



Community Game Trips, Tours, and Overnight Stays

INTRODUCTION

Safeguarding standards in sports are nationally recognised and rooted in best practices to ensure the safety and well-being of all participants.

The aim of this document is to provide clubs with resources to run safe trips, tours, and overnight stays, ensuring that best practices are followed.

Organising trips, events, or overnight stays is an excellent opportunity for team building. However, the success of such trips depends on careful planning with clear communication and involvement from parents. When parents are assured that there has been thorough organisation and appropriate safeguarding measures are in place, they can confidently support their child's participation.

When parents accompany club trips, they must agree to abide by the club's rules. Setting clear expectations, rules, and requirements before the trip, alongside relevant codes of conduct, ensures everyone understands and commits to these conditions. Obtaining signed agreements from all involved reinforces this commitment.

For international trips, it's crucial to consult the [RFL Overseas Touring Policy](#). Regardless of location, all participants must adhere to the codes of conduct, regulations, rules, and policies in place.

To aid in planning, a Tour Planning Checklist and Tour Risk Assessment template are available from the RFL. These tools are essential for organising a successful tour and can help adjust plans if conditions change during the tour.

For trips involving children and/or adults at risk, clubs need to conduct thorough risk assessments to ensure precautions taken reduce the risk of harm. Recording decisions and keeping clear written evidence of these decisions is essential.

This Guide should be read in conjunction with the RFL Safeguarding Policy which can be found [here](#).

CONTENT

1. Definitions & Planning
2. Who is organising the trip?
3. Guidance when organising a Club Trip?
 - Communication
 - Parents
 - Children
 - Volunteers & Supervision
4. Travel Arrangements
5. Accommodation Arrangements
6. Matches and Training
7. Emergency Procedures
8. Safeguarding Concerns
9. Travelling Abroad
10. Debrief and Learning
11. Appendix 1 - Tour Planning Checklist
12. Appendix 2 – Travelling Overseas Code of Conduct

1. DEFINATION & PLANNING

The terms trips, tours and overnight stays are used throughout this guide and definitions are provided in the table below. For ease, we refer to both incoming and outgoing tours as tours and where reference is made specifically to one, the full term is used

TRIP	any activity that involves children or adults at risk which involves a period of travel away from the club's premises, including training camps, away fixtures, tours and any other type of activity.
TOUR	Incoming tour: a match or series of matches played in England at any level involving a team from outside England, which may or may not involve an overnight stay Outgoing tour: a match or series of matches played outside England at any level which may or may not involve an overnight stay
OVERNIGHT STAY	Any activity or club, whether at the club's premises or not, where children and/or adults at risk stay overnight for a period of one night or more

2. WHO IS ORGANISING THE TRIP?

Is the Club Organising the Trip?

If you answer "yes" to ANY of the following questions, the Club is likely responsible for organising the trip. This includes conducting risk assessments, ensuring the safeguarding of children and young people, and handling the associated legal responsibilities. The Club may also bear responsibility for specific aspects of the trip:

- **Communication:** Has someone from the Club emailed members about the trip, using contacts obtained from the Club's database or previous emails received from Club officials?
- **Invitation:** Has a coach, committee member, or official asked members if they want to participate in the trip?
- **Supervision:** Is one or more of your coaches going to be coaching, leading, or supervising children or young people during the trip?
- **Arrangements:** Has someone at the Club been involved in arranging accommodation, room allocations, or other travel logistics?

Is the Trip Being Organised Independently of the Club?

If you answer "yes" to ALL the following questions, it should be made clear to all participants that the trip is a 'private' / 'independent' arrangement. To avoid confusion, the Club may issue a statement clarifying that it is not responsible for any trips or events being organised independently:

- **Accommodation:** Is everyone making their own accommodation arrangements?
- **Travel:** Is everyone making their own travel arrangements?
- **Involvement:** Has the Club Committee had no involvement in organizing the trip?
- **Invitation:** Has the person organising the trip only invited a few people or friends, rather than extending a general invitation to all team or Club members?

It is vital to determine the trip's organiser at the outset. If the trip is not a Club event, Club members, coaches, or officials should not be involved in the planning process. The independent organiser must communicate that they are solely responsible for organising the event. The Club should inform parents that they are solely responsible for their children if they attend as participants. The Club's name, logo, and social media platforms should not be used in association with the trip. If the trip is not a Club event, the Club should avoid involvement, and it is up to parents, guardians, and families to make their arrangements as they would for any other personal trip and seek assurances that the relevant safeguards are in place.

