

# A Practical Guide for Touring with Children

Safeguarding Children and Young People



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## Introduction



Travelling to carnivals or going on a tour has been a long standing tradition of Surf Life Saving and the best trips are usually the result of good planning

Travelling away should be both safe and fun for children and young people. It should be a chance for all children to grow in confidence, self-esteem, and skills.

Parents and carers will often worry when their children are away, but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

To help you organise your trip, this guide has been developed. This Guide should be read in conjunction with Surf Life Saving Australia (SLSA) Visits and Tours Policy 6.26 and SLSA Member Protection Policy 6.05.

Common sense must prevail. If for example, a tour consisting of children who are all accompanied by at least one parent, the risk factors are going to be different.

# Communication

Communication is key when planning and organising a tour. It can be helpful to meet with parents and children early in the planning process to introduce staff/volunteers, discuss procedures for travelling and what they should expect. Regular updates throughout the planning process are a necessity and a final briefing before the tour departs is also essential in order to agree final details and provide an opportunity for questions.

## Parents

Parents need to be given all the tour details well in advance of the tour. An information pack could assist which should include:

- Full itinerary including dates, times and venues
- Tour Consent Form (to include consent for activities, medical treatment and photography) to be signed, returned and kept safely
- Accommodation details including address, contact numbers and details of sleeping arrangements
- Arrangements for meals
- Tour volunteer names, roles, responsibilities and contact details
- Transport arrangements
- Insurance details and advice regarding personal travel insurance (overseas travel)
- Supervision details including:
  - Code of conduct and consequence of them being breached
  - Emergency procedures and contacts
- Kit/Gear list
- Cost of the tour and when/how money needs to be paid
- Spending money for the children
- Contact details for the club's home contact

## Children

It is essential to meet with the children prior to the tour to discuss and agree:

- Expectation of Behaviour
- Expectations of children and volunteers/staff
- Itinerary
- Supervision and safety
- Accommodation and room allocation
- Emergency procedures
- Medical requirements
- Who to speak to if they are worried, unhappy or homesick (ie appointed Tour Safeguarding Officer)

## Coaches/Volunteer/Support Staff

It is vital that discussions with all staff/volunteer and coaches attending the tour be undertaken prior to departing.

Information that should be discussed in addition to all of the above:

- Clear understanding of their responsibilities and expectations
- Understanding of the SLSA MPP, in particularly the Code of Conduct for dealing with Children and Young People
- Working with Children Checks or state equivalent to be undertaken and verified prior to travel
- Valid drivers license of all drivers is sighted
- Discussion and understanding of any child's medical requirements





# Volunteers and Supervision

## All volunteers should:

- Attend an induction/tour briefing
- Be familiar with SLSA Safeguarding Program, Guidance & Procedures
- Be familiar with emergency procedures
- Know and understand the reporting procedure for Safeguarding issues
- Have copies of child details and emergency contacts with them at all times
- Have other tour volunteer contact details
- Have club home contact details

## Working with Children Requirements

It is a legal requirement for all volunteers attending a tour and who are supervising the children overnight to have a Working with Children Check validated or state equivalent conducted. It is also advised that all volunteer/staff travelling should undertake the SLS Safeguarding Children and Young People Awareness module before departure.

## Supervision

All supervision procedures must be agreed prior to going on tour. They must take the following points into account:

- Clear boundaries and rules are agreed and set regarding meal times, bed times, lights out and team meetings
- 24-hour medical care must be available
- Fire alarm procedures are clearly communicated to all volunteers and children
- There should always be a qualified first aider and a full and up to date first aid box available
- If any of the group have asthma, diabetes or allergies, it is vital that appropriate staff/volunteers are aware of how to deal with any situation and how to administer medication if required.

Whilst travelling the following supervision should be considered:

- The Tour Manager is responsible for the children and volunteers at all times including maintaining good discipline
- The driver(s) should not be responsible for supervision
- All of the children and volunteers should be made familiar with emergency procedures within the vehicle i.e. emergency door and seatbelts
- Head count must be taken when the children are getting on and off any form of transport

- The safety of the group when crossing the road
- Clarity of the ground rules when the team is in transit – the main cause of accidents and incidents is misbehaviour, initiated by children
- Sufficient, supervised and scheduled stops
- In the event of a breakdown or accident the children and volunteers remain under the management and supervision of the Tour Manager

## Overnight Supervision

- Overnight on-call supervision must be provided for all children by adults who hold a working with children check or state equivalent.
- The children must be aware of who they should go to in case of an emergency or problem during the night
- A member of the tour management team must be accountable for checking all Under 18 members of the tour party are safely accounted for before going to bed for the night. They should also do a final security check (ie doors and locks) before retiring for the night

## Ratios

- If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 16 children (more adults are required when working with younger age groups)
- When taking a male group, there should always be a male member of staff/volunteers

