



ANGLING TRUST

Team England: Travel, Trips and Overnight Stays

Contents

1. Purpose of document	3
1. Definitions	3
2. Pre-event planning	4
3. Communication ahead of trip	4
3.1 Information parents/team members receive	4
3.2 Information England Team Managers/Angling Trust need	5
4. Accommodation	5
5. Room allocation	6
6. Best Practice for overnight stays	7
7. Emergency Contact	7
10. Supervision	9
11. Safer Recruitment	9
12. Alcohol and Code of Conduct	10
13. Transport	11
14. Safeguarding Concerns and emergency procedures	11
15. Post-event debrief and feedback	12

1. Purpose of document

Fishing trips for competitions, events and overnight stays are integral to the angling community, from recreational and club levels to international competitions.

This document aims to support Angling Trust England teams in running safe and well-structured trips and overnight stays for the angling community. It outlines best practices to meet safeguarding and health and safety standards while providing clear structure for event organisers. This document can be used by clubs, fisheries and federations as a best practice guide.

For trips, events, competitions, and overnight stays for any age group or discipline, England Teams, must conduct thorough risk assessments. These assessments should identify potential risks, account for variables that could affect safety and wellbeing, and outline appropriate precautions to mitigate harm.

Volunteers and staff in positions of authority, such as Team Managers, Assistant Managers, or event leads, must adhere to the relevant Codes of Conduct and agreements they have signed (e.g., the International Angler Agreement for Angling Trust England Teams).

Team Managers/ Event Leads should:

- Complete all relevant paperwork such as risk assessments, trip checklist, Travel Plan/itinerary and post event report
- Act as role models and set a positive example for the team
- Challenge and address any poor conduct during trips
- Raise safeguarding concerns through appropriate channels.

This document should be read in accordance with the Angling Trust Safeguarding Policies and Guidance documents that can found within the safeguarding area of our website

<https://anglingtrust.net/safeguarding/>

1. Definitions

Trip/Event:	Any activity requiring travel away from the club's premises, including training days, away fixtures, and other events.
International Competition	A trip/event that includes a match or series of matches or activities involving travel, either within or outside the country on representing an England Team.
Overnight Stay	Any event requiring participants to stay away from home for one or more nights.

The Angling Trust should be aware of all trips/events, international competitions and overnight stays that are undertaken by England Team volunteers and team members.

2. Pre-event planning

Parents/carers and team members should be consulted with early in the stages of the trip, event or overnight stay to ensure all team members and volunteers needs are considered. This will support parents/carers team members and volunteers to consider whether they are able to take part helping with selection ahead of time. It is also good practice to have briefings and ongoing meetings in the planning process and before an event, so everyone is aware of the plan and itinerary. It should always be kept in mind that it is better to not run a trip than to run a trip unsafely or without the appropriate considerations.

Some things to consider while planning a trip/event or overnight stay with Team England:

- The volunteers, team members and parents/carers available for trip, is the ratio suitable to manage the trip safely?
- 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?
- Are there any special requirements that need to be planned for?
- Are there any additional safeguarding or health and safety risk with travelling to that specific country or place?
- Begin thinking about the travel plan, travel arrangements and risk assessments
- Ensure dietary needs and disability needs can be met
- What transport is available to the venue from UK/home and then between the venue and the competitions/events?
- Define roles needed ahead of time, who is organising the accommodation, consent forms, who will be the First Aider and Welfare Officer?

3. Communication ahead of trip

There should be clear communication between England Managers, Assistant Managers and the Angling Trust and between these parties and parents and team members prior to a trip. For the organization of events or trips for junior teams (under 18's) communication should be directed to or directly include parents/guardians. Direct communication between Team England/Angling Trust volunteers and under 18 year olds is not permitted. It may also be advised that between the ages of 18-20 or even under 25 teams also involve parents due to the development stage of the team member but individual managers can decide whether they implement this.

If communicating with under 18-year-olds, via WhatsApp, email, text or Facebook messenger, the parent/guardian must be in the chat. You must not accept 1-1 messaging from an under 18-year-old through any of these mediums.

