

Guernsey Velo Club LBG

Child Travel Policy

1. Overview

- 1.1. Guernsey Velo Club LBG (“the Club”) is committed to the protection, health, safety and welfare of children and young people who participate in cycling at all levels.
- 1.2. Every child or young person (for the purposes of this Child Travel Policy this shall be defined as anyone who has not yet reached their 18th birthday) who participates in cycling should be able to take part in an enjoyable and safe environment and be protected from abuse. The Club recognises its responsibility to safeguard the welfare of children and young people by seeking to protect them from physical, sexual or emotional harm and from neglect and bullying and this extends to when travelling outside the island for cycling related matters.
- 1.3. The Club is therefore committed to ensuring a safe environment for all children and young people when travelling outside of the island, and this policy should therefore be viewed alongside the Guernsey Velo Club LBG Safeguarding Policy.

2. Key Considerations

- 2.1. There are a number of key considerations prior to an off-island trip being sanctioned by both the Board and the Club Welfare Officer. These include, but are not limited to, the following:
- 2.2. Consent forms:
 - A trip will not include any child or young person for whom the Club does not have a fully completed and signed parental consent form, which shall include relevant medical information. Such form shall be kept safely in line with data protection legislation.
- 2.3. Club representatives:
 - At least two Board appointed Club representatives (“Agents”) shall be present regardless of the number of children and young people on the trip, subject to a minimum of one Agent to every eight children on the trip. For groups of children consisting of one gender, there should be at least one Agent of that gender on the trip, and for mixed-gender groups there should be at least one male and one female Agent. The final number of approved Agents on the trip shall be determined by the Safeguarding Risk

Assessment. The Board shall designate one of these Agents as the trip leader (the “Lead Agent”)

2.4. Safeguarding qualifications

- All Agents on a trip shall have a valid DBS, have completed relevant safeguarding children training and be familiar with all procedures associated with the trip. The Board shall designate one of these Agents as the trip Welfare Agent (the “Welfare Agent”)

2.5. Emergency first aid:

- At least one of the Agents shall be a qualified first aider, and a full and up to date first aid box on any off-island trip. Consent forms shall be reviewed prior to any trip and relevant measures taken to ensure all participants with known medical conditions are contacted with regards to taking the required medication on the trip and to ensure the Agent(s) are away of how to deal with any situation arising therefrom.

2.6. Home Contact:

- A member of the Board or Committee located on the island for the duration of the trip (the “Home Contact”) shall be appointed by the Board as a point of contact for emergencies. The Home Contact will be provided with all trip details, documents and a copy of the Club’s Emergency Action Plan and Guidance for Trip Emergencies (*see Appendix 5*)

2.7. Insurance:

- An off-island trip shall only be considered if the Club retains valid public liability, personal accident and travel insurance policies.

2.8. Accommodation:

- The following items should be considered when selecting accommodation:
 - o Proximity to venue(s) visiting;
 - o Overnight security arrangements;
 - o Safe storage for valuables/bikes;
 - o Whether all rooms are on the same floor/vicinity;
 - o Whether all bathrooms are en-suite;
 - o Whether rooms are non-smoking;
 - o Whether access to mini-bars and/or inappropriate movies can be restricted;
 - o Whether the hotel can cater for any dietary needs; and
 - o Hotel rating.

- It is the policy of the Club only to use licensed accommodation on trips and stay with host families.

3. Planning a Trip

3.1. The designation Lead Agent should carry out an adequate risk assessment to assess any potential hazards and how they can be mitigated (*a Travel Policy Risk Assessment template is contained in Appendix 1*). This will include, but not be limited to, the following matters:

- Travel to and from the destination;
- Localised travel while at the destination;
- Accommodation;
- Medical needs;
- Types of activities;
- Likely weather conditions;
- Emergency procedures;
- Agent ratios; and
- Overnight supervision (in the event of an overnight stay).

3.2. If the event being attended is not sanctioned by British Cycling or Cycling Time Trials (or equivalent foreign federation), then a copy of the venue risk assessment should be obtained before the trip.

3.3. The Lead Agent should ensure that all details of the trip are communicated to Club members well in advance of the trip, including details of expected financial contributions from parents/carers towards the trip cost, kit requirements and if the child is expected to wear any Club branded clothing throughout the trip.

3.4. Information packs (*see Trip Information Pack template in Appendix 2*) should be distributed in advance of the trip to parents/carers, all Agents going on the trip and the Home Contact. An information evening may be arranged to answer any questions the parents/carers may have, and allow them to give informed consent for their child to take part in the trip.

