



SPORT INTEGRITY  
AUSTRALIA

Safeguarding  
in Sport

# Organising Day Trips Involving Children and Young People in Sport

AUGUST 2023



Day trips to train or compete can be a great part of a child or young person's sporting journey, but they can also raise additional logistical and safety challenges for sporting organisations to keep children and young people safe.

This document outlines the safeguarding practices that should be implemented by organisations when organising day trips involving children and young people. It only includes information for day trips. Information regarding overnight stays can be found in the guidelines for [Events Involving Overnight Stays](#).

For the purpose of this document, the reference to children and young people refers to any person under the age of 18.



## Day Trip Arrangements

When organising day trips involving children and young people, arrangements should be finalised as early as possible to allow adequate time to communicate with parents/carers. The arrangements sports need to know in advance of the event include:

- Competition or event being held
- Date and time of the event or competition
- Venue location and facilities
- Allocated facilities for club/organisation use (e.g. changerooms, marquee, etc)
- Kit and clothing required
- Equipment required
- Food and Drink required and/or available
- Photography or videography occurring



## Transport Arrangements

Once arrangements are locked in, transport arrangements should be made and provided to parents/carers as part of their consent forms. The club/sporting organisation needs to confirm the following details:

- Type of transportation
- Reason for the journey (event or competition)
- Route to be followed, including any stops or side trips
- Pick-up and drop-off places and times
- Adults who will be present during the journey (including confirmation of WWCC (or equivalent))
- Contact person and contact phone number

Any transport being provided should also meet the expectations required of clubs/organisations transporting children and young people, as outlined in the guidelines for [Transporting Children and Young People in Sport](#).

## Staffing and Supervision Arrangements

The ratio of staff and supervisors to children and young people should be considered when planning for a day trip to ensure ample supervision of children and young people. The inclusion of staff meal breaks, or 'down time' should be factored in when the required number of staff and supervisors is being considered.

There should also be contingencies in place to adequately supervise all remaining children/young people if a supervisor is required to transport and stay with a child/young person who is ill or injured and receiving medical treatment.

All staff and supervisions should meet the following criteria:

- Have been vetted and have a valid Working with Children Check (or equivalent)
- Are gender appropriate to the children and young people they are supervising
- Are suitably accredited – including first aid training and specialist care training as required

Once staff and supervisors have been arranged, responsibilities should be delegated and thoroughly briefed to them to ensure all staff and supervisors are aware of their responsibilities on the day.

Staffing and supervision arrangements should take into account the requirements to supervise all children and young people present at the event that they are responsible for, including in areas such as changing rooms (if being used) and canteen areas.



## Emergency Procedures

Emergency procedures should be established prior to the day trip to ensure the safety of everyone from the club/organisation attending. This should include:

- The availability of suitable first aid at the event
- The availability of pre-vetted, suitable stand-in supervisors, should someone have to attend to an emergency
- The nearest hospital and medical centre to the event
- Storage procedures for emergency medicines at the event
- Reporting procedures for emergencies, breaches of child safety, and complaints

Once attendees have been confirmed, clubs should also request emergency contact details and medical information (including required medications) from all attendees as part of their consent.

## Insurance

All insurances should be checked to ensure they are up-to-date and provide adequate cover of attendees and any additional liabilities. This includes insurance on any vehicles being used to transport children and young people.

## Photography of Children and Young People

The club/organisation should be aware of the presence of photographers or videographers at the event. If any photographer or videographer will be present, it is crucial that the club/organisation provide this information to parents/carers and request their permission for the child/young person to be photographed. Ideally, this person should be easily identified, with their credentials worn visibly, and identifying clothing, such as a high visibility vest or shirt with "event photographer" written on it.

Should there be anyone in attendance who does not give permission to be photographed, the club/organisation should put in place a process to identify these individuals on the day (e.g. give all children and young people who don't wish to be photographed a certain colour wristband to wear throughout the day). Event organisers and photographers/videographers must be made aware of this.

Any photography of any children and young people should also meet the expectations for Photographing Children and Young People set out in the Child/Young Person Safe Practices.



## Communication with Parents and Carers

Once all arrangements have been made and confirmed, parents should be communicated with to ensure they are fully informed when consenting to their child's attendance at the day trip or event. This communication should include:

- Competition details and cost
- Destination and venues
- Drop-off and pick-up times and locations
- Transport details including responsible supervisors
- Kit and clothing required
- Food and drinks required
- Equipment required
- Number of staff/supervisors in attendance
- Contact details of supervisor
- Process for parent/caregiver contacting officials or child/young person and vice versa
- Consent forms (including photography/filming consent if required)
- Medical Form to be completed including medication requirements

A day trip consent form template is available for your sporting organisation to use as a starting point when communicating with parents/carers for upcoming day trips.





## On the day

When arriving at the venue, staff/supervisors should set up all areas assigned for club/organisation use, including visible signage to associate the area with the club/organisation and checking toilets and changing rooms (if being used) are open and accessible. Attendees should also be provided with water, sunscreen, and information about the event.

## Briefing staff and supervisors

On arrival, staff and supervisors should be briefed on the following:

- Their roles and responsibilities
- Supervision ratios and any group control measures (e.g. buddy systems)
- The need to be always visible while on duty by the wearing of the allocated clothing and/or accreditation
- Timetable of the event/activity and a plan of the venue
- Procedure in case of an emergency, including a contact person and number
- Access to a working mobile phone (or two-way radio) and key contacts
- Requirements of supervision around car parks, roads, toilets, changing rooms or any other identified areas
- Potential hazards associated with the site
- Information on how to respond to suspicious behaviour by members of the public or staff/volunteers
- Information on how to make a report to the club/organisation
- Provide and outline the Code of Conduct for the event including not consuming alcohol or smoking, even though members of the public may smoke or consume alcohol (in designated areas)
- Lost/missing child or young person procedure
- Break and meal arrangements



## Briefing children and young people

On arrival, children and young people should be briefed on the following:

- The club/organisations designated area at the venue
- Where key facilities are on-site
- Any potential hazards associated with the site – including areas that are off-limits
- Requirements for moving around the venue. (e.g. being in groups of 2 or 3 (buddy system))
- What to do if they get lost or separated from their group
- Their timetable for the day including arrival, departure, meeting times, any free time and event/activity times
- Reminding children and young people to take extra care of personal belongings, particularly any valuables such as mobile phones
- Group discussion and agreement on standards of behaviour expected when representing their sport, club, school or region, and potential consequences of breaches. This may simply be reinforcing what they have already agreed to
- Reminding children and young people to be aware of people they may not know given they are in an unfamiliar place
- What to do if they are concerned about someone's behaviour, including peer or adult behaviour
- Who to speak to if they have any concerns

## Post Event

After the event is complete, the trip should be evaluated, and any future changes should be recommended. This includes seeking feedback from children and young people, and staff, volunteers, and supervisors, as well as reviewing any complaints/emergencies/safeguarding concerns from the event. It is also important to monitor social media sites after the event to ensure all photographs/ posts are appropriate.

## Contact us

To enquire, provide feedback or reproduce the contents of the document please contact:

### **Sport Integrity Australia Safeguarding**

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