

CLUB TRAVEL, HOSTING AND AWAY TRIP POLICY



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Mountaineering Ireland Version Control			
Version	Author	Date	Amendments
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NGB: Mountaineering Ireland

Club Name:

Purpose of this Policy

This policy is for the purpose of managing travelling, hosting, and away trips where Children/Young People are involved. The policy provides guidelines which we expect our affiliated clubs to adhere to and should seek advice from Mountaineering Ireland's National Children's Officer if unsure in any circumstance. The policies guidelines not only protect the welfare of children/young people but also provides protection to volunteers and coaches who are in a position of authority.

Transport

In terms of Transport to and from events, Mountaineering Ireland and its affiliated clubs must ensure that the welfare of the child is of paramount importance. We must act responsibly and ensure that any person in charge is provided with the necessary resources to carry out this duty with utmost care. There is an extra responsibility on adults and leaders when they transport young people to events. Adults should always:

- ✚ Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- ✚ Ensure they do not carry more than the permitted number of passengers.
- ✚ Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis.
- ✚ Parents should check with young people about the plans, listen to what the young people are saying, and be sure they are happy with the transport arrangements.

General Supervision

General Supervision in this policy relates to the supervision of children on Away Trips. With regards to supervision of children within your club, please refer to **Mountaineering Ireland's Supervision Policy** for guidance on procedures in this area. When working with Children/Young People in the process of Travelling, we must:

- ✚ Ensure adequate Adult: Child ratios. Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults.
 - ✚ Adult: Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age – Mountaineering Ireland recognises that this may not always be possible, but a best effort is always required
 - ✚ There must be at least one adult of each gender with mixed parties.
 - ✚ Away trips will need higher rates of supervision, and these should be checked out with the governing body or organiser, children and young people should always be supervised.
 - ✚ Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.
 - ✚ Respect the privacy of Children/Young people while changing. Leaders may only need to enter changing rooms where the participants are very young or require special assistance. When necessary, leaders should supervise in pairs rather than on one's own.
- The safety and welfare of the participants that is of paramount importance.
- ✚ Leaders should not be left alone with children and young people at the end of a training session. Clearly state times for start and finish of training and/or competitions. If late collections occur leaders should remain in pairs until participants

have left. It is the responsibility of parents/guardians to make arrangements for collection of children and young people. It should be made clear that the club is responsible for only club activities.

- ✚ If a child suffers an injury or accident the parents/guardians should be informed.
- ✚ See attached Away Trips Essential Safety Checklist for support and guidance.

Overnight and Away Trips

When organising an overnight or away trip with juveniles, there are a number of considerations to make in doing so. The following section of this policy outlines strict guidance in terms of what can be done pre trip, during and post-trip.

Pre-trip Preparations:

- ✚ Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant).
- ✚ The agreement should be signed by both parents and participants.
- ✚ A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.
- ✚ A clear detailed programme of activity should be approved prior to the trip with the event organisers, leaders, and parents.
- ✚ The Affiliated Body should share any appropriate information with leaders of the group.
- ✚ All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure as identified by Mountaineering Ireland.
- ✚ The roles and responsibilities of adults participating in away trips should be clearly defined.

- ✚ The Affiliated Body should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. S/he should be registered as a member of the Affiliated Body for the duration of the trip.
- ✚ The code of conduct should be discussed, outlined, and agreed prior to the trip with all participants on the trip.

During the Trip:

- ✚ On away trips, coaches should be accountable to the Team Manager in all non-performance related matters.
- ✚ Where there are mixed teams there should be leaders of both genders (at least one female and/or male in the management/coaching structure).
- ✚ Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age, and gender.
- ✚ Managers should check out the venue beforehand, so that separate and appropriate sleeping arrangements can be made in advance.
- ✚ Appropriate supervision ratios of Adults: Children should be maintained throughout the trip.
- ✚ Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

Post Trip:










- ✚ The Team Manager should submit a written report to the organisers as soon as possible after the end of the trip detailing any issues to the relevant committee within their affiliated body.

For more information on this topic, see the CPSU briefings on [away day trips](#) and [overnight trips and international travel](#).

Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted if and when this is available. In addition, where possible, Mountaineering Ireland will follow the recruitment and selection procedures. When arranging for events/trips abroad, the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

Host families should:

-  Agree to abide by Mountaineering Ireland's Code of Conduct.
-  Consent to appropriate checks and references.
-  Attend host family meetings before competitions or events.
-  Provide a safe and supportive environment for young people.
-  Provide an itinerary of the trip.
-  Gather information on destination, venue, and Children/Young People who they will be hosting.
-  Should sign a behaviour agreement.
-  Should not be asked to share a bed or a room with a child.
-  Should be happy with the arrangements.

General Guidance for Working with Children and Young People

Mountaineering Ireland and Affiliated Clubs should ensure that a clear statement of specific and potential risks attached to Mountaineering is widely publicised to all members. They should also have specific procedures in place for safeguarding against such risks.

The following practices should apply in order to promote safety:

- ✚ Activities being undertaken should be suitable for the ability, age, and experience of the participants.
- ✚ Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants.
- ✚ Where protective equipment is deemed necessary it should be used i.e., use the correct shoes.
- ✚ First Aid should be available for all-training sessions and events. There should be a proper First Aid Kit.
- ✚ First Aid information should be a basic element of a coaching leadership course.
- ✚ Injuries should be recorded, with a note of the action taken in relation to each one. It is recommended that each club maintain an accident book with a specific incident form for completion by Sports Leaders, with due regard for confidentiality.
- ✚ Parents/guardians should be notified, by the Sports Leader, of injuries/illness which children incur while participating in a sporting activity.
- ✚ All clubs should have a simple and widely known emergency plan to ensure safety procedures.
- ✚ Children should be taught the rules of the activity at club level and be encouraged to abide by them, keeping in mind that many rules are there for safety.



Away day trips and fixtures

essential safety checklist

Event name	
Date	

Communication to parents / carers	
<input type="checkbox"/>	Drop-off, pick-up times, and location
<input type="checkbox"/>	Destination and venues (including address and postcode)
<input type="checkbox"/>	Competition details
<input type="checkbox"/>	Kit and clothing required
<input type="checkbox"/>	Food and drinks required
<input type="checkbox"/>	Other specific requirements
<input type="checkbox"/>	Consents / registration forms received
<input type="checkbox"/>	Medical details and medication
<input type="checkbox"/>	Contact details for trip organiser and process for parent contacting leaders or young person

Communication from parents / carers	
<input type="checkbox"/>	Child's basic information
<input type="checkbox"/>	Any specific/ additional requirements
<input type="checkbox"/>	Consents / registration forms
<input type="checkbox"/>	Medical details, allergies, and medication
<input type="checkbox"/>	Emergency contact numbers

Transport	
<input type="checkbox"/>	Journey times and stopping locations
<input type="checkbox"/>	Supervision
<input type="checkbox"/>	Suitability, accessibility

..	Driver's license and insurance checked
<input type="checkbox"/>	Insurance covering the transport
<input type="checkbox"/>	All occupants are correctly wearing seat belts whilst in transit
Supervision and staffing	
<input type="checkbox"/>	Ratio of staff to children is maintained (including when not participating)
<input type="checkbox"/>	Gender of the responsible adults for the group has been considered
<input type="checkbox"/>	Specialist carers are provided if necessary
<input type="checkbox"/>	Responsibilities of individuals
<input type="checkbox"/>	Emergency contact details available
Emergency procedures	
<input type="checkbox"/>	Fully stocked first aid kit
<input type="checkbox"/>	Specific medical details and medication
<input type="checkbox"/>	Reporting procedures
<input type="checkbox"/>	Contact details for safeguarding lead/National Children's Officer
<input type="checkbox"/>	Location of nearest hospital
Insurance	
<input type="checkbox"/>	Liability
<input type="checkbox"/>	Adequate cover
Sign-off	
Signature	
Print Name	
Date	

For guidance on this topic, see the Child Protection in Sport Unit (CPSU) briefing on [Away day trips](#).



