Elmbridge Phoenix Swimming Club

Away Trips and Competitions Policy

Document Control

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1. Policy Statement 6
1.1 Our Commitment 6
1.2 Purpose 6
1.3 Scope 6
2. Types of Trips and Events 7
2.1 Local Competitions (Within 2 Hour Travel) 7
2.2 Regional/National Competitions (Over 2 Hour Travel) 7
2.3 Overnight Training Camps 7
2.4 International Trips 8
2.5 Individual Swimmer Representation 8
3. Planning and Preparation 8
3.1 Planning Timeline 8
3.2 Trip Approval 9
3.3 Trip Coordinator 9
3.4 Information Gathering 10
3.5 Key Planning Documents 10
4. Risk Assessment 10
4.1 Requirement 11
4.2 Risk Assessment Process 11
4.3 Specific Risk Considerations 12
4.4 Dynamic Risk Assessment 13
5. Parental Consent and Communication 13
5.1 Information to Parents 13
5.2 Consent Forms 14
5.3 Ongoing Communication 14
5.4 Parent Involvement 15
6. Supervision Requirements 15
6.1 Supervision Principles 15
6.2 Supervision Ratios 16
6.3 Supervision Team Roles 16
6.4 Qualifications and Checks 17
6.5 Supervision Schedule 18
7. Transport Arrangements 18
7.1 Transport Options 18
7.2 Transport Safety 19

7.3 Travel Behavior Expectations 20
8. Accommodation and Overnight Stays 20
8.1 Accommodation Selection 20
8.2 Sleeping Arrangements 21
8.3 Room Rules and Expectations 22
8.4 Daily Routines and Schedules 23
8.5 Security and Safety 24
9. Competition-Specific Procedures 25
9.1 Before Competition 25
9.2 At Competition Venue 26
9.3 Competition Behavior Expectations 27
9.4 Post-Competition 27
10. Behavior Expectations and Code of Conduct 28
10.1 Trip-Specific Code of Conduct 28
10.2 Consequences for Breach 29
10.3 Adult Code of Conduct on Trips 30
11. Safeguarding on Trips 31
11.1 Heightened Safeguarding Awareness 31
11.2 Preventing Abuse 31
11.3 One-to-One Situations 31
11.4 Recognizing Concerns 32
11.5 Reporting During Trips 32
11.6 Supporting Homesick or Distressed Swimmers 33
12. Health, Safety, and Medical Needs 33
12.1 Medical Information 33
12.2 Medication Management 34
12.3 First Aid 34
12.4 Illness on Trips 35
12.5 Food and Hydration 35
12.6 Rest and Recovery 36
13. Emergency Procedures 36
13.1 Emergency Contacts 36
13.2 Emergency Action Plan 36
13.3 Missing Swimmer Procedure 37
13.4 Medical Emergency 38

13.5 Communication During Emergencies 38
13.6 Early Return 39
14. Financial Matters 39
14.1 Trip Costs 39
14.2 Payment 40
14.3 Refunds and Cancellations 40
14.4 Spending Money 41
15. Photography and Social Media 41
15.1 Photography on Trips 41
15.2 Social Media During Trips 42
16. Roles and Responsibilities 43
16.1 Committee 43
16.2 Trip Coordinator 43
16.3 Coaches 43
16.4 Team Manager 44
16.5 Chaperones/Welfare Assistants 44
16.6 Medical/First Aid Person 44
16.7 Parent Volunteers 44
16.8 Swimmers 45
16.9 Parents 45
17. During the Trip 46
17.1 Daily Routine 46
17.2 Communication 46
17.3 Monitoring and Adjusting 47
17.4 Keeping Records 47
18. Post-Trip Procedures 48
18.1 Return and Handover 48
18.2 Post-Trip Administration 48
18.3 Trip Report 49
18.4 Evaluation and Learning 49
18.5 Recognition and Celebration 50
18.6 Follow-Up on Concerns 50
19. Related Policies 50
20. Contact Information 51
20.1 Internal Contacts 51

20.2 Emergency Contacts 51
21. Quick Reference - Trip Coordinator Checklist 51
Document Sign-Off 53

1. Policy Statement

1.1 Our Commitment

Elmbridge Phoenix Swimming Club recognises that competitions, training camps, and away trips provide valuable opportunities for swimmers to:

- Compete and test their abilities
- Develop as athletes
- Build team spirit and friendships
- Experience new environments and challenges
- Grow in confidence and independence

We are committed to ensuring that all trips and competitions are:

- Safe and well-organized
- Appropriately supervised
- Inclusive and accessible
- Positive experiences for all participants
- Conducted in accordance with safeguarding best practice

1.2 Purpose

This policy establishes clear procedures for organizing, supervising, and managing trips and competitions to ensure the safety, wellbeing, and positive experience of all participants.

1.3 Scope

This policy applies to:

- All club-organized trips and competitions
- Day trips and overnight stays
- Domestic and international travel
- Competitive events and training camps
- All participants (swimmers, coaches, officials, volunteers, parents)

2. Types of Trips and Events

2.1 Local Competitions (Within 2 Hour Travel)

Characteristics:

- Day events, no overnight stay
- Return same day
- May involve parental transport or shared transport
- Shorter duration (typically 3-8 hours including travel)

Examples: County championships, regional galas, local open meets

Supervision level: Standard

2.2 Regional/National Competitions (Over 2 Hour Travel)

Characteristics:

- May be day trips or overnight
- Longer travel time
- Larger events with multiple clubs
- May span multiple days

Examples: National championships, regional qualifiers, age group competitions

Supervision level: Enhanced

2.3 Overnight Training Camps

Characteristics:

- Focus on training rather than competition
- 1-7 nights duration
- Accommodation required
- Intensive coaching and team building

Examples: Weekend training camps, summer training weeks, pre-season preparation

Supervision level: Enhanced with overnight protocols

2.4 International Trips

Characteristics:

