



ENGLAND NETBALL

GUIDANCE FOR UK DAY TRIPS

(Tournaments and Events)

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01 INTRODUCTION

England Netball (EN) want your Day Trip to be a complete success and for everyone to have a fun, safe day out. With this in mind, we have created this guide to assist you in providing a safe and enjoyable environment and to ensure that no one comes to any harm or become ill unnecessarily when on a Day Trip.

Whilst this guidance aims to address many issues that a Trip Lead might face when preparing for a Day Trip, there may be times when incidents occur that are unexpected and not covered in this guidance. In these situations, Trip Leads should always put the welfare of any children first and use common sense to determine the best course of action.

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](#)

As ever, a huge thank you for all you are doing to create exceptional experiences for people on and beyond the netball court. It is trips like these that leave lasting memories, impact lives and generate the passion and power behind our sport.

We hope you enjoy a successful trip with your netballers!

02 DAY TRIP ROLES AND RESPONSIBILITIES

For every successful day trip, you will need to designate;

- (1) **A Trip Lead:** Responsible for children and volunteers at all times during the trip and for maintaining good discipline
- (2) **A Designated Safeguarding Officer (DSO):** (not the Coach or Trip Lead)
The DSO will be the point of contact for all participants.
They will have an in date EN Enhanced DBS and will be a qualified Club Safeguarding Officer. For further guidance on DBS for your trip see
APPENDIX G - DBS Guidance for Trips
This person should also have the relevant safeguarding training; see here: [Volunteer-SG-Training-Requirements-](#)
- (3) **A Home Contact:** who WILL NOT be part of the Day Trip.
Able to assist communication, in case of an emergency, and should be in possession of;
 - A list of all attendees & parent/guardian emergency contact details
 - A list of all volunteers and contact details, including next of kin
 - A full itinerary including venue contacts (and be kept up to date with any changes to the itinerary)
 - A list of ALL participants medical information (adult volunteer information can be sealed in envelopes for confidentiality)
- (4) Ensure an appropriate **First Aider is available throughout the Day Trip:**
- (5) An appropriate **adult-to-child ratio** as outlined below;
4-8 year olds – 1 adult/6 children
9-12 year olds – 1 adult/8 children
13-17 year olds – 1 adult/10 children

Any Day Trip should have a minimum of two adults. However, please note;

The Trip Lead and DSO cannot be the same person. If the Trip Lead is also the Driver, they cannot be included in the ratios whilst driving.

Tools to help:

[APPENDIX H](#) Example Supervision Procedures

03 PLANNING

With a large variety of Netball Tournaments and Events happening across the Country each year, it is important to ensure the organisers of the event you have chosen to attend have everything in place to keep your netballers safe.

Top Tips:

You should consider which elements you take the lead responsibility on as the Trip Lead and, in conversation with the Event Organiser, what they are responsible for to ensure everything has been considered.

For example, an event organiser running a tournament, through their provision of umpires, is responsible for ensuring a safe playing environment for players when they are on the court. They also have responsibilities for ensuring a safe environment around the courts through their choice of venue and ensuring first aid provision is available to all.

However, the Trip Lead has a responsibility to ensure the overall safety of their own group for the duration of the trip; Supervising the group, setting and maintaining expectations of behaviour and ensuring the environment created by the Event Organisers is acceptable for safe participation in Netball activity.

Tools to help:

[APPENDIX A](#) - Questions to Ask the Tournament Organiser

[APPENDIX B](#) - Example Risk Assessment for Planning a Day Trip

[APPENDIX C](#) - Example Day Trip Planning Checklist

[APPENDIX D](#) - Example Consent Form for Medical Information

[APPENDIX E](#) - Example Consent Form for Photography Permission (Check EN policy on taking/using photographs and use of social media)

NSPCC Information Pack on Safe Events available here: [Safe Sport Events tool | CPSU \(thecpsu.org.uk\)](#)

04 COMMUNICATION AND BRIEFINGS

Early and regular communication is key to a stress-free trip. Having information up front encourages people to get involved. Sharing information helps build excitement and can make for a more enjoyable trip for all involved.

Top Tips:

Meet with parents/carers and any children early in the planning process to ascertain the viability of the trip. Regular updates throughout the planning process are a necessity to keep everyone informed.

A final briefing shortly before the trip departs is also essential to agree final details and provide an opportunity for final questions.

