



GUIDANCE FOR AWAY TRIPS AND OVERNIGHT STAYS

1. Introduction

- 1.1. This guidance is intended for GBWR affiliated clubs and those responsible for organising GBWR sanctioned activities involving children; this includes day and overnight trips. For further details see the GBWR Safe and Sound Safeguarding Policy which is available on the GBWR website.
- 1.2. The main elements are:
- Accountable Officer / Group Leader
 - Leaders' Roles & Responsibilities
 - Staffing Ratios
 - Communication
 - Risk Assessment
 - Venue
 - Accommodation
 - Supervision
 - Parental Consents for Trips & Overnight Stays
 - Information for Parents
 - Emergencies
 - Insurance

2. Accountable Officer / Group Leader

- 2.1. All trips must have an accountable officer who will be the group leader. Ideally this should be someone other than the Coach. The Group Leader will have overall responsibility for supervision of the visit whilst also paying great attention to safeguarding and health and safety guidelines. The group leader may seek the help of others to act as leaders but these must be recruited according to the Safe Recruitment Policy. Occasional volunteers or helpers who have not been safely recruited can be used on day trips but must work under the direct supervision of a named leader and cannot work on trips involving overnight stays.
- 2.2. The Group Leader is responsible for ensuring that all leaders are clear about their specific responsibilities. In sum, they are expected to take the role of a responsible parent, i.e. to act in loco parentis. Parents should expect their children to be cared for safely and responsibly.
- 2.3. The Group Leader should hold a face to face briefing session for leaders before the trip begins. It may also be appropriate to hold such a session for parents. All leaders must know who to go to if they have a concern about a child or have any other worries.
- 2.4. Leaders and anyone acting in a supervisory capacity with children must have complied with the safe recruitment procedures outlined in GBWR's Safe Recruitment Policy and GBWR's Safe and Sound Safeguarding Policy.
- 2.5. As part of the planning process the Group Leader should consider any specific needs relating to any disability, medical considerations or cultural or ethnic considerations of those taking part.
- 2.6. Mixed gender groups should be accompanied by at least one male and one female member or leader/volunteer. The participants and nature of your trip will determine how many staff are required and their differing responsibilities. Group Leaders should consider the individual requirements of disabled athletes, including their carers and/or interpreters if needed.



3. Leaders' Roles and Responsibilities

- 3.1. Generally, leaders/volunteers are expected to take the role of a responsible parent, i.e. to act in loco parentis. Parents expect their children to be cared for safely and sensibly.
- 3.2. All leaders/volunteers must have been properly inducted and have an understanding of GBWR's Safe and Sound Safeguarding Policy, ethical issues of equality and standards of behaviour. Ideally there will be a specialised staff member/volunteer who will act as Club Welfare Officer and has received the relevant training.
- 3.3. Supervising groups of athletes can become difficult when their parents are present. The Group Leader should make it clear beforehand that the children are under the supervision of staff and advise parents that they should seek not to compromise this relationship.

4. Staffing Ratios

- 4.1. Refer to GBWR's Safe and Sound Safeguarding Policy for information about staffing ratios for away trips and overnight stays.

5. Communication

- 5.1. All leaders are advised to carry a mobile phone, and have the phone numbers of other leaders saved on their phone
- 5.2. All leaders should carry a list of details of all children, including emergency contact details for parents at all times. A copy of this list must also be held by a designated person at home, who will act as the intermediary in the event of emergency between the group and the club , and with parents.
- 5.3. The Group Leader should take a register at the start and at the end of each activity and at regular pre-arranged intervals in between.
- 5.4. Should there be a serious incident then leaders must report as such to the designated person at home, who will in turn pass on appropriate information. Written records must be made as soon as possible after the incident and submitted in accordance with GBWR's Safe and Sound Safeguarding Policy

6. Risk Assessment

- 6.1. Leaders must check in advance that the venue to be visited and any accommodation used has been risk assessed. For GBWR events, the GBWR Risk Assessment template is to be used at Appendix 5, and often it will be a case of confirming that the assessment has been undertaken by the GBWR event's accountable officer. A GBWR risk assessment should review the risk carried at the premises and the activities which will be undertaken.
- 6.2. Where overnight accommodation is to be used, leaders must carry out a further risk assessment of the accommodation to ensure the environment is safe for all parties present. If on arrival it is found that the situation is not as expected the leaders should not let the activities take place. See Appendix 1 'Things to Consider'.
- 6.3. Staff must familiarize themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported and dealt with immediately.

