

# Badminton England Safeguarding Guidance



1.0

# 1. Travel & Trips away with young people

## Introduction

Playing for your club or county in an away fixture, playing in tournaments and travelling abroad to play are all part of the development of a young player. This guidance is designed to ensure that young people (under 18 years of age) have a safe and valuable experience when travelling and competing.

Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays for tournaments and county fixtures. All trips will require some level of planning. When in charge of groups of young people, coaches and/or responsible adults should be aware that they are legally and morally responsible for the welfare of the young people at all times.

## Planning the Trip - communication

In advance of any travel, communication is required with young people and their parents– they should be aware of the following:

- **Destination and the method of transport**
- **Departure and return dates and times - venue and time for the meeting point.**
- **Costs – also include suggested amount of money for them to bring with them if not all costs are covered**
- **Badminton kit and equipment required (team shirts and tracksuits for example). This list should be as detailed as the circumstances require, it may resemble a full kit list**
- **Itinerary (if a long trip) and a competition schedule if appropriate**

A consent form must be completed detailing any medical issues that the team manager should be aware of and emergency contact details. Parents should also have the name and contact details of the team manager/s in charge of the group. A Badminton England template consent form is available.



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## Planning the Trip - Training and DBS checks

All staff in a care of / supervising role with young people must have a DBS check with Badminton England and this is essential where there is an overnight stay involved. More information is available from: [www.badmintonengland.co.uk/DBS](http://www.badmintonengland.co.uk/DBS)  
We also ask that adults travelling away with children complete safeguarding training. As a minimum this can be online safeguarding training OR training completed within another professional role. We endorse the following which is training specifically within a sports environment:

UK Coaching, Safeguarding and Protecting Children workshop: [www.ukcoaching.org](http://www.ukcoaching.org)  
NSPCC online training for sport:  
<https://learning.nspcc.org.uk/training/introductory/child-protection-in-sport-online-course/>



## Being inclusive to safeguard ALL young people

Young people come from a variety of different backgrounds and have different needs. In addition, some may be more confident in travelling than others. You may find that your badminton trip is the first time that a young person has stayed away from home. It is important that you have open dialogue about expectations with the young people and their parents, consider and address the following:

- Are the room sharing agreements clearly communicated, young people need to know who they are sharing with
- Do any children with additional health needs/disabilities need extra support?
- Will helpers need any extra training e.g. asthma medication/diabetes management?
- Consider that volunteers from various ethnic groups will not only provide positive role models for young players, they will also bring with them knowledge of language/diet/prayer needs

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## Supervision of the trip - Specific roles and responsibilities

Every trip that involves some distance from home or an overnight stay must include the following adults in supervision roles:

### A home / base contact:

Someone from the club who is not going away must be identified as a home point of contact. They should have a list of who is on the trip and their contact details (including the leaders/helpers).

### Welfare Officer:

Ensure they are safeguarding trained and have a DBS check with Badminton England. Everyone in the group must be aware of who this person is and what their role is on the trip and the home / base contact must also hold their contact details. This can be the existing club welfare officer or someone appointed as such for the purposes of the trip.

### Team Manager:

This would usually be the person in charge and travelling with the group, they will have contact & medical details of everyone involved in the trip, as well as accommodation details, itinerary and emergency contacts.

### Helper /s :

To support the roles above accordingly.

**At least one of the adults supervising the group should be trained in first aid procedures and a first aid kit should be available.**

## Adult to child ratios

The NSPCC advocate the following ratios for adults supervising groups of children:

- for those between 9 and 13 years 1 adult to 8 children
- for those 13 - 18 years - 1 adult to 10 children.

There must be 2 adults at all times for any group in excess of 4. This is a minimum requirement only and clearly the ratio should be amended when considering factors such as travel abroad.

As a Badminton England example, the ratio for adults to young people at the Badminton England Inter Counties Tournament is one adult for five young competitors.

If the group includes any male members there must always be a male helper and when you have any female players there must always be some female support.

If any of the group have asthma, diabetes, severe allergies or any other condition, ensure that appropriate personnel travelling with the group are aware of how to deal with any given situation.