3.1 Information parents/team members receive

The England Managers/Angling Trust should provide the following information pack ahead of the trip to all team members or in the case of junior teams the parents/guardians of the team members

which includes:

- Codes of Conduct, Risk Assessments, and Consent Forms
- Safeguarding policies and procedures
- Kit and equipment list
- Details of meals and refreshments, or requirements
- Costs, payment details, and any other financial information needed
- Contact and emergency contact details for England Team volunteers and Angling Trust representatives
- Detailed itineraries and travel arrangements in the form of a Travel Plan
- Insurance details and advice regarding personal travel insurance
- Key dates outlined by which documents need to be returned by
- Supervision details and names and roles and responsibilities of staff/volunteers attending

3.2 Information England Team Managers/Angling Trust need

To safely organise a trip or event, the England Team volunteers and/or the Angling Trust will need:

- Any allergies or dietary requirements of attendees of the trip (this includes team members and volunteers)
- Any medical conditions. For advice regarding medication and medical procedures or whether anyone attending requires assistance in taking medication or additional support while on the trip. This includes both adult and junior members, disabled teams and their support, as well as volunteers.
- Any cultural/religious needs or requirements of attendees.
- Consent for activities, emergency medical treatment, and photography/filming for adult and junior members (consent for under 18-year-olds to be provided by parents/guardians).
- Any other information that may assist in keeping the team member, parent/guardian or volunteer safe.
- A returned consent form for activities, parental agreement (if appropriate), emergency medical treatment and inclusion in photography/filming for all adult and junior team members.
- Full details of the accommodation, including address, contact numbers of staff/volunteers and details of sleeping arrangements
- Details of meals and refreshments, or requirements
- The names, roles, responsibilities and contact details of staff/volunteers attending and Angling Trust staff if there are any concerns
- Details of transport arrangements in the form of a completed travel and trip checklist
- Insurance details and advice regarding personal travel insurance

4. Accommodation

Accommodation arrangements for England Teams may vary greatly but is often the most expensive aspect of organising a trip. Cutting costs by accepting unsuitable accommodation arrangements may appeal in the planning stages but may cause problems during the trip that can

just be avoided. Careful consideration should be given to ensure that no team member, parent/guardian or volunteer is put at risk or upset because of the arrangements and that parents/carers are fully aware in advance and notified if there are any significant changes to these arrangements. It may be possible in the UK for England Managers/Angling Trust to be able to visit the accommodation during the planning stages, but as much information about the accommodation will need to be gathered about it if this is not possible.

When choosing accommodation for angling trips/events and competitions the following things should be considered:

- Appropriate supervision can be maintained of juniors and or adults at risk
- The accommodation should meet basic fire and safety regulations
- Access is possible for all team members, parents/guardians, staff/volunteers, including those with mobility impairments
- There are clear policies on alcohol, adult channels, and smoking, and staff/volunteers can restrict access if needed (e.g., to a mini bar for junior team members)
- Health and safety and insurance requirements are followed
- Facility for storage of money, valuables and fishing kit
- Proximity to venues where matches or competitions will be held
- Careful considerations given to sharing accommodation with other groups that are not appropriate (discussion to be held with Angling Trust during planning process if there is a potential this might be the case)
- Availability of recreational room or facility available for team to relax
- Religious/cultural requirements of team members and staff/volunteers

5. Room allocation

The Angling Trust outline the following as must do for room allocation when taking England Teams on trips and competitions.

It is best practice for rooms to be allocated before arrival at the accommodation. This allows for any concerns to be discussed and ironed out before arrival. If there are any safeguarding or welfare concerns that are raised during the discussion of room allocation or at arrival at events, these should be discussed with the Angling Trust at a suitable time.

Event leads/organisers must consider the following:

- Junior Team members should be sharing rooms with children of a similar age to them, and of the same biological sex as them. Team members of different sexes should not share a room (unless adult partners).
- Any behavioural or historical issues team members may have between each other
- Any carers or volunteers assigned to junior members or adult team members with disabilities should have adjacent rooms, or as close together as achievable
- No adult should share a room with a child other than their own child, unless that child's parent is also sharing the room. In these cases, it may be better to have two adults sharing next door to two children (as an example)
- All rooms must be accessible in case of an emergency

- Junior team members and disabled adult rooms must be near parent/guardian/support (e.g. not on the other side of the hotel where there is not the appropriate level of supervision or oversight). This can also extend to older adult teams such as under 20 and under 25's if managers feel this is appropriate to safeguard team members.

