



Swad Arrows Ski Club

Organising Safe Trips Away

Safeguarding children on trips away is of paramount importance; including clear boundaries and good practice to reduce the risk of problems while on trips away.

We follow Snowsports England guidance on organising safe trips away as set out in this policy document. Swad Arrows Ski Club will establish from the onset whether this is a club trip, or a holiday with like-minded friends from Swad Arrows Ski Club.

If it is a club trip, the club will have responsibility for safeguarding all children attending.

The criteria in this guidance will be used to assess whether a trip being organised is the responsibility of the club or independent to the club.

If there is any doubt, the club will make and communicate a statement saying they are not making any arrangements for ski trips/race training/holidays this year and any arrangements being made are not the responsibility of the club.

Is the Club organising the trip?

If the club organises the trip, it is responsible for the organisation, risk assessment, safeguarding of children and young people and the responsibilities associated with the trip – or at the very least has some responsibility for certain aspects of the trip.

The club is deemed to be organising the trip if any of the following occur:

- someone from the club e-mailed/contacted members asking who is interested in going on the trip, using contacts they have obtained from the club database or from previous emails/contacts they have received from club officials.
- a coach, committee member or official asked members if they want to participate.
- one of your coaches, or a coach organised by the club, is going to be coaching or leading children or young people whilst away.
- someone at the club arranged the accommodation, room allocation or travel arrangements.
- it is a race training trip or preparation for a competition.

Is the trip being organised totally independently of the Club?

The trip is a private arrangement if all the following occur:

- the club Committee had no involvement in the organisation of the trip.
- it is not a coach organising the trip.
- the person organising the trip has just asked a few people/friends to come and not opened it up as a general invitation to club members, or certain groups at the club.
- everyone has made their own travel arrangements to get there and back.
- everyone has made their own arrangements for accommodation.
- any coach who happens to be going will not be acting in any way as a coach on the trip (e.g., leading, instructing, helping racers in the gate or with course inspection etc) – unless it is

clear to all concerned this is a private arrangement between the coach and a family / family.

Why does it matter?

To have a safe trip and ensure children are safeguarded it is really important everyone knows who is responsible for your children and where the responsibilities start and finish. This avoids any potential confusion and safeguards children and/or club officials who might be in attendance in either a club or non-club capacity.

We will be clear on whether any trip is a club organised trip either completely or in part, or a group of friends going on holiday together.

We will make sure everyone knows including parents and most importantly, the children.

If it is a not a club trip, the club will not be involved in any aspects of the organisation, and it is up to parents, guardians, and families to make their own arrangements among friends.

The following information is only applicable if the club has any responsibility for any aspects of the trip.

Guidance When Organising A Club Trip

Parents can be a great support on away trips. It can however be confusing for children to know who is responsible for them. Where no parents are accompanying the trip, this becomes clearer.

The club trip may be a training or competition camp where club volunteers ensure children are looked after and with someone appointed to take care of their welfare. Children know the coaches are responsible for them and they should do as they are asked (assuming it is a reasonable request). The coaches or volunteers are responsible for the children on the mountain, at lunch, off the mountain, in the evenings and at bedtimes. Misunderstandings are rare and everyone knows what is required of them. However, within snowsport, club trips often include parents accompanying their children and either participating in training themselves or having a "holiday" whilst their children are receiving training. Boundaries must be very clearly set and abided by.

The clubs Codes of Conduct and rules for coaches, volunteers, children, and parents and all should sign and abide by them.

Where necessary the clubs will produce a separate Code of Conduct for the trip, to outline the rules and behaviour required whilst away.

Club volunteers must be made aware of the need to act professionally at all times. A club trip will have periods where volunteers are "off duty" but they must be mindful that they are still the official, and not the child's friend. Informal settings can create environments where abuse can occur under the guise of getting to know the children or enjoying down-time with them or having a laugh with them. Abusive signs and indicators can be harder to spot in these situations.

