

Template Information to Parent/Carer Letter

This template should be used by Clubs/Associations who are planning a trip away with under 18's. It should be adapted as necessary to provide all the necessary information detailed in the Trips Away Policy.

Dear Parent/Carer

Your child has been invited to attend the [club/association] trip to [destination/event].

The purpose of the trip is to [attend event/training camp etc – insert brief summary of event/training and key activities].

Supervisory Team

The Team Manager will be [insert name] and they will be supported by;

Lead Coach - [insert name]

Coaches/Team Assistants [insert names]

Welfare Officer: [insert name]

First Aider - [insert name]

[Other relevant roles, e.g. cook, drivers, chaperones] - [insert name]

The Team Manager and all supporting staff/volunteers have been DBS checked (Enhanced with Barring List) and completed the relevant Safeguarding Training.

Safeguarding & Welfare

The Team Welfare Officer is your first point of contact for any concerns during the trip. [insert name] can be contacted on [insert contact number]

Alternatively, please contact the British Orienteering Lead Safeguarding Officer on 07891 091 662 or by emailing safeguarding@britishorienteering.org.uk

All activities follow the [British Orienteering Child Safeguarding Policy](#) and all the associated policies and procedures can be found on the [Safeguarding pages](#) of the British Orienteering website, including behaviour, [social media](#) and [photography](#) guidance.

Accommodation

Location(s):

[Address(es) and contact details]

Sleeping arrangements:

[Clear summary, including any exceptions such as over/under 18s]

Facilities:

[Brief note on bathrooms/changing arrangements if needed]

Parents are welcome to discuss arrangements in advance. Please contact the Team Manager and/or the Team Welfare Officer.

Travel arrangements

Outward journey: [insert details]

Local transport [insert details, e.g. minibus/hire car and any specific arrangements explicitly agreed in advance with parents]

Return journey: [insert details]

Pick-up will be on [insert location] at [insert time].

Drop-off will be on [insert location] at [insert time].

Meals

[insert details of any meals which the participants are expected to purchase/provide for themselves]

Downtime

There may be limited, age-appropriate free time where participants:

- May be briefly out of direct sight of adults
- Must stay within agreed boundaries
- Must check in/out at agreed times
- [insert details of any age-appropriate independence downtime, including expected check-in/outs, communal areas and boundaries]

Safety & Nature of Activities

Orienteering is an outdoor activity that will likely involve:

- Uneven terrain and natural hazards
- Independent navigation, away from supervision
- One-to-one shadowing (within British Orienteering Guidelines)
- Weather exposure
- Independent navigation (participants may be out of sight temporarily)

How risks will be managed:

- Risk-assessed activities and venues
- Appropriate venues and course difficulty
- Qualified support team and supervision
- Safety briefings and clear boundaries

- Check-in systems and emergency procedures

Serious incidents are rare, but risks cannot be completely eliminated.

Emergency procedures

Should you need to contact the Team Manager, please call [\[insert telephone number\]](#). If they can't be contacted, your next point of contact will be the Team Welfare Officer.

The UK Emergency Contact is: [\[insert name/number\]](#)

In an emergency, staff will act in the best interests of the child and inform parents as soon as possible.

Mobile phones

If your child doesn't carry a mobile phone, the process for contacting your child during the trip will be [\[insert details\]](#).

Behaviour & Expectations

All participants must follow the British Orienteering [Code of Conduct](#).

Key expectations include;

- Curfew: all young people will be expected to return to their sleeping accommodation by [\[insert time\]](#) every evening. After such time, they should only leave the room in an emergency situation.
- Appropriate use of phones/devices [\[insert specific expectations for trip\]](#) (no use in changing areas, no video calls in sleeping areas)
- No alcohol, vaping, or drugs (regardless of local laws)
- Adherence to all instructions from staff
- [\[insert details of any pre-defined rules/expectations\]](#)

Serious misconduct may result in a participant being sent home, at the expense of the athlete.

Breaches of the established trip code of conduct will be subject to sanctions, which will initially be dealt with by the team manager. Please also refer to the British Orienteering [Disciplinary Procedures](#)

Kit list

Participants should:

- Wear full leg cover and suitable clothing
- Have sturdy footwear with good grip
- Bring appropriate layers for the weather

[\[A full kit list will be provided separately in needed\]](#)

Required Documentation

Please return the following documents to the Tour Manager asap;

- Signed consent and medical form – detailing any current medical conditions and medication.

- Emergency contact details for duration of trip
- Medical, dietary and additional needs information
- Signed code of conduct – for both parent and child
- Passport copy (and physical passport for travel)
- Travel insurance details including key point summary.
- Any visas, [as required by the trip]
- Valid GHIC card (if British citizen) - see [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS](#)
- Signed letter of delegated authority – if required.

Additional information

- It is recommended that you visit [NaTHNaC - Country List](#) (as recommended by NHS - travel vaccination advice) to ensure that you have the relevant information regarding any vaccinations your child may require.
- Risk Assessment – available on request

This trip is designed to provide a safe, enjoyable experience that supports young people in developing confidence, independence and outdoor skills.

If you have any questions, please contact [[Team Manager name/contact](#)].

Many thanks

Team Manager