



SPORT INTEGRITY  
AUSTRALIA

Safeguarding  
in Sport



# Events Involving Overnight Stays

NOVEMBER 2023

Sporting trips that involve overnight stays can present unique risks to the safety and wellbeing of children and young people, and it is crucial to have robust measures in place to ensure their protection. By incorporating Children and Young Person Safe Practices into your planning, you create a safe and secure environment for everyone involved in an overnight stay.

This document has been developed to assist sporting organisations implement Children and Young Person Safe Practices when there is a need for children and young people to stay overnight/s to participate in an event such as a training camp or tournament.

For the purpose of this document, all references to children and young people refers to any person under the age of 18.



## Children and Young People Safe Practices for Overnight or Longer Stays

### Assessment of Trip

The organisation should assess all aspects of the trip prior to undertaking the activity. This should include a review of:

- The type of accommodation to be used (room set up, what facilities are in the room (e.g. cooking appliances, access to public, access to in-house movies/mini-bar, pool access)
- Any hazards associated with the accommodation and event venue (e.g. main roads, bodies of water close by, shopping areas)
- The type of transport required (ground transport, do drivers have Working with Children Checks, if flying, are there any children that have concerns about flying or have never flown)
- Supervision required and availability of staff/volunteers
- Insurance requirements
- Provision of meals (in the accommodation, in places accessible by public, dietary requirements)
- Emergency plans (identifying local medical services, first aid kit first aid training for supervisors, medical history forms completed by participants and travelling supervisors)



## Consent

### ORGANISATION

The club/organisation is required to sanction all events involving overnight stays. Prior to sanctioning, the official organising the event should brief the organisation on:

- Purpose of the trip
- Cost
- Required supervision
- Vetting of all attending officials (including Working with Children Checks)

The event should be sanctioned by the committee of the club/organisation.

### PARENT/CARER

Consent must then be sought from the parent/carer of each child/young person in writing. Consent may be given via a specific consent form and/or via electronic communication (e.g. email).

Prior to giving consent parent/carer should be informed of the following:

- Purpose of the trip (e.g. competition, training camp)
- Duration of the trip
- Accommodation type and location
- Type of transport
- Location of venue for event/program
- People who will be responsible for supervision
- Drop-off and pick-up times and location
- What the child/young person is required to bring on the trip
- How to communicate with their child/young person and/or with supervising staff while at the event
- A schedule of activities

Sports should also seek the following information from parents/carers:

- Any dietary requirements
- Any medical requirements
- Any religious or cultural requirements
- Any additional care requirements

The organisation should not permit a child or young person to attend an overnight/s sporting trip if a parent/carer has not provided consent to do so.

## Transportation

Any transport should follow the requirements for transporting children and young people, outlined in the guidelines for [Transporting Children and Young People in Sport](#).

## Accommodation

The following advice should be followed regarding accommodation:

### DO

- Ensure that all accommodation requirements have been organised in advance of the trip and a risk assessment carried out to ensure appropriate accommodation and mitigate any issues (e.g. a child/young person staying in a hotel room on their own).
- Ensure that parent/carer is provided the address and contact details of the accommodation.
- Ensure that the supervisor's accommodation is located within close proximity to the children/young people they are supervising.

### DON'T

- Provide accommodation that requires children/young people to share a bed.
- Provide accommodation where an adult is sleeping in the same bed or room as a child/young person.



## Supervision

The following advice should be followed regarding supervision:

### DO

- Ensure that the appropriate level of supervision is provided. This should take into consideration the gender of the group (e.g. if mixed gender, male and female supervisors are to be appointed), the number of children/young people in the group and their age.
- Appoint all supervisors prior to the trip. If there are not sufficient supervisors prior to commencing the trip, it should not proceed.
- Ensure all supervisors have been vetted by the organisation including having relevant Working with Children Check (or equivalent), and reference checks prior to being appointed.
- Provide contact details for a minimum of two supervisors to the parent/carer of each child/young person.
- Ensure that supervisors are provided with a list of all children/young people attending, completed medical forms and contact details for parent/carer (this information may be designated to a specific supervisor dependent upon their role).
- Ensure that two supervisors are in attendance when doing all activities. This includes team meetings, room checks and when communicating with children/young people.
- Prior to entering the accommodation rooms of children/young people, knock and wait to be asked to come in.
- Always be appropriately dressed in the presence of children/young people.