- Travel abroad
- Multiple days/nights
- Additional planning requirements (passports, insurance, etc.)
- Cultural and language considerations

Examples: International competitions, warm-weather training camps

Supervision level: Maximum, with additional protocols

2.5 Individual Swimmer Representation

When a swimmer represents another organization (county, region, national squad):

- Swimmer is under that organization's duty of care
- Club may provide support/guidance but not supervision
- Parents responsible for consent and communication with that organization
- Club celebrates achievement but is not organizing the trip

3. Planning and Preparation

3.1 Planning Timeline

Minimum planning lead times:

- **Local day trips**: 1 weeks
- **Regional competitions**: 2 weeks
- **Overnight trips**: 6-8 weeks
- **International trips**: 3-6 months

Earlier planning preferred to allow for:

- Proper risk assessment
- Parental consent
- Financial planning
- Accommodation booking
- Transport arrangement
- Adequate supervision recruitment

3.2 Trip Approval

All trips must be approved by:

- Committee (for overnight/international trips)
- Head Coach and Welfare Officer (for all trips)

Approval meeting includes review of:

- Risk assessment
- Supervision arrangements
- Budget and costs
- Educational/developmental value
- Accessibility and inclusion considerations

3.3 Trip Coordinator

Each trip must have a designated Trip Coordinator:

Responsibilities:

- Overall organization and planning
- Risk assessment completion
- Booking accommodation and transport
- Communicating with parents
- Coordinating supervision team
- Managing budget
- Holding emergency contact information
- Liaison with event organizers/venues
- Ensuring all policies followed

Requirements:

- DBS checked
- Safeguarding trained
- Experienced in managing trips
- Clear communication skills

For larger/complex trips: May have Assistant Coordinator

3.4 Information Gathering

Before finalizing plans, gather:

- Swimmer interest and availability
- Parental consent (preliminary)
- Dietary requirements
- Medical needs and medications
- Special requirements (accessibility, religious/cultural needs)
- Emergency contact information
- Financial considerations

3.5 Key Planning Documents

Essential documents for all trips:

1. **Trip Information Pack** (for parents and swimmers)
2. **Risk Assessment** (comprehensive)
3. **Emergency Action Plan**
4. **Consent Forms** (signed by parents)
5. **Medical Information Forms**
6. **Swimmer and Parent Contact List**
7. **Itinerary** (detailed schedule)
8. **Budget and Financial Plan**
9. **Supervision Rota**
10. **Code of Conduct Agreement**

4. Risk Assessment

4.1 Requirement

A comprehensive risk assessment must be completed for every trip, regardless of duration or location.

Responsibility: Trip Coordinator with input from coaches, Welfare Officer, and others as appropriate

Approval: Reviewed by Welfare Officer and approved by Committee (overnight/international trips) or Head Coach (day trips)

Timing: Completed before trip confirmed, updated if circumstances change

4.2 Risk Assessment Process

Step 1: Identify Hazards

Consider risks associated with:

- **Travel**: Road safety, public transport, distance, weather
- **Venue**: Swimming pool (depth, temperature, layout), changing facilities, accommodation
- **Activities**: Swimming, training, competition, free time, social activities
- **Supervision**: Ratios, coverage, gaps in supervision
- **Participants**: Age, ability, medical needs, behavior
- **Environment**: Location, weather, local hazards
- **Safeguarding**: Vulnerable situations, unsupervised time, sleeping arrangements
- **Emergency**: Access to medical care, distance from home, communication

Step 2: Assess Level of Risk

For each hazard:

- Likelihood (low, medium, high)
- Severity of harm (minor, moderate, major)
- Overall risk level

Step 3: Control Measures

For each risk:

- How will it be eliminated or reduced?
- What precautions will be taken?
- Who is responsible?
- What equipment/resources needed?

Step 4: Residual Risk

After controls applied:

- Is risk acceptable?
- If not, additional measures or cancel activity

Step 5: Review

- Before trip departs
- If circumstances change
- After trip (lessons learned)

4.3 Specific Risk Considerations

Safeguarding risks on trips are heightened because:

- Children away from parents
- Unfamiliar environments
- Changing routines
- Overnight stays (if applicable)
- Increased informal contact between adults and children
- Shared accommodation
- Travel and transport

Control measures must address:

- Adequate supervision ratios
- Clear boundaries for adults
- Sleeping arrangements
- Use of mobile phones and social media
- Alcohol and substances (prohibited)
- One-to-one situations (avoided)
- Reporting procedures

4.4 Dynamic Risk Assessment

During the trip, Trip Coordinator and team must:

- Continuously assess changing conditions
- Adapt plans if risks increase
- Make decisions based on safety
- Communicate changes to all parties
- Document significant decisions

Authority to cancel or modify: Trip Coordinator has authority to make safety decisions, including early return if necessary.

5. Parental Consent and Communication

5.1 Information to Parents

Before trip confirmed, parents receive:

- **Trip overview**: Destination, dates, purpose
- **Itinerary**: Schedule of activities
- **Travel arrangements**: Transport method, departure/return times and locations
- **Accommodation details** (if overnight): Type, address, sleeping arrangements
- **Supervision**: Who will be supervising, ratios
- **Costs**: Full breakdown, payment schedule, what's included/excluded
- **Kit requirements**: What swimmers need to bring
- **Medical and dietary**: How needs will be met
- **Behavior expectations**: Code of conduct
- **Contact information**: How to reach Trip Coordinator during trip
- **Consent form**: What parents are consenting to

Communication methods:

- Written information pack (email/printed)
- Information meeting (for overnight/international trips)
- Q&A opportunity

- Individual conversations if needed

5.2 Consent Forms

Parental consent required for:

- Participation in trip
- Travel arrangements
- Supervision arrangements
- Emergency medical treatment
- Photography/media (separate from general club consent)
- Specific activities if applicable

Consent forms must include:

- Parent/carer signature and date
- Emergency contact numbers (multiple)
- Medical information (conditions, allergies, medications)
- Dietary requirements
- Any special needs or considerations
- Insurance details
- Declaration that information is accurate

Consent deadline: At least 1 week before trip to allow for final planning

No consent = no participation: Swimmers cannot travel without valid consent form.