7. Venue

- 7.1. Insurance, Food and Hygiene, First Aid kit and Fire Precautions must be checked in advance of the event; written confirmation must be obtained, before the trip, of Employers and Public



Liability insurances held by the operators of the premises. For GBWR organized events, the event's accountable officer is responsible for ensuring this has been actioned. A check list of 'things to consider' is at Appendix 1.

7.2. There must be a qualified first-aider on site and the details of that individual must be held by all leaders.

8. Accommodation

8.1. For all residential or overnight trips & events:

- boys and girls must have separate sleeping and washing facilities which are private to them
- mixed groups of young people must have adults of both genders involved
- adults should have separate accommodation but in close proximity to the young people
- young people under the age of 18 must not be left in the accommodation premises alone overnight
- there should be a rota of adults awake during the night at least until all of the young people have settled down

9. Supervision

9.1. Ratios of helpers to young people should be strictly followed. Every group must be led by at least two adults, however small the group.

9.2. Individual adults must never be alone with children or young people

9.3. Children will be told to act responsibly whilst not taking any unnecessary risks and must also follow the instructions of any adults in a supervisory position

9.4. An agreement should be reached between the organiser and parents / carers as to how much independence is appropriate for older children and young people, but the leadership should be clear that they will make decisions on site in any given situation.

9.5. If a child is seen to cause any potential risk to themselves or others they must be withdrawn from the trip.

9.6. Leaders must not consume alcohol on the trip, even when off duty.

9.7. Leaders must not smoke tobacco in the presence of children.

10. Parental Consents for Trips & Overnight Stays

10.1. No child under the age of 8 can be taken away on overnight stays without his or her parent or guardian accompanying them.

10.2. Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parent or guardian, which gives authority to the person named as responsible for the activity to take the young person away and to act "as a careful parent would". The GBWR Activity Consent Form at Appendix 4 should be used for this purpose. This includes details of any child/young person's special needs or medical requirements and explicit consent to taking photographs or making videos.

11. Information for Parents

11.1. It is important that parents have full information before giving consent. This must include as a minimum:

- aims and objectives of the trip and activities



- date of the trip and its duration
- travel arrangements, pick up point and estimated time of return
- details of venue including arrangements for accommodation and supervision
- name of Group Leader and contact numbers
- information about financial, medical and insurance arrangements
- emergency contact details
- Costs (coach fare or money required for meals)
- Kit, clothing, equipment or other items the child will need
- GBWR Discipline Policy and Code of Conduct
- Insurance cover
- Mobile Phone and Social Media policy

12. Emergencies

12.1. If an emergency occurs on a club trip:

- establish the nature of the emergency as quickly as possible
- ensure group members are safe and looked after
- establish the names of any casualties and get them immediate medical attention
- ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures
- ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times
- notify the police if necessary
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident; date and sign your record with your full name
- complete an Incident Record Form at Appendix 6 as soon as possible
- ensure that no one in the group speaks to the media. Names of those involved in the incident should not be given to the media, as this could cause distress to the families. Media enquiries should be referred to a designated media contact in the home area
- ensure no-one uses mobile phones / social media to detail the incident
- ensure that no one in the group discusses legal liability with other parties

13. Insurance

13.1. In all cases, other than GBWR organised events, the Group Leader is responsible for ensuring that appropriate insurance cover is in place for the trip or event. Check with the GBWR Corporate & Membership Secretary if in doubt as to what is covered by the GBWR corporate insurance arrangements. Note that travel insurance is not part of the GBWR corporate insurance arrangement and clubs are responsible for ensuring suitable cover is in place to cover their activities. For travel within the UK GBWR and clubs should also consider personal accident insurance that gives a no-fault pay-out in the event of serious injury or death.

13.2. When travelling in motor vehicles in the UK, passengers are covered by law by insurances required under the Road Traffic Act (1988). You should consider accident, breakdown and recovery cover for self-drive vehicles through a reputable motoring service.