## Club Home Contact

The Tour Manager should appoint a club home contact. This person will be based back in the locality of the club and not be part of the tour. The club home contact will be required if an emergency occurs. Ensure they have:

- A list of all children together with parent/guardian emergency contact details and medical information
- A list of all volunteers and their contact details, including next of kin
- The full itinerary (and be kept up to date with any changes to the itinerary)
- The name, address and contact details for the accommodation and venues used on the tour (and be kept up to date with any changes)
- For overseas tours it is recommended that the club home contact have copies of passport numbers, travel documents and tickets

# Accommodation

If a visit to the tour accommodation is not possible, as much relevant information as possible should be gathered from the accommodation manager in respect of the guidance outlined below to ensure that it is safe, clean and secure. This guidance is given to assist clubs to identify and therefore eliminate any potential risks there might be.

## Accommodation Type

Accommodation arrangements for touring parties may vary greatly across each and every tour and is often the most expensive aspect of the tour. Cutting costs by accepting unsuitable accommodation arrangements may appear attractive in the planning stages but may be the cause of problems during a tour if they prove difficult to manage.

Careful consideration should be given to ensure that no child is put at risk of harm or upset from the accommodation arrangements, and that parents and participants are fully aware of the arrangements in advance. Parents should also be notified if there are any significant changes to these arrangements at any stage.

## Accommodation Requirements

When considering accommodation for the tour it is essential to take the following into account:

- Basic fire and safety regulations are met
- Access is possible for all children and volunteers (including those with mobility impairment)
- There are clear policies on smoking and alcohol and that it is possible to restrict any inappropriate movie access
- Health & safety and insurance requirements are followed
- Facility for the storage of money and valuables
- Proximity to the beach or pool where carnivals will be held
- Immediate accommodation area should be exclusively for the tour party use if possible
- Careful consideration should be given to sharing the accommodation with other groups
- Availability of recreational room or facility available for the tour party to relax
- Any religious/cultural requirements that the children or volunteers may have (e.g. dietary requirements or a need to attend religious services)

## Room Allocation

Tour Manager and the appropriate team head coach should allocate the rooms prior to arrival at the accommodation.

Consideration should be given to the following:

- Age and gender should be the factors as to who should share rooms

- Children only share rooms or bedrooms with children of the same gender
- Children who are transgender are consulted on their choice of sleeping arrangements
- Any behavioural or historical issues that children may have between each other
- Disabled children carers/support to be in adjoining rooms
- No adult should share a room with a child other than their own child unless that child's parent is also sharing the room
- Volunteers should only enter a child's room in an emergency
- All rooms must be accessible in case of an emergency
- If the rooms have satellite or cable television ensure there is no access to unsuitable channels
- If rooms have a mini bar ensure there is no access to alcohol

## On arrival

On arrival at a venue you should:

- Familiarise children and volunteers with venue/s
- Undertake a briefing meeting on the rules, emergency procedures, and programme, behaviour expectations
- Club/tour code of conduct should be reiterated together with the consequences of any breaches of this
- Introduce the venue staff and ensure that they know who is who and what they are responsible for
- Check venue and rooms for any existing damage and report it to the accommodation management (do the same on leaving)
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate, or indeed, not available in the rooms
- Check all doors and locks both internally and externally are in good working order
- Ensure that all members of the party have keys and/or access codes and stress the importance of keeping these safe at all times
- Money and valuables should be stored securely

## Adults Consumption of Alcohol

If adults are going to be drinking alcohol once the children are in bed, all adults should be sensible and responsible. It is advisable to nominate one or two people who would be able to drive in an emergency and who can be in charge.

The previous guidance relating to supervision still applies accordingly.

# Emergency Procedures

It is important to ensure that all the children remain supervised if an emergency occurs. In case of emergency tour volunteers must have a copy of the children's home contact details available and summary of any medical conditions.

## In the Event of an Emergency

- Remain calm and take time to think if possible
- Establish the facts and nature of the situation
- Ensure all children are safe and supervised
- Contact the Tour Manager as soon as possible (the Tour Manager should ensure that all relevant personnel are contacted i.e. parents, head coach, and club home contact)
- Identify if any children/volunteers are hurt and their immediate medical requirements
- If medical attention is required call the first aider or 000 for an ambulance
- If abroad ensure you have relevant numbers for emergency services or first aiders
- Tour volunteers must be aware of who is the first aid contact either amongst themselves or on site (accommodation or club)
- Ensure that any child going to hospital is accompanied by an appropriate adult volunteer
- Complete an incident form once the situation is resolved
- If the club home contact is involved, they will:
- Contact parents and keep them up to date with information

- Liaise with the Tour Manager and if necessary your State Centre
- Report the incident to insurers if required

## Leaving the Tour Early

In the event of any participant having to return home due to illness, injury, severe upset, or an incident occurring at home, clear arrangements must be made in agreement with the parent(s) or guardian(s) of the individual concerned. The Tour Manager must ensure a safe and appropriate handover and ensure that supervision levels are maintained amongst the remaining group. At this time any individual returning home would be in a particularly vulnerable situation.