3.5. Consent forms (*a template consent form is contained in Appendix 3*) must be obtained from all parents/carers and should contain, but not be limited to, the following:

- Contact details for the parent/carer;
- Child's full name;
- Child's date of birth;
- Medical information including directions on any medications to be taken, and whether the child or Agent should administer this;
- Allergy information;
- Dietary requirements;

- Disabilities;
- Any behavioural or additional support needs;
- Consent for the child to receive emergency treatment if required (in hospital AND from an Agent if required); and
- Any other information the parent deems relevant.

The form should also contain any relevant disclaimers required, for example:

- Loss or damage responsibility;
- Consent for photos/videos to be taken and used;
- Consent for the child to take part in the activities planned;
- Consent for the child to participate in any non-sporting activities e.g., swimming, shopping; and
- Understanding that the parent/carer must contact the club with any changes to medical information.

3.6. Children should be prepared in advance for what the trip will entail, to ensure they are happy and comfortable with what is expected of them. They should be given the opportunity to voice any concerns well in advance of the trip commencing. Children should be informed of the following information as a starting point:

- Dates of visit;
- Full itinerary (including all activities, locations, timings etc);
- Details of sleeping arrangements/room allocations;
- Who the Trip Leader and Welfare Agent will be (so they are aware of who to speak to with any concerns);
- What to do in an emergency;
- What will be done in the event of travel delays;
- What to do if separated from the group during the trip;
- Transport arrangements;
- Provisions for any medical issues or disabilities if relevant; and
- Standards of behaviour expected on the trip (e.g., alcohol, smoking, sexual behaviour, damage to property, safety while travelling, and general group discipline including consequences of breaking rules).

3.7. When allocating rooms, the following should be taken into consideration:

- Age and gender of any children who are sharing rooms;
- Any historical issues between children who are sharing rooms;
- No adult should share a room with a child (unless the adult is their parent/carer); and
- Agent rooms should be spread out throughout the vicinity to ensure all children's rooms are in close proximity to an Agent.

3.8. Some trips may involve mixed-age groups e.g., some over-18s and some under-18s in attendance. Consideration should be taken for any extra duty of

care required for participants under 18, and separate plans or requirements may need to be put in place. No adult and child should share a room if the trip involves an overnight stay. Any extra precautions should be planned well in advance of the trip, and parents/carers and children should be made aware of this in the information pack and before joining the trip.

- 3.9. The Trip Leader should create an electronic communication group (e.g. WhatsApp group, SportMember event chat etc.) for communication with all parents/carers and the Home Contact.

4. During the Trip

- 4.1. At the start of the trip children should be given their own information pack containing (at a minimum) all relevant contact phone numbers and addresses as detailed in the 'Planning a Trip' section. The rules of the trip should be reiterated on the day of the trip commencing, including any procedures that must be followed (e.g., in the event of being separated from the group). Standard of behaviour expected should also be clearly stated.
- 4.2. Once the trip has commenced, children must be kept informed of the itinerary each day, as well as any last-minute changes to this itinerary as and when they occur.
- 4.3. The Trip Leader should ensure that the parents/carers are kept updated in a timely manner with any relevant or agreed information.
- 4.4. On arrival at the place of accommodation, the Trip Leader should carry out checks on the building/rooms to ensure they are safe and all identified risks are mitigated. On departure, the Trip Leader is advised to carry out a check of rooms to ensure no damage has occurred.
- 4.5. Throughout the trip, the Trip Leader should carry out the following checks/safety measures where necessary:
- A headcount of children (and Agents) should be carried out before leaving accommodation and any venue, as well as when boarding/disembarking any form of transport e.g., buses, trains;
 - Children should NOT wear name badges during the trip, or any clothing with their name on;
 - It may be preferable for children (and Agents) to wear the club kit or uniform while out and about during the trip. This will make them easy to identify in a busy area; and
 - The Trip Leader (or allocated Agent) should ensure that all children are accounted for within their accommodation at 'lights out' time, and that they are in the rooms allocated to them. They should also undertake a final security check (e.g., doors, windows) before retiring for the night.