APPENDIX 1

ACCOMMODATION & CATERING ARRANGEMENTS – THINGS GROUP LEADERS SHOULD CONSIDER

Accommodation

Groups may use different types of accommodation, including hotels, guest houses, university accommodation, hostels, sports complexes or host families.

Arrangements may vary from full board, timed to suit the activities, to self-catering. Accommodation may consist of single rooms, shared rooms, or en-suite or shared facilities.

Each type of accommodation will place different demands on supervision requirements.

Hostels and residential centres

You should consider:

- what are the establishment's policies and procedures?
- are the facilities accessible?
- are there any health and safety or other procedures to ensure that children are safe?
- are there any smoking and alcohol restrictions?
- will the group have any responsibilities, such as for setting tables, cleaning up and washing dishes?
- if sleeping in dormitories, that you are not sharing with other unknown groups
- that males and females, staff / volunteers and athletes, and possibly different age groups, should have separate sleeping, washing and toilet areas. Always ensure that staff accommodation is close to the athletes. Where children are on different floors, adult staff should be available on each floor
- that children should only share a room with a pre agreed chaperone if necessary for their disability, and agreed with their parents and trip organisers prior to the trip.

Hotels and guest houses

This type of accommodation raises particular challenges for those responsible for groups of children, due mainly to the possible interaction with other paying guests, and the availability of bars and other facilities.

You should:

- where possible, visit the accommodation beforehand to assess risks, ask questions, negotiate with the managers and gather information
- seek exclusive use of the accommodation, perhaps in cooperation with other teams or squads attending the same event
- in the absence of exclusive use, ensure participants are not spread across the hotel, e.g. by negotiating the use of all rooms on a particular floor
- separate sets of rooms used by male from those used by female athletes
- ensure disabled athletes will have access to all parts of the hotel and all areas within the allotted bedrooms. Make sure 'accessible' rooms are fully accessible and where possible arrange to view rooms prior to event



- establish whether rooms include internet access, access to adult films, mini-bars and, depending on the age of the children, kettles
- assess the access to and use of facilities, including bars, restaurants, pools, gymnasiums, TV/games rooms, the internet and so on
- consider any additional supervision levels required, particularly during down time or free periods
- negotiate with hotel security about restricting young people's access to the bar or ability to leave the premises
- set participants very clear guidelines on their expected behaviour at the accommodation, including alcohol consumption, smoking and wearing of team kit
- maintain details of which athletes are using which rooms
- establish fire and other emergency arrangements, including access to athletes' rooms. Make sure hotel staff are aware of the number of wheelchair users in each room
- establish arrangements for meals, arrivals and departures

Catering

You should:

- thoroughly check that food requirements can be met.
- you should ensure athletes have sufficient quality and quantity appropriate to diet, communicating any nutritional requirements to the establishment if you will be taking meals there. Mealtimes should be appropriate for the programme and special requirements may include vegetarian food, gluten- or nut-free foods, cultural preferences or food that complies with religious requirements.
- if you are self-catering, you should check the availability of the kitchen equipment you will need.

General advice

Whatever the accommodation, here are some basic guidelines to good practice:

- discuss control and discipline with the staff of the centre and your expectations of the children you are there with
- ensure athletes cannot access inappropriate TV programmes if rooms are fitted with televisions
- check the policy for extras on bills, eg breakages, lost keys or lost property
- ensure cleanliness and sufficient toilet/bathing facilities; check if athletes have specific cultural requirements
- athletes should not share a bed; male and female athletes should not share a room; adults should not share a room with a child unless the adult is a parent / guardian or an appointed chaperone arranged prior to the trip
- to ensure athletes will be safe, check that rooms can be locked, but arrange for access to a passkey if required
- check wheelchair accessibility; discuss providing a carer with the children and their parents
- check accommodation for athletes who are visually or hearing impaired
- brief everyone on fire procedures and exits; tell accommodation staff if any room is occupied by someone with difficulties responding to alarms. Make staff aware of any children using wheelchair and the room they will be in
- tell athletes how to contact staff, including which rooms they occupy and room telephone numbers, particularly on trips abroad



Checklist on arrival

On arrival at the destination, team managers/trip organisers should:

- confirm room numbers with the venue, check these against any prior agreements, allocate rooms in consultation with the other staff and then tell the athletes. Allowing free choice of rooms and sharing arrangements may not be appropriate, but you may wish to consider particular requests from parents and athletes
- check arrangements such as mealtimes and facilities; consider giving your itinerary to the venue for their information
- check on room phones – charges for calls, access to outside lines and calls between rooms
- clarify the use of mobile phones and re-charging, access to the internet and use of social media. See GBWR's Social Media Guidance
- check the rooms are all suitable and in good order – noting and reporting any damage or spills immediately will save any blame or costs for your group members
- check out the sporting venues
- Decide how to ensure the safety of money, both the club's or group's contingency fund and individuals' cash or cards
- With younger athletes, it may help to collect their money and organise a daily bank, which also helps to ration the money over a number of days – one envelope per person is useful for this
- You should provide for safekeeping of valuables and belongings while away from home, such as making someone responsible for items and recording what is handed in for safe keeping. We advise using the hotel or hostel safe for this
- to consult prior risk assessment to ensure that correct doses of medication are administered and reduce the possibility of inappropriate drugs being given to or tried by athletes, it is advisable for one person to collect all medications and hold these centrally
- this person should be made known to all of the group. A second member of staff should also know how to access the medications in case of emergency
- if deemed responsible by their parent or carer, a young athlete may hold some medications, such as asthma inhalers

Briefing and de-briefing

Briefing on arrival

- On arrival the team manager/trip leader and Head Coach should hold a briefing meeting with the whole group.
- This briefing would provide an opportunity to clarify child protection procedures and roles of different staff, to brief the group on any rules, including curfews and emergency procedures, and to reinforce the code of conduct.
- You can also distribute information cards with key information and contact details at this briefing.

Daily briefing

- Daily briefings provide a focal, check-in point for all group members. They allow for a discussion of the day's events, planning for the next day and the opportunity to clarify or reinforce rules and procedures.

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- Athletes should also have the opportunity at these briefings to speak one-to-one with staff should they wish or need to express any personal worries or concerns.
- Staff should also look out for and respond to any signs of homesickness or distress, particularly among younger athletes.

De-briefing after the trip

- After a trip, it is useful for staff to meet to discuss how plans worked in practice and report verbally or in writing to the club committee or GBWR.
- We recommend detailing any significant issues that may have arisen in writing, e.g. in the minutes of a meeting.
- You should assess the pre-planning, the information provided about the programme, the athletes, the venue and the staff responsibilities. You should also consider the suitability of the programme and any health and safety, discipline, or child or vulnerable adult protection issues. Your assessments may form the basis of brief, written feedback to parents.
- It may help to de-brief parents and athletes.
- You may wish to produce a general evaluation form, which provides the opportunity for staff, parents and athletes to comment. You should seek feedback from all groups of stakeholders, particularly young athletes.
- From this feedback, you can determine any lessons to be learnt and what could be done differently in the future.



APPENDIX 2

ACTIVITY CONSENT FORM AND APPROVAL BY PARENT OR LEGAL GUARDIAN

Participant details

First name

.....

Last name

.....

Address

.....

.....

.....

.....

Date of Birth

.....

Age during activity

.....

Has approval to participate in

..... from to

AGREEMENT

I understand that participation in wheelchair rugby activities involves a certain degree of risk and can be physically, mentally, and emotionally demanding. I have carefully considered the risk involved and have given consent for my child to participate in this activity. I also understand that participation in this activity is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release the Great Britain Wheelchair Rugby, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organisations associated with the activity from any and all claims or liability arising out of this participation.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission for to be taken to an appropriate medical facility.

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Participant's signature

.....

Date

.....

Parent/guardian name (printed)

.....

Parent/guardian signature

.....

Date

.....

Telephone number

.....

E-mail

.....

Contact GBWR with any questions:

Daniel Hook, Corporate & Membership Secretary
Tel: 020 8831 7645 E-mail: danielhook@rfu.com



APPENDIX 3

GREAT BRITAIN WHEELCHAIR RUGBY CODE OF CONDUCT FOR ADULTS

The purpose of this document is to provide clear expectations of adult behaviour when representing Great Britain Wheelchair Rugby (GBWR) as a player, official, volunteer and/or GBWR appointed workforce.