5.3 Ongoing Communication

Before trip:

- Regular updates on planning
- Reminders about deadlines (payments, forms)
- Final details meeting or communication (1 week before)
- Contact numbers shared

During trip:

- Daily update to parents (text/email/social media group)

- Photos if appropriate (with consent)
- Any significant events or changes communicated promptly
- Parents can contact Trip Coordinator if concerned

After trip:

- Arrival time confirmation
- Debrief if issues arose
- Thank you and feedback request

5.4 Parent Involvement

Parents may:

- Volunteer as chaperones (subject to DBS and approval)
- Provide transport (with appropriate insurance and checks)
- Attend as spectators (at competitions)
- Support with costs (fundraising)

Parents may NOT:

- Supervise other people's children without DBS and training
- Make decisions about trip arrangements
- Undermine trip staff authority
- Contact other parents' children without permission

Boundaries: Clear distinction between parent role and trip staff role when parents volunteer.

6. Supervision Requirements

6.1 Supervision Principles

Adequate supervision means:

- Appropriate number of adults for number and age of swimmers
- Gender balance in supervision team where possible

- Adults are qualified, trained, and vetted
- Clear supervision rota with no gaps
- Supervision covers all activities and travel time
- Adults understand their responsibilities

6.2 Supervision Ratios

Minimum adult:swimmer ratios (more may be needed based on risk assessment):

Age Group	Day Trips	Overnight Trips	Notes
Under 8 years	1:4	1:3	Very close supervision
8-10 years	1:6	1:5	Close supervision
11-13 years	1:8	1:6	Active supervision
14-16 years	1:10	1:8	Monitoring supervision
17-18 years	1:12	1:10	Available supervision

Additional factors affecting ratios:

- Mixed age groups: Use ratio for youngest
- Special needs: Additional adults may be required
- High-risk activities: Increase supervision
- Unfamiliar/complex venues: More supervision
- International travel: Enhanced ratios

Gender balance: Where possible, the supervision team should include both male and female adults to accommodate different needs.

6.3 Supervision Team Roles

Trip Coordinator (see Section 3.3)

Team Manager:

- Supports Trip Coordinator
- Coordinates swimmers at competition

- Manages entries and race schedules
- Liaison with competition officials
- Ensures swimmers prepared and on time

Chaperones/Welfare Assistants:

- General supervision of swimmers
- Specific duties as assigned (meal times, room checks, etc.)
- Support swimmers' welfare needs
- Report concerns to Trip Coordinator

Coaches:

- Focus on training and competition
- Technical guidance and support
- Limited welfare/supervision role (unless also designated chaperone)
- Should not be counted in supervision ratios unless specifically designated

Medical/First Aid Person:

- Qualified first aider
- Manages medications and medical needs
- Responds to medical situations
- Liaises with medical services if needed

6.4 Qualifications and Checks

All supervision team members must have:

- Enhanced DBS check with barred list (valid within 3 years)
- Safeguarding and Protecting Children training (valid within 3 years)
- Understanding of this policy and Code of Conduct
- Emergency contact information
- Clear role and responsibilities

Desirable:

- First aid qualification
- Previous trip experience

- Relevant coaching or teaching qualifications
- Foreign language skills (international trips)

Volunteers: Parents can volunteer as chaperones if they meet above requirements and are approved by Trip Coordinator and Welfare Officer.

6.5 Supervision Schedule

For overnight trips, create detailed supervision rota covering:

- Wake-up time and morning routine
- Meal times
- Training/competition sessions
- Free time
- Evening activities
- Room checks and bedtime
- Overnight emergency cover

Ensure:

- No gaps in coverage
- Adults get adequate rest
- Never one adult alone responsible for all swimmers
- Clear handover between shifts
- Emergency contact always available (even when off-duty adults sleeping)

7. Transport Arrangements

7.1 Transport Options

Club-organized minibus/coach:

- Professional driver or approved club driver
- Appropriate insurance and licensing
- Seat belts for all passengers
- Regular safety checks on vehicle

Parental transport:

- Parents transport own child
- May transport other swimmers with parental consent
- Driver must have appropriate insurance (business use if regular)
- Vehicle must be roadworthy and have seat belts
- Driver should not be alone with single child (not their own)

Public transport:

- Appropriate for older swimmers with adequate supervision
- Clear instructions and meeting points
- Supervision on trains/buses
- Contingency plans for delays/cancellations

Hire vehicles:

- Drivers must be over 25 (typically)
- Appropriate insurance
- Familiarity with vehicle before departing
- Only approved drivers

Air travel (international trips):

- Book appropriate seats (keep group together)
- Supervision in airports and on planes
- Unaccompanied minor procedures if applicable
- Meet children's needs (food, entertainment, toilets)

7.2 Transport Safety

Before travel:

- Vehicle checks (fuel, oil, tires, lights)
- Route planned (including rest stops)
- Emergency contact numbers available
- First aid kit in vehicle
- Mobile phone charged
- Adequate insurance

During travel:

- Seat belts worn at all times
- Age-appropriate seating (boosters if needed for younger children)
- Regular breaks (every 2 hours minimum on long journeys)
- Driver not distracted
- Appropriate music/entertainment (if any)
- No horseplay
- Swimmers accounted for at each stop

Supervision in vehicles:

- At least one adult in each vehicle
- Ideally two adults in vehicle carrying children (not including driver)
- Never one adult alone with one child (unless parent and own child)
- Contact between vehicles on multi-vehicle trips

7.3 Travel Behavior Expectations

Swimmers must:

