advance of the trip. If appropriate, the young people should also complete the [Consent Form](#)
- Give the children and young people and their parents/carers an information pack which includes: dates, what you are doing, where you are going, rules, kit list, recommended pocket money, medical care needs etc.
- Provide the parents/carers with contact details in case of an emergency. This must include the contact details for the designated CWPO
- Work with the children and young people to establish rules for the trip, including consequences for breaking the rules
- Children and young people should also know who they can talk to if they have any worries or concerns while away from home. All children and young people and their parents/carers should know who the designated CWPO will be for the trip and given the CWPO's contact details
- For trips abroad, children and/or young people should be informed of the local customs. Information can be found at on the UK Government website at <https://www.gov.uk/foreign-travel-advice>
- Ask the children and/or young people and their parents/carers to make you aware of any dietary requirements. This can include dietary requirements due to allergies or religious beliefs e.g. a child or young person may be observing Ramadan



TRAVEL ARRANGEMENTS

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| <ul style="list-style-type: none"> • Members of staff and/or Associated Persons must ensure there is adequate and relevant insurance cover (including travel and medical insurance) • Where possible, the whole squad should travel in identifiable clothing e.g. team tracksuit • If travelling abroad, check if you need visas and/or vaccinations • Potential areas of risk should be identified through a risk assessment. Further information on risk assessments can be found in the Practice Note — Prevention Planning. The Scottish FA Integrity Officer will undertake a security risk assessment for all Scottish FA trips involving foreign travel | <ul style="list-style-type: none"> • Members of staff and/or Associated Persons should also familiarise themselves with the nearest hospital and if travelling abroad, the details of the emergency services in the location they visit e.g. what is the telephone number for the emergency services in that country? • If the trip involves overseas travel, organisers shall ensure they are aware of local procedures for dealing with concerns about the wellbeing of children and young people • Members of staff and/or Associated Persons must ensure arrangements are in place for the supervision and risk assessment of activities during free time • Members of staff and/or Associated Persons should have clear roles and responsibilities for the duration of the trip |
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ACCOMMODATION

Members of staff and/or Associated Persons should find out as much as possible about the accommodation and the surroundings at the planning stage to help identify all practical issues and allow time to address them in advance, in consultation with children/young people and their parents/carers, where appropriate.

THE FOLLOWING IS A (NON-EXHAUSTIVE) LIST OF SOME OF THE PRACTICAL THINGS WHICH SHOULD BE CONSIDERED IN ADVANCE OF ANY TRIP ON THE ARRANGEMENTS FOR ACCOMMODATION:

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| <ul style="list-style-type: none"> • Location: central and remote locations both present different challenges • Accommodation facility: health & safety of building confirmed by owners/providers • Appropriate safeguards are in place for accommodation where the same areas can be accessed by others e.g. if staying in a hotel can other guests and hotel staff access this area? • Special access or adaptive aids required by members of staff or Associated Persons or children or young people | <ul style="list-style-type: none"> • Environmental factors • Personal safety issues • For overnight stays, agree who is sharing with whom before you go. This will enable suitable sharing in terms of age and gender. Parents/carers and the children and young people should be consulted in advance about arrangements for sharing, where possible and appropriate, and there should be a certain amount of flexibility as friendships can change |
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RESIDENTIAL AT A FACILITY/CENTRE

Members of staff and/or Associated Persons should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have policies on Child Wellbeing / Protection and Health & Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children and/or young people must be appropriately qualified and trained. Members of staff and/or Associated Persons 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.



DURING THE TRIP

ON ARRIVAL:

- Check all rooms e.g. are there the correct number of beds, is there any damage which needs to be reported etc.
- Ensure there is no access to alcohol in the rooms and that all rooms are non-smoking
- Ensure movie access is appropriate or not available in the rooms
- Ensure that everyone is aware of the fire exits and the emergency procedures
- Ensure there is somewhere to store money or valuables
- Ideally all the bedrooms should be together, however, if they are not ensure that members of staff and/or Associated Person spread out e.g. if the group is over three floors, there should be at least one adult room on each floor
- Adults must never share a room alone with a child or young person
- Have a meeting on arrival to review the programme and rules

BEST PRACTICE DURING THE TRIP

- Hold daily group meetings and a staff meeting. They don't need to be long but they do provide the opportunity to discuss any issues or problems and solve them before they grow
- During 'free time', children and young people must not be allowed to wander alone in unfamiliar places
- A check should be carried out when leaving each place **and** arriving at the next venue/location to make sure everyone is present
- Members of staff and/or Associated Persons should not enter the bedrooms of the children and young people unless in an emergency situation or in the interest of health and safety. If it is necessary to enter the rooms there should be at least two adults present and they should knock the door and say they are coming in before entering. Once in the room the door should remain open, if appropriate
- Member of staff and/or Associated Persons must not be over familiar with the children and young people during the trip and 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 condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland
- Members of staff and/or Associated Persons should maintain an overview of the wellbeing of all children and/or young people during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children and/or young people can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want members of staff and/or Associated Persons to know

AFTER THE TRIP

Where possible, a debrief will take place with all those involved in the trip. Ask the children and/or young people and the staff and/or Associated Persons what they enjoyed and they would change. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.





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