Things that will be considered when organising a Club Trip

- staffing for the trip.
- travel arrangements for getting to the resort.
- flight ratios and appropriate paperwork for travel consent.
- getting the children to and from the ski area.
- licences and driving experience, local bus times.
- arrangements for lunch.
- allergies and food intolerances.
- sick children.
- accommodation arrangements.
- who is responsible for the children when they are not taking part in snowsport activities?

- allowing the coaches down time in the evening (i.e. ensure other volunteers are able to look after the children at least for some of the time during the evening)
- if you allow unaccompanied children, who will be responsible for them off the mountain?
- your club's practice, including photography and use of social media.
- protocols and payment agreed prior to travel.

a) Staffing for the trip

- ensure there are adequate volunteers on the trip to look after the children.
- ensure there are an adequate number of coaches so children can be split into appropriate groups, as advised by the head coach.
- ensure the coaches you are using are appropriately qualified and insured to coach on snow.
- a designated Welfare Officer or House Parent will be present.
- any parents that are officially recognised as club officials for the trip to help must undergo the usual recruitment checks including DBS and references.
- parents will not look after other people's children whilst away on the trip unless it is an emergency. In this situation, we will review practice afterwards and reflect on whether more volunteers should have been present.

b) Travel Arrangements

- a risk assessment will be completed for the chosen method of travel.
- travel arrangements will comply with the club transport policy.
- where parents are also going on the trip, they will be responsible for making their own travel arrangements for their children and the club will not then be involved in this aspect.
- Snowsport England does not recommend the club arrange transport in private vehicles, with coaches and club volunteers taking other people's children in their own vehicle.
- if travel arrangements are made in private vehicles, it is the club's responsibility to ensure (where appropriate) or consider:
 - anyone covered by these arrangements has a roadworthy vehicle they hold adequate insurance for this (taking passengers abroad) they have a clean driving licence.
 - if they have Penalty Points or other driving convictions a risk assessment must be done.
 - driver/s have adequate breaks you consider whether they need a DBS as they will be "Driving a vehicle for children" that drivers abide by the laws of the countries they are driving in, e.g., breathalyser kits, hazard warning triangle, high viz waistcoats, GB sticker, snow chains, using headlamp beam deflectors etc where applicable.
 - ideally having 2 adults (18+, preferably a female and male if children of both genders present) in each vehicle.
 - ensure one adult and one unrelated child never share a vehicle without anybody else present, i.e. there should be at least two children with one adult.

This list is not exhaustive.

- if travelling by minibus, ensure you abide by the UK law and by the laws of the countries you are travelling through.

c) Getting Children to and from the ski area

- if this is by public transport, ensure this can be done safely and children are appropriately supervised.
- if this is by minibus, private cars, or club official's cars.
- if the children can ski to and from the hill, consider appropriate arrangements.
- if the club decides parents are allowed to take their children away from the bottom of the ski lift, the coaches or a responsible adult is responsible for the children until they are all collected.
- always make it very clear to parents the arrangements for dropping off and picking up their children and always have a back-up plan in case they do not arrive.

d) Arrangements for lunch

- arrangements must be pre-agreed.
- coaches/club volunteers will usually be responsible for the children during the lunch break if lunch is taken on the mountain.
- make sure you communicate with parents about lunch arrangements and any allergies, this involves having the parent's contact details for each child you are responsible for, and these must be obtained before the trip and circulated confidentially to volunteers who need the information.
- parents must not be tempted to take their children off for one or two runs during the lunch break. It is important for the children to have a rest no matter how much energy they appear to have, and coaches must always know where the children are, so this will be at the coaches' discretion.
- if lunch is taken back at the accommodation, the same arrangements should be made as above (Getting Children to and from the ski area).

