



# Touring with Children and Vulnerable Adults

## A Safeguarding Guide



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# Introduction

**// Tours are a long standing tradition of rugby and the best tours are usually the result of good planning. //**

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This guide's aim is to ensure that no players or staff come to any harm or become ill unnecessarily. You need to decide if a hazard is significant and whether the precautions taken are satisfactory to ensure the risk of harm is small. It is essential to record your decisions and keep clear written evidence of your decisions. If it is not possible to visit the venue prior to the tour to carry out risk assessments this must be done with as much information available as possible.

The Tour Planning Checklist will help with the organisation of a tour. There is also a Tour Risk Assessment which should be completed and a copy retained. If during the tour situations arise or conditions change this will obviously necessitate changes to the tour party's plans. It can be useful to review a risk assessment after the tour for future reference considering whether anything could have been done differently or better.

Common sense must prevail. If for example, a tour consisting of children who are all accompanied by at least one parent, the risk factors are going to be very different.

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**TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP**

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# Communication

It can be helpful to meet with parents and players early in the planning process in order to ascertain the viability of the tour. It is helpful to have as much information available to give them in order to assist them in making the decision as to whether or not to join the tour party. Regular updates throughout the planning process are a necessity. A final briefing shortly before the tour departs is also essential in order to agree final details and provide an opportunity for questions.

## Parents

Parents need to be given all the tour details well in advance of the tour. They will need a pack of information including:

- Full itinerary including dates, times and venues
- Tour Application Form (to include consent for activities, medical treatment and photography)
- Accommodation details including address, contact numbers and details of sleeping arrangements
- Arrangements for meals and refreshments
- Tour volunteer names, roles, responsibilities and contact details
- Transport arrangements
- Insurance details
- Supervision details including:
  - Codes of conduct and consequence of them being breached
  - Emergency procedures and contacts
- Tour safeguarding policy
- Kit list
- Cost of the tour and when/how monies needs to be paid
- Spending money for the players
- Contact details for the club home contact

## Players

It is essential to meet with the players prior to the tour to discuss and agree:

- Behaviour
- Expectations of players and volunteers
- Itinerary
- Supervision and safety
- Accommodation and room allocation
- Who to speak to if they are worried, unhappy or homesick (ie appointed Tour Safeguarding Officer)
- Emergency procedures

## On Tour

Effective communication is also required throughout the period of the tour. It is vital that a communication structure is put in place to ensure the sharing of information can happen efficiently between all tour party members. This would include:

- Departure briefing and final check (passports, tickets, money etc) immediately prior to departure (on any journey on the tour)
- Welcome briefing at any new venue/accommodation
- Dissemination of important mobile phone numbers
- Daily tour management team meeting

# Volunteers And Supervision

## All volunteers should:

- Attend an induction/tour briefing
- Be familiar with the RFU Safeguarding Children and Vulnerable Adults Policy & Guidance
- Be familiar with emergency procedures
- Know and understand the reporting procedure for Safeguarding issues
- Have copies of player details and emergency contacts with them at all times
- Have other tour volunteer contact details
- Have club home contact details

## CRB Requirements

All volunteers who are working closely with children whilst on tour will be required to have a CRB check; it is a legal requirement for all those who are supervising the children overnight to have a CRB check. It is highly advisable for there to be a contingency plan to ensure that there are enough CRB checked adults to adequately supervise the children during the night

## Supervision

All supervision procedures must be agreed prior to going on tour. They must take the following points into account:

- Clear boundaries and rules are agreed and set regarding meal times, bed times, lights out and team meetings
- The younger players must not be left unsupervised at any time. Therefore it is necessary to have a daytime rota, night time rota, and an allocation of volunteers
- All rotas must be communicated to the volunteers and players with relevant contact details i.e. mobile

numbers of volunteers on duty

- 24-hour medical care must be available
- Fire alarm procedures are clearly communicated to all volunteers and players

## Overnight Supervision

- Overnight on-call supervision must be provided for all players by CRB checked adults
- The players must be aware of who they should go to in case of an emergency or problem during the night
- A member of the tour management team must be accountable for checking all Under 18 members of the tour party are safely accounted for before going to bed for the night. They should also do a final security check (ie doors and locks) before retiring for the night

## Supervision whilst travelling

Whilst travelling the following should be taken into consideration:

- The Tour Manager is responsible for the players and volunteers at all times including maintaining good discipline
- The driver(s) should not be responsible for supervision
- All of the players and volunteers should be made familiar with emergency procedures within the vehicle i.e. emergency door and seatbelts

The Tour Manager needs to consider the following:

- The level of supervision necessary on double-decker buses and coaches i.e. two supervisors on each deck
- The safety of the group when crossing the road
- Clarity of the ground rules when the team is in transit

– the main cause of accidents and incidents is misbehaviour, initiated by children

- Sufficient, supervised and scheduled stops
- In the event of a breakdown or accident the players and volunteers remain under the management and supervision of the Tour Manager
- Head count must be taken when the players are getting on and off any form of transport