- Wear seat belts
- Stay seated
- Follow driver/adult instructions
- Keep noise to reasonable level
- No inappropriate behavior
- Look after belongings
- Stay with group at rest stops

Consequences for misbehavior: See Section 10

8. Accommodation and Overnight Stays

8.1 Accommodation Selection

When booking accommodation, consider:

- **Safety and security**: Secure building, fire safety, emergency exits
- **Suitability**: Appropriate for age group and group size
- **Facilities**: Adequate bathrooms, common areas, kitchen (if self-catering)
- **Location**: Proximity to competition venue, safe area
- **Accessibility**: For swimmers with disabilities or mobility needs
- **Reputation**: Established, reputable provider with good reviews
- **Cost**: Within budget while meeting standards
- **Safeguarding**: Understanding of safeguarding requirements

Types of accommodation:

- Hotels/hostels
- University halls of residence
- Sports centers with accommodation
- Self-catering apartments
- Homestays (with extreme caution and thorough vetting)

8.2 Sleeping Arrangements

Fundamental rules:

- **Swimmers and adults in separate rooms** (never mixed)
- **Same-gender rooms** (unless family)
- **Age-appropriate groupings** (similar ages together)
- **Adequate supervision** (adult rooms nearby/interspersed)

Room allocation:

- Trip Coordinator assigns rooms
- Considers friendships but maintains discipline
- Swimmers given room number before trip
- No changes without permission
- Room list held by all supervision team

Number per room:

- Depends on room size and swimmer age
- Typically 2-4 swimmers per room
- Ensure all comfortable and not overcrowded

- Consider individual needs

Adult accommodation:

- Coaches in separate rooms from each other and swimmers
- Adequate rest for supervising adults
- Positioned to provide oversight (near swimmers' rooms)
- At least one adult on each floor/corridor

Specific considerations:

Transgender swimmers:

- Room allocation aligned with gender identity
- Private room offered if preferred and feasible
- Handled sensitively and confidentially

Swimmers with disabilities:

- Accessible rooms
- Room allocation near accessible facilities
- Support person accommodation if needed

Religious/cultural needs:

- Single-sex accommodation requirements met
- Private prayer space if needed
- Dietary accommodations

8.3 Room Rules and Expectations

Swimmers must:

- Stay in assigned rooms
- Not visit other swimmers' rooms without permission
- Not invite anyone into rooms
- Keep rooms reasonably tidy
- Respect hotel/hostel property
- Report any damage immediately
- Follow bedtime curfew

- Respect quiet hours
- Not leave accommodation without permission

Prohibited:

- Room swapping without permission
- Boys in girls' rooms or vice versa (unless designated activity time with supervision)
- Leaving accommodation at night
- Alcohol, drugs, or smoking
- Inappropriate behavior
- Damage to property

Room checks: Adults will conduct daily room checks (see Section 8.4)

8.4 Daily Routines and Schedules

Wake-up:

- Set wake-up time communicated to swimmers
- Adult knock/call to ensure swimmers awake
- Time allowed for washing and dressing
- Breakfast time confirmed

Meal times:

- Scheduled and supervised
- Dietary requirements catered for
- Swimmers eat together
- Adults present

Training/Competition:

- Clear schedule provided
- Transport times
- Warm-up and race times
- Return to accommodation time

Free time (if any):

- Supervised or clear boundaries

- Age-appropriate freedom
- Check-in points
- No solo wandering (buddy system)

Evening routine:

- Dinner and evening activity
- Wind-down time
- Room time
- Bedtime curfew (age-appropriate)

Room checks:

- Conducted at set time each evening
- Adult knocks, enters briefly
- Checks all swimmers present and safe
- Lights out time enforced
- Quick visual check, respects privacy
- Documentation of check completion

Overnight supervision:

- Designated adult "on call" and contactable
- Mobile phone on and nearby
- Other adults get rest but available if emergency
- Clear procedure for nighttime issues

8.5 Security and Safety

Building security:

- External doors locked at night
- Swimmers know emergency exit routes
- Fire assembly points identified
- Alarm systems explained

Swimmer safety:

- Swimmers never alone

- Buddy system
- Check-in procedures if groups separate
- Adults know where swimmers are at all times
- Contact numbers for emergencies

Valuables:

- Swimmers responsible for own belongings
- Minimize valuable items brought
- Secure storage used if available
- Club not liable for lost/stolen items (stated in consent form)

9. Competition-Specific Procedures

9.1 Before Competition

Entries and registration:

- Submit entries on time
- Confirm times and events with swimmers
- Provide entry details to swimmers/parents
- Collect competition licenses if required
- Pay entry fees

Warm-up and race schedule:

- Provide clear schedule to swimmers
- Arrival time at venue
- Warm-up time and pool allocation
- Individual event times (if known)
- When to be ready and where

Kit and equipment:

- List of required items provided
- Club kit expectations (matching team wear)

- Personal equipment (goggles, caps, etc.)
- Spectator badge arrangements (if applicable)

9.2 At Competition Venue

Check-in and registration:

- Arrive with time to spare
- Team manager checks in team
- Confirm race entries
- Distribute race numbers/caps if applicable
- Identify warm-up pool and areas

Team area:

- Establish designated team meeting point
- Set up bags/equipment in organized area
- Identify changing facilities
- Briefing area for coaches

Warm-up:

- Supervise swimmers in warm-up pool
- Follow pool warm-up rules
- Coaches provide appropriate warm-up
- Ensure swimmers ready for races on time

During competition:

- Swimmers remain in designated team area when not racing
- Check in at marshaling on time
- Focus on own performance, support teammates
- Receive race feedback from coaches
- Stay hydrated and fueled

Spectator management (if parents present):

- Parents responsible for themselves
- Clear boundaries (swimmers stay with team, parents in spectator area)

- Parents should not approach swimmers without permission
- Communication via Trip Coordinator if needed

Results and recognition:

- Acknowledge all performances, not just medals
- Collect any awards or certificates
- Team photo opportunities
- Celebrate achievements