6. Best Practice for overnight stays

To safely run trips and have overnight stays which protect all team members, volunteers and parents/guardians it is important the following best practice is followed for the Angling Trust England Teams.

- Adults should not go into a child's room apart from an emergency; if there is an emergency the adult should be accompanied by another volunteer. There may be instances where this needs to be broken such as a fire or first aid.
- The above should also be the case even if one young person was a volunteer's child, as the other children in the room need to be protected as do the volunteer.
- Adult team members should also expect their privacy with their own room and managers and volunteer should respect this, knocking and waiting to be allowed entrance into private rooms.
- Adult volunteers should be very mindful of entering the room of team members of the opposite sex and so it may be prudent to suggest meeting or speaking in communal areas/outside of rooms.
- If volunteers/staff need to collect or speak to a team member who are in their room, they should knock and wait for the door to be opened by the team member, and they should then wait for permission to enter the room. Volunteers/staff must not enter a team members room unannounced. If the volunteer/staff member is alone with a junior team member, they should stand in the doorway with the door open, rather than going into the room. This would also be good practice for adult teams to respect people's boundaries.
- Children should not enter a volunteer/staff's room. If volunteers/staff need to speak to a child confidentially, avoid using rooms for this and speak in a communal space. If a child needs to collect something, the volunteer/staff should give the child this item in a communal space in the presence of others.
- Organisers should ensure that that rooms are as close to each other as possible and not across a venue, this allows for appropriate levels of supervision.

7. Emergency Contact

For Angling Trust England Teams, there will be a home contact appointed, who will be based back in the UK/not on the trip and will should be updated if an incident or emergency occurs. This individual will then directly feed information to the Designated Safeguarding Lead if there is a concern. They should be:

- Updated regarding any last-minute changes about the trip which may cause concern
- Have a full itinerary and travel plan and have received the risk assessment before the trip
- Have the name, address and contact details for the accommodation, venues used and any competition officials
- Report safeguarding and welfare concerns to by the Volunteers, Team Members and family at

home (should they require it while they are away)

The emergency contact would usually be Steve Fitzpatrick – AT Head of Competitions - 07944 984365

You can also contact Di Murray – AT Designated Safeguarding Lead for safeguarding related concerns – 07730 765714

Please be aware the emergency contact will be available during their normal working hours. Please utilise emergency services in the country you are in for times outside of these.

8. Parental/Carer Consent and agreements

The Angling Trust, England Managers and volunteers must ensure that for all junior teams all required parental/carers consents and agreements have been received for an event, trip or overnight stay ahead of time which includes photography and filming consent as well as more general permissions for them to attend the event. Major changes to an event or trip that already has received permissions may result in new permissions being required so parents/carers can give informed consent.

Every parent/guardian for under 20 team members who attends an event, trip or overnight stay with an England Team will be required to complete and return a parental/guardian agreement to follow appropriate conduct as outlined by the Angling Trust. This will operate similarly to the International Angler Agreement and last for a year (from 1st January to 31st December). If a parent/guardian refuses to sign a parental agreement they cannot accompany their child to England Team events, competitions or trips. Managers can also share this parental/guardian agreement with team members parents, friends and other attending trips for over 20 year old teams as an outline of expected behaviour, although this does not need to be signed and returned.

During the pre-event planning stage, it will become apparent whether additional permissions or written consent are required to take children abroad without their direct parent/carers and event organisers need to be mindful of this. Where travelling abroad, certain countries have strict entry rules regarding evidence of parental permission. It is therefore important to check the entry requirements for the country that the team intend to visit well in advance. Ensuring appropriate documentation is in place prior to travelling will help to prevent any difficulties leaving England or at immigration upon arrival. Government advice is available via <https://www.gov.uk/permission-take-child-abroad>

9. Steps to follow upon arrival at accommodation/venue

When teams arrive at venues/accommodation they will likely find other teams and groups arriving at the same time, especially if this is for an international competition. Below are steps England Managers or designated volunteers should undergo for smooth arrival. These could also be agreed clearly ahead of time but there does need to be a degree of dynamism in response to concerns.

