



ENGLAND NETBALL

GUIDANCE FOR OVERNIGHT AND FOREIGN TRIPS

(Tournaments and Events)

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01 INTRODUCTION

The purpose of this guidance is to supplement the Day Trip guidance so will not repeat the guidance there though it may be useful to remind you of the need to:

- Determine staff roles and responsibilities (Trip Lead, Home Contacts, Designated Safeguarding Officer, First Aider).
- To ensure appropriate staffing ratios.
- Ensure necessary insurance is in place.
- To carry out a risk assessment for your journey, accommodation and events.
- Consider necessary consents – medication, photography.
- Consider briefing parent/guardians, volunteers and others.

Checklists are included on the Day Trip Guidance to assist with all of this.

It is essential to record all your thinking and decision making and to keep clear written records of this, should they need to be referenced later.

This guide should be read in conjunction with the EN Safeguarding Policies, Guidance & Procedures, all of which can be found on the EN website [England Netball | Safeguarding](#)

We hope this guide is useful to you in helping you plan and run a successful, fun and safe netball event. Thank you for your time and energy in providing these opportunities for our women and girls. We hope you have a wonderful time.

Obviously, our Guidance will not cover every eventuality, but additional advice can be found here:

[NSPCC safe-sport-events-activities-competitions](#) including advice on hosting with families.

02 PLANNING

As well as considerations for any day trip, you may want to consider:

Understanding the needs of children and young people when they take part in a residential without their parents/family is crucial to ensuring their emotional wellbeing, safety and overall positive experience. Being away from home can be exciting but also overwhelming, especially for those who are not used to extended time apart from their family and home life. Volunteers should be approachable and prepared to support a range of emotional responses from home sickness to anxiety. Understanding these things before going away is important to help support the young person as well as ensure the trip is a success on and off the netball court.

Overnight Away Trips – for children, written permission of the parent/carer should be obtained for all overnight away trips. The parent/carer must inform the club/Team Manager at the time of enrolment of any medical condition or access requirements of their child. Necessary arrangements for accommodation will be discussed and agreed in advance of the trip. It is a good idea to include the young person in these discussions.

Parental Consent - Ensure that trip details and Parental Consent Forms for extended trips and trips overseas are comprehensive in terms of the information and details of the trip in question and in the nature of the information sought. This would include an emergency contact number whilst you are away.

Risk Assessment – A risk assessment of the residential must be completed and should include all elements of the trip, not simply the netball activities. Things to consider include;

- Travel and maintaining safety whilst travelling
- Overnight plans – how will young people ensure they know what to do in an emergency arises overnight
- Safeguarding & welfare
- Fire procedures

Overseas Trips - For overseas trips you may wish to ask the parent/carer to provide spare passport photos and/or a photocopy of the passport for reference in an emergency.

If your group involves **Transgender or gender questioning young people**, a residential event is likely to involve additional considerations, especially around accommodation and bathroom/toilet facilities.

[Click here for: EN Gender Guidance](#)

It is important not to dictate someone's gender when making accommodation, changing, toilet and showering arrangements.

A solution should be agreed with the individual participant. Practical solutions could include:

- Access to disabled/neutral gender toilets and showers
- Showers used at alternative times
- A separate bedroom (although this may introduce other safeguarding/safety issues)
- A shared bedroom with other transgender young people, or with friends, where there is trust and understanding, with appropriate safeguarding arrangements
- Private individual changing areas.

If parents of other young people taking part in the residential express concern, you could explain/explore the hotel/venue policy; many of which are sensitive to the welfare and safety both of individuals and of the group. Before the visit there should be understanding and agreement about toilet, showering and bedroom arrangements.

Tools to help.

[APPENDIX A](#) – Example overnight/foreign trip planning checklist

[NSPCC The Child Protection in Sport Unit - Safe Use of Changing Facilities \(CPSU Briefing Paper\)](#) -

[Gender Questioning Children - non-statutory guidance](#) – Department for Education Guidance 2023

[Trans Inclusive Residentials | Gendered Intelligence](#) - guidance on trans-inclusive residentials.

03 ACCOMMODATION

Each type of accommodation will place different demands on supervision requirements.

Hostels and residential centres. You should consider:

- What are the establishment's policies and procedures?
- Are the facilities accessible?
- Are there any health, safety or other procedures to ensure that people are safe?
- Are there any smoking and alcohol restrictions?
- Will the group have any responsibilities, such as for setting tables, cleaning up and washing dishes?

If sleeping in dormitories, check that you are not sharing with other unknown groups.

Males and females, staff and athletes, and possibly different age groups, should have separate sleeping, washing and toilet areas. Always ensure that staff accommodation is close to the athletes. Where children are on different floors, adult staff should be available on each floor. Make sure that disabled athletes can access the building, rooms and facilities.