9.3 Competition Behavior Expectations

Swimmers must:

- Represent club positively
- Follow competition rules
- Respect officials, coaches, other swimmers
- Display good sportsmanship
- Stay with team unless permission to leave
- Follow coach instructions
- Not use mobile phones during competition (in team area)
- Wear club kit appropriately

Prohibited:

- Disrespecting officials or decisions
- Unsportsmanlike conduct
- Wandering venue unsupervised
- Leaving venue without permission
- Inappropriate behavior toward other teams

See Code of Conduct Section 10

9.4 Post-Competition

Immediate:

- Collect all swimmers
- Account for all team members

- Pack up equipment
- Check changing rooms for left items
- Thank officials and venue staff

Return journey:

- As per transport arrangements
- Notify parents of departure and estimated arrival
- Keep swimmers together

Follow-up:

- Results distributed
- Recognition of achievements
- Feedback to swimmers (individual and team)
- Lessons learned for future competitions

10. Behavior Expectations and Code of Conduct

10.1 Trip-Specific Code of Conduct

All participants (swimmers and adults) must sign and agree to Code of Conduct before trip.

Swimmers will:

- Follow all instructions from trip staff
- Respect all participants, officials, and members of public
- Represent the club positively
- Look after personal belongings
- Participate fully in scheduled activities
- Adhere to curfews and schedules
- Report concerns or problems to trip staff
- Stay with designated groups/buddies
- Ask permission before leaving designated areas
- Use mobile phones responsibly (see Section 15)

Swimmers will NOT:

- Engage in bullying or harassment
- Use alcohol, drugs, or tobacco
- Leave accommodation or venue without permission
- Damage property
- Engage in inappropriate relationships or sexual behavior
- Bring the club into disrepute
- Disobey reasonable instructions

10.2 Consequences for Breach

Progressive approach (unless serious breach requiring immediate action):

Minor breach (e.g., late to meeting point, minor rule breaking):

- Verbal warning
- Explanation of expectations
- Parents informed
- Monitoring increased

Moderate breach (e.g., repeated minor issues, leaving group without permission):

- Formal warning
- Written record
- Parents contacted immediately
- May be separated from others
- Privileges restricted (e.g., no free time)
- Closer supervision

Serious breach (e.g., alcohol/drugs, serious bullying, endangering self or others):

- Immediate intervention to ensure safety
- Parents contacted immediately
- Swimmer may be sent home at parent's expense
- Suspension from future trips
- Disciplinary action under club procedures
- Police involved if criminal behavior

Decision-making: Trip Coordinator makes decisions in consultation with Head Coach and/or Welfare Officer (by phone if necessary)

Parent collection: In serious cases, parents may be required to collect swimmer from trip location

Support: Even when enforcing consequences, ensure swimmer's safety and wellbeing

10.3 Adult Code of Conduct on Trips

Adults will:

- Model exemplary behavior
- Maintain professional boundaries at all times
- Follow all club policies
- Respect swimmers' privacy and dignity
- Never be alone with individual swimmer (except emergency)
- Not share rooms with swimmers
- Not consume alcohol in front of swimmers or while on duty
- Maintain appropriate dress and language
- Report concerns immediately
- Treat all swimmers fairly

Adults will NOT:

- Engage in intimate relationships with any participant under 18
- Share personal contact details with swimmers
- Communicate privately with individual swimmers (unless via parent/group)
- Provide personal care unless specifically designated and trained
- Use position to bully or intimidate
- Consume excessive alcohol even when off-duty
- Bring disrepute to club

Breach by adults: Immediate removal from trip, investigation, possible dismissal and referral to authorities

11. Safeguarding on Trips

11.1 Heightened Safeguarding Awareness

Trips create safeguarding vulnerabilities:

- Children away from parents for extended periods
- Sleeping in unfamiliar places
- Increased opportunity for inappropriate behavior
- Fatigue and homesickness can make children vulnerable
- Unusual situations may arise
- Bathroom and changing situations

Therefore, extra vigilance is required.

11.2 Preventing Abuse

Measures to minimize risk:

- Adequate supervision at all times
- No one-to-one situations between adults and children
- Sleeping arrangements separate adults and children
- Clear rules about room visits
- Appropriate boundaries maintained
- Open communication encouraged
- Multiple adults present for any personal care needs
- Changing room supervision (see Changing Room Policy)
- Regular check-ins with swimmers

11.3 One-to-One Situations

Avoid whenever possible:

- Never one adult alone with one child in private space
- If unavoidable (e.g., medical emergency, child distressed), inform another adult and conduct in visible/public space
- Document reason and actions
- Use open doors, visible spaces

- Brief contact only

Exceptions requiring one-to-one:

- Medical emergency (still inform others)
- Serious welfare issue (Welfare Officer or Trip Coordinator)
- Even then, minimize time and maximize visibility

11.4 Recognizing Concerns

Be alert for:

- Changes in swimmer behavior
- Withdrawal or distress
- Unexplained injuries
- Inappropriate relationships or boundaries
- Bullying or exclusion
- Homesickness (which can make children vulnerable)
- Inappropriate adult behavior

11.5 Reporting During Trips

If safeguarding concern arises:

Immediate action:

- Ensure immediate safety of child
- Separate individuals if necessary
- Notify Trip Coordinator immediately

Trip Coordinator will:

- Contact club Welfare Officer (by phone)
- Follow Safeguarding Protocol procedures
- Contact parents (in consultation with Welfare Officer)
- May contact police or local social services if serious
- Document everything
- Consider whether trip can continue or early return needed

If Trip Coordinator is subject of concern: Report to another trip staff member who will contact club Welfare Officer

Emergency contacts: All trip staff have emergency contact numbers for Welfare Officer and club Chair

11.6 Supporting Homesick or Distressed Swimmers

Homesickness is normal, especially for younger swimmers on first trips.