Please note 'children', in this document, refers to anyone under the age of 18

- Respect the rights, dignity and worth of every person
- Help to create an environment where all children have an equal opportunity to play wheelchair rugby
- Help to create and maintain an environment free of fear and harassment
- Recognise the rights of all children to be treated as individuals
- Recognise the rights of parents and children to confer with other coaches and experts
- Promote the concept of a balanced attitude, supporting the well-being of the child both in and out of Wheelchair Rugby activity
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion
- Do not condone, or allow to go unchallenged, any form of discrimination or prejudice
- Do not publicly criticise or engage in demeaning descriptions of others
- Communicate with children in a manner that reflects respect and care

Relationships

- Develop relationships with parents and children based on openness, honesty, mutual trust and respect
- Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying)
- Be aware of the physical limits of children and ensure that training loads and intensities and expectations are appropriate
- Explain to parents, as appropriate, the potential impact of the coaching programme on the child. This refers to club and elite level.
- Consider the child's opinions when making decisions about their participation in wheelchair rugby activity, training or game situations.
- Inform parents and children of the practical considerations when playing wheelchair rugby in a club and competition setting
- Inform parents of any potential financial implications
- Ensure that physical contact is appropriate and necessary
- Always try to work in an open environment (e.g. avoid private or unobserved situations)
- Do not engage in any form of sexually-related contact with children. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable
- Promote the welfare and best interests of children
- Be familiar with the GBWR's Safe and Sound Safeguarding Policy
- Report any concerns you may have in relation to a child or the behaviour of an adult, and follow reporting procedures

Maintain high standards

- Demonstrate proper personal behaviour and conduct at all times

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- Be fair and honest with all children
- Adults must 'copy in' the parents of a child when making arrangements. The only exception to this is via an open social media site where the communication can be seen by all.
- Do not send children private messages on social media sites and if you must contact children via text message you must also send the same message to their parent.
- Any contact with children should be wheelchair rugby related. It is inappropriate to develop a relationship with a child outside of wheelchair rugby
- Although you may not be a coach or in a position of trust, protecting children is everyone's responsibility
- Always emphasise that the wellbeing and safety of the child is more important than the development of performance
- Do not smoke, or drink alcohol, while actively working with children. Never use recreational or performance-enhancing drugs
- Promote the positive aspects of wheelchair rugby and sport in general (e.g. fair play, honesty and fun)
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children
- Hold relevant qualifications and ensure they are renewed.
- As children currently play wheelchair rugby alongside adults, all participants must be considerate and use appropriate language when playing with or against other children

A breach of the Code of Conduct will result in a formal referral to the Safeguarding team and will be investigated fully by GBWR.

GBWR member signature _____

GBWR member name _____

Date _____

GBWR Staff signature _____

GBWR Staff name/ _____

Date _____

Club Chairperson signature _____

Club Chairperson name _____

Date _____



APPENDIX 4

GBWR Wheelchair Rugby

EVENT VENUE
DATE
PURPOSE



APPENDIX 5

RISK ASSESSMENT

Introduction

The purpose of a Risk Assessment is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate, or control, the risks.

A *hazard* is anything that has the potential to cause harm to people. This could be a dangerous property of an item or a substance, a condition, a situation or an activity.

Risk is the likelihood that the harm from the hazard is realised and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

The aim of the Risk Assessment is to clearly identify all the risks to the public, participants and employees attending an event posed by the environment of the site and the nature of the activities thereon, and, record the means by which these risks are eliminated or minimised.

The following risk assessment has relied on knowledge and experience of how similar events have been staged before and inherent problems that can affect aspects of Health and Safety. In common with all such events, a practical and realistic approach has been taken.

The control measures identified within the risk assessment have been incorporated into the event management plan and have been used in designing the layout of the site.

The following approach has been adopted in undertaking the risk assessment:

- collection of information / identified risks
- evaluation of those risks
- consideration of control measures appropriate to the risks identified
- evaluation of the residual risk following the adoption of control measures

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The information and risk analysis has been completed by using experience gained from other events, working knowledge of the site and has been developed by full site visits.

It should be noted that the following risk assessment should be read in conjunction with the current venue NOP and risk assessments.