3. GUIDANCE WHEN ORGANISING A CLUB TRIP

Communication

It can be helpful to meet with parents and children early in the planning process to ascertain the viability of the tour. It is useful to have as much information as possible available to assist them in deciding as to whether to join the tour party. Regular updates throughout the planning process are a necessity. A final briefing shortly before the tour departs is also vital to agree on and communicate final details and in order to provide an opportunity for any questions to be asked.

Parents

Effective communication with parents is key to the success of any trip. To ensure clarity and confidence, provide parents with the following:

- Early Engagement:
 - Host an initial meeting to outline the trip's purpose, itinerary, and safety measures.
- Comprehensive Information Pack:
Include details such as:
 - Itinerary (dates, times, and venues).
 - Accommodation and contact information.
 - Transport and insurance arrangements.
 - Emergency contacts and procedures.
- Consent Forms:
 - Obtain signed forms for activities, medical treatment, and photography permissions.
- Regular Updates:
 - Share progress and reminders leading up to the trip.
 - Provide a final briefing shortly before departure to address last-minute questions.

Children

It is important to meet with the children before the tour to discuss, agree and effectively communicate:

- Expected behaviours
- Itinerary
- Key details relating to supervision and safety
- Accommodation and room allocation
- Emergency procedures
- Who to speak to if they have any worries or are unhappy or homesick (Tour Welfare Officer).

Volunteers and Supervision

When organising trips that involve rugby league activities with children and young people, it is crucial to ensure adequate supervision to keep them safe. Although there is no specific statutory guidance for supervision ratios outside of education or early years sectors, the Rugby Football League (RFL) adheres to the recommendations of the NSPCC. These guidelines are designed to ensure that children and young people are properly supervised during such activities.

Key Guidelines:

- Minimum Supervision: There should always be at least two adults present when working with or supervising children and young people. This ensures that in case of an emergency, supervision can still be maintained at the required levels.
- Recommended Adult-to-Child Ratios:
 - Ages 4-8: One adult for every six children.
 - Ages 9-12: One adult for every eight children.

- Ages 13-18: One adult for every ten children.

An additional adult beyond these ratios is recommended to ensure that the minimum supervision levels are maintained even in unforeseen circumstances.

- Small Groups: Even in smaller groups, having at least two adults is advised.
- Inclusion of Supervisors: Only individuals aged 18 or over should be counted as adults when determining the adult-to-child ratios, even if younger people are assisting with supervision.

Responsibility

- The Tour Manager must ensure they have all medical details for the children in their care, including dietary requirements and restrictions
- They must ensure they have emergency contact details for parents
- They must ensure all children have adequate travel insurance cover. They must ensure they have emergency travel insurance details/copies of passports etc. with them (where applicable)
- It is recommended the above information is put onto a spreadsheet and is made accessible, in confidence, to all Club staff who may need it. This will include the emergency contact at the Club
- Coaches or other Club staff must never take a lone child away from the rest of the group, except in the case of an emergency.

Children with additional needs or disabilities

If you are working with children and young people who have special educational needs or disabilities (SEND) you may need more supervision than the minimum ratios above.

For each activity, you should undertake a risk assessment to help you decide on supervision ratios. The assessment should consider children and young people's behaviour, ability and mobility. As far as possible, include input from children and young people and their parents and carers in risk assessments to ensure children's needs are met.

Essential Requirements

In line with the touring protocol, Clubs must have the following in place to be compliant with relevant insurance provisions:

- There should be an adequate number of coaches so children can be split up into smaller groups
- There must be a designated Tour Welfare Officer, and this person should be known to both the parents and children before the trip. They should hold valid mandatory RFL Safeguarding qualifications including a DBS, Safeguarding Training and Time to Listen.
- You may wish to officially request the help of one or two parents for the trip to assist with supervision; they will be known as chaperones, and they must undergo the usual recruitment checks including a DBS. They should understand that they are there in a specified role, not just as a parent.

Key Points for Supervision Procedures:

Establish Clear Boundaries and Rules:

- Mealtimes: Set specific times for meals and ensure they are communicated clearly.
- Bedtimes: Define bedtimes and ensure all participants adhere to them.
- Lights Out: Set and enforce a lights-out time to ensure proper rest.
- Team Meetings: Schedule and manage team meetings effectively.

