

# Managing Children Whilst Away

## Long Melford Cricket Club

Meeting Field  
Long Melford  
Suffolk  
CO10 9JZ



<b>POLICY NAME</b>	Managing Children Whilst Away		
<b>EFFECTIVE DATE</b>	1/3/2022	<b>DATE OF LAST REVISION</b>	<b>VERSION NO.</b> 1
<b>ADMINISTRATOR RESPONSIBLE</b>	Committee		

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

## INTRODUCTION

In any given season, as many as 50 per cent of matches can be played away from the club and that's without tours and festivals or similar events.

In order for LMCC to be able to demonstrate its duty of care to the children in its team/s, LMCC has developed the following procedures.

## PROCEDURES

LMCC will appoint a team leader for each junior age group. The team lead will be responsible for coordinating the arrangements for away fixtures and will be appointed with clear roles and responsibilities including: Establish and communicate the following information to parent(s)/ carers.

- When the trip will take place- date, time of departure and estimated time of return.
- Where the trip is too, 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 team lead responsible for the trip.
- Kit and equipment requirements.
- Details of cost implications, including the competition fee, any spending or pocket money needed and transport costs.
- Name and contact number of the person acting as the 'Club Home Contact'.
- Arrangement for food and drink.

Be in possession of the copy of relevant emergency contact details and any medical information for all children taking part (determine appropriate staffing and staff training arrangements where appropriate).

## Touring and Over Night Stays

Wherever possible, LMCC will appoint a Head Coach and Tour Manager with the Head Coach and coaches taking responsibility for training and competition management for the team and the Tour manager taking responsibility for any other roles, such as chaperones.

All members will need to have clear knowledge of their role and responsibility for the team.

All Members must go through an induction programme ensuring they understand the ECB 'safe Hands Policy'.

Ensure there is a LMCC Home Contact – a member of LMCC who is not traveling away, who will act as a contact point in an emergency. Ensure that the Home Contact is provided with the following information to enable them to fulfil their role should they need to.

- The name 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 staff are on the trip.
- Telephone numbers for the local police to the home club and or accommodation.
- Contact numbers for the accommodation.

### Essential planning- when staying away overnight.

#### Risk Assessment:

Potential areas 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 risk, where appropriate. Risk Assessment should be an on-going process throughout the trip as groups often find themselves in unexpected situations despite the best laid plans.

Remember Children should not be placed in situations which expose them to unacceptable level/s of risk.

#### Accommodation

In an ideal world you would visit the accommodation before booking, but this is not always possible. However, LMCC should find 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 organizing the trip identify all practical issues and allow time to address them in advance in consultation with children and parent/s /carers 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 (under 18s should not share with over 28s even if the age difference is slight).
- Check the accommodation policy for extras on bills, breakages and lost keys.
- Ensure 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).

- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the building, 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.
- Is there a current fire certificate?
- Can valuables be stored safely?
- What are the night time security arrangements?
- Is there secured parking?