List significant hazards	Hazard	Likelihood	Risk Level	List groups of people at risk from the significant hazards identified	List existing control measures or note where the information may be found
Venue & Site Design					
Injuries from slipping/tripping					<ul style="list-style-type: none"> ▪ The event is held out on concreted area, while the main area is flat it is adjacent to a slope and must be accessed by considerable slope. In addition it is next to a main road. ▪ Stewards will be available to ensure that those who are not part of the event are kept separately. ▪ The area will be swept on the morning to ensure there are no puddles or hazards. ▪ If the weather is deemed as too wet or windy the activity will not take place, a small selection of photos will be taken under the stadium overhang as guided by the stewards. ▪ Where weather is poor we shall ensure that all participants are appropriately managed and not expected to be exposed to the elements. ▪ Approx 30 wheelchair users are expected – along with sufficient PAs and support staff to aide where necessary. They will be led to the site of activity via the main ramp and the car park.

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Crowd assembling / potential disorder / localised crushing - over crowding resulting in crushing and possible serious personal injury					<ul style="list-style-type: none"> Stewards will be available to ensure that those who are not part of the event are kept separate. GBWR staff will ensure that groups are managed appropriately – for example our media manager will ensure media are appropriately conducted. Likewise, the young people are also supported with pictures accessing GB squad etc. Banners will act to separate the area of activity and will become a physical boundary and ‘no-go-area’ for non-participants.
Traffic/Parking					<ul style="list-style-type: none"> The venue is next to a main road with a ramp leading down to it. The area will be bannered to stop anything rolling down to the road likewise chairs balls etc. will be place far enough on the flat that they will not roll.
Fire Safety					
Possible severe injury resulting in death – burns, smoke inhalation, asphyxiation					<ul style="list-style-type: none"> The area is being held outside supported by venue stewards. Where required we shall adhere to the venue’s Emergency Action Plan (EAP) as guided by the staff stewards.
Major Incident Planning					
Possible severe injury resulting in death					<ul style="list-style-type: none"> Venue (EAP) in place.
Bomb Threat					<ul style="list-style-type: none"> We will be advised of EAP be staff stewards.

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Communication					
Lack of communication resulting in an incident					<ul style="list-style-type: none"> Staff will be available at all points of the event.
Failure to alert the relevant people in a medical emergency					
Inability to direct event attendee's resulting in injury					
Crowd Management					
Public Disorder					<ul style="list-style-type: none"> The capacity of the area available far outweighs expected attendees. Activity areas clearly demarked with barriers and signage . Control of visitor movement to alternative areas if required.
Trapping and crushing injuries at entry points and areas within the event site where large numbers of people congregate					<ul style="list-style-type: none"> Walk routes and access points are maintained. The capacity of the venue far outweighs expected attendees. Venue Emergency Action Plan in place. Clear communication system in place for announcements should evacuation is necessary. Crowd density and mood monitored throughout the site security / stewards to be vigilant of overcrowding.

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First Aid Provision					
Lack of first aid facilities					<ul style="list-style-type: none"> ▪ Qualified first aider available for attendees within staff team
Disabled Users					
Access					<ul style="list-style-type: none"> ▪ Trained staff to support wheelchair users ▪ Stewards are available to provide assistance to disabled users ▪ Sanitary provision complies to the Disability Discrimination Act 1995 ▪ Activities are suitable for people with special needs ▪ Sufficient parking available for wheelchair users – designated car and/or NPC car park directly opposite has approx. 5 blue badge spaces.
Persons with impaired vision					<ul style="list-style-type: none"> ▪ Any young people with impaired vision will be supported in the activity by designated carer.
Evacuation					<ul style="list-style-type: none"> ▪ Site has designated refuge points. ▪ Stewards and staff are available to provide assistance in the event of an evacuation with special responsibilities identified around wheelchair users.
Event Equipment					
Personal Injury caused by obstructions/trip hazards					<ul style="list-style-type: none"> ▪ All equipment to be securely fastened. ▪ Barriers, to be used to demark activity areas.