Supervision of Younger Children:

- Continuous Supervision: Ensure younger children are never left unsupervised. Implement a structured rota system for both daytime and nighttime supervision.
- Daytime and Night-time Rotas: Create and assign detailed rotas for daytime and night-time supervision, specifying volunteer duties and shifts.
- Volunteer Allocation: Allocate volunteers to specific shifts and responsibilities to ensure consistent supervision.

Communication of Rotas:

- Volunteer Information: Distribute the supervision rotas to all volunteers, including their contact details (e.g., mobile numbers).
- Children and Young People: Inform children and young people about the supervision arrangements and provide them with the relevant contact details of the volunteers on duty.

Medical Care:

- 24-Hour Availability: Ensure that medical care is always available throughout the tour. This includes having a qualified medical professional on-site or readily accessible.

Fire Safety Procedures:

- Fire Alarm Procedures: Communicate fire alarm procedures to all volunteers and children. Conduct briefings or drills to ensure everyone understands the emergency protocols.

4. TRAVEL ARRANGEMENTS

Proper planning and risk assessment for travel are crucial to ensure the safety and well-being of all participants. Here's a comprehensive guide to managing travel arrangements for your rugby league trip:

Risk Assessment and Approval

- **Risk Assessment:** Conduct a thorough risk assessment for the chosen method of travel. This should be reviewed and approved in advance by your Club Welfare Officer or the designated Health and Safety individual within your organisation.
- **Club Transport Policy:** Verify that your travel arrangements comply with your Club's transport policy. Ideally, parents should handle their own travel arrangements for their children, minimizing the Club's involvement.

Travel Options and Recommendations

- **Coach Hire:** Hiring a reputable coach and driver from the UK is often a reliable option, especially for larger groups. This ensures professional handling of transport and adherence to safety regulations.
- **Minibus Hire:** Renting a minibus from the UK is another option. Consider the following when opting for this method:
 - **Travel Companies:** Some companies offer comprehensive travel arrangements, which can simplify the process.
 - **Private Vehicles:** The RFL advises against using private vehicles for transporting children due to several risks and requirements. If using private vehicles, ensure:
 - **Vehicle Condition:** Vehicles must be roadworthy.
 - **Insurance:** Vehicles should be insured for transporting passengers abroad.
 - **Driving Licence:** Drivers must have a clean driving licence.
 - **Penalty Points:** Conduct a risk assessment if drivers have any penalty points or driving convictions.
 - **Breaks:** Drivers must take adequate breaks during long journeys.
 - **DBS Requirements:** Consider DBS checks for drivers, as they will be transporting children.
 - **Legal Compliance:** Adhere to laws of the countries you are driving through, such as having breathalyser kits, hazard warning triangles, high visibility vests, GB stickers, and beam deflectors as required.
 - **RFL Input:** Contact the RFL for advice regarding driving convictions, although they will not provide specific information, they may contribute to risk assessments with consent.
- **Adult Supervision:** Ensure at least two adults (preferably one male and one female if children of both genders are present) are in each vehicle. An unrelated adult and child should not be in the same vehicle without additional supervision.
- **Public Transport:** Ensure adequate supervision ratios are maintained if using public transport.
- **Minibus and Private Cars:** Follow the same principles as outlined for private vehicles and minibuses.
- **Parent and Guardian Responsibilities**
 - **Pick-Up and Drop-Off:** Communicate pick-up and drop-off arrangements to parents. Ensure there is a backup plan in case parents do not arrive on time.
 - **Coach Responsibility:** Coaches remain responsible for the children until all are safely collected by their parents or guardians.

5. ACCOMMODATION ARRANGEMENTS

Accommodation planning is vital to ensure safety, comfort, and effective supervision. Consider the following:

Room Assignments:

- Children should share rooms with peers of the same gender and similar age.
- Avoid situations where under-18s share rooms with adults.

Supervision:

- Conduct regular checks during the evening and night. Always have at least two adults present for patrols.
- Establish clear rules for bedtimes and "lights out."

Parental Communication:

- Share accommodation details with parents, including contact numbers and room assignments, well in advance.

Emergency Preparedness:

- Ensure all participants are aware of fire evacuation routes and procedures.
- Pair volunteers of the same gender with children for any required in-room assistance.

