

**GUIDANCE ON MANAGING CHILDREN AWAY FROM THE CLUB**

**seaford cricket club**

This guidance is to be followed whenever children are taken away from Seaford Cricket Club’s home ground at The Salts.

A Team Manager should be appointed with clear roles and responsibilities. Such responsibilities should include for them to:

**Establish and communicate the following information to parents:**

* Why the trip is planned – it’s reason/purpose.
* When the trip will take place – date, time of departure and estimated time of return.
* Where the trip is to – destination, venue
* Meeting points – at the home and/or away venue as appropriate.
* Staffing arrangements – Name and contact details for the Team Manager responsible for the trip.
* Kit/equipment requirements.
* Cost implications – i.e. competition fee, spending/pocket money, any cost of transport.
* Name and contact number of the person acting as the ‘Club Home Contact’
* Arrangements for food and drink.

**Ensure they have a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip for whom they have a duty of care. Determine appropriate Staffing and Staff Training arrangements.**

* The Club will appoint a Head Coach/Team Manager, who will take responsibility for the training and competition management of the team.
* All members of Staff need to have a clear knowledge of their role and responsibility for the team.
* All Staff must go through an Induction programme ensuring they understand the ECB “Safe Hands” Policy.

**Ensure that there is a ‘Club Home Contact’ – i.e. a member of the Club who is not travelling away, who will act as a contact point if required in an emergency situation and ensure that the ‘Club Home Contact’ is provided with the following information to enable them to fulfil their role should they need to do so:**

* The names of the players and staff on the trip,
* Emergency contact names and phone numbers for each of the above persons.
* Details of any medical or physical needs any of these persons may have.
* Contact numbers for the staff which can be used whilst the staff are on the trip.
* Telephone numbers for the Police local to the home club.

The Club Home Contact should be a member of the club who has been CRB checked.

**In the event of Seaford Cricket Club Colts Section arranging a trip which includes an overnight stay, the club will follow the guidelines set down in the ECB Safe Hands Policy.**

**28/3/16**