BRYMBO SPORTS & SOCIAL COMPLEX
COLLEGE HILL, TANYFRON, WREXHAM, LL11 5TF
www.brymbocricketclub.com

GUIDANCE ON MANAGING CHILDREN AWAY FROM THE CLUB

In any given season, as many as 50 percent of matches can be played away from Brymbo Cricket Club's own ground and that's without tours and festivals or similar events. This guidance covers children being taken away from the club's home ground.

- It covers all trips, including those which involve at least one overnight stay.
- It also applies to open age group teams where one or more players are under the age of 18.

Staffing Arrangements

The club must determine appropriate staffing levels and staff training arrangements:

- Wherever possible, the club should appoint a Head Coach and Team Manager.
  - The Head Coach and coaches should take responsibility for training and competition management
  - The Team Manager (and any other staff) take responsibility for pastoral care.
- The club must also appoint a Home Club Contact.

All members of staff need to have a clear knowledge of their role and responsibilities.

- Staff must be aware that they have a common law duty of care to act as a prudent parent would.
- All staff must understand the ECB 'Safe Hands Policy'.

Team Manager Responsibilities

- The Team Manager must ensure that players are safe throughout the tour.
- The Team Manager is responsible for communicating (in writing) with parents ahead of the trip to share information on:
  - The reason/purpose of the trip
  - When the trip will take place – dates and times of departure and return
  - Where the trip is to, including the destination and venue
  - Where the meeting points will be, at home and at the away venue
  - Staffing arrangements
  - Kit and equipment requirements
  - Arrangements for food / drinks
  - Details of costs
  - Name and contact number of the person acting as 'Home Club Contact'
- The team manager must also have written copies of:
  - any medical information; and
  - at least one emergency contact number for each player.
- As well as communicating the above in writing, it is a good idea to hold a meeting for players and parents to go over the itinerary and other details.

Club Home Contact Responsibilities

- The Club Home Contact is a member of the club who is not travelling away, who will act as a contact point in an emergency.
- The Club Home Contact should be provided with the following information to enable them to fulfil their role should they need to:
  - Names of players and staff on the trip.
  - Emergency contact names and phone numbers for each of the above.
  - Details of any medical or physical needs these persons may have.
  - Contact numbers for staff which can be used while the staff are on the trip.
  - Telephone numbers for the local police to the home club.
  - Contact numbers for accommodation if trip is overnight.
  - Telephone numbers for the nearest police to the accommodation if trip is overnight
- The Club Home Contact should be a member of the club who has been appropriately vetted.

Residential Trips

- There are a number of additional considerations when taking teams away overnight.
  - Identify suitable venues and facilities for both the cricket and accommodation.
  - If possible, conduct a site visit of the facilities and venues before the trip, to enable an effective risk assessment to take place.
    - (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip).
  - Conduct a risk assessment, this is key to incident prevention and managing potential hazards.
  - Children must not be placed in situations which expose them to an unacceptable level of risk.
  - Request insurance details, ensure these are sufficient to cover the trip and keep copies of certificates on file.
  - Check the Club's insurance policies for clarification of cover for matches away from our club, especially in relation to the supervision of children
- Detailed trip planning takes time.
  - When planning a trip, it is important to allow sufficient time for all requirements to be completed.

Accommodation

- There are a number of things to consider when choosing your accommodation.
  - You should allocate bedrooms in advance, ensuring:
    - Players will not share beds.
    - Male and female players will not share rooms.
    - Male and female staff will not share rooms.
    - Staff do not share rooms with players.
    - Players of vastly differing ages do not share rooms.
    - Players aged 18+ do not share rooms with under 18s.
    - Staff and players do not share bathrooms.
    - Signage is created for bedroom doors and players know which rooms staff are in and how to contact them if necessary.

You should contact accommodation staff in advance to:

- Ensure accommodation is clean and has access to sufficient toilet and bathing facilities.
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected).
- Check the accommodation policy for extras on bills, breakages and lost keys.
- Ensure the needs of players with disabilities are met.
    - For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities.
- Ensure the building has appropriate fire plans and fire prevention measures.
- Where possible, obtain floor plans.
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together.
- Discuss the club's code of conduct and discipline policy.
- Ensure all dietary requirements are catered for.

