



# OVERNIGHT TRIPS TOOLKIT

(Updated July 2021)

If you are planning on an overnight trip with children in the UK or internationally, please refer to this guidance document to ensure you plan and record all the necessary details relating to the management of the trip. Basketball England views a child as anyone under the age of 18. There are specific requirements for overnight trips in relation to safeguarding which include mandatory documents which you will need to have completed well in advance. You are advised to retain all information on file for a minimum of three years in respect of any claims regarding any accidents or incidents, or in the case of a child, 3 years after they have attained their 18<sup>th</sup> birthday. This information may be required for inspection by Basketball England at any time. All information obtained should be recorded, used and stored according to the Data Protection Act 1998.

Basketball England views a child as anyone under the age of 18. Safeguarding considerations must also be made if you are working with an Adult at Risk. There are specific requirements in relation to safeguarding for which you should refer to the Basketball England Safeguarding Policy. The safety of children is paramount.

If you have any questions regarding the forms required or safeguarding policies, please contact [safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk).

Find below a simple Step by Step guide to help you to complete the Toolkit.

Within this document, where the following terms are used;

**Residential** means trip, tour, tournament, or other residential activity involving an overnight stay.

**Event** means an event, competition or tournament where, as an organisation, you are not organising overnight accommodation.

**Child** means any participant under 18 years of age

**Staff** means any person, either paid or unpaid, who is employed or volunteering with the Club, school, Basketball England or its associates.

**Team Manager** means the Manager of the team.

**CWO** means Club Welfare Officer

**Parents / Guardian** means the person who is the parental responsibility for a child.

**Compliance Manager** means the Lead Safeguarding Officer for Basketball England.

**Club** means the club/team who are organising and running the overnight trip

# 1. PLANNING YOUR RESIDENTIAL OR EVENT

## 1.1. IDENTIFYING STAFF

You should first follow the Basketball England Safer Recruitment Guidance, for recruitment and selection of staff.

Following appointment, the club should complete **Form 2 'Letter of Invitation'** and send to identified staff.

## 1.2. SELF-DECLARATIONS

Enclose/attached to a Form 2 should be a **Form 2a which is a 'Self-Declaration and Willingness to Participate'** and **Form 2b 'Staff Personal Details'** which will provide emergency medical information and contact details for staff / volunteers in-case of emergency. All this information must be stored safely and securely.

## 1.3. INVITING PLAYERS TO PARTICIPATE

Send **Form 1 'Player Invitation Letter'** along with the consent and parental/guardian forms listed in **Step 2** below. Please ensure you change and add the relevant details for your trip and include the appropriate forms for consent and medical information

# 2. CONSENT

## 2.1. PARENTAL NOTIFICATION

The club must send a **'Notification to Parents' using Form 3**, which provides relevant information regarding the trip.

## 2.2. PLAYERS PERSONAL INFORMATION

Form **3a 'Players Personal Information Sheet'** should also be included and must be completed by the parents / guardian. This will provide up-to-date contact details in case of emergency. All this information must be stored safely and securely. Information to parents should ensure that they understand the need to inform the club if there are changes to any personal or medical information before the child travels.

## 2.3. MEDICAL INFORMATION

Any information on medical or other personal issues must be noted and, if considered necessary, the club, coach or CWO may follow up with parents if specific medical conditions are identified. Coaches or CWO should notify the club if they have questions or concerns about specific medical conditions.

Follow up should include information on the history, frequency, and last episode of any specific medical condition.

In addition, seek an understanding from parents of the triggers for onset and the response, aid or medical attention sought or delivered by parents if there is an onset of the condition. An example of this may be a child who suffers seizures.

## 2.4. PHOTOGRAPHY, VIDEO & MEDIA

**Photography, Video & Media Participation Permission Form 6b** should be completed by parents/guardians.

## 3. MANAGING RISK

### 3.1. RISK ASSESSMENTS

Best practice would be to undertake a reconnaissance visit to the proposed venue and complete a **'Risk Assessment' Form 5** identifying risks and control measures to be implemented including:

Travel to and from the venue; including airport transfers if required;

- Accommodation; ensuring children and adults **DO NOT** share rooms;
- Medical, vaccination or visa requirements, valid passport, EHIC card;
- Dietary requirements; taking account of the culture of players and the countries you may be visiting;
- Washing and changing facilities;
- Communications, including translation services if in non-English speaking countries.
- Playing, training and medical facilities;
- Laundry and recreation facilities;
- Access to local emergency services and contact numbers for those services including local medical centres and the police; the British Consulate if the trip is abroad.