### **Club home contact**

The Tour Manager should appoint a club home contact. This person will be based back in the locality of the club and not be part of the tour. The club home contact will be required if an emergency occurs. Ensure they have:

- A list of all players together with parent/guardian emergency contact details and medical information
  - A list of all volunteers and their contact details, including next of kin
  - The full itinerary (and be kept up to date with any changes to the itinerary)
  - The name, address and contact details for the accommodation and venues used on the tour (and be kept up to date with any changes)
  - For tours abroad it is recommended that the club home contact has copies of passport numbers, travel documents and tickets
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# Accommodation

If a visit to the tour accommodation is not possible, as much relevant information as possible should be gathered from the accommodation manager in respect of the guidance outlined below to ensure that it is safe, clean and secure. This guidance is given to assist clubs to identify and therefore eliminate any potential risks there might be.

## Accommodation Type

Accommodation arrangements for touring parties may vary greatly across each and every tour, and is often the most expensive aspect of the tour. Cutting costs by accepting unsuitable accommodation arrangements may appear attractive in the planning stages but may be the cause of problems during a tour if they prove difficult to manage.

Careful consideration should be given to ensure that no child is put at risk of harm or upset from the accommodation arrangements, and that parents and participants are fully aware of the arrangements in advance. Parents should also be notified if there are any significant changes to these arrangements at any stage.

## Accommodation Requirements

When considering accommodation for the tour it is essential to take the following into account:

- Basic fire and safety regulations are met
- Access is possible for all players and volunteers (including those with mobility impairment)
- There are clear policies on smoking and alcohol and that it is possible to restrict any inappropriate movie access
- Health & safety and insurance requirements are followed
- Facility for the storage of money and valuables
- Proximity to the rugby club/pitches/venue where matches will be played
- Immediate accommodation area should be exclusively for the tour party use if possible
- Careful consideration should be given to sharing the accommodation with other groups
- Availability of recreational room or facility available for the tour party to relax
- Any religious/cultural requirements that the players or volunteers may have (e.g. dietary requirements or a need to attend religious services)

## Room Allocation

Tour Manager and the appropriate team head coach should allocate the rooms prior to arrival at the accommodation. Consideration should be given to the following:

- Age and gender should be the factors as to who should share rooms
- Any behavioural or historical issues that players may have between each other
- Disabled players carers/support to be in adjoining rooms
- No adult should share a room with a player other than their own child unless that child's parent is also sharing the room
- Volunteers should only enter a player's room in an emergency
- All rooms must be accessible in case of an emergency
- If the rooms have satellite or cable television ensure there is no access to unsuitable channels
- If rooms have a mini bar ensure there is no access to alcohol

## **On arrival**

On arrival at a venue you should:

- Familiarise players and volunteers with venue/s
- Undertake a briefing meeting on the rules, emergency procedures, and programme, expectations
- Club/tour code of conduct should be reiterated together with the consequences of any breaches of this
- Introduce the venue staff and ensure that they know who is who and what they are responsible for
- Check venue and rooms for any existing damage and report it to the accommodation management (do the same on leaving)
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate, or indeed, not available in the rooms
- Check all doors and locks both internally and externally are in good working order
- Ensure that all members of the party have keys and or access codes and stress the importance of keeping these safe at all times
- Money and valuables should be securely stored

## **Adults Consumption of Alcohol**

If adults are going to be drinking alcohol once the children are in bed, all adults should be sensible and responsible. It is advisable to nominate one or two people who would be able to drive in an emergency and who can be in charge.

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# Emergency Procedures

It is important to ensure that all the children remain supervised if an emergency occurs. In case of emergency tour volunteers must have a copy of the player's home contact details available and summary of any medical conditions.

## **In The Event of an Emergency**

- Remain calm and take time to think if possible
- Establish the facts and nature of the situation
- Ensure all players are safe and supervised
- Contact the Tour Manager as soon as possible (the Tour Manager should ensure that all relevant personnel are contacted i.e. parents, head coach, and club home contact)
- Identify if any players/volunteers are hurt and their immediate medical requirements
- If medical attention is required call the first aider or national emergency number for an ambulance
- If abroad ensure you have relevant numbers for emergency services or first aiders
- Tour volunteers must be aware of who is the first aid contact either amongst themselves or on site (accommodation or club)
- Ensure that any player going to hospital is accompanied by an appropriate volunteer
- Complete an incident form once the situation is resolved

If the club home contact is involved, they will:

- Contact parents and keep them up to date with information
- Liaise with the Tour Manager and if necessary the RFU
- Report the incident to insurers if required

## **Repatriation**

In the event of any participant having to return home due to illness, injury, severe upset, or an incident occurring at home, clear arrangements must be made in agreement with the parent(s) or guardian(s) of the individual concerned. The Tour Manager must ensure a safe and appropriate handover and ensure that supervision levels are maintained amongst the remaining group. At this time any individual returning home would be in a particularly vulnerable situation.

