



# **ANGLING TRUST**

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**Angling Trust**

PD53 Safeguarding – Travel and Trips Guidance

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1.0	Nov 2018	New Document	Richard Hadley
1.1	Oct 2019	Front sheet added. Font Changed	Richard Hadley
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1.3	June 2021	Additional advice in response to COVID 19 added	Richard Hadley

<b>Approvals</b>		
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ATB	Nov 2018	1.0
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Staff, Officials and Volunteers	email			

This document is for use by clubs and groups wanting to take children and young people away on fishing matches, trips and other events. While we would encourage all clubs to adhere to all recommendations, it is up to you as to whether you can satisfy all areas and what risk is placed by not doing so.

It is recommended that this document be used alongside the Angling Trust Travel and Trips policy and is for your consideration when taking young Anglers on trips away, especially overnight stays and abroad. It should also be used in conjunction with an up to date Safeguarding Children and Young People Policy (this can be your own or the Angling Trust Policy).

Travelling away from home to angling events should be a positive event for children and young people and therefore extensive and careful planning should enhance this experience for them.

These guidelines are to help clubs, coaches and volunteers ensure that every eventuality is catered for although clearly you can only assess and plan for risk as best you can.

You must remember that you have accepted responsibility for the safety of the children and young people in your care so you will be wise to ensure that you have completed the following checks and prepared for the trip as conscientiously as possible.

It is strongly advised that you have the following adopted or in place so you would be wise to familiarise yourself with them before you plan a trip

- A Safeguarding Children and Young People Policy (available from the AT)
- A Travel and Trips Policy (available from the AT)
- A policy for safer recruiting staff and Volunteers (available from the AT)
- Procedures for reporting concerns about the welfare of a child (available from the AT)
- Codes of conduct (available from the AT)

It is also advised that you have appointed somebody in the positions of:

- A safeguarding officer (seek advice if necessary)
- Welfare officer (seek advice if necessary)

These can be the same person.

### **Things to do before you set up the trip**

Check out the venue – is it safe? Can they support your requirements for the age of young people, dietary needs, number of people and adults?

Visit it if you can or talk to someone who has already been.

Then:

- Hold a meeting with parents and young people to explain the details of the trip and outline the expectations of behaviour/ code of conduct and what will happen if this is broken?
- Give out information sheet – forms which need to be filled in and brought back 4 weeks before they leave.
- What are the cost implications?
- If going abroad – do they need passports, visas, are there any cultural requirements?

- What will they need to wear, take, prepare for, vaccinations?
- What will the weather be like, hot/cold?
- Are there any special requirements that need to be planned for?

### **Things to do 4 weeks before you go:**

- Collect consent forms from parents, signed, dated with any medical information (in line with data protection) You may need to list other activities on this consent form as you may need parents' permission to do these other activities.
- Ensure consent is given for photos to be taken
- Ensure you have enough staff to cover staff /child -young person ratio for country visiting and age/sex of young person.
- Ensure dietary needs and disability needs can be met
- Ensure you have a qualified First Aider available and a full and up to date First Aid box
- Ensure all Insurance is up to date for drivers and activity. (Public Liability, Personal accident, Vehicle, Breakdown)
- Check the venue- is it still safe and available?
- Ensure you have a point of contact at home for emergencies.
- Check transport is safe and available

### **Just before you leave and while you are there:**

- It is good practice to give the young person an ID card with the names of people they can contact in emergency during the night or at other times if they need to
- Check the rooms for damage before they go into them – are there the correct number of beds, are they in age groups if you take a mixed age group, are they with friends of choice?
- Get them to ring home as you arrive
- Check no smoking, no alcohol in rooms
- Have regular meetings to avoid ongoing problems with staff and young people.
- Ensure valuables are stored safely
- Ensure any medications are stored appropriately
- Have you got adequate supervision in rooming areas and during activities?
- The activities other than Angling must be age appropriate
- Ensure you have all the young person's details with you and have copies available for all staff – these should be destroyed when you return but you must emphasise confidentiality

### **When you return:**

Evaluate the trip with the young people so that you are able to improve/change the next trip.

### **Additional Guidance During Covid Restrictions:**

- **Ensure national and local restrictions are observed.**
- **Covid Risk assessment to be completed**
- **International travel to countries should be referenced and restrictions around visiting that country must be observed.**
- **People who are travelling and appear unwell should be flow tested and prevented from travelling with a positive result.**
- **Isolation if found to be positive when travelling.**