

SAFEGUARDING PLAN

OVERNIGHT STAYS/ TRIPS ABOARD

Definitions - In this Policy the following terms/expressions shall mean:

- the term “Surrey Cricket” means The Surrey County Cricket Club, Surrey Cricket Foundation and Kennington Oval Limited
- the terms ‘child’ or ‘children’ apply to anyone under the age of 14 and for the avoidance of doubt under the age of 18 and or” young people” apply to anyone over the age of 14 but under the age of 18
- the term ‘parent’ applies to anyone with guardianship or caring and parental responsibility for the child/ren and or young person/s
- the term ‘staff’ applies to coaches, team managers and all employees whether full time or part and volunteers working for and on behalf of Surrey Cricket
- the term ECB means the England and Wales Cricket Board
- the term “Safe Hands” means crickets policy for safeguarding children.

Surrey Cricket is committed to providing a caring, friendly, and safe space for everyone to experience cricket in a friendly, secure, and enjoyable environment

This guidance covers children and young people being taken away from the Surrey Crickets normal base location and/or home ground. The guidance covers all trips including those which include overnight stays and trips aboard.

Introduction:

For Surrey Cricket to be able to demonstrate its duty of care to children/ young people in its team/s when on trips and traveling aboard we have developed the following plan to be followed:

Appointed Safeguarding Lead

- Surrey Cricket will appoint a Safeguarding Lead for each trip. The Safeguarding Lead should be made known to all cricketers, staff members, volunteers and others involved in the tour. The Safeguarding Lead should be visible and contactable throughout the tour and will be appointed with clear roles and responsibilities including:
 - **Establish and communicate the following information to parent(s)**
 - Why the tour is planned and what is its reason or purpose
 - When the tour will take place-date, time of departure and estimated time of return
 - Where the tour is to, including the destination and venue
 - Where the meeting points will be, at home and at the away venue
 - Staffing arrangements, including the name and contact details of the Home Contact responsible for the trip
 - Kit and equipment requirements
 - Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
 - Arrangements for food and drink

Appointed Home Contact

- Surrey Cricket will appoint a Home Contact for each tour. The Home Contact should be made known to all cricketers, staff members, volunteers and others involved in the tour. The Home Contact should be visible and contactable throughout the tour and will be appointed with clear roles and responsibilities including:

The Home Contact Responsibilities

- The names of the players and adult volunteer/s on the trip.
- Emergency contact names and phone numbers for each of the above.
- Details of any medical or physical needs that any of these persons may have.
- Contact numbers for the adult volunteer/s which can be used while the staffs are on the trip.
- Telephone numbers for the local police to the home club and or accommodation
- Contact numbers for the accommodation
- The Clubs Safeguarding Plan

Note: The Club Home Contact should be a member of Staff who has been appropriately vetted.

Consent Form

Consent form should include:

- Player's full name and date of birth
- Parent/carers details and emergency contact numbers
- Medical needs / any medication needed
- Dietary needs and allergies
- Permission for photography / filming
- Any other support needs e.g., physical, religious, cultural, mental health etc

Collecting and Sharing Information

The Safeguarding Lead and Staff members should be aware of any medical conditions, allergies and dietary requirements. It is also beneficial to be aware of any other support needs (for example, religious dress, anxiety, history of being bullied, first time away from home etc).

The Safeguarding Lead and Staff members should work together to ensure every child has the most positive experience possible.

Support needs can be sensitive and should not be shared with other young people. Sensitive information should be kept confidentially, either locked away or on password protected devices.

DBS Checks

All Staff Members and the Safeguarding Lead must have a valid ECB DBS certificate. This means

- DBS certificate has been issued within the last 12 months
- DBS check has been carried out through the ECB
- DBS certificate does not have any content that makes the person unsuitable to work with children and young people

Staff Members must take responsibility for ensuring their DBS certificate is up-to-date. The named Safeguarding Lead should check that all certificates are in-date ahead of the tour and arrange for checks to be carried out if needed.

If working with a third party, a written statement confirming that DBS checks are in place should be sought. See the ECB guidance on working with external partners for further information.