Sick or Injured Children

Ensuring the safety and well-being of all children during a trip is a priority, especially when a child is sick or injured. The following guidelines outline the necessary steps to provide appropriate care and supervision:

- **Supervision for Sick/Injured Children:**
 - The Club is responsible for providing adequate supervision for any child unable to participate in activities due to illness or injury.
- **Club Welfare Officer (CWO):**
 - A named Club Welfare Officer, who has been properly recruited and vetted (including DBS disclosure, training, and references), must be present and stay at the accommodation with the sick or injured child. This officer should be known to both parents and children prior to the trip.
- **Entering the Child's Room:**
 - If a coach or another adult needs to enter the child's room, a second adult must be present and should wait by the door.
 - When entering the room, the door should be propped open to maintain transparency and safeguard both the child and the adult.
- **Parent Supervision:**
 - If the child's parents are present, it may be more appropriate for them to supervise their own child. However, if other children enter the room, the standard rules prohibiting parents from entering bedrooms (except their own child's) must be enforced to ensure consistency and safety.
- **Supervision by Other Parents:**
 - Never allow another parent to care for an unrelated sick or injured child unless they are an official volunteer who has undergone the Club's recruitment process, including DBS disclosure. This ensures that all adults involved are appropriately vetted and capable of handling such responsibilities.

6. MATCHES AND TRAINING

- Clubs will be insured by the RFL's Personal Accident and Public Liability injury insurance for playing rugby league whilst on tour, providing RFL approval has been granted and actions and behaviour on tour do not deviate from the terms of the policy. Details of the cover can be found [HERE](#)
- Please note that this insurance does not cover temporary injury, loss of earnings, medical and legal expenses or any other type of injury not mentioned in the policy. However, you will need to obtain travel insurance (which will cover you for any repatriation costs should a player become injured during the match and need specialist travel home). For this cover, we recommend Bartlett's Insurance company who can be contacted on 0113 258 5711 or email mail@bartlettgroup.com
- It is essential that a risk assessment is conducted prior to any training or matches taking place.
- Clubs are reminded that all medical and concussion protocols must be followed whilst on any trip.

7. EMERGENCY PROCEDURES

If an emergency occurs during the tour, it is crucial to maintain supervision of all children while ensuring that the necessary steps are taken to address the situation effectively. The following procedures should be followed:

- **Supervision and Documentation:**
 - All children must remain supervised throughout the emergency.
 - The Tour Organiser should have immediate access to the children's home contact details and a summary of any relevant medical conditions.
- **Parental Involvement:**
 - If the child's parents are present, they should lead the response if their child needs medical attention or hospital care.
- **Immediate Actions During an Emergency:**
 - Stay Calm and Assess the Situation:
 - Pause to collect your thoughts and determine the nature and extent of the emergency.
 - Ensure Immediate Safety:
 - Confirm that all participants are accounted for and in a safe location.
- **Contact Relevant Personnel:**
 - Notify the Tour Organiser immediately. They will inform the necessary individuals, including parents, the head coach, and the Club's home contact.
- **Address Medical Needs:**
 - For injuries or medical emergencies:
 - Call the designated first aider or dial the local emergency number.
 - Ensure a responsible adult accompanies the child to the hospital if required.
- **Document the Incident:**
 - Complete an incident report form after the situation is under control.
- **Follow-Up:**
 - Liaise with the Tour Manager and inform the Rugby Football League (RFL) if necessary.

Repatriation Procedures

If a participant needs to return home due to illness, injury, emotional distress, or a family emergency, and their parents or guardians are not present:

- **Parental Agreement:**
 - The Tour Organiser must coordinate with the participant's parents or guardians to arrange the repatriation.
- **Safe Handover:**
 - Ensure a safe and appropriate handover of the participant to their parent(s), guardian(s), or a responsible individual designated by them.
- **Maintain Supervision:**
 - Ensure that adequate supervision levels are maintained for the remaining group members while the repatriation process is managed.

8. SAFEGUARDING CONCERNS

All Safeguarding concerns should be reported as soon as possible to the Tour Welfare Officer.

The Tour Welfare Officer and the Tour Organiser should work together and decide what course of action is taken. The RFL Safeguarding Policy should always be adhered to.

The Tour Welfare Officer should contact the RFL Safeguarding Department for further advice if needed and the [RFL Cause for Concern form](#) should be completed and sent to the RFL Safeguarding Department at safeguarding@rfl.co.uk or barry.pollin@rfl.co.uk 07540 636 516

9. TRAVELLING ABROAD

For international tours, additional considerations ensure a safe and smooth experience:

- **Authorisations:**
 - Secure approval from the Club and RFL. Confirm arrangements with overseas hosts or national governing bodies.
- **Travel Documents and Insurance:**
 - Confirm that all participants have valid passports, visas (if required), and travel insurance covering medical expenses and repatriation.
- **Health and Safety:**
 - Prepare for specific medical needs such as vaccinations or travel medications.
 - Carry a first aid kit and emergency contact information for local health services.
- **Cultural Sensitivity:**
 - Brief participants on local customs, laws, and expectations, ensuring respectful representation of the Club and RFL.
- **Communication:**
 - Verify that mobile phones and emergency contact methods will function in the destination country.