Tools to Help:

[APPENDIX F](#) Example Briefing Checklists

05 TRANSPORT

Many trips may involve travelling together via central arranged transport such as a minibus or coach. This is a great opportunity to spend time with teammates, connect and have fun.

Top Tips:

Before you set off think about things to entertain any children during the journey.

Plan some activities they can do in their seats.

Volunteers and coaches should not transport children alone in their car. See guidance here: [Guidance on transporting a child or young person in your car](#)

Tools to help:

[APPENDIX G](#) Example Transport Checklist

06 EMERGENCY PROCEDURES / SAFEGUARDING

Whilst having plans in place for your Day Trip, it is also important to consider what actions may need to be taken in the event of an unforeseen emergency arising.

IN THE EVENT OF AN EMERGENCY

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/guardian of the individual concerned to ensure a safe and appropriate handover and to ensure that supervision levels are maintained amongst the remaining group. At this time, any individual returning home would be in a particularly vulnerable situation.

Top Tips:

First things first....Remain calm and take time to think, if possible, establish the facts and nature of the situation. Make sure everyone is safe and children accounted for and are supervised.

Tools to Help:

This emergency procedure has been created so that if an emergency situation does arise you have a process in place to follow, helping you to remain calm.

- Contact the Trip Lead as soon as possible (the Trip Lead should ensure that all relevant personnel are contacted i.e. Home Contact, Parents, and Volunteers)
- Identify any immediate medical requirements – is anyone hurt?
- If medical attention is required call the first aider or national emergency number for an ambulance
- Ensure that any child going to hospital is accompanied by an appropriate adult volunteer
- Ensure an incident form is complete (by Home Contact if involved) once the situation is resolved
- Contact parents and keep them up to date with information
- Liaise with the Trip Lead and Event Organiser and, if necessary, EN for further guidance
- Report the incident to Insurers (if required)

SAFEGUARDING

Everyone has a responsibility for the safeguarding the welfare of young people in Netball. Specified people have identified responsibility within the Reporting Concern process, but they can only act on the information which others provide to them. Understanding how to recognise concerns and how to respond to them, will help make all parts of the [Reporting a Concern](#) process more effective.

- Report this straight away to the Trip DSO
- The DSO should then complete an online EN Reporting Concerns Form
- The DSO together with the Trip Lead /and Event Organiser will decide on a course of action using the EN Safeguarding Policies as a guide.
- Where necessary the DSO will contact the Police, Ambulance and/or Social Services directly BEFORE informing the EN LSO.

07 INSURANCE

When planning any trip, the Trip Lead must check if any additional insurance is required to cover the trip. You should consider:

- The type of cover required
- The type of cover the club already has.

When liaising with the Event Organiser, the Trip lead must confirm that the event also has appropriate insurance cover.

The types of insurance to consider and enquire about are:

- EN Insurance Cover (if the organiser is an EN member club or Registered League it will be classes as Recognised and Authorised Activity and benefit from EN's programme of insurance)
- Public liability
- Employers Liability
- Civil Liability
- Personal Accident
- Travel insurance.

Top Tips:

When liaising with insurers the Trip Lead should 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

APPENDIX A - QUESTIONS TO ASK THE TOURNAMENT ORGANISER

<p>Is the Tournament Organiser registered to England Netball and delivering Recognised and Authorised Netball Activity?</p>	<p>A recognised organisation will have a profile on ENgage and be able to provide the organisations ENA ID Number.</p> <p><i>If the activity is not recognised and authorised by EN it will not be covered by EN's centrally arranged programme of insurance</i></p>
<p>Does the Tournament have appropriate safeguarding policies?</p>	<p>England Netball Safeguarding pages</p>
<p>Have the Tournament Organisers appointed a trained Safeguarding Lead?</p>	
<p>What is the Tournament's process for reporting any safeguarding concerns?</p>	
<p>Are Tournament personnel DBS checked (if applicable)?</p>	<p>England Netball DBS guidance</p>
<p>Is there an appropriate risk assessment and mitigation plan in place for the Tournament?</p>	
<p>Is there a trained designated First Aider at the Tournament?</p>	
<p>Does the Tournament have adequate public liability insurance in place?</p> <p>Does their insurance cover your players for personal accident should someone get injured?</p>	<p>Organisations registered with England Netball and delivering Recognised and Authorised Netball Activity benefit from EN's full programme of insurance and individual EN members benefit from personal accident cover when participating in Recognised and Authorised Netball Activity*. If the activity is not Recognised and Authorised Netball Activity then EN membership insurance does NOT cover either the organisation or the members whilst participating in this activity.</p> <p>You can find out more about England Netball membership insurance here).</p> <p>*Subject to the terms, condition, exclusions and limitations of the policy.</p>
<p>What is the Tournament organiser's Privacy Policy?</p>	
<p>Do they have policy/procedures around information/imagery sharing online?</p>	
<p>Does the Tournament organiser have policies in place relating to taking photographs of children and social media usage?</p>	