Safeguarding Qualifications

All Staff members must have a valid safeguarding qualification. This can be either:

- ECB Safeguarding Induction
- Safeguarding Young Cricketers
- Safeguarding and Protecting Children

Qualifications must have been completed in the last three years.

Essential Planning – when staying away overnight

Overnight stays and international travel will require additional planning and safeguarding considerations. The following will outline a number of these additional considerations that must be accounted for when travelling for overnight stays or internationally with children and young people. At all times you should ensure you are communicating with parents about the details of the trip and encouraging them to share necessary information about their child. This briefing paper compliments our essential safety checklist for overnight trips and international travel.

Accommodation

In an ideal world you would visit the accommodation before booking, but this is not always possible. However, organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. As stated above *where possible*, an initial visit to the venue and accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges
- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities.
- Sleeping arrangements: These will enable suitable sharing in terms of age and gender and appropriately located staff or volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/Carers and children should be consulted in advance about arrangements for sharing where possible and appropriate. (Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single (Players must not share a bed and Children and staff must not share a room.)
- Players of vastly differing ages must not share a room.
- 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.
- Appropriate safeguards where others have access to the sleeping quarters
- Special access or adaptive aids required by group leaders or children
- Environmental factors
- Personal safety issues
- Is there a current fire certificate?
- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Is there secured parking

When you arrive at the accommodation:-

- Check that all windows and doors are safe
 - Check the rooms for any damage and report any you find or you may find that you end up with a bill!
 - Check if there are any no smoking rooms- this is very important for anyone who has asthma
 - If there is a bar, what rules will you have in place
 - Is there a social area, what is there for children to do when not playing Cricket
 - Some Children have enuresis (bed-wetting) ensure that the hotel can deal with this discretely
 - Ensure that you have your staff rooms spread out, for example of the group is spread over 3 floors there should be at least 1 member of staff on each floor.
 - Check all rooms (are there the correct number of beds?)

 - Ensure there is no access to alcohol in the rooms
 - Ensure movie access is appropriate or indeed not available in rooms
 - Ensure that everyone is aware of the fire exists and emergency procedures
 - Store money and valuables
 - Have a group meeting to review the programme
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Residential at a Facility or Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been DBS checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups

Accommodation and Lights Out

- An appropriate bedtime should be agreed in the ground rules session on arrival day
- Staff members must knock and wait at the bedroom door, unless it is an emergency
- Staff members should enter children's rooms in pairs, not alone, unless in an emergency
- Staff members must ensure the door is open when in a child's bedroom, not closed shut
- Staff members must never invite a child into their bedroom, unless in an emergency
- Staff members should monitor the rooms at night to ensure peace and quiet

If a child begins to undress when you are in the room, ask them to wait or leave the room.

Each team should have one chaperone on standby duty overnight, in the event of homesickness or a child becoming unwell. All children should know who to go to if they have a problem overnight. "Night staff on duty" signage on the door of the Staff Member is recommended. The Staff Member on night duty may need to wake other chaperones and/or the Festival Welfare Officer depending on the situation.

Managing Medication

Staff member should be aware of any medical conditions and any medication a child will bring with them such as inhalers, epi-pens or tablets.

Supervision

The below ratios of chaperones to children are needed at festivals. Adults should have an ECB DBS.

Children aged 9 and over	1 adult to 10 children
children aged 8 and under	1 adult to 8 children

It is best practice for two Staff Members to supervise a group of children at any one time. The Safeguarding Lead and other Staff members on the tour are responsible for the young people in their care at all times and must ensure that the young people are appropriately supervised throughout the event, perhaps creating a rota system to ensure all Staff members get suitable breaks. If the tour group contains a mixture of boys and girls, Staff members of both genders must accompany the team.

During the Tour

Welcome Briefings

All teams should receive a welcome briefing on their arrival day. It is best practice to hold a briefing for chaperones only and a separate welcome briefing aimed at young people, which everyone should attend.