e) On the Mountain

- club volunteers will be responsible for the children whilst on the mountain.
- the club must ensure there are enough coaches present and this will depend on the age, abilities present, and other factors.
- the club must ensure coaches have all medical details for the children in their care, including dietary restrictions.
- the club must ensure coaches have emergency contact details for parents.
- the club must ensure all children have adequate travel insurance cover, including race cover, off piste where applicable.
- the club must ensure they have emergency travel insurance details/EHIC or GHIC/copies of passport etc with them (where applicable).
- the above information will be held onto a spreadsheet and is made accessible (e.g., on a shared drive), in confidence, to all club volunteers who may need it during the trip. Once over the information will be deleted.
- coaches or other club volunteers should not take a lone child away from the rest of the group except in the case of injury or an emergency or as part of the agreed coaching plan.
- ensure children are using the lifts safely.
- coaches should be mindful if sharing a lift with a lone child they coach. If it is not possible to avoid this, they should ensure on the next occasion it is a different child.
- where possible have radio links to ask for help or to arrange for parents to collect children if they are tired.
- if children are being met by parents after coaching, wait for the parents or guardians to arrive.

f) Sick children

- the club must adequately supervise a child who is not able to take part due to illness or injury.
- the club will have a child welfare officer or house parent present and if the child needs to remain at the accommodation, they must remain with them. This person will have been appropriately recruited for the role including DBS disclosure and references.
- if they need to enter the child's room ideally another adult will be present and wait by the door, but it should be accepted this might not be possible during the day due to volunteer numbers.
- if entering the child's room, ensure the door is propped open whilst the adult is in the room with the child.
- if the child's parents are present, it may be appropriate for them to look after their own child. However once other children are back from the mountain the rules concerning parents not entering bedrooms must be applied or the child/other child moved.
- another parent will not be allowed to look after an unrelated sick child unless they are in an official volunteering role and have been subject to the club's recruitment checks including DBS disclosure.
- the role of the house parent must be explained to the volunteer before the trip. Many think they will be able to ski/board in the day and are not prepared when asked to remain at the accommodation with a child.

g) Accommodation arrangements

If the club has made the accommodation arrangements, care will be taken over the rooming allocations.

- boys should share with boys, and ideally of approximately the same age.
- girls should share with girls, and ideally of approximately the same age.
- boys must not enter the rooms of girls.
- girls must not enter the rooms of boys.
- parents must not enter the bedroom if their child is sharing with other children.
- children should only socialise in the communal areas and not in their rooms.
- rooms should be for rest and sleep.
- coaches, CWOs, club officials should not enter the children's rooms unless absolutely necessary, and then they should go in in pairs. There should ideally be at least one adult of the same gender as the children (except in cases of emergency).
- evening patrol: two club officials should check the children are quiet. Always work in pairs to safeguard yourself from potential misunderstandings or allegations. Whilst unfounded allegations are rare, best practice is not to put yourself in any situation where they could occur.
- club volunteers should stipulate bedtime.
- consider having a "no social media after 9/10pm policy". This may involve children having to hand in their devices but encourages children to get a good night's sleep and helps ensure bullying does not take place late at night. Some clubs have this policy, whilst others are wary of doing so in case of loss of the children's expensive phones.
- under 18s should not share with over 18s.
- club volunteers must never share with children, even if the volunteer is under 18 themselves.

h) Who is responsible for the children when they are not taking part in snowsport activities?

- if the club has made all the arrangements, the club will be responsible for children in the evenings.
- if all parents are in the resort, the club and parents might agree that the parents have responsibility for their children for 2 or 3 hours in the evening. This must, however, be agreed before the camp.
- if parents look after their own children in the evening, there should be a formal hand over of the children at an agreed time, and it should be made clear to parents and children the responsibility has been handed over to the parents. The club should stipulate the time the children need to be returned and a club member should ensure they record the children have returned.
- the system can be complicated if there are unaccompanied children. If there are, and they are the club's responsibility, many more safeguards need to be put in place and other children's parents must ensure they do not compromise the safety of unaccompanied children by entering their rooms etc.
- if swimming, the club must ensure they know the capabilities of the children in the pool and there must be either a lifeguard present, or suitably qualified people responsible for the children in the pool.
- coaches/officials must not get changed in the same changing room at the same time as the children.
- it is recommended all individuals use separate changing cubicles where provided.
- in some countries, it is customary practice for adults to be naked in the sauna; coaches/officials MUST NOT do this with U18s present.
- at any one time there must be a nominated club official in a position of responsibility who must refrain from alcohol in case of emergency.
- if you allow club officials to drink alcohol, they should ensure they drink alcohol in moderation where U18s are present, e.g. a beer or glass of wine with a meal (whilst ensuring at least one person refrains from all alcohol).
- make sure whoever is supervising the children in the evenings knows about allergies and other conditions.