- 4.6. There should be a plan in place relating to overnight supervision when staying in accommodation, including an Agent being available for emergencies or issues that may occur during the night. This may be carried out by Agents on a 'rota' basis if necessary. The children should be made aware each day of who the allocated Agent is for that night.
- 4.7. Agents may wish to drink alcohol in the evenings, once the children are in bed. Serious consideration should be given before drinking any alcohol, and if alcohol is consumed, Agents should be sensible and responsible with their consumption. At least one Agent should be nominated to refrain from drinking, in case of any issues arising (which may require decisive action or the ability to drive in an emergency). Any Agent allocated for overnight supervision should refrain from drinking. If there are only two Agents on the trip, it is strongly advisable that neither of them drink alcohol.
- 4.8. Agents should ensure they check on children who are taking any medication (if not being administered by an Agent), to confirm this has been taken correctly, and that there are no issues. Children with other medical needs or disabilities should also be monitored to confirm they are not experiencing any issues or difficulties.
- 4.9. If anybody on the trip sustains an injury, the Trip Leader should ensure that the proper procedure is followed. This includes filling out an Incident Report Form, and passing it to the Club Welfare Officer. If a child sustains an injury, their parent/carer must be informed as soon as possible. However, it must be ensured that all information given is correct and delivered in a responsible way, so as not to cause unnecessary alarm (*an Incident Report Form template is contained in Appendix 4*).

5. Emergencies

- 5.1. In the event of an emergency, it is important to ensure that all children remain supervised at all times. The following should be carried out by the Trip Leader (or allocated Agent):
- Identify if any children or Agents are hurt and their immediate medical requirements;
 - Contact the emergency services if necessary;
 - Ensure any child going to hospital is accompanied by an Agent (of the same gender if possible);
 - Inform parents/carers of the situation as soon as possible (via the Home Contact);
 - Inform the Club of the situation as soon as possible (via the Home Contact);
 - Report the incident to the insurance company if required (via the Home Contact); and
 - Complete an Incident Report Form.

5.2. In the event of a child having to return home before the end of the trip (due to injury, illness, family emergency etc.), arrangements must be agreed with the parent/carer before the child commences travel, including a pick-up time and location on their return home. If it is possible for an Agent to accompany the child home without jeopardising safeguarding requirements for the rest of the trip, this option is preferable. If not possible, supervision of the child must be maintained as far as possible e.g., to the departure gate of the airport. It is important to ensure an adequate Agent-to-child ratio is maintained with the remaining children on the trip while repatriation is being carried out.

6. After the Trip

6.1. A pick-up time and location should have been arranged prior to the trip commencing. A pick-up time and location should have been arranged prior to the trip commencing. The Trip Leader should ensure that all children have a parent/carer collecting them, and should stay at the arrival location until all children have been collected. In the instance that children are making their own way home, the Trip Leader should have verbal or written consent from a parent/carer to allow the child to do this.

6.2. Any Incident Report Forms completed during the trip should be passed to the Club's Safety and Welfare Officers.

6.3. An evaluation meeting should be held in order to assess what aspects of the trip were successful, and if anything was unsuccessful. This will allow any relevant changes to be made to policies, procedures, accommodation used etc. Any updates to policies or procedures must be made before any future trips are undertaken.

Approved by the Board
5 February 2024

APPENDIX 1

TRAVEL POLICY RISK ASSESSMENT



TRIP DETAILS	
TRIP DATE(S)	

[illegible]

APPENDIX 2
TRIP INFORMATION PACK



ITEM	TICK ONCE COMPLETE
Location of visit	
Departure and return dates	
List of Agents accompanying the trip, their qualifications and their roles (e.g., Team Leader)	
Contact information for all Agents on the trip	
Name and contact information of Home Agent	
Safeguarding Policy	
Insurance Details	
Transport Arrangements	
Full Itinerary (including locations, activities and timings)	
Expected Cost to Parents/Carers	
Clothing Requirements (e.g., kit and suggestions of what to pack)	
Standards of Behaviour Expected from Children on Trip	
Contact Details of Venues and Accommodation	
Details of Sleeping Arrangements/Room Allocations	
Emergency Procedures	
Contact Details of Hospitals/Emergency Services etc.	
Travel Delay Plans	
Repatriation Procedures (including responsibility of costs)	

**APPENDIX 3
TRIP CONSENT FORM**



Trip Details/Dates:

Name of ChildDOB.....

Home Address.....

.....

EMERGENCY CONTACT

Name Relationship to Child

Mobile Tel No: Work Tel No:

Home Tel No:

MEDICAL INFORMATION

Does your child have any medical conditions? YES / NO

Details:

.....

Does your child take any medication for their condition? YES / NO

Details (including type, required dose, when taken):

.....

.....