Incident Forms

There are many occurrences at residential events with young people where incident forms will need to be completed. Recording incidents and the action you have taken to address them in writing will not reflect negatively on the tour. On the contrary, no written incident forms could be a case for concern. Incident forms should be completed in the following instances:

Safeguarding concern

You might be concerned about the welfare of a young person in response to something they have said, something somebody else has said or something you have seen. Here are some examples:

- A child tells you that they are being bullied at school
- A child arrives without the right kit or in clothes that are unwashed or ill-fitting
- A child has unexplained injuries or marks
- You observe a breach of code of conduct or poor practice

Damage

- Serious damage to property, fixtures and fittings
- Unacceptable behaviour

- Bullying
- Serious breach of the ground rules or code of conduct
- Serious unsportsmanlike conduct such as lashing out or heavy sledging
- Behaviour involving alcohol, theft, or violence

Upset or homesickness

- Child is visibly upset and/or noticeably withdraws from activities
- Child tells you that they feel unhappy
- Arguments and quarrels between young people that require adult intervention
- Child gets up in the night due to being upset and/or homesick

Injury or Illness

- Child receives injury during cricket or at any other time
- Child receives first aid or medical treatment for any reason
- Child complains of being unwell

Near miss

For example, a child goes off-site on a planned activity, leaving their inhaler in their bedroom by mistake. The child does not have an asthma attack during the trip and the inhaler is not needed. However, if the child had an attack and not had access to the inhaler, this could have been a very serious incident, therefore this is a near miss.

This is not a definitive list and it is likely that there will be occasions when it is appropriate to complete an incident form, even though the circumstances do not fit with any of the examples above. If you are wondering whether you should record an incident, this is an indication that you probably should.

Seeking the Views of Young People

Encouraging children to share their views can help shape the way in which tours are planned and delivered. When young people are listened to, they feel respected, able to express themselves, and know that their perspectives are valued. Listening to children and young people is key to providing an environment in which all children feel confident, safe and powerful. Listening is a vital part of establishing respectful relationships with children, parents, staff and other stakeholders

ECB Safe Hands Policies

The Safeguarding Lead, Home Contact and Staff members will make themselves familiar with the Clubs safeguarding policies and guidance on;

- Managing Children Away from The Club
- Codes of conduct for coaches, staff and volunteers
- Supervision policy
- How to report concerns
- Social media and communications
- Fast bowling and helmets
- Photography and videos
- Shower and changing room policy
- Missing child policy
- Sun Safety
- Transport

Risk Assessment:

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

Remember children/young people should not be placed in situations which expose them to unacceptable level/s of risk

Keeping Parents/Carers Informed

Where possible, a meeting should be held with parents/carers before departure to share the above information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete a consent form and provide emergency contact details. In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

Involving players

You have provided the adults with a detailed pack, it's a good idea to provide the players with a scaled down version of the pack

Where possible, a meeting should be held with the players before departure to agree the following:-

- Rules for the trip (and what will happen to those who break them)
 - Clothing list ideally Children should not wear shirts or hats with their names on.
 - Expectations of the Players
 - Agree who is sharing with whom before you go; however, be ready to change this friendship groups which children can change very quickly!
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- Codes of conduct/ behaviour- this should be signed by all Players with their parents/carers permission
- Their responsibility for their own property
- Staff roles and responsibilities
- Emergency Procedures
- Support if they become homesick, are unhappy, or need to speak to someone in confidence

Transport

Planning to travel on long trips or internationally with children and young people, requires specific planning in addition to essential considerations.

Making stops

You must ensure that you have completed a thorough dynamic risk assessment for any stops or other situations where children may make contact with the public, taking into consideration who is responsible for the children at all times. A dynamic assessment should enable you to plan for changing situations which may arise during trip, such as children's needs, traffic congestion and delays. You should ensure you account for adequate toilet breaks, food stops and opportunities for children and young people to stretch their legs.

Public transport

If travelling on public transport, such as a bus, plane, train, or boat, you should ensure you have planned how children/young people will be able to remain supervised appropriately. You may decide to use supervision groups, check in and out points, headcounts, etc. You should always ensure that you have all children in the group together before anyone boards the transport vessel.

You should ensure at least one member of staff boards the vessel first and one remains at the back of the group ensuring everyone in the group has boarded successfully. Another member of staff should be on hand at any location where tickets are being checked and verified, to assist with any concerns and ensure everyone is able to board safely. Once safely in the vessel, another headcount should be completed.