APPENDIX B - EXAMPLE RISK ASSESSMENT FOR PLANNING A DAY TRIP

	Risk (H/M/L)	Potential Risk Detail/Sho could be harmed	Actions to Control/Remove Risk
Staff/Volunteers			
DBS Checks			
Ratios of Staff to Children			
No. of Volunteers/Parents			
Supervision Rota			
Policy/code of conduct awareness			
Transport			
Transport Form			
Supervision whilst travelling			
Route, drivers, duration			
Venue			
Venue/location Security			
Catering			
Sleeping Arrangements			
Emergency Procedures			
First Aid provision			
Local Medical Services/hospitals			
Securing Medicines			
People with known medical conditions			

APPENDIX C - EXAMPLE TRIP PLANNING CHECKLIST

	Notes	Who	When	Budget
Cost to Participant				
Spending money				
Meals/ refreshments				
Insurance				
Kit list				
Transport				
Driver				
Supervision				
DBS/Screening				
Adult/Child Ratios				
DBS Cover Rota				
Codes of Conduct				
Allocated Trip Lead				
Allocated DSO				
Allocated First Aider(s)				
Allocated Home Contact				
Parent 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				

APPENDIX D – EXAMPLE MEDICAL CONSENT FORM

PART I (to be completed by the Trip Lead)

Trip Lead:

Start date:

End date:

PART II - to be completed by: parent/guardians of participants (including children of volunteers) under the age of 18, and adult volunteers in attendance (if adults wish to keep their health information confidential they may carry it in a sealed envelope that will be opened only in the case of an emergency).

PARTICIPANT DETAILS

Name:

Date of Birth:

Membership number:

Address:

GP's Surgery:

GP's telephone number:

MEDICATION

The following medication will be available at the event. Please tick to indicate which may be given to your daughter if required (girls under 16 only);

--

Does the above named have any allergies? No Yes (details – severity, EpiPen etc)

Does the above named have any illnesses/disabilities? No Yes (details if Yes)

Is the above named currently taking medication? No Yes (details if Yes)

Does the participant self-medicate? No Yes

MEDICATION: Please label young members' medication with their name and provide clear instructions for its use (whether or not they self-medicate, dosage etc). Inhalers and EpiPens: Ensure a spare, clearly labelled inhaler or EpiPen is brought to event, to be held by Trip Lead or designated First Aider.

Is the participant currently receiving medical treatment? No Yes (details including hospital name and address)

Is there any further information the event team should have regarding the participant's health and well-being? No Yes (details)

Does the participant have any additional requirements (e.g. dietary or religious) that the team should be aware of? No Yes (details)

EMERGENCY CONTACTS

Please provide details of a person who will be contactable at all times during the trip.

Name:

Telephone 1:

Relationship to participant?:

CONSENT; I authorise the Trip Lead / Designated Safeguarding Officer / First Aider to give permission for my child to receive any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present.

Parent's signature:

Date:

Parent's name:

APPENDIX E – EXAMPLE CONSENT FORM FOR PHOTOGRAPHY PERMISSIONS

(separate document available on Policy/Guidance and Document section of EN Safeguarding web pages)

[INSERT CLUB NAME] recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our Safeguarding Policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and young people.

The [INSERT CLUB NAME] will follow the guidance for the use of photographs, a copy of which is available from (insert name).

The [INSERT CLUB NAME] will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform [INSERT CLUB NAME] immediately by using the Reporting a Concern process.

I hereby grant only [INSERT CLUB NAME] and their approved agents the right to use the images resulting from the above mentioned photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes (newspaper, magazine or other printed promotional articles and including Internet web page content) and at any time, in relation to the work of [INSERT CLUB NAME].

Parent/Carer

I(parent/carer) give consent to
(club) to

photograph or video(young person's name)

young person's date of birth:

Signed: Date:
.....