- The plan for arrival and what is happening when should be detailed in the Travel Plan briefly and discussed/reiterated shortly before arrival or at arrival in the form of a briefing.
- Undertake a briefing with all volunteers and team members regarding the expectations, emergency procedures, schedule and behavioural expectations.
- Have a clear plan as to who is organising what on arrival, who is getting the keys and signing in.

Who is supervising the team members (if this is required). Ensure team members understand where they should be when if there is free time.

- Check venue, rooms and room allocation to ensure there are no concerns. Request team members check for any existing damage and report it to the accommodation management (do the same on leaving)
- Check all doors and locks both internally and externally
- Always ensure that all members of the party have keys and/or access codes and stress the importance of keeping these safe

10. Supervision

Every event, trip, and overnight stay should consider the need to appropriately supervise in particular child participants but potentially adult participants as well (for example a solo 18-year-old on their first trip with an under 21's team abroad). Some basic rules that should be followed in order to have a safe event or trip are:

- Team members must be supervised at a level that meets their maturity and needs. Therefore, adequate rotas describing shifts for the daytime and night-time should be allocated to all appropriate staff/volunteers
- All rotas and supervision plans must be communicated to staff/volunteers and children with the relevant contact details of those staff/volunteers on duty, such as their mobile numbers. This should ideally be provided with the Travel Plan that is provided to parents ahead of time.
- There must be clear boundaries outlined regarding rules, supervisions levels, bedtimes for juniors and team meetings. If team members have free time, the supervision needs of team members should be considered according to their maturity and age.
- Only official volunteers should be utilised for planned supervision of individuals as they will have undergone the appropriate safer recruitment process. If a parent or carer is attending with their child, they should only take responsibility for their own child or children they are the designated carer for the duration of the event (a parent may be taking their own and other children away which has been agreed ahead of time).
- There must be contingencies in place for the 24/7 medical treatment of attendees outlined in the risk assessment ahead of time i.e. who is the first aider if something happens during the night at the hotel.
- There must be plans for supervision/organisation of team members if there is a fire alarm during the event or trip, especially if this is overnight. This may just utilise the accommodation's fire alarm procedure, but this should be communicated ahead of time.

11. Safer Recruitment

All England Team Managers and official volunteers, such as Assistant Managers, must complete the necessary safer recruitment checks and training through the Angling Trust before assisting with any trip, event, or overnight stay. This ensures that only appropriately vetted and qualified individuals support England Team activities.

Any adult engaged in Regulated Activity during a trip, event, or overnight stay must undergo an Angling Trust DBS check. The Angling Trust will notify volunteers if they are, or are likely to be, in Regulated Activity and will invite them to complete a DBS check as part of the Safer Recruitment

process. This may include Team Managers and volunteers of adult teams attending events alongside a junior team.

In some cases, a volunteer who is a supervising adult may not meet the criteria for Regulated Activity but may still require an Enhanced DBS check (without Barred List) or another relevant check. The Angling Trust will facilitate these checks for appropriate volunteers.

Exceptions:

- Adults attending events or trips only responsible for their own child do not require a DBS check.
- Parents supervising additional children under a private arrangement do not need a DBS check, but they assume full responsibility for that arrangement.
- If a parent/carer is also a volunteer, they must complete the relevant safer recruitment checks. For more details, please refer to our Safer Recruitment Policy.

12. Alcohol and Code of Conduct

While trips, events, and overnight stays can be exciting and are a way to build team comradery, managers, volunteers, and team members should be mindful they are still operating under the Angling Trust Code of Conduct and International Angler Agreement. The Angling Trust does not condone heavy drinking while participating in an international competition or drinking at all if under 18 and this is against the law.

This is made slightly more difficult if teams are travelling to a country where the legal drinking age is lower, however, an under 18 is still a child and will be under a duty of care of the volunteers and by extension the Angling Trust. Equally, legal drinking age in some countries may be higher such as parts of the USA being 21 and so volunteers should abide by the countries laws they are in.