.....

Is your child able to administer this medication themselves? YES / NO

If 'NO', is permission given for a staff member (First Aid qualified) to administer this? YES / NO

Does your child have any allergies? YES / NO

Details:

.....

Does your child have any dietary requirements? YES / NO

Details:

.....

Does your child have any disabilities? YES / NO

Details:

.....

Are there any other conditions or needs that you feel we should be aware of? YES / NO

(eg. behavioural or mental health issues, toileting needs, additional support needs)

Details:

.....
.....

Please provide any other information you feel is relevant:

.....
.....
.....

I understand that it is my responsibility to inform the club of any changes to the above information BEFORE the trip commences YES / NO

CONSENT

I consent to photos/videos being taken of my child which may be used by the club in future eg. social media YES / NO

I consent for my child to take part in the sporting activities planned YES / NO

I consent for my child to take part in non-sporting activities eg. shopping trips, museum visits YES / NO

I consent to my child receiving emergency medical treatment if required (in hospital/doctor's surgery or by a qualified staff member if deemed necessary) YES / NO

If there are any medical treatments you do NOT give consent for, please state these below:

.....
.....

AGREEMENTS

I agree to take responsibility for costs incurred in the event of emergency repatriation of my child YES / NO

I agree to take responsibility for the cost of any loss or damage incurred by my child YES / NO

I agree to pick up/drop off my child at the agreed times and locations YES / NO

Signature: Printed Name:

Date:

Please complete and return this form to the club by the following date - [insert date here]

APPENDIX 4 INCIDENT REPORT FORM



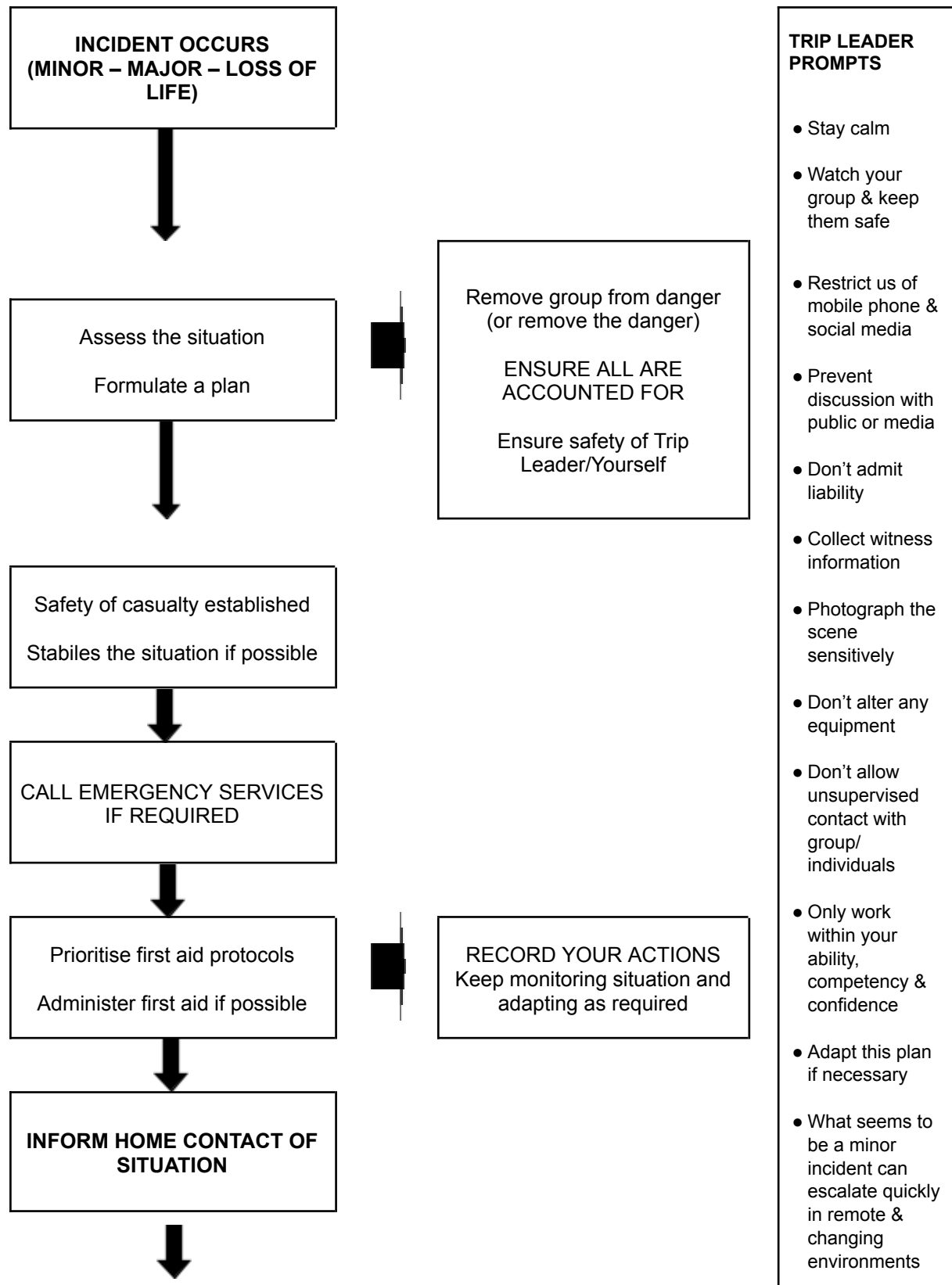
This form should be completed where injury, illness or property damage has been sustained by any party during a recognised Guernsey Velo Club event or activity, including formally organised and registered events, club activities and all coaching, training, ride leading and instructing, and off-island trips. It should also be used to report incidents that did not result in injury, illness, or damage – but had the potential to do so.

