
Away Trips and Overnight Stays

[Insert Club Name] has a duty of care towards athletes, volunteers and coaches who are representing the club and travelling away from home to events, competitions and Games.

Athletes, volunteers and coaches who travel overnight to events, competitions and Games, expect that all practical safeguarding measures have been taken into consideration in planning, preparing and executing travel and accommodation arrangements while they are away from their home.

Requirements

Prior to the club participating in any away trips or overnight stays the following requirements must be in place:

- Clear selection criteria for attendance on the trip.
- Athletes must have an up to date registration forms.
- Parental consent is required for athletes under 18 years of age, including filming and photography consent.
- The supervision ratio of 1:4 (coach: athlete) must be met.
- There should be a male and female coach, for a mixed gender group.
- All coaches and volunteers accompanying athletes on an away trip overnight must be registered volunteers with Special Olympics Ireland, have attended Safeguarding 1 (ROI) or Safeguarding Children and Young People (NI) training and completed their vetting.
- All coaches, volunteers and athletes must sign a code of conduct.
- Ensure athletes know who to contact with a concern or who to report an allegation of abuse to whilst away.

Planning

In planning for any away trips or overnight stays; our club will:

- Ensure all arrangements are in place and communicated to all involved before departing for the away trip.
- Complete the Club's Trip/Activity checklist and risk assessment.
- Comply with the 1:4 Supervision Ratio when forming the management team.
- If a parent/guardian/carer is travelling of their own volition we request that they respect the processes put in place for the trip by the Club and not interfere with the itinerary. The organisers will be happy to discuss specific concerns in advance.
- Prepare a detailed programme of activity.
- Re-consider safeguarding requirements when changing plans where unforeseen circumstances cause plans to be altered.

Accommodation

If accommodation is used:

- Coaches and athletes are not permitted to share a room.
- Athletes should be roomed with athletes of the same gender and similar age.
- The sharing of accommodation by an athlete who is over 18 years with an athlete who is under 18 years must be discussed in advance of the trip and the consent of each athlete, parent or carer obtained with appropriate and agreeable arrangements put in place.
- The club / organiser may consider specific needs in terms of accommodation. However, it may not be possible to facilitate all requests within the safeguarding and logistical needs of the trip.
- Accommodation will be checked in advance for access to chargeable facilities i.e. mini bar, inappropriate TV options, which may be unsafe for athletes.
- Family members will be made aware that where the athlete's accommodation is part of a larger event accommodation offering and the accommodation is being managed by an Event or Games team, access to the Athlete Accommodation will NOT be permitted with the exception if called upon in the case of an emergency.
- Alcohol consumption is strictly prohibited on away trips for all members of the travelling group.

Some other considerations may include:

1. Communication channels **to** those on the trip and also **to** those at home awaiting news.
2. Social Media – what may/may not be posted online and who is responsible.
3. Complaints and Disciplinary process, in the event something arises during an away trip.

Supporting documents:

- ✓ Club Away Trip and Travel to Activity Checklist
- ✓ Club Away Trip and Travel to Activity Risk Assessment