How to help:

- Listen and provide reassurance
- Keep busy with activities
- Contact with parents (brief phone call if helpful, but not too frequently)
- Buddy support from other swimmers
- Involvement of parents in decision about continuing or going home
- Not dismissing feelings

When to send home: If swimmer extremely distressed and unable to participate, discuss with parents about collection

12. Health, Safety, and Medical Needs

12.1 Medical Information

Before trip, collect:

- Medical conditions (asthma, diabetes, epilepsy, allergies, etc.)
- Current medications and dosages
- Emergency medication (inhalers, EpiPens, etc.)
- Dietary requirements and restrictions
- GP contact details
- Parental consent for emergency medical treatment

Confidentiality: Medical information kept confidential, shared only with those who need to know (Trip Coordinator, Medical person, relevant supervisors)

12.2 Medication Management

Prescription medications:

- Brought by swimmer in original packaging
- Given to designated Medical person for safekeeping
- Administered according to prescription
- Record kept of administration (time, dose, person administering)
- Never swimmer's responsibility to self-administer (except older children with conditions like diabetes where discussed and agreed)

Over-the-counter medications:

- Parental consent required for any administration
- Club may bring basic supplies (pain relief, antihistamines, etc.)
- Only administered with consent and appropriate dosing
- Record kept

Emergency medications (EpiPens, inhalers):

- Accessible at all times (not locked away)
- Multiple staff aware of location
- Staff trained in administration
- Swimmer may carry if appropriate (e.g., inhaler)

12.3 First Aid

Qualified first aider:

- At least one qualified first aider on every trip
- First aid kit carried
- Knowledge of local medical facilities

Treating injuries:

- Minor injuries treated by first aider

- Record kept (date, time, injury, treatment)
- Parents notified of anything more than very minor
- Serious injuries: seek medical attention, contact parents immediately

12.4 Illness on Trips

If swimmer becomes unwell:

- Assess severity
- Isolate if potentially infectious
- Contact parents
- Seek medical advice/attention if needed
- May need to return home if seriously unwell

Swimmers should not attend trip if:

- Unwell at start (may infect others)
- Under medical advice not to swim
- Unable to participate safely

12.5 Food and Hydration

Dietary requirements:

- All requirements identified before trip
- Catered for in meal planning/bookings
- Allergies taken very seriously (cross-contamination avoided)
- Religious/cultural dietary needs respected

Food safety:

- Food from reputable sources
- Adequate refrigeration if self-catering
- Hand hygiene before meals
- Awareness of allergens

Hydration:

- Water readily available

- Swimmers encouraged to drink regularly
- Especially important around swimming/competition

12.6 Rest and Recovery

Adequate rest is essential:

- Appropriate bedtimes for age
- Rest periods during busy days
- Not over-scheduling activities
- Balance activity and downtime
- Monitor for fatigue

13. Emergency Procedures

13.1 Emergency Contacts

Trip staff carry:

- All swimmer emergency contact numbers
- Club Welfare Officer number
- Club Chair number
- Venue contact numbers
- Local emergency services information (including abroad)
- Insurance provider emergency number

Parents have:

- Trip Coordinator mobile number
- Itinerary with addresses and phone numbers
- Emergency contact procedure

13.2 Emergency Action Plan

Every trip has written Emergency Action Plan covering:

- Types of potential emergencies
- Actions to take for each scenario
- Who does what
- Communication protocols
- Decision-making authority

Scenarios to plan for:

- Medical emergency
- Serious injury
- Missing swimmer
- Fire or building evacuation
- Natural disaster (depending on location)
- Transport breakdown or accident
- Safeguarding incident
- Serious behavioral issue
- Terrorism or security threat (international)

13.3 Missing Swimmer Procedure

If swimmer is missing:

Immediate (first 15 minutes):

1. Alert all trip staff immediately
2. Quick search of immediate area (rooms, bathrooms, venue)
3. Check with other swimmers (last seen where/when?)
4. Contact swimmer's mobile if they have one
5. Designate search areas to different adults

If not found quickly (after 15 minutes):

1. Contact police (999)
2. Contact parents
3. Notify club Welfare Officer
4. Provide description and photo to police
5. Continue searching while cooperating with police
6. Do not leave other swimmers unsupervised (divide supervision team)

Prevention:

- Regular roll calls/head counts
- Buddy system
- Clear meeting points and times
- Swimmers understand they must stay with group

13.4 Medical Emergency

Serious injury or sudden illness:

1. Administer first aid if qualified
2. Call 999/local emergency number
3. Contact parents immediately
4. Notify Trip Coordinator and club Welfare Officer
5. Adult accompanies swimmer to hospital
6. Remainder of group supervised by other adults
7. Keep parents updated regularly
8. Arrange for parent to reach swimmer if needed
9. Documentation of incident

Insurance activated: Notify insurance provider as soon as practical

13.5 Communication During Emergencies

Trip Coordinator responsible for:

- Coordinating response
- Contacting parents
- Contacting club (Welfare Officer/Chair)
- Updating parents and club regularly
- Handling media inquiries (if any) - refer to club Chair
- Documenting events

What to tell parents:

- Facts known (not speculation)
- Actions being taken
- How parent can help

- Regular updates even if no new information

Other parents: If incident affects whole group (e.g., transport accident), contact all parents promptly with factual information

13.6 Early Return

Circumstances requiring early return:

- Serious safeguarding incident
- Major medical issue
- Severe behavioral problem
- Safety threat
- Natural disaster or emergency

Decision: Trip Coordinator in consultation with club Welfare Officer/Chair and parents

Process:

- Arrange safe transport
- Parental collection if possible
- If whole trip returning early, coordinate transport for all
- Notify all relevant parties
- Support swimmers (may be frightened or disappointed)

14. Financial Matters

14.1 Trip Costs

Transparency: Full breakdown of costs provided before commitment required

Typical costs include:

- Transport (coach/minibus hire, fuel, parking)
- Accommodation
- Meals

- Entry fees (competition)
- Supervision costs (if paying for DBS checks, staff costs)
- Insurance
- Equipment hire if needed
- Contingency fund

Not included:

- Personal spending money
- Optional activities
- Personal snacks/drinks beyond provided meals

14.2 Payment

Payment arrangements are shared with each trip.