### 3.2. UNABLE TO CONDUCT A VISIT

It is recognised, however, that on some occasions a reconnaissance is not conducted. There may be a number of reasons for this; in these circumstances it is important to seek advice from others who have used the facility. In addition, ensure you update the risk assessment when you arrive at the venue, as this will help with future planning.

### 3.3. CONDUCTING A RISK ASSESSMENT

Complete a **Risk Assessment (RA) Form 5** identifying as many hazards as you can and identify control measures where possible. It is the responsibility of the club to ensure that this information is shared with all of those participating in the trip. An example of a Risk Assessment Form 5 is included in the toolkit appendices to prompt your thought process for assessing risk.

### 3.4. CHECKLISTS

**Form 5a is a check list** to ensure all of the appropriate documentation has been completed before the trip takes place.

### **3.5. STAFF TRAINING & EDUCATION**

All staff participating in any residential must receive appropriate training on safeguarding and codes of ethics and conduct. Additionally, they must be issued with appropriate information regarding the event in advance of the trip and attend any pre-trip meetings or briefings. All staff and volunteers should receive a copy of **Basketball England's Safeguarding Policy** and **Code of Ethics and Conduct**. All staff should have a current, clear DBS check.

### **3.6. INCIDENT REPORTING**

All trip staff must have instruction on how to handle record and report an accident / incident or concern.

### **3.7. EMERGENCY SITUATIONS**

Ensure all participants are aware of what to do in the event of a real emergency evacuation.

### **3.8. STAFF BRIEFINGS**

Regular staff briefings should be held during the trip to ensure effective communications are in place and any welfare or safety issues are raised and addressed. Best practice would be a short staff briefing each morning before the children assemble. In this way issues can be addressed on a daily basis.

## **4. EMERGENCY PROCEDURES**

### **4.1. LIST OF STAFF & PLAYERS**

The **Form 6a 'List of Staff & Players'** must be completed and carried with all staff at all times when 'off site' in case of emergency. This must also include details of any Event Manager both at home in England or Wales and abroad if applicable. It must also include details of the 'Home Contact Person'. Care should be taken to ensure the information is kept safe. However, it is important to understand that you may need access to this information if an incident happens when you are away from the main base.

### **4.2. INCIDENT & ACCIDENT FORMS**

The accident / incident form must be used to record any accidents or incidents during the tour and sent to the Basketball England Compliance Manager within 24 hours of the accident/incident and a copy sent to the CWO of the club the child is registered to.

### **4.3. EVENT WELFARE PLAN**

The club should complete an **Event Welfare Plan** which should be taken on the trip with them and a copy given to all staff. The plan should be reviewed carefully in a pre-trip briefing so that all staff are aware of what to do in the case of a missing child during the event or in the event of a serious accident/incident.

## **FORMS & TEMPLATES**

**FORM 1 - PLAYER INVITATION LETTER**

**FORM 2 - LETTER OF INVITATION TO STAFF AND VOLUNTEERS**

**FORM 2A - 'SELF-DECLARATION AND AGREEMENT TO PARTICIPATE'.  
STAFF**

**FORM 2B - STAFF PERSONAL DETAILS'**

**FORM 3 - NOTIFICATION TO PARENTS**

**FORM 3A - 'PLAYERS PERSONAL INFORMATION SHEET'**

**FORM 5 - 'RISK ASSESSMENT' TEMPLATE**

**FORM 5A - 'CHECK LIST'- TO ENSURE ALL OF THE APPROPRIATE DOCUMENTATION HAS  
BEEN COMPLETED BEFORE THE TRIP TAKES PLACE.**

**FORM 6A - 'LIST OF STAFF & PLAYERS'**

**FORM 6B-'PHOTOGRAPHY, VIDEO & MEDIA PARTICIPATION PERMISSION FORM'**

**BASKETBALL ENGLAND'S SAFEGUARDING POLICY**

**BASKETBALL ENGLAND CODE OF ETHICS AND CONDUCT**

**EVENT WELFARE PLAN**

**SUPERVISION RATIOS GUIDANCE**

**ACCIDENT/INCIDENT REPORTING FORM**

## **ADDITIONAL RESOURCES AVAILABLE:**

School Trips and Outdoor Learning at

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Five steps to risk assessment at

<http://www.hse.gov.uk/risk/fivesteps.htm>