- if some children go to an activity and others stay at the accommodation there must be adequate volunteers to supervise them, without asking parents to help unless it is just to look after their own children – never ask parents to look after other people's children unless they are officially volunteering and have been subject to the club's recruitment checks (as before).
- transporting children to and from activities requires the same safeguards as above.

i) If the club allows unaccompanied children, who will be responsible for them off the mountain?

Careful consideration needs to be given if taking a few unaccompanied children.

- if a family arranges with another family to take responsibility for their child, this must be a firm arrangement made between the parents before the child is accepted on the trip.
- no parent should be asked by club officials, or allowed to volunteer during the trip, to look after a child they are not related to.
- parents of unaccompanied children (not being cared for by another parent - see above) must accept their child will be under the care of the club and abide by club procedures and trip policies.
- the club must ensure other children's parents do not enter the bedroom of an unaccompanied child, even if their children are sharing a room with the unaccompanied child.
- volunteers will be named to look after the unaccompanied children. The child must be made aware of who this is and told to go to them with any concerns.
- depending on the number of unaccompanied children it might be appropriate for one or two parents to officially volunteer for the role of supervising these children. The parents should then go through the club's usual recruitment procedures including a DBS disclosure and references and have their role clearly identified in consultation with the CWO. This should be communicated to the parents of unaccompanied children before the trip.

j) Club practice including photography and use of social media

- the club will apply its policies for photography/videos and social media.
- volunteers, children, and parents (where present) will be reminded of these policies including:
 - photographs (unless taken by children/parents for their own private use) are covered by the Data Protection Act and this must be considered when volunteers take, store, or share them.
 - do you have permission to take photographs and videos of all children?
 - e.g. there may be children who must not be identified due to potentially being in danger if someone was aware of their whereabouts.
- make sure photographs are shared in accordance with the club's photographic policy. e.g. to celebrate club events and for the promotion and publicity of snowsport activities.
- do not share photos that may embarrass or humiliate children.
- only share photographs on the club Facebook account where the club has permission to do so.
- make sure photographs being shared are appropriate. Social Media
- coaches and club officials should not be friends with children (under 18) on Facebook, twitter and other forms of social media using their personal account.
- comments and photographs will be shared by the club's Facebook account.
- contact will never be made with someone under the age of 18 without including their parents in the communication.
- group emails/texts/messages/WhatsApp will be used to communicate with someone under the age of 18.
- a message will never be sent to just one child under the age of 18. If we wouldn't display it on the club noticeboard with our name beside it, we won't display it elsewhere or send it to anyone.

k) Dealing with poor behaviour and minor incidents

- make sure all incidents of poor behaviour and any breach of acceptable practice are reported to the camp CWO.
- any disciplinary procedures must be conducted fairly.
- at least two responsible adults should be present when disciplining children.
- where possible the child should be represented by another responsible adult.

- complete an Incident Report form and ensure the Club Welfare Officer is given a copy.
- clear expectations will be communicated before the trip, in a Code of Conduct, this will make it easier for all concerned if a child is behaving inappropriately.
- Snowsport England Safeguarding Lead can be contacted for advice if required.

For our Coaches or Instructors going away with families, the club's Coaching Code of Conduct always applies.

