



BWL Transportation Guidelines and Overnight Stay Guidance

When adult members of a club transport children we recommend that the following guidance is followed:

- The Club Welfare Officer should oversee all travel arrangements
- There should be a risk assessment completed before transportation is undertaken, this should include ensuring that the vehicle is fully insured, and that the driver has the correct licensing paperwork
- Ensure seatbelts are in good working order and always used
- Children should always occupy the back seats
- Written consent must be gained from the parent to ensure that they acknowledge the travel
- Before transportation, the agreed time, collection and drop off point should be made
- The club Welfare Officer should always be aware and keep records of all travel arrangement including travel time etc.
- Try to ensure that there is more than one adult present.

Drop off and Collection

It is the responsibility of all parents and carers to ensure that the young person in their care is dropped off and collected at the correct time at the designated place.

It is the club's responsibility to ensure that all parents and carers are informed of the timetable for the travel to and from the competition or training sessions and to inform the parents of carers should the travel times change.

Late Collection

It is the responsibility of the parent or carer to pick up their child on time from the arranged point. Parents/carers should have the contact details of the person transporting their child/children in case there are any issues. The person who is transporting the children should also have the Parent/carer's contact details as well as a secondary contact that can be used in emergencies.

If a child is not collected on time the person transporting the children should:

- Attempt to contact the child's parent/carer
- If no reply they should contact the secondary emergency contact



- Wait at the location agreed and wherever possible with another adult present
- You should never wait alone with a child
- You should never take them home
- You should never send them home with someone else without parental consent

Overnight Stays

When planning a trip, it is important to allow sufficient time for all requirements to be complete. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip
- Date of the trip
- What is the location of the trip?
- What is the duration of the trip?
- Identify suitable venue and facilities for both competitions and accommodation.
- Who will be going, competitors and staff?
- How much will it cost?
- How much spending money is required?
- Conduct a risk assessment.
- What insurance cover is required?
- Supervision of competitors, both competition and non-competition time
- Appropriate accommodation
- Catering for all food requirements
- Communication with parents

Risk Assessment

Planning is key to the prevention of any incident. Conducting a risk assessment is an innate part of planning any trip. Young people must not be placed in situations which expose them to an unacceptable level of risk. Consider the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures can be put in place?
- Can the team manager put the safety measures in place?
- What steps will be taken in an emergency?

Home Contact

Ensure that a list of the team and staff is left, with contact numbers and address of accommodation.



Accommodation

- Ensure that there are emergency contact number for all the team and staff
- Discuss your code of conduct and discipline policy with the staff at the accommodation.
- If rooms are equipped with satellite TV, 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
- All accommodation must be clean and with access to sufficient toilet and bathing facilities

It is not acceptable:

- For athletes to share a bed
- For male and female athlete to share a room
- For staff to share a room with athlete

Whatever the accommodation, the team manager must be sure that the athletes are safe. For wheelchair users, it is important to check access to the building, individual room and bathroom facilities. Checks must be made to ensure that the needs of an athlete with a disability are met.

All team members must know which rooms the staff are in and how to contact them if required.

Communication with Parents

Before taking any young competitors away, you must arrange a meeting with the parents and team to provide details of the trip.

Parents must be made aware and be given written information on the following:

- Purpose of the trip
- Name and contact details of the team manager
- Names of all the staff
- Name and contact number of the person acting as club/home contact
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- An itinerary giving as much details as possible
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both staff and lifters
- Estimated cost
- Date for paying deposit
- Spending money
- Details of insurance



Information Required From Parents/Guardians/Carers

- Signed consent form accepting the code of conduct
- Any specific Medical information
- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee

Preparing Competitors

- Try to meet with the lifters prior to the trip to agree:
- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the lifters
- Staff roles and responsibilities
- Support if they become homesick
- Support if they are unhappy, or need to speak to someone in confidence

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