Overnight trips and/or travel abroad:

essential safety checklist

Trip details	
Event name	
Date	
Purpose of trip	

Planning	
<input type="checkbox"/> When is the trip	<input type="checkbox"/> Who(staff/volunteers/participants) is coming on the trip
<input type="checkbox"/> Where is the trip	<input type="checkbox"/> Risk assessment of activity

Communication with parents/carers		
<input type="checkbox"/> Destination, sport, and accommodation details (address and telephone numbers)	<input type="checkbox"/> Name and number of lead club/team manager	<input type="checkbox"/> Safeguarding arrangements (reporting concerns, supervision, etc.)
Drop-off and pick-up times	Transport arrangements	Competition details
Kit and equipment list	Codes of conduct	Consent form
Emergency procedures, home contacts	Process for young person contacting parent	Local culture and language
Process for parent contacting coach or young person	Information re medical conditions (including allergies) or impairments, medication, and frequency of administration.	
Travel itinerary including:		
<input type="checkbox"/> Drop off and pick up times and locations		

- Flight/train/travel times
- Accommodation details (including address, telephone, and website if available)
- Schedule of trip
- Competition details
- Emergency contact details (Relevant staff, coach, club, club welfare, hotel, competition destination(s), etc.
- Name and number of local club/team manager
- Local hospital

Transport

- | | |
|--|--|
| <input type="checkbox"/> Drop-off and pick-up times | <input type="checkbox"/> Suitability and accessibility |
| <input type="checkbox"/> Journey times and stopping points (risk assessment for stops) | <input type="checkbox"/> Drivers checked (NVB/DBS, and valid licence to operate a vehicle) |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Insurance covering transport |

Accommodation

- | | |
|---|---|
| <input type="checkbox"/> Type (hotel, hostel, hosting, camping, etc.)
Are there any additional considerations or equipment required for the accommodation?
E.g., tent, sleeping bag, pillow, towel? | <input type="checkbox"/> Suitability for group, including accessibility |
| | <input type="checkbox"/> Room checks at the start and conclusion of the stay (with children’s knowledge) checking for risks, vulnerabilities, damage or leaving valuables behind. |
| <input type="checkbox"/> Pre-event visit and risk assessment made | <input type="checkbox"/> Supervising adults’ sleeping arrangements |
| <input type="checkbox"/> Catering, special diets, food allergies | <input type="checkbox"/> Room lists |

Preparing Athletes

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Local culture, language, or any provisions for communication | <input type="checkbox"/> Currency | <input type="checkbox"/> Maps of area |
| <input type="checkbox"/> Food and drink | <input type="checkbox"/> Telephones | <input type="checkbox"/> Safe sport away information |
| <input type="checkbox"/> Expectations on dress and behaviour | | |

Supervision and staffing		
<input type="checkbox"/> Ratio of staff to athletes	<input type="checkbox"/> Specialist carers if required	<input type="checkbox"/> Cover for all in-sport and free time periods
<input type="checkbox"/> Ratio of suitable gender staff to athletes for supervision in gender-specific spaces	<input type="checkbox"/> Clear responsibilities	

Documentation	
<input type="checkbox"/> Travel tickets, railcards, etc.	<input type="checkbox"/> Check non-ROI/UK/non-EU nationals' passports to ensure they are within any out-of-date restrictions, and they have their own passport that enables them to travel without family members.
<input type="checkbox"/> Passport, visas	<input type="checkbox"/> Accommodation and travel booking documents

Insurance		
<input type="checkbox"/> Liability	<input type="checkbox"/> Accident	<input type="checkbox"/> Medical

Emergency procedures	
<input type="checkbox"/> First aid in line with guidance from Mountaineering Ireland	<input type="checkbox"/> Details of British embassy/consulate
<input type="checkbox"/> Specific medical information available	<input type="checkbox"/> Access to administration details of medication
<input type="checkbox"/> Information on local emergency medical services, hospitals, etc	<input type="checkbox"/> Health Insurance Card

For more information on this topic, see the Child Protection in Sport Unit (CPSU) briefings on [away day trips](#) and [overnight trips and international travel](#).