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Equipment installation/ break down Injury					<ul style="list-style-type: none"> ▪ Chairs belonging to GB team and youth team are their own and their own responsibility for safety assessment. ▪ Chairs for media ‘have-a-go’ opportunity have been safety checked for usage by GBWR staff – gloves and tape will also be available.
Public Activities					
Suitability of those managing children / disabled participants					<ul style="list-style-type: none"> ▪ All persons managing children are over the age of 18 years. ▪ Children to be supervised by an adult / parent at all times. ▪ The coach providing activities for wheelchair and disabled users is a recognised GBWR coach and has the experience and ability to adapt activities according to age, size and the type of disability ▪ GBWR’s Safe and Sound Safeguarding policy. (http://gbwr.org.uk/home/about-us/about-gbwr/governance/safeguarding/) will be adhered to at all times when delivering this event.
Accidents and Incidents Involving Children					<ul style="list-style-type: none"> ▪ Dedicated event medical provision. ▪ All accidents are reported and recorded. ▪ Children to be supervised by an adult / parent at all times. ▪ Activities to be adapted to age groups and ability. ▪ All activities are supervised at all times.
Injury through activity					<ul style="list-style-type: none"> ▪ Wheelchair rugby is seen as dangerous but is actually very safe. GBWR ensure that all safety precautions are taken – chairs are safety checked and a safety brief is given to anyone getting ready to play.

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Safeguarding under 18's					<ul style="list-style-type: none"> ▪ Parental consent forms signed. ▪ Photographic consent forms signed. ▪ Safety talk given to children separately, child friendly, free to ask questions. ▪ GBWR Safeguarding policy available at session. ▪ GBWR Hosting guidance available at session. ▪ Incident record forms available. ▪ Code of Conduct signed by all staff/volunteers. ▪ Prior to the event all staff/volunteers have been made aware of relevant safeguarding policies: <ul style="list-style-type: none"> - GBWR Safe and Sound Safeguarding Policy - GBWR Hosting Guidance - GBWR Harassment and Anti-bullying Policy ▪ Designated Safeguarding Officer at session. All participants made aware of Safeguarding Officer. ▪ Activity to be monitored throughout for any adaptations needed for younger children. ▪ Staff and Volunteer have been safely recruited in line with GBWR's Safe Recruitment Policy which includes completing relevant DBS checks and training.
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Review	Review Conducted by:	Name (Print)	
		Position	
		Date	
	Review Conducted by:	Name (Print)	
		Position	
		Date	



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APPENDIX 6

INCIDENT RECORD FORM

CONFIDENTIAL

Person's Name:

Person's Address:

Phone Number:

Date of Birth:

Parent/Carer/Advocate's Name:

Parent/Carer/Advocate's Address:

Phone Number:

Please refer to the following notes before completing:

- Keep questions to a minimum – obtain sufficient information to only understand what is being said
- Try to distinguish between conjecture, fact and opinion
- State the exact nature of the allegation – e.g. physical, emotional, sexual or a combination
- Include a description of any physical marks, changes in behaviours and state the location of any injury or bruising
- Note any other indicators on concerns
- Include the person's account of how these occurred. Let the person tell it in his or her own way
- Ensure relevant dates, times and frequencies are included
- Note any other organisations spoken to, e.g. police, social services etc
- Ensure the information remains confidential
- Use additional paper if necessary

Details of the incident or allegation:



Action taken:

External agencies contacted:

Police	Date:	Name & Contact number: Advice received:
Social Care Services	Date:	Name & Contact number: Advice received:
Local Authority Designated	Date:	Name & Contact number: Advice received:
Other?	Date:	Name & Contact number: Advice received:

Guidance for Away Trips and Overnight Stays

Appendix 6

Great Britain Wheelchair Rugby



Details of person completing this form. You may be contacted to discuss the content of this report:

Signed	Date
Print Name	
Position	Organisation
Telephone Number(s): Day	Evening

When complete, please post this form, marking your envelope “Private and Confidential – Addressee Only” to:

GBWR Safeguarding Officer: Joanne Arnold (jo.arnold@gbwr.org.uk)

GBWR, Rugby House Twickenham Stadium, 200 Whitton Road, Twickenham, TW2 7BA

Policies to be aware of

GBWR Harassment and Anti-bullying Policy

GBWR Social Media Guidance

GBWR Hosting Guidance

GBWR Safe and Sound Safeguarding Policy