10. DEBRIEF & LEARNINGS

Reflecting on a trip helps identify successes and areas for improvement. Organize a post-trip debrief to:

- **Evaluate Successes:**
 - Highlight what went well, such as effective supervision or positive participant feedback.
- **Identify Challenges:**
 - Discuss logistical difficulties, communication gaps, or unexpected incidents.
- **Gather Feedback:**
 - Invite input from parents, participants, and volunteers to understand their experiences and suggestions.
- **Plan Improvements:**
 - Update policies, checklists, and procedures based on the feedback and lessons learned.

11. TOUR PLANNING CHECKLIST

Section	Action	Notes	By Whom	By When	Budget
Planning	Purpose of tour				
	Where				
	When				
	Who				
	Itinerary				
	Luggage				
	Cost to participants				
	Codes of Conduct while on Tour				
	Overseas Tour Application Form completed				
	Confirmation of arrangements from the overseas body				
Communication	with Parents				
	with Children				
	with Tour Staff				
	On tour				
Staff	DBS checks and screening				
	Codes of Conduct				
	Ratios of staff to children				
	Roles and responsibilities e.g. Tour Manager, Tour Welfare Officer				
Supervision	Supervision rota				
	Overnight arrangements				
Risk Assessment	Carried out and actions completed (possibly more than once)				
Transport	Forms of transport				
	Supervision				
Accommodation	Accommodation				
	Security				
	Room Allocation				
	Catering				
Emergency Procedures	First Aid & Physio provision				
	Local medical services/hospital				
	Incident reporting				
	British Embassy contact details (if travelling abroad)				
Insurance	Travel Insurance				
	RFL Insurance				
Travelling Abroad	Medical issues				
	Vaccinations				

12. TRAVELLING OVERSEAS CODE OF CONDUCT

All players and club officials should be aware that when travelling abroad, they are ambassadors for the club and the Rugby League. All individuals and facilities should be treated with RESPECT.

When travelling abroad to Matches, all Players and Team Officials agree to represent themselves and those listed above, to the best of their ability, on and off the field, by complying with the following:

- Players and Team Officials shall show respect and be courteous to hotel staff, coach drivers, and airport/airline staff at all times.
- Players and Team Officials shall respect all facilities used throughout their stay. Hotel rooms must be treated with respect and left tidy when they are vacated. Regarding shared facilities, it is a collective responsibility for the cleanliness and state of any team rooms.
- Players are to bear in mind that there are other paying guests in the hotels and these guests are entitled to expect a peaceful and quiet stay in their hotel and not be subject to excessive noise or upset by rowdy behaviour of any kind, either inside or outside the hotel. All Players and Club Officials should be willing to remind fellow travellers of this if necessary.
- Alcohol consumption is not recommended and prohibited by some travelling teams, however, if permitted, and for those above the legal drinking age (in the country visited) must be taken in strict moderation. Drinking to excess is prohibited and all Players must be made aware in advance of the Club's disciplinary procedures to which they will be subject should they disregard this instruction.
- Use of any drugs, other than those prescribed before, or on the overseas trip, is strictly prohibited. All players and staff are reminded of the RFL Anti-Doping Rules. No drugs shall be brought on the trip, without the prior approval of the Club Doctor, including those prescribed by a doctor and able to be purchased over the counter at a chemist.
- Members of the travelling group must be dressed appropriately at all times and wear training/team clothing wherever possible in public areas so that they can be identified as part of the travelling group.
- All Persons Subject to the Operational Rules are bound by this Code of Conduct and ultimately unacceptable behaviour whilst playing abroad may result in any such party being charged with Off Field Misconduct.
- It is recommended that each travelling club/team have an individual code of conduct for travel, setting out any further requirements, and providing further clarification on club rules i.e. no alcohol.
- Players not selected for the starting lineup should remain positive, support their teammates, and prepare as if they were starting.

This Code of Conduct is designed to ensure that all players and staff contribute positively to the team's environment, uphold the values of the RFL, and represent their club, country, and themselves with dignity and respect.