You must always:

- maintain professional boundaries with the children and young people you coach.
- be an excellent role model at all times including not smoking or drinking alcohol whilst in the company of children in your care.
- ensure you abide by the club's transport policies.
- ensure you are not alone with a child or young person when off the mountain.
- refrain from going into bedrooms of children or young people (unless you are supervising them in the evening, and another volunteer is present) and never invite them into your room.
- it should not usually be necessary to supervise children getting changed; if they are so young as to require this, they are probably too young to be on the trip.
- ensure if changing or showering that you do so before, or after the children or young people or in a different changing room to them; never shower or change with them.
- treat all children equally with respect and dignity.
- refrain from swearing in front of children and challenge others in the club who swear in front of children.
- put the welfare of the child first, before winning, the child's welfare being paramount.
- be acutely aware of the power that a coach develops with participants in snowsport and avoid any inappropriate or intimate interaction (sexual or otherwise).
- avoid unnecessary physical contact with children. Where any form of manual/physical support is required, it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given.
- always work in an open environment.
- always give enthusiastic and constructive feedback rather than negative criticism.
- remember always, you are the coach, they are the child/athlete and make sure you always maintain professional boundaries.

Coaches and Club officials, when in the company of Club children, must always behave professionally, abide by the Code of Conduct, and adhere to Club policies.

Guidance for the Camp Welfare Officer or House Parent

Only suitable House Parents/CWOs (referred to hereafter as house parent) should be appointed; not just a parent because they are available and want a free holiday. They must go through the usual safe recruitment practice including an Enhanced DBS with barred list check for working with children and references taken up.

A role description will be given to the house parent with responsibilities clearly documented. House parents will be responsible for all the children at all times when they are not on the hill and all volunteers should be clear where and when their responsibility for children starts and ends.

House parents will:

- be appointed for their child-centred approach and suitability for the role.
- receive an induction, and their role is clearly explained to them. Club policy on bedtimes, children going out in the evening, going out with their parents, having mobile phones at night etc are clearly defined.
- introduce themselves to all children at the first available opportunity, explaining what their role is and that children can come to them with any problems or concerns.

- have attended safeguarding training.
- have attended first aid training.
- always have another volunteer on duty with them, or available within 5 minutes, in case of emergency (or more volunteers depending on the number of children present).
- understand they must remain with any children unable to participate in snowsport (i.e. they may not be able to ski/board every day).
- abide by the club's photographic and social media policies and know appropriate boundaries when working with children.

Guidance if a Child is Injured

Accidents whilst taking part in snowsport activities do occur. The club will follow the procedure below if a child is injured.

- knowing who all the qualified first aiders are.
- having contact details for other volunteers to inform them of the injury if required.
- having a copy of all children's European Health Insurance Cards (EHIC) or Global Health Insurance Cards (GHIC) (where applicable) and travel insurance documents and passport which will be required if attendance at a medical centre is required.
- ensuring another volunteer looks after the other children in the group.
- reassuring the child and staying with them and accompanying them to the medical centre or hospital.
- ensuring you behave professionally at all times and giving the child the attention they need.
- following the advice of the qualified medical professionals and not accepting parental waivers to go against this advice (e.g., do not let the child compete if the medical professional says they must not).
- whilst the priority must be the child, aim to let the parent know at the earliest opportunity by text/message that there has been an accident and give them brief details of the injury (e.g. hurt their arm, or leg and going to hospital). We will ensure that we update parents when we have more information. Parents will inevitably be very worried but must be made to understand when you are travelling to hospital, or in hospital with their child it may be difficult for you to speak with the parent, and the child's wellbeing must come first.
- we may update another volunteer to communicate with the parents if we are unable to do so.
- we must remain with the child in hospital, and not leave them unaccompanied.
- if the child is to remain in hospital and we are asked by the hospital to leave, we will not do so until we have ensured the child is happy with the arrangements, you have spoken to the parents and/or your Club Welfare Officer and explained the situation.
- parents will usually wish to come straight to the hospital and we will remain in the hospital until they have arrived, unless agreed with them, and the child is safe to leave.

NB this may be some considerable time if they must fly out to the hospital.

- ensure an Accident Report form is completed, signed, and a copy given to the parents with the original kept securely in line with the Club policy.
- we will aim to do this within 24 hours of the injury, or as soon as you get back to base.
- the welfare of the child is always paramount.
- we will document everything we do including times to evidence best practice has been followed and the needs of the child has been put first.

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