Good Practice for Overnight Trips

- Ideally, accommodation should have:
    - a communal area for players to socialize; and
    - a staff room for staff to take breaks, have meetings and confidential conversations.
- Staff must 'knock and wait' for the door to be opened to players' bedrooms.
    - Do not go in unannounced and avoid going into bedrooms alone.
    - If alone it is best to stand in the doorway with the door open, rather than going inside the room and closing the door behind you.
    - If a player starts to get changed while you are in the room, ask them to wait or leave the room.
- It is never appropriate for a player to enter a staff member's bedroom, even just to collect something.
- If you need to speak to a player confidentially, avoid using player bedrooms.
    - Try to conduct the conversation in a neutral location such as outside, in a meeting room or a quiet spot in a communal area such as a hotel reception.

Keeping Parents Informed

- You should organize a meeting with the parents/carers and players to provide details of the trip.
- The following must be covered in the meeting, as well as being provided to parents/carers in writing:
    - An itinerary giving as much detail as possible.
    - The duration of the trip.
    - Details of accommodation with address and contact numbers.
    - Names of all cricket staff.
    - Codes of conduct for staff and players.
    - Emergency procedures and telephone contacts.
    - Child safeguarding procedures.
    - Details of insurance.
    - Date for paying deposit.
    - Details of transport.
    - Kit list.

Player Profile Forms

- You will need a profile for every player on the trip.
  - Information for the player profile should be provided by parents/carers in writing.
- You will need to gather:
  - Signed consent form accepting the codes of conduct
  - Medical conditions or allergies e.g. asthmas, epilepsy, diabetes
  - Any daily or emergency medication taken
  - Dietary requirements
  - Any physical/sensory needs
  - Any cultural/religious needs
  - Consent for emergency medical treatment
  - Agreement to pay the fee
  - Details of at least one emergency contact
  - Any other information the parent feels is relevant e.g. history of being bullied, shy etc

Preparing Players for the Trip

- The Team Manager and coaches should meet with players prior to the trip to agree:
  - Expectations of the players
  - Kit list
  - Codes of conduct / behaviour should be signed by all players and parents.
    - They should include confirmation that people are responsible for their own property.
  - Staff roles and responsibilities
  - Emergency procedures
  - Support if they are homesick, are unhappy, worried or need someone to speak to.

First Aid

- As well as collecting medical information for all players, the staff team should be prepared to administer first aid at any point.
- A first aid kit must be available at all times.
- Check that the first aid is correctly stocked before departure.
- Make a note of any items used during the trip so that these can be re-stocked.
- At least one member of the team should have a first aid qualification achieved within the last three years.
- Record in writing any first aid or medication given e.g. paracetamol.

Emergency Situations

- As well as minor injuries and incidents of players feeling unwell, staff must act in an emergency to take life-saving action in extreme situations.
- The Team Manager should gather in advance addresses for the nearest hospital, A&E department, pharmacy, walk-in centre and emergency dentist.
- The Team Manager must also consider in advance how they would contact the emergency services if needed, for example if abroad or in a remote area with poor phone signal, how they would direct them and how easily an emergency vehicle could access the site.

If an emergency occurs, the Team Manager must:

- Establish the nature of the emergency and the names of any casualties
- Ensure the rest of the team are safe and supervised.
- Make all members of the team aware of the situation and follow emergency procedures.
- Ensure a member of staff accompanies any casualties to hospital.
- Notify the policy if necessary.
- Complete an ECB incident reporting form and gather witness statements if necessary.
- Contact the ECB Communications Department.
- Contact the Home Club Contact.
- **The Home Club Contact must:**
    - Contact parents and keep them informed.
    - Liaise with club officials and the ECB as required.
    - Report the incident to the insurers.
- **Emergency situations can be distressing.**
- **It is important that all players and staff are given the opportunity to debrief and seek support.**
- **The Club is able to contact the ECB Safeguarding Team to discuss this.**