Documentation

In addition to a thorough consent form covering all permissions for each child to participate in the trip, you must ensure that every person involved has with them the required, valid documentation to safely travel. When travelling internationally there may be some additional

documentation required and considerations should be taken to keep young people's documentation safe:

- Overnight/travel abroad Every member in the party must have a valid passport covering their legal travel throughout the trip. You should give as much notice as possible to enable new passports to be applied for where necessary. It is important that you check the passports of any non-UK / non-EU nationals to ensure they are valid for travel to the destination.
- Ensure everyone has the required visa which has been checked in advance of the trip. Ensure adequate time is given to apply for these.
- You should ensure every child has a ticket covering their travel and stay throughout the trip.

- You should ensure all children with British citizenship have brought their Global Health insurance card (GHIC), which can be applied for on the UK government's website.
- You should ensure the booking and insurance details for the transport are accessible should you encounter any issues or need to clarify any details.
- You must ensure children have brought all relevant documentation with them before setting off on the trip. Depending on the age of the group, you may want to collect and hold all documentation to ensure that it is kept safe.

- Some trips may require specific additional documentation. You should check this using the foreign travel advice on the governments' website

Considerations during the Trip

- Hold daily group meetings and a staff meeting –this is an opportunity to discuss any issues or problems and solve them.
 - Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Young people shall not be allowed to wander alone in unfamiliar places.
 - Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the **trip and remember that they are always in a position of trust**. The use of alcohol or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip.
 - Group leaders should maintain an overview of the wellbeing of all young people during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Young people can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.
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- Players must know the whereabouts of staff members at all times, including which room's staff are in and how to contact them if required.
- Staff must be made aware that they have a common law duty of care to act as a prudent parent would.

Considerations on Travel Arrangements

- Ensure there is adequate and relevant insurance cover (Including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.
- On trips, away children may take part in non Cricket activities such as swimming-make sure your Consent form covers such activities
- Check your insurance policy covers non-Cricket activities

For some trips you may need vaccinations, or take pre-trip medication such as anti malaria

Catering

When catering for children and young people, any special diets, food allergies and intolerances should be identified in advance to enable provisions to be made.

If children and young people are required to provide or purchase their own food, you must have notified them in advance and ensure they have enough of the correct currency. You must also ensure children and young people remain supervised appropriately when buying and eating their food.

Costs, cash and currency

You must ensure that you have access to funds covering the trip as well as additional money to cover emergency procedures and any other unexpected occurrences. This should include any non-prepaid travel expenses, extra meals, refreshments, spending money, etc..

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.
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Emergency Plan

Emergency procedures

When travelling with children and young people for matches away - overnight stays and internationally, there are some specific emergency situations which could arise. You must ensure staff and volunteers are aware of what to do in the event of these emergencies so that you are able to handle these competently.

Changes to the transport arrangements, such as delayed or cancelled flights, could occur. This should be communicated to parents and carers and updates given regularly.

You should ensure you have details of local emergency medical services and hospitals, specific medical information for all children and staff, as well as access to and administration of medication in the case of a medical emergency. You should also have details of the British embassy/consulate in the event of any legal or safety issues, which can be found on the Government's website. You can also use the government's 24 hour helpline for British citizens abroad, on 0207 008 1500.

You must ensure you have all the emergency contact details for all the children and staff on the trip.

If an emergency occurs, the following procedures must be followed:

- Establish the nature of the emergency and names of casualties.
- Ensure that the rest of the team are safe and supervised.
- Ensure all members of the party are aware of the situation and follow emergency procedures.
- Ensure a member of staff accompanies any casualties to hospital.
- Notify the Police if necessary.
- Ensure **no one** in the group speaks to the media and or makes any comments on social media until Surrey CCC have been informed and the CEO and head of communications have assessed the situation.

Contact the Home Contact, who will:

- Contact Parents and keep them informed
 - Liaise with Surrey CEO and staff, and if necessary, the ECB
 - Liaise with the media contact if applicable
 - Report the incident to insurers
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After the trip

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

Document Control	
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