Young Person

I(insert name of young person) give
consent to

(club) to photograph or video my involvement in netball.

Signed: Date:
.....

APPENDIX F – EXAMPLE BRIEFING CHECKLISTS

EXAMPLE PARENTS BRIEFING	Date	Updates
Full itinerary including dates, times and venues		
Cost of the trip/when and how monies need to be paid/spending money		
Application & Consent Forms (see Templates in Appendices)		
Tournament details (address, contacts numbers, playing arrangements)		
Arrangements for meals and refreshments		
Details of Trip Volunteers (name, roles, responsibilities, contact details)		
Transport arrangements – drop off/pick up times/locations		
Insurance details and advice re: personal travel insurance (if appropriate)		
Codes of Conduct and Emergency Procedures/Details of Home Contact		
Tour Safeguarding Policy		
Full Kit list		
Behaviour expectations of players and volunteers: Code of Conduct		
Other items....		

EXAMPLE ATTENDEES BRIEFING (prior to departure)	
Supervision and safety	
Trip details	
Emergency procedures	
Who to speak to if they are worried or unhappy (i.e. appointed DSO)	
Players Codes of Conduct - expectations	
Other items....	

EXAMPLE VOLUNTEERS AND SUPERVISION BRIEFING (to be completed prior to departure)	
Be familiar with the EN Safeguarding Policy, Guidance & Procedures	
Be familiar with emergency procedures	
Know and understand the reporting procedure for Safeguarding issues and who the trip DSO is	
Have copies of child details and emergency contacts with them at all times	
Have other tour volunteer contact details with them at all times	
Have Home Contact details with them at all times	

Other items...	
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EXAMPLE ARRIVAL BRIEFING

Familiarise all attendees with the venue	
Cover all rules, emergency procedures, and expectations	
Code of conduct should be reiterated together with the consequence of any breaches	
Introduce event organisers and share contacts and responsibilities	
Money and valuables should be stored securely	
Ensure that all participants are aware of the first aid provision and locations of key facilities such as toilets.	
Other items...	

APPENDIX G - EXAMPLE TRANSPORT CHECKLIST

Trip Lead responsible for children and volunteers at all times including maintaining good discipline	
The driver(s) should NOT be responsible for supervision	
Everyone should be made familiar with emergency procedures within the vehicle i.e. emergency door and seatbelts	
All attendees should be wearing a seatbelt	
The level of supervision necessary on double-decker buses and coaches i.e. two supervisors on each deck	
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 irresponsible behaviour.	
Sufficient, supervised and scheduled stops	
In the event of a breakdown or accident children and volunteers remain under the management and supervision of the Trip Lead	
Head count must be taken when children are getting on and off any form of transport	
Other items...	

APPENDIX H – EXAMPLE SUPERVISION PROCEDURES

EXAMPLE SUPERVISION PROCEDURES To be agreed prior to the Day Trip;	
Clear boundaries and rules are agreed and set regarding timings such as, warm up and cool down times, mealtimes and meeting times.	
Younger children must not be left unsupervised at any time. Therefore, depending on the length of the trip it may be necessary to have a rota in place, allocating volunteers.	
All rotas must be communicated to the volunteers and children with relevant contact details i.e. mobile numbers of volunteers on duty	
Medical care must be available for the entirety of the trip.	
Any Fire alarm procedures must be clearly communicated to all volunteers	
People must be aware of who they should go to in case of an emergency or problem during the trip	
A member of the team must be accountable for checking all Under 18 members of the tour party are safely accounted for before any changes of location such as departing a tournament venue.	
Other items...	

APPENDIX I – DBS GUIDANCE FOR DAY TRIPS

All our regular EN volunteers should hold an Enhanced DBS if they are involved in Regulated Activity with U18's.

If you plan to involve additional Parents/Volunteers to assist on Day Trips, DBS stipulate:

If it is a one-off trip and the volunteer will NOT be left unsupervised, they MAY NOT require DBS. However, if they are involved in Regulated Activity – see Regulated Activity Flow chart here: [England Netball | DBS](#) (on 4 or more occasions in a 30 day period) involving direct unsupervised contact with child they WILL need Enhanced DBS.

If you run trips on a regular basis, it is advisable to get these parents/volunteers an Enhanced DBS check.

It is highly advisable for there to be a contingency plan to ensure that there are enough DBS checked adults to adequately supervise the children during the trip.