

# Managing Children Away from the Club



In any given season, as many as 50 per cent of matches can be played away from the home club. In addition, clubs may hold trips, tours and other events.

This guidance covers children being taken away from the club's normal home ground, and helps clubs define their own policies in connection with the effective management of children while in the club's care.

The guidance covers all trips including those which involve at least one overnight stay.

This guidance also applies to open age group teams where one or more players are under the age of 18.

Clubs are reminded of additional guidance found in the [ECB Safeguarding Kit Bag](#) which should also be adhered to.

This includes:

- Following [ECB Safer Recruitment guidelines](#) for staff and volunteer appointments
- Undertaking risk assessments of venues and facilities
- Following [ECB Supervision Ratios](#) guidance for activities involving children
- Having an agreed Transport Policy in place at the club
- Ensuring all individuals have agreed to act within the appropriate ECB and/or Codes of Conduct.

This guidance applies at the home venue as well as when children are taken away from their home club.

## Supervision Arrangements

The club must determine appropriate adult supervision levels and any training they may require for trips away from home.

- Wherever possible, the club should appoint a Head Coach and Team Manager, with the Head Coach and other coaches taking responsibility for training and competition management, and the Team Manager (and any other staff/volunteers) taking responsibility for pastoral care
- The club must also appoint a Home Club Contact who should be available for emergency support
- All members of staff/volunteers need to have a clear knowledge of their role and responsibilities
- Staff/volunteers must be aware that they have a common law duty of care to act in the same manner as a prudent parent/carer
- All staff/volunteers must understand and adhere to the [ECB Safe Hands Policy](#)
- There should also be a named safeguarding lead for the trip - this may be the team manager or another volunteer. This individual should have an ECB DBS in place.

## Keeping Parents and Carers Informed

You should organise a meeting with the parent/carer and players to provide details of the trip. This meeting should cover:

- An itinerary giving as much detail as possible including duration of the trip
- Details of accommodation with address and contact numbers
- Names of all cricket staff/volunteers
- Codes of Conduct for staff/volunteers and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures and details of the safeguarding lead for the trip
- Details of insurance
- Date for paying deposit
- Details of transport
- Kit list.

The above should also be communicated to all parents in writing.

## Team Manager Responsibilities

The Team Manager must ensure that players are safe throughout the time away and is responsible for communicating 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
- Supervision arrangements
- Kit and equipment requirements

- Arrangements for food/drinks
- 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, for trips and tours it is a good idea to hold a meeting for players and parents to go over the itinerary and other details.

## Home Club Contact Responsibilities

The Home Club Contact is a member of the club who is not travelling away and acts as a contact point in an emergency.

It is recommended that the Home Club Contact should be an individual that already holds a current ECB DBS Certificate. The role of Home Club Contact is not in itself considered as Regulated Activity so clubs should not request a DBS check just for this role.

The Home Club Contact should be provided with the following information to enable them to fulfil their role should they need to:

- Names of players and staff/volunteers 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/volunteers which can be used while they 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.

## Residential Trips

There are several additional considerations when taking teams away overnight.

- Identify suitable venues and facilities for both the cricket and accommodation. If possible, conduct a site visit 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 an event 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 and ensure these are sufficient to cover the trip and keep copies of certificates on files. Clubs should check their insurance policies for clarification of cover for matches away from their home 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 several things to consider when choosing your accommodation. You should allocate bedrooms in advance, ensuring:

- Children should not share rooms with any adult
- Players will not share beds
- Players of different genders will not share rooms
- Staff/volunteers of different genders will not share rooms
- Staff/volunteers do not share rooms with players
- Players of vastly differing ages do not share rooms
- Staff/volunteers and players do not share bathrooms
- Signage is created for bedroom doors and players know which rooms staff/volunteers are in and how to contact them if necessary.

You should contact accommodation staff in advance to:

- Ensure accommodation is clean and there is access to sufficient toilet and bathing facilities
- Ensure children will not have access to any inappropriate TV channels or streaming services
- 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 socialise and a staff room for staff/volunteers to take breaks, have meetings and hold confidential conversations.

Staff/volunteers should not enter a child's bedroom or invite a child to their bedroom. In the exceptional circumstance of a child taking so ill that they are physically unable to leave their bedroom, ensure you are accompanied by another adult and report this immediately to the trip safeguarding lead.

It is never appropriate for a player to enter a staff/volunteer's bedroom.

If you need to speak to a player confidentially, bedrooms are not an appropriate location. Seek to conduct the conversation in a neutral location such as outside, in a meeting room, or in a quiet spot in a communal area such as a hotel reception. Always remember - **'The Rule of Two'**, documented in the ECB Supervision Ratios.

## 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 Code of Conduct
- Medical conditions or allergies e.g. asthma, epilepsy, diabetes
- Any daily or emergency medication taken
- Any dietary requirements
- Any physical/sensory needs
- Any cultural/religious needs
- Consent for emergency medical treatment
- At least one emergency contact
- Any other information the parent/carer feels is relevant (e.g. whether this is the child's first time away, if they are particularly anxious about an aspect of the trip etc).

## Preparing Players for the Trip

The Team Manager and Coaches should meet with players before the trip to agree:

- Expectations of the players
- Kit list
- Staff/volunteer roles and responsibilities, including who is the safeguarding lead for the trip
- Emergency procedures
- Support if they are homesick, are unhappy, worried or need someone to speak to
- Codes of Conduct should be signed by all players and parents/carers. They should include confirmation that people are responsible for their own property.

## 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 always be available
- Check 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 supervisor present with the team should have a first aid qualification achieved within the last three years
- Record in writing any first aid or medication provided.

## Emergency Situations

As well as minor injuries and incidents of players feeling unwell, staff/volunteers may have to 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 (especially if they are 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
- Follow emergency procedures, including communicating with other members of the team as appropriate
- Ensure two members of staff/volunteers accompany any casualties to the hospital, unless in exceptional circumstances
- Complete an ECB Incident Reporting Form and gather witness statements if necessary
- Inform the County Safeguarding Officer who will inform the ECB Safeguarding Team if appropriate
- Contact the Home Club Contact.

The Home Club Contact must:

- Contact parents/carers 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. Clubs can contact their County Safeguarding Officer or the ECB Safeguarding Team to discuss this.***

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