### DON'T

- Leave children/young people to be supervised by adults who have not been pre-approved as supervisors.
- Be alone in a room with a child/young person.
- Invite a child or young person into your accommodation.
- Enter the child's or young person's room without having another adult present.
- Consume alcohol or illicit drugs during the trip.



## Electronic Devices

The use of electronic devices such as mobile phones, iPads and/or photographic devices should not be used by any one in areas where children or young people are dressing or sleeping. In these areas children and young people are particularly vulnerable as they are at various stages of dress/undress and because they are isolated areas. Due to the risks of inappropriate photography or filming, mobile phones, iPads or other electronic devices should not be used.

## Medicines and Medical Information

A child/young person's medical information should be sought from the parent/carer and a medical form completed by the parent/carer prior to travel. Any medication required by the children/young people during the trip, including the dosage required, timing of required dosages, and any other relevant information should be included.

During travel, any prescribed medication required by the child/young person should be provided by the parent/carer in a clearly labelled container and should be overseen by a designated supervisor during the trip.

## Additional Care Requirements

Sports should ask parents/carers if their child/young person has any specific care requirements (e.g. if a child/young person has a fear of flying or has never flown previously.) This will enable the organisation to plan the appropriate care required.

Additionally, any dietary requirements of the child/young person should be provided to supervisors prior to travelling. This may be gathered via the medical form or a separate form. This will enable the organisation to plan meal requirements during the trip.

## Emergency Procedures

Emergency procedures should be developed to ensure that supervisors are aware of their roles and responsibilities in the event of an emergency. This should include:

- First aid provisions and who is responsible for administering first aid
- What will occur in case of a medical situation
- What supervision is required for the child/young person who may need to seek medical care, while ensuring adequate supervision is always provided for the other children/young people
- Location of nearest doctor, chemist and hospital and contact details
- Reporting procedure (e.g. medical incident report form)
- If there are any unforeseen changes to the information provided to parents/carers (e.g. cancellation or delay in flight or playing schedule must be communicated to all parents/carers in a timely manner)

## Insurance

The organisation and/or individuals should have the required insurance cover in place. This should include liability insurance and cover for:

- Medical (personal accident insurance)
- Accommodation and travel insurance
- Baggage loss

## Preparing Participants

Children/young people should be provided with information and an opportunity to have input into planning.

Information should include:

- What is expected of them and their rights (e.g. what to wear, code of conduct, free time)
- Roles and responsibilities of the supervisors
- Who to speak to if they have any concerns
- Processes to contact parents/carers
- Expected weather conditions
- Evacuation and emergency protocols
- Rooming and meals information
- Passports (if required)
- Currency and spending money needed (if required)
- Local culture, language and laws (if required)

Input from children/young people should centre around things like:

- Expectations of participants
- The schedule of the trip and activities
- Spending free time



## On Arrival

When arriving at the accommodation, checks should be done to ensure the stay runs smoothly. This includes:

- Ensure children/young people are provided with a briefing outlining the accommodation facilities.
- Ensure supervisors are provided with a briefing outlining the expectations of supervisors and children/young people and confirm procedures for the trip.
- Provide room lists and schedules to all supervisors and children/young people.
- Check all rooms/meal areas to ensure appropriateness of accommodation including ensuring rooms do not have access to minibar content and that children/young people do not have access to adult video content in their rooms.
- Collect all money/valuables required for collection.
- Store all medications appropriately.

## Due Diligence

While away, regular diligence should be maintained to protect children and young people from harm. This includes:

- Ensure children/young people are provided with privacy when using their accommodation, changing room and toilet facilities.
- Ensure children/young people can contact their parent/carer if they wish to do so during the trip. If a parent/carer wants to spend time with their child/young person during the trip, supervisors must be notified, and pick-up and drop-off times should be clearly communicated.
- Ensure that children/young people do not have access to pornographic material or violent content through movies, television, internet, and magazines (e.g. removal of access to in-house movies provided by hotels).

## Contact us

To enquire, provide feedback or reproduce the contents of the document please contact:

### **Sport Integrity Australia Safeguarding**

PO Box 1744

Fyshwick ACT 2609

[safeguarding@sportintegrity.gov.au](mailto:safeguarding@sportintegrity.gov.au)

Safe Sport Hotline: 1800 161 361

Enquiries: 1300 027 232

[www.sportintegrity.gov.au](http://www.sportintegrity.gov.au)





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