Typical payment schedule:

- Deposit to secure place (non-refundable)
- Installments for larger trips
- Final payment deadline (typically 2-4 weeks before trip)

Primary methods: DD collection, Bank Transfer (when appropriate)

Receipt: Provided for all payments

Late payment: May result in loss of place if not resolved

14.3 Refunds and Cancellations

Swimmer cancellation:

- Before final payment deadline: Deposit may be non-refundable, other payments refunded if costs not yet incurred
- After final payment: Refund only if place can be filled or costs can be recovered
- Medical reasons: Case-by-case basis, insurance may cover

Trip cancellation by club:

- Full refund of all payments

- Reasons communicated clearly

Force majeure (circumstances beyond control):

- Club will seek to recover costs from suppliers
- Refunds provided where possible
- Insurance may cover some costs

Refund policy clearly stated in trip information and consent forms

14.4 Spending Money

Swimmers may bring spending money:

- Recommended amount provided as guidance
- Parents' decision
- Club not responsible for lost/stolen money
- Swimmers responsible for managing own money
- Adults may assist younger children with purchases if asked by parents

Inappropriate purchases: Adults should intervene if spending money being used inappropriately

15. Photography and Social Media

15.1 Photography on Trips

Follows Photography and Filming Policy, with additional trip-specific points:

Permitted (with consent):

- Official trip photographer taking team photos
- Action shots during competition (from spectator areas)
- Group activities and celebrations
- For club records and promotion

Prohibited:



- Photos in changing rooms or accommodation (bedrooms, bathrooms)
- Photos of swimmers in distress or embarrassing situations
- Inappropriate or intrusive photography

Consent: As per club Photography Policy, check consent forms before publishing

15.2 Social Media During Trips

Follows Social Media Policy, with additional considerations:

Trip staff may:

- Post updates to club social media (with appropriate consent)
- Share group photos and highlights
- Celebrate achievements
- Keep parents informed

Trip staff must NOT:

- Post in real-time with location tags (wait until left location)
- Post identifiable images of non-consenting swimmers
- Share anything that could compromise safety or privacy
- Post anything that could embarrass swimmers

Swimmers may:

- Use personal social media during designated free time (with permission)
- Post appropriately about own experience
- Not use during competition or scheduled activities

Swimmers must NOT:

- Post location in real-time (safety risk)
- Post images of other swimmers without their consent
- Post anything negative about club, trip, other swimmers
- Use social media excessively (be present and engaged)
- Post from bed/accommodation (privacy)

Mobile phone use:

- Designated times for checking phones (evening free time)
- Not during meals, activities, or after lights out
- Trip Coordinator may restrict use if becoming problematic
- Parental contact via Trip Coordinator phone if needed (emergency)

16. Roles and Responsibilities

16.1 Committee

Responsibilities:

- Approve major trips (overnight/international)
- Allocate budget for trips
- Ensure adequate insurance
- Review trip policies and risk assessments
- Support Trip Coordinators
- Review post-trip reports and incidents

16.2 Trip Coordinator

See Section 3.3 for full responsibilities summary

Key role: Overall planning, organization, and responsibility for trip safety and success

16.3 Coaches

Responsibilities:

- Provide technical swimming coaching and guidance
- Prepare swimmers for competition
- Support team performance
- Contribute to trip planning
- May have supervisory role if designated

Limitations:



- Focus is on coaching, not childcare
- Should not be primary supervisors unless also designated chaperones
- Maintain professional boundaries

16.4 Team Manager

Responsibilities:

- Competition logistics (entries, warm-up, race times)
- Liaison with event organizers
- Coordinate swimmers at competition
- Support Trip Coordinator
- May have supervisory responsibilities

16.5 Chaperones/Welfare Assistants

Responsibilities:

- Supervision of swimmers as assigned
- Room checks
- Meal supervision
- General welfare monitoring
- Transport supervision
- Reporting concerns

16.6 Medical/First Aid Person

Responsibilities:

- Manage medications
- Administer first aid
- Advise on medical issues
- Liaison with medical services if needed
- Documentation of medical incidents

16.7 Parent Volunteers

If parents volunteer as chaperones:



- Must meet all requirements (DBS, training, etc.)
- Treated as trip staff, not as parents
- Cannot give preferential treatment to own child
- Follow all policies and instructions
- Understand dual role can be challenging

16.8 Swimmers

Responsibilities:

- Follow all instructions and rules
- Participate fully
- Look after belongings
- Support teammates
- Represent club positively
- Report concerns
- Stay safe

16.9 Parents

Responsibilities:

- Provide accurate information (medical, contact, etc.)
- Sign consent forms on time
- Pay fees by deadline
- Prepare swimmer appropriately (kit, medication, etc.)
- Trust trip staff to manage trip
- Available for contact during trip
- Collect swimmer on time at trip end

Parents should NOT:

- Undermine trip staff authority
- Contact other swimmers without permission
- Make demands beyond reasonable accommodations
- Arrive unannounced at trip location

17. During the Trip

17.1 Daily Routine

Typical day structure (adapt based on trip type):

Morning:

- Wake-up call
- Room check (all awake and okay)
- Breakfast
- Prepare for day's activities
- Travel to venue if needed

Daytime:

- Training/competition/activities as scheduled
- Lunch
- Continued activities
- Hydration and rest breaks

Evening:

- Return to accommodation
- Dinner
- Evening activity/free time
- Showers and preparation for bed
- Room time
- Room checks
- Lights out

Flexibility: Adapt to circumstances while maintaining structure

17.2 Communication

Within trip team:

- Regular briefings (morning and evening minimum)
- Sharing information about swimmers

- Coordination of supervision
- Problem-solving together

With swimmers:

- Daily briefings on schedule
- Clear instructions and expectations
- Open communication encouraged
- Check-ins on wellbeing

With parents:

- Daily update (group text/email/social media)
- Photos where appropriate
- Any significant events communicated promptly
- Availability for parental contact if concerns

With club:

- Report any significant incidents to Welfare Officer
- Update on trip progress
- Request support if needed

17.3 Monitoring and Adjusting

Throughout trip, assess:

- Are swimmers safe and happy?
- Is supervision adequate?
- Are there emerging issues?
- Is schedule working?
- Do we need to adapt plans?