## **Safeguarding Procedures**

If there is a safeguarding issue:

- Report the incident to the Tour Safeguarding Officer.
- Complete an RFU Incident Report Form
- The Tour Safeguarding Officer together with the Tour Manager will decide on a course of action using the RFU Safeguarding Children and Vulnerable Adults Policy & Guidance
- The Tour Safeguarding Officer will contact the police and/or social services, as required
- The Tour Safeguarding Officer will contact the RFU Safeguarding Team as soon as possible

# Insurance

When planning the tour the Tour Manager must contact the RFU to establish:

- Type of cover required
- Type of cover the club already has

When liaising with accommodation venues and host clubs, the Tour Manager must confirm that they have the appropriate insurance cover.

The types of insurance to consider and enquire about are:

- RFU or other overseas Rugby Union insurance cover
- Public liability
- Employers Liability
- Civil Liability
- Personal Accident
- Travel insurance

When liaising with insurers the Tour Manager must be clear about:

- The nature of both the main activity and other potential organised activities
- The age(s) of participants
- The travel arrangements
- What the insurance covers
- Who the insurance covers

# Travelling Abroad

This section applies to planning a tour abroad. In addition to the above guidance the following areas also need to be managed:

- Authorisation by the club, CB and RFU and permission from the host Rugby Union
- Overseas contact/partner if appropriate
- Insurance – approved travel insurance which covers specified hazardous activity and repatriation costs in addition to the RFU insurance
- Foreign currency
- Passports/visas
- Travel advice from the Foreign Office if appropriate (e.g. terrorist threat)
- Agent – references from other clubs who have used them
- Climate for the duration of the tour
- Local issues – language, culture, holidays, food and water, laws, money, phones, dress, drugs etc
- Customs and Excise regulations in both UK and the destination country
- European Health Insurance Card, which will cover limited medical expenses within the EU.
- Medical issues if travelling outside Europe – injections, medications
- Fitness programme for out of season tours
- Route maps
- Ensure mobile phones will work in the area or country the tour party is visiting
- If staying with host families ensure they have been appropriately vetted and briefed

## **Hosting Incoming Tours From Foreign Countries**

In the event of an English rugby club hosting an incoming tour RFU regulations must be followed and the relevant sections in this guidance including permissions from the CB and RFU. The club should also consider relevant guidance from the RFU Safeguarding Children and Vulnerable Adults Policy.

# Finally

Whilst this document has endeavoured to address the majority of issues that a club might face when organising a tour, it is impossible to cover them all. When clubs are considering what steps to take in respect of matters not covered in this document they must put the welfare of the child first and use common sense to determine the best course of action.

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# Tour Risk Assessment

Subject	Issue to be considered	Potential Identified Risk	Risk (High/Med/Low)	Action to Remove or Control Risk
Planning of Tour	Venue and Location			
	Date			
	Team – Age Groups involved			
Staff and volunteers	CRB checks and screening			
	Conduct			
	Ratios of staff to players			
	Numbers of volunteers			
Supervision	Parents			
	Supervision rota			
	Overnight arrangements			
Transport	CRB checks obtained			
	Forms of transport			
Accommodation	Supervision whilst travelling			
	Venue and Location			
	Security			
	Room Allocation			
Emergency Procedures	Catering			
	First Aid provision			
Travelling Abroad	Local medical services/hospital			
	Medical issues			
	vaccinations			

You may wish to add to the list of “issues to be considered”, as relevant to your individual tour. You may also find it helpful to complete this risk assessment more than once; initially in the planning stages and then again nearer the time.

# Tour Planning Checklist

Section	Action	Notes	By Who	By When	Budget
Section	Action				
Planning	Purpose of tour				
	Where				
	When				
	Who				
	Itinerary				
	Luggage				
	Cost to participants				
	Codes of Conduct while on Tour				
	CB/RFU permission				
	CRB Disclosure forms issued as needed to supervising adults				
Communication	with Parents				
	with Players				
	with Tour Staff				
	with host venue				
	with host accommodation				
	On tour				
Staff	CRB checks and screening				
	Codes of Conduct				
	Ratios of staff to players				
	Roles and responsibilities eg Tour manager and Tour treasurer				
Supervision	Supervision rota				
	Club Home Contact				
	Overnight arrangements				
Risk Assessment	Carried out and actions completed (possibly more than once)				
Transport	Forms of transport				
	Supervision				
Accommodation	Accommodation				
	Security				
	Room Allocation				
	Catering				
	On Arrival				
Emergency Procedures	First Aid & Physio provision				
	Local medical services/hospital				
	Incident reporting				
	National Emergency numbers				
	British Embassy contact details (if travelling abroad)				
Insurance	Travel Insurance				
	RFU Insurance				
	Personal accident				
Travelling Abroad	Medical issues				
	Vaccinations				

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