## Safeguarding Procedures

If there is a safeguarding issue:

- Report the incident to the Tour Safeguarding Officer.
- Complete a Report Form online at [sls.com.au/safeguarding](https://sls.com.au/safeguarding)
- The Tour Safeguarding Officer together with the Tour Manager will decide on a course of action using SLSA Member Protection Policy – Report and Grievance Guideline.
- The Tour Safeguarding Officer will contact the police and/or social services, as required
- The Tour Safeguarding Officer will contact the State Centres soon as possible:



# Insurance

When planning the tour the Tour Manager must contact their relevant State Centre to establish:

- Type of cover required
- Type of cover the club already has

It is important to check with JLT Insurance prior to departure what group insurance is covered whilst touring. It is highly recommended that members take out their own travel insurance policy. Workcover does not protect members outside Australia.

When liaising with accommodation venues and host clubs, the Tour Manager must confirm that they have the appropriate insurance cover. The types of insurance to consider and enquire about are:

- Public liability
- Workers Compensation (within Australia)
- Personal Accident
- Travel insurance (Overseas travel)

When liaising with insurers the Tour Manager must be clear about:

- The nature of both the main activity and other potential organised activities
- The age(s) of participants
- The travel arrangements
- What the insurance covers
- Who the insurance covers



## Travelling Overseas

This section applies to planning a tour abroad. Please refer to SLSA Visits and Tours Policy 6.26 for further details and requirements.

In addition to the above guidance the following areas also need to be managed:

- Authorisation by the club, branch, State and SLSA and permission from the host SLS body
- Overseas contact/partner if appropriate
- Insurance – approved travel insurance which covers specified hazardous activity and repatriation costs in addition to the SLS insurance
- Foreign currency
- Passports/visas
- Travel advice from the Foreign Office if appropriate (e.g. terrorist threat)
- Agent – references from other clubs who have used them
- Climate for the duration of the tour
- Local issues – language, culture, holidays, food and water, laws, money, phones, dress, drugs etc
- Customs and Excise regulations in both Australia and the destination country
- Medical issues if travelling outside Australia – injections, medications
- Fitness programme for out of season tours
- Route maps
- Ensure mobile phones will work in the area or country the tour party is visiting
- If staying with host families ensure they have been appropriately screened and briefed

## Finally

Whilst this document endeavours to address the majority of issues that a club might face when organising a tour, it is impossible to cover them all. When clubs are considering what steps to take in respect of matters not covered in this document they must put the welfare of the child first and use common sense to determine the best course of action.

# Risk Assessment

Subject	Issue to be considered	Potential Identified Risk	Risk (High/Med/Low)	Action to Remove or Control Risk
<b>Planning of Tour</b>	Venue and Location			
	Date			
	Groups Involved			
<b>Staff and Volunteers</b>	Working with Children Checks and Screening			
	Conduct			
	Ratios of adults to children			
	Number of Volunteers			
	Parents			
<b>Supervision</b>	Supervision Roster			
	Overnight arrangements			
	Working with Children Checks obtained			
<b>Transport</b>	Forms of transport			
	Supervision whilst travelling			
<b>Accommodation</b>	Venue and Location			
	Security			
	Room Allocations			
	Catering			
<b>Emergency Procedures</b>	First Aid Provision			
	Local medical services/hospital			
<b>Overseas Travel</b>	Medical Issues			
	Vaccinations			



# Planning Checklist

Purpose of Tour: .....

When: .....

Where: .....

Host: .....

Section	Action	Notes	Who	When	Budget
<b>Planning</b>	Itinerary				
	Luggage/Gear				
	Cost to participant				
	Codes of Conduct				
	SLSA/State Clearance				
<b>Communication</b>	With Parents				
	With Children				
	With Tour Support Staff				
	With Host Accommodation				
	On tour				
<b>Support Staff</b>	Working with children checks and screening				
	Codes of Conduct				
	Ratio of Staff to Children				
	Roles and Responsibilities whilst on tour				
<b>Supervision</b>	Club Home Contact				
	Overnight arrangements				
<b>Risk Assessment</b>	Carried out and actions completed				
	Forms of transport				
	Supervision				
<b>Accommodation</b>	Accommodation				
	Security				
	Room Allocation				
	Catering				
	On Arrival				
<b>Emergency Procedures</b>	First Aid & Physio provision				
	Local medical services/hospital				
	Incident reporting				
	National Emergency numbers				
	Australian Embassy details (if travelling overseas)				
<b>Insurance</b>	Travel Insurance				
	SLS Insurance				
	Personal accident				
<b>Travelling Overseas</b>	Medical issues				
	Vaccinations				

[www.sls.com.au/safeguarding](http://www.sls.com.au/safeguarding)

