



Supervision for away and overnight trips with children

Guidelines

Taking a team on an overnight or away trip can be extremely enjoyable. But making the most of the experience – and minimising the risk to all concerned – requires careful planning, the development of clear guidelines and appropriate levels of supervision.

Listed below are some basic tips to help you organise a successful trip.

Make sure adults have had a police or *Working With Children Check*

Any adult working with children should undertake a police check or *Working With Children Check* (WWCC), or in Queensland be a current holder of a Blue Card. If travelling interstate you may be required to comply with that states requirement.

Make sure there are appropriate levels of supervision

The general rule of thumb is a minimum of two staff with a ratio of 1:8 although this can vary between 1: 12 and 1:4 depending on the:

- sex, age and ability of the children (the lower the age of the children, the higher the level of supervision);
- nature of the activity;
- presence of children with special needs;
- duration of the trip;
- degree of risk;
- experience of the adults in supervising children/young people;
- type of accommodation; and
- overall behaviour of the group.

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If you're taking a mixed team or all girls' group away, there must be at least one woman accompanying the group.

If there's only going to be one adult accompanying you, the person must not be a relation or a partner.

At least one adult on the trip should have a current First Aid Certificate.

Plan appropriate accommodation

Adults should not share rooms with children. If an adult presence is required, there should always be more than one child in the room with the adult.

- If children share a room they should be the same age and sex.
- Never be alone with a child.
- If you have team meetings in hotel rooms, make sure at least two adults are present.

If you're organising an away match for a mixed team, make sure there are change rooms and toilet facilities for males and females.

Plan for emergencies

- If you need to administer first aid, do so only if you are qualified and in the presence of others, unless the situation is such that emergency action is required.
- Do not remove a child's clothing unless you have their permission and at least one other person is with you, unless the situation is such that emergency action is required.
- Have a dedicated mobile phone so you can call for assistance and contact the parents/guardians.
- If the child requires medical/hospital treatment, notify the child's parents as soon as possible.

Keep parents informed

Let parents know the following:

- the aim of the trip;
- the destination and venues;
- all competition details (e.g., where the team will be playing, when etc.);
- supervision levels (e.g., how many adults; who they are);
- roles and responsibilities of the adults accompanying their child/ren; and
- journey times, stopping points along the way, estimated time of arrival/departure.

Keep children informed

Let children/young people know:

- what's expected of them;

- roles and responsibilities of adults accompanying them;
- their rights; and
- who to talk to if they have any concerns.

Travel with others

Any person transporting children must be appropriately licenced to take passengers and don't have any restrictions on their licence.

Avoid being alone in a vehicle with a child. If it's necessary to take children to or from a location, put the following steps in place:

- Notify the parents in advance and get their approval.
- Tell the child's parents the route you'll be taking and the estimated time of arrival.
- Have the club's administrator (or another adult associated with the club) ask the child whether they feel comfortable travelling with you.
- If you regularly take children home from practise, vary the order in which you drop the children off so that you're not always alone with the same child.