Managers and volunteers need to be aware they are responsible for the team members in their care, even if they are adults and therefore, they should be mindful of their duties if there was to be an emergency. There should always be at least one sober adult volunteer to keep everyone safe.

Key Guidelines that are expected to be followed:

- Adults must never encourage or facilitate underage drinking.
- A clear distinction must be made between supervised, limited alcohol consumption (e.g., a 17-year-old having a drink with a meal) and excessive drinking that poses a risk. This should only be supervised/allowed by the parent/carer of that young person.
- No team member should ever feel pressured to consume alcohol.
- There must always be responsible, sober adults available to care for juniors in case of emergencies.
- Adults should drink responsibly and maintain professionalism at all times.
- Team members should be aware they are representing England in a sporting environment and therefore drinking may bring the sport and team into disrepute, affect their performance and potentially affect selection.

Safeguarding concerns will be managed by the Angling Trust Safeguarding Team, and serious incidents may be referred to statutory agencies. Clubs should ensure all adults understand their responsibilities and adhere to the club's code of conduct while away or at a competition.

13. Transport

Where England Team volunteers are facilitating travel arrangements for the purpose of a trip, event, or overnight stay, the following guidelines should be followed:

- The Team Manager will be responsible for all team members, volunteers, and by extension parents at all times of the trip/tour/overnight stay. This includes maintaining and managing good conduct of the team and volunteers and if needed, parents.
- Individuals who are responsible for driving should not be responsible for supervision while driving.
- During the planning phase of the event, individuals chosen to drive must have an in date driving license that has been checked that the relevant vehicles must have an in-date MOT and appropriate insurance.
- If different England Teams are travelling together, managers and volunteers are responsible for their own team members, however, may need to liaise with other team managers and volunteers to ensure correct levels of supervision and safeguarding.
- There should be sufficient and supervised stops.
- If children are being transported by parents or designated carers through private arrangements, then DBS checks will not be required and they are responsible for ensuring MOT's, licenses and insurance is in place.

14. Safeguarding Concerns and emergency procedures

Safeguarding should be top of the agenda at every event, trip and overnight stay and it is the variables at play on a trip that may increase the likelihood of a safeguarding concern or emergency happening.

As always, in the event of immediate harm, emergency services should always be contacted in the location the event is in. Which is why event organisers need to know these details ahead of time and they should be written down, especially if events are not in the UK.

Team England managers and volunteers are expected to follow the below for dealing with safeguarding concerns while away on an event or trip.

- There should be at least one designated Welfare Officer who has attended the Angling Trust's Safe Club training. This is in addition to the safeguarding training provided during a coaching course. This person will be the first point of contact for safeguarding concerns while on the trip.
- All safeguarding concerns should be shared with the Angling Trust safeguarding team as soon as possible.
- While away, managers and volunteers should decide the best course of action to immediately safeguard individuals or follow up concerns using the Angling Trust's safeguarding policies and guidance.
- Angling Trust safeguarding team should be involved in key decision making for an ongoing concern or used for advice.
- Decisions should be child and person centred, and their welfare is paramount, if key details of the event or trip need to be changed to safeguard individuals this should always be put ahead of results or competition.

15. Post-event debrief and feedback

It is important to reflect on events and trips once they have occurred to determine if things could have gone better and also to celebrate what went well. Team England managers and volunteers are expected to complete a Post Event Debrief document and return this to the Angling Trust within 14 days of returning from the trip. This allows for an opportunity to think objectively about the trip and through prompts add how you think it went. One person can be designated to fill this form in, or it can be filled in jointly with Team Manager and volunteers.

Team members of all England Teams will be sent a post event feedback survey by the Angling Trust which will allow the team members to give feedback about the event, volunteers, and other team members anonymously. Team members may then be invited to discuss individual concerns in more depth should they be suitably serious enough.

Thank you

We sincerely appreciate your time, dedication, and effort as a volunteer with the Angling Trust England Team. Your contributions are invaluable in making our competitions and trips successful, and we couldn't do it without you!

If you have any questions or concerns, please don't hesitate to reach out to the Competitions team. We're here to support you and ensure you have a smooth and enjoyable experience. Safe travels and thank you for being a part of our team!