Hotels and guest houses. This type of accommodation raises particular challenges for those responsible for groups of young athletes, due mainly to the possible interaction with other paying guests, and the availability of bars and other facilities. You should:

- where possible, visit the accommodation beforehand to assess risks, ask questions, negotiate with the managers and gather information.
- seek exclusive use of the accommodation, perhaps in cooperation with other teams or squads attending the same event.
- in the absence of exclusive use, ensure participants are not spread across the hotel, eg by negotiating the use of all rooms on a particular floor.
- separate sets of rooms used by male from those used by female athletes.
- ensure disabled athletes will have access to all parts of the hotel and all areas within the allotted bedrooms, particularly wheelchair users for whom the height of the bed may be a factor.
- establish whether rooms include internet access, access to adult films, mini-bars and, depending on the age of the young people, kettles.
- assess the access to and use of facilities, including bars, restaurants, pools, gymnasiums, TV/ games rooms, the internet and so on
- consider any additional supervision levels required, particularly during down time or free periods.
- negotiate with hotel security about young people accessing the bar or leaving the premises.
- set participants very clear guidelines on their expected behaviour at the accommodation, including alcohol consumption, smoking and wearing of team kit.
- maintain details of which athletes are using which rooms.
- establish fire and other emergency arrangements, including access to athletes' rooms.
- establish arrangements for meals, arrivals and departures.

For all accommodation types, these are particularly important rules:

- under 18 athletes/players should not share a bed; male and female athletes should not share a room; staff should not share a room with an athlete unless it is the child of a parent/guardian.
- To ensure athletes will be safe, check that rooms can be locked, but arrange for access to a passkey if required.
- Volunteers, coaches or other adults should not enter children's or young people's rooms except in an emergency (unless they are parents or guardians of the young person in the room). If there is a specific need to enter for their safety or welfare, then a chaperone should be used and the room door kept open.
- Check wheelchair accessibility and suitability for hearing or visually impaired people or those with mobility difficulties if required; discuss providing a carer with the young person and their parents.
- Brief everyone on fire procedures and exits; tell accommodation staff if any room is occupied by someone with difficulties responding to alarms.
- Tell athletes how to contact staff, including which rooms they occupy and room telephone numbers, particularly on trips abroad.

04 COMMUNICATION AND BRIEFINGS

The Day Trips Guidance should provide good advice but for foreign or overnight stays communication is even more important, as they involve more locations, transport terminals and destinations or accommodation. Consider holding morning and evening briefings and debriefs.

It is good practice to involve the players and any young people travelling with you in this. This is a great opportunity to reflect on the journey, the day's events and to iron out any anxieties, logistical issues and plan for the next event or stage of the trip.

05 WELFARE

For some young people this may be their first time away from home or parent/guardian or travelling abroad. This can exaggerate existing anxieties or introduce new ones. Staff should be especially vigilant about children with additional needs, medical conditions or known anxiety or confidence issues.

Safeguarding officers at away events will most commonly have to deal with children and young people concerned about such things as home-sickness, forgetting to bring things with them and anxiety about how they will get on with others. Although these are not concerns about abuse, they may still be significant for the young person. Most of these issues can be managed by the team manager. All safeguarding issues should be reported to the team's safeguarding officer and a record kept. Regular briefing will help to pick up any emerging themes, such as bullying behaviour, and provide support to the safeguarding officers. Ideally, at residential events, there should be quiet, time-out areas, where participants can go if they are upset, homesick or need to talk to someone about anything concerning them.

APPENDIX A - EXAMPLE TRIP PLANNING CHECKLIST

	Notes	Who	When	Budget
Costs to Participant				
Spending money, including foreign currency				
Arrangements for security of personal belongings including money				
Meals/ refreshments, including allergies				
Insurance, including medical, foreign travel and vehicle insurance				
Kit list				
Travel arrangements				
Flight/travel tickets				
Travel/ID documents, passports				
Drivers				
Accommodation – sleeping arrangements for adults and children				
Supervision				
DBS/Screening				
Adult/Child Ratios				
DBS Cover Rota				
Codes of Conduct for all				
Allocated Trip Lead				
Allocated DSO				
Allocated First Aider(s)				
Allocated Home Contact				
Parent/Guardian Briefing				
Attendees Briefing				
Volunteer Briefing				
Venue check/details				

Event Checks				
Event Emergency Procedures				
Event Catering facilities				
Event Medical Facilities				
Schedule of fixtures				
Risk Assessments				
Medical Forms				
Activity Consent Forms				
Photo Consent Forms				