Be flexible: Adjust plans based on circumstances while maintaining safety

17.4 Keeping Records

Document:



- Daily attendance/roll calls
- Room checks
- Medication administration
- Any incidents or concerns
- Spending from trip budget
- Competition results
- Any significant events

Purpose: Accountability, learning, evidence of good practice

18. Post-Trip Procedures

18.1 Return and Handover

Arrival home:

- Notify parents of arrival
- Safe handover of swimmers to parents
- Account for all swimmers before leaving
- Check all belongings collected
- Thank trip staff and volunteers

Debriefing swimmers:

- Congratulate on achievements
- Thank for representing club well
- Reminder about post-trip communication
- Opportunity for feedback

18.2 Post-Trip Administration

Within 1 week of return:

- Financial reconciliation (budget vs actual spend)
- Incident reports completed and filed
- Medical records updated if needed



- Equipment returned/checked
- Thank you communications

Within 2 weeks:

- Trip report to committee
- Evaluation and learning points
- Feedback to parents and swimmers

18.3 Trip Report

Written report includes:

- Summary of trip
- Number of participants
- Outcomes (competition results, learning achievements)
- Incidents and how handled
- Evaluation of planning and organization
- What went well
- What could be improved
- Recommendations for future trips
- Financial summary

Presented to: Committee and filed for future reference

18.4 Evaluation and Learning

Gather feedback from:

- Trip staff (what worked, what didn't)
- Swimmers (age-appropriate survey or discussion)
- Parents (feedback form)

Use feedback to:

- Improve future trip planning
- Recognize good practice
- Address any issues
- Update policies if needed

18.5 Recognition and Celebration

Acknowledge:

- Competition achievements
- Good behavior and team spirit
- Trip staff contributions
- Parent support

Methods:

- Club newsletter/social media
- Certificates or awards
- Team photo displayed
- Thank you messages

18.6 Follow-Up on Concerns

If incidents occurred:

- Ensure all follow-up completed
- Support for affected individuals
- Disciplinary processes completed
- Learning applied
- Review risk assessment and procedures

19. Related Policies

This policy should be read alongside:

- **Safeguarding Protocol** (reporting, responding to concerns)
- **Changing Room Supervision Policy** (facilities at venues)
- **Photography and Filming Policy** (images during trips)
- **Social Media Policy** (online behavior)
- **Anti-Bullying Policy** (preventing and addressing bullying)
- **Code of Conduct** (behavior expectations)
- **Diversity and Inclusion Policy** (meeting diverse needs, financial support)
- **Health and Safety Policy**

- **Data Protection Policy** (handling personal information)

All policies available at: www.elmbridgephoenix.com.

20. Contact Information

20.1 Internal Contacts

Role	Name	Email
Welfare Officer	Kelly Chenney	welfare@elmbridgephoenix.com
Chair	Cecile Stearn	chair@elmbridgephoenix.com
ViceChair	Karina Kajelova	vicechair@elmbridgephoenix.com
Head Coach	Carmen Georgescu-Spiers	headcoach@elmbridgephoenix.com

20.2 Emergency Contacts

- **Emergency services (UK)**: 999
- **Police (non-emergency)**: 101
- **NHS 111**: 111
- **NSPCC Helpline**: 0808 800 5000
- **Swim England Safeguarding**: 01509 640 230

21. Quick Reference - Trip Coordinator Checklist

Before Trip:

- ☐ Risk assessment completed and approved
- ☐ Supervision team recruited and vetted



- ☐ Parental consent forms collected
- ☐ Medical information collected
- ☐ Transport arranged and confirmed
- ☐ Accommodation booked (if overnight)
- ☐ Emergency Action Plan prepared
- ☐ Insurance confirmed
- ☐ Budget finalized
- ☐ Parents informed of all details
- ☐ Swimmers briefed
- ☐ Emergency contact numbers collected
- ☐ First aid kit prepared
- ☐ All documentation packed

During Trip:

- ☐ Regular head counts
- ☐ Daily supervision rota followed
- ☐ Room checks completed
- ☐ Medication managed appropriately
- ☐ Daily parent updates sent
- ☐ Incidents documented
- ☐ Communication within team maintained
- ☐ Swimmers' wellbeing monitored

After Trip:

- ☐ All swimmers safely returned to parents
- ☐ Incident reports completed
- ☐ Financial reconciliation done
- ☐ Trip report written
- ☐ Feedback gathered
- ☐ Committee debriefed
- ☐ Thank yous sent
- ☐ Learning points documented

Document Sign-Off

This policy has been reviewed and approved by:

Club Welfare Officer: Kelly Chenney — Date: 7 September 2027

Chair: Cecile Stern-Reid — Date: 7 September 2027

Vice-chair: Karina Kajelova — Date: 7 September 2027

Head Coach: Carmen Georgescu-Spiers — Date:7 September 2027

Trips and competitions are valuable experiences that support swimmer development. With careful planning, appropriate supervision, and clear procedures, we can ensure these opportunities are safe, inclusive, and positive for all participants. This policy provides the framework for delivering high-quality, well-managed trips that our swimmers will remember fondly.

Safe trips = happy swimmers = positive experiences for all.