

Managing Children Away from the Club

The ECB produces guidelines for [Managing Children Away from the Club](#). This is part of the Safe Hands policy and you should familiarise yourself with it. It is primarily aimed at Clubs but the principles are the same for County Squads. As a designated Responsible Adult, you have a 'duty of care' as well as a legal responsibility under the Children Act for the safety and well-being of the children at all times.

For one day events:

- Ensure you have sufficient coaches and/or responsible adults to supervise the players. The **minimum requirement** would be 2 adults over 18, at least one of whom is a Level 2 coach (or above). This ensures in the event of an accident, or incident requiring a responsible adult to leave the playing area, there is always one person left with the squad members.
- A minimum staffing ratio of 1:10 for children aged 9 and over is required
- At least one member of staff must have an up to date first aid qualification
- If you have boys in your squad, it is best practice to have at least one member of staff who is male
- If you have girls in your squad, it is best practice to have at least one member of staff who is female
- Ensure you have the parents/guardians contact details for all players
- Ensure you have any medical information relevant to your players
- Ensure you have given parents/guardians your mobile phone number in case they have an emergency which prevents them from collecting their child.
- Ensure parents/guardians are aware of the [Transport policy](#).
- Ensure a [risk assessment](#) is carried out for the venue you are attending, or one has been completed by the organisers
- Ensure you take some copies of the [Incident Report Form](#), Accident book or [Accident Report](#) Forms and a First Aid Kit.

The ECB produces guidelines for [Staff and Volunteers Working with Children](#) and [Coaches Working with Children](#). These are part of the Safe Hands policy and contain some useful information.

For squad camps or fixtures involving overnight stays:

The information given above under "Managing Children Away from the Club" applies:

- For overnight trips, you should consider nominating someone as a "Home Contact" who is a responsible member, and who will act as a contact point in an emergency.

They should be given the names of all players on the trip, the emergency contact details and medical information and staff contact details, and you must emphasise this is confidential. They should also be given the telephone number of the accommodation in which you are staying. Why? In case you are ill, involved in an accident, or can't be contacted in an emergency.

- Ensure you have given parents/guardians your mobile phone number in case they have an emergency and need to contact you, and the telephone number of the "Home Contact" (if used). You should emphasise these numbers are for emergencies only and no other purpose.
- Ensure a [risk assessment](#) is carried out for the venue you are attending. This will often be carried out by the Event/Festival Organiser, but you must ensure one has been done to safeguard the children in your care.
- Pay particular attention to sleeping arrangements.
 - Children must not sleep in the same room as adults
 - Boys and girls must sleep in separate rooms and must not enter rooms belonging to the opposite gender
 - No adult should enter the bedroom of a child without another staff member present (except in an emergency)
- Ensure you take some copies of the [Incident Report Form](#), Accident book or [Accident Report](#) Forms and a First Aid Kit
- It is imperative everyone you are using on an overnight or residential camp has been appropriately vetted by completing an appropriate DBS. If you inform the High Performance Administrator/Academy of all staff you are using, they will ensure this is carried out. This should be done at least 3 months prior to the camp to ensure DBS disclosures are completed in time
- Adults should lead by example and not smoke or consume alcohol
- Even if some staff are sleeping off-site, some must remain alcohol free in case of emergency requiring them to drive or supervise the children
- For trips abroad, insurance documents and the children's European Health Insurance Cards (if travelling in Europe) must be carried at all times by the lead Responsible Adult. If you are taking a squad abroad, contact the County WO for further advice.