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## Travel Abroad

Clearly travel abroad will mean all the above criteria and checks must be completed, and in addition the following must be considered:

## Documentation & Data protection

Passports, EHICs and Visas may be required for the trip. It may make sense to have sight of all these well in advance of the trip in order to ensure that paperwork is in date. You may require passport numbers to book international flights. If you are taking photocopies of documents, for example passports then ensure these are kept safely.

Duty of Care forms and transfer of duty of care forms may be required for some flights.

## Weather, vaccinations, cultural etc

Check the weather, what precautions are needed? Also check the cultural traditions of the country. This may have an implication on what clothes you ask the group to take e.g. Muslim communities. Consider the implications of communication barriers where countries are not English speaking.

Check if vaccinations or pre-trip medication are needed. Advice from the Foreign and Commonwealth Office (FCO) to help you prepare for foreign travel and stay safe abroad is available from: <https://www.gov.uk/guidance/foreign-travel-checklist>

## Driving

Drivers must ensure they abide by the laws of the countries they are driving in, eg breathalyzer kits, hazard warning triangle, high visibility waistcoats, GB sticker, using headlamp beam deflectors etc where applicable.

## For further advice

For further advice and guidance on managing safe events and travel away, an online management tool developed by the Child Protection in Sport Unit is available from here:

<https://thecpsu.org.uk/event-management/>

For further safeguarding information refer to:

[www.badmintonengland.co.uk/safeguarding](http://www.badmintonengland.co.uk/safeguarding)



# Travel & Trips away

## 1.1 Transport with young people

When considering motor transport for young people you must address the following:

- Ensure that the vehicle is road worthy and has a valid MOT.
- Ensure the driver has an appropriate and valid driving licence and insurance.
- Allow an appropriate length of time to complete the journey, including allowing for reasonable breaks for both drivers and passengers.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Ensure the driver is experienced driving a mini-bus
- Ensure all passengers wear seat belts.
- Check there is appropriate insurance for the journey, this includes the transport and trip itself.
- Clarify supervision requirements with other adults in the group. The driver should not be considered as a supervisor during the journey.

Checks on individuals driving license details (including endorsements) can be made via the Government website - <https://www.gov.uk/check-driving-information>

More detail on transporting children in a car is available from: <https://thecpsu.org.uk/event-management/>



## 1.2 A checklist for overnight accommodation.

Information on the accommodation you intend to use should be checked in advance and if reasonably possible, organisers should have a site visit to confirm the following areas in detail. If a prior visit is not possible then check in with others who may have previously stayed at the venue and obtain feedback from them. You could also contact the local tourist agency or use a trusted booking / feedback site such as hotels.com or booking.com.

### Accommodation considerations:

- Accommodation must be safe and secure and appropriate to the age of young people. Also consider the needs of disabled young people.
- Can varied dietary needs be met if food is provided by the accommodation?
- If self-catering, who will do the cooking? Are there any special dietary needs?
- What are the night-time security arrangements?
- Can valuables be safely stored?
- Consider additional security in place if rooms are on the ground floor.
- Are there en-suite facilities or separate facilities for children and adults?
- Remember all beds must be single and adults and young players must not share a room.
- Under 18s should not share with over 18s.
- Young people of the same gender and approximate age should share with each other.
- What additional facilities are at the venue that you will have to consider on arrival: ie a bar, leisure facilities.

### On arrival at the accommodation complete the following in addition to the list above:

- Check all rooms (are there the correct number of beds?) and that doors and windows are safe.
- Check the rooms for any prior damage and report anything in advance.
- Check all toilet and bathroom facilities are clean and safe.
- Check all allocated rooms are designated no smoking.
- Ensure there is no access to alcohol in the rooms.
- Ensure movie / TV access is appropriate or not available in the rooms.
- Ensure that everyone is aware of fire exits and emergency procedures.
- Is there a social area? What is there for young people to do in their free time, how can this be safely managed?
- Ensure that you have your staff bedrooms spread out, for example – if the group is over two floors, there should be at least one adult room on each floor.
- All players must know where and how to find the supervisory adult at all times.
- The person in charge must have a list of all the room numbers and their occupants.