The form should be completed by an appropriate person, normally the organiser of an event or activity, but may also be completed by an appointed Chief Commissaire or Referee, Event Safety Officer, Coach, Ride Leader, Cycle Training Instructor, Trip Leader or other appropriate club or event official.

Day & Date of Incident :		Time :	
Name & Type of Event / Activity : <i>(please include Event URN)</i>		Event URN :	
Incident Location / Venue : <i>(include address & postcode if possible)</i>			
Name of Organiser :			
Name & Role of (where applicable) Other Responsible Official :			
What Happened ? <i>(please provide a factual account of the incident)</i>			

Who was involved ? What injuries / illness were suffered ? What property was damaged ? <i>(further details can be provided on a separate sheet if necessary)</i>			
Full Name :		Involved as :	
Email / Tel :		Member No :	
Injury (or illness) :		Property Damage :	
First Aid Treatment Provided : <i>(state if 'none given' / 'refused')</i> / Referred to : / Recommendations :			
Full Name :		Involved as :	
Email / Tel :		Member No :	
Injury (or illness) :		Property Damage :	
First Aid Treatment Provided : <i>(state if 'none given' / 'refused')</i> / Referred to : / Recommendations :			

APPENDIX 5 GUIDANCE ON TRIP EMERGENCIES



POST INCIDENT:

- Continued contact as necessary;
- Trip Leader, other Agent(s) and child debrief and review; and
- Review policies, implement any actions or changes

APPENDIX 5
FIELD NOTES AND RECORD SHEET FOR INCIDENTS

When	Who	What	Where	Useful numbers:
				Home contact: Other Agents: Providers: Local Emergency Services: Other:
When notifying Home Contact they need to know: <ul style="list-style-type: none"> • What happened? Where it happened? When it happened? • Who was involved/injured? • Name of all involved? Action taken so far? Agree further actions and contact number/procedure 				

APPENDIX 5

GUIDANCE FOR HOME CONTACTS

Actions that should be considered by Home Contact in the event of an emergency:

- Record the telephone number of the Trip Leader and alternative contacts if not already accessible. Note down the following:
 - What happened;
 - To whom;
 - Where;
 - When;
 - What has happened since the incident; and
 - Agree possible actions (including contact procedures).
- Inform the Club President or other Director of the relevant details AS SOON AS POSSIBLE;
- If agreed or as necessary, implement any Emergency Action Plans;
- Parents/carers of any injured child/ren must be informed as priority, with other parents/carers contacted with any outcomes affecting them or their child (e.g., significant itinerary changes);
- If necessary, assistance should be given to transport parents to their injured child if required (e.g., liaising with insurance company to arrange);
- Do not discuss any incidents or matters with the media if contacted;
- Remind the Trip Leader to:
 - Stay calm and work within their ability;
 - Ensure everyone is accounted for and safe;
 - Remove the group from danger (or remove the danger);
 - Prioritise First Aid if required;
 - Try and obtain witness information/contacts;
 - Photograph the scene sensitively if required;
 - Monitor the situation and adapt as needed; and
 - Record actions.

The Home Contact should have the information pack with them at all times to ensure they have any information they need in the event of an incident.