



Guidance for Trips Away with Children

Guidelines for Responsible Adults

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Introduction

These guidelines bring together the policies and procedures that apply to any person(s) taking a group of orienteers away on a training camp and/or an event within the UK or overseas, for one or more nights. This document is specifically aimed at good practice for caring for athletes under the age of 18 to ensure a positive and safe environment for all. The guidance is primarily for Team Managers and their supporting staff, the responsible adults. At the end of the document, guidance is given as to what information will need to be shared with parents and junior athletes.

For overnight stays, the responsible adults are acting in loco parentis and will be responsible for the safeguarding and wellbeing of the athletes as soon as they receive them¹ and will remain responsible until they are handed back to their parent/carer.

Any person taking a group away has a 'duty of care' as well as a legal responsibility under the Children Act 1989 for the safety and well-being of the children in the group at all times. **You are taking on a significant responsibility.**

British Orienteering appreciates the time and effort you are contributing to the sport and wants to support and encourage training and competitive opportunities for children in the sport, however, the responsibility is clear and we must all take this seriously.

These guidelines should be read in conjunction with the British Orienteering [Child Safeguarding Policy](#), [Adult Safeguarding Policy](#) and the [Social Media, Group Chat and Messaging](#) and [Photography, Videos & Live Streaming Guidance](#) policies and guidelines.

Note: The term 'child' describes any person under the age of 18 and can be interchanged with junior. References to 'parents' should be read as parents and carers inclusively. The term Team Manager can be interchanged with Trip or Tour Manager.



Whilst this document is guidance and based on best practice, mandatory requirements are boxed and highlighted throughout this document. Failure to comply may result in safeguarding or legal risk.

¹ See "Supervision" section below on when responsibility assumes/ends, should the child be using public transport to attend/leave a training camp or event.

Pre-Trip Planning, Documentation and Risk Assessment

Expectations and Conduct

The responsible adults should ensure that junior athletes, their parents/carers, all staff and volunteers and themselves have read, understood and signed up to the British Orienteering [Code of Conduct](#), and should reinforce these rules at every opportunity. Sign up is included as part of the [Consent Form](#).

Athletes must be aware of the specific behaviour and personal conduct standards expected of them, for the duration of the trip away. All children must be fully paid-up members of British Orienteering.

Pre-Trip Communication

Full and comprehensive trip details must be sent to all children and their parents/carers well in advance of departure. See the *Communications with Parents* section below for details of what this should include and refer to the [Checklist](#) and the [Template Information to Parents/Carers Letter](#). It is advisable to hold a pre-trip briefing to discuss trip details in person, with the child and their parents/carers, and then follow up in writing.

Children should be asked for their views on participation, photography, rooming and activities, and their wishes should be respected wherever possible, regardless of parental consent.

Coaches and volunteers must not use personal private messaging to contact children one-to-one. If a private message is necessary, use an organisational account, copy in a colleague/parent/carer, or move the conversation to a supervised platform. It is advisable to 'bcc' email addresses if sending a group email so that contact details are not shared.

Parental Consent and Mandatory Information



- Written parental consent must be obtained prior to the trip
- Medical and additional needs information must be collected
- Parents/carers must be informed of risks and provide consent

See the template [Consent and Medical Information form](#). A letter of delegated authority may be required for some jurisdictions and consideration should be given to this by the Team Manager.

Parents/carers must be made aware that orienteering is an outdoor sport involving inherent risks, including uneven terrain, remote locations, weather exposure (extreme

heat and/or cold), and physical exertion, and consent to participation is given on the basis that these risks are understood and appropriately managed (included in the [template Letter to Parents](#)).

Risk Assessment



- A risk assessment must be completed before the trip and submitted to British Orienteering
- The risk assessment must be reviewed and updated during the trip
- Any deviations must be recorded

This full and robust risk assessment should be conducted by the Team Manager with input from the Team Welfare Officer. A copy of the pre-trip risk assessment should be filed with British Orienteering (safeguarding@britishorienteering.org.uk), see [template risk assessment](#). British Orienteering will acknowledge receipt and reserve the right to access and review it.

The risk assessment;

- Must be reviewed on arrival
- Must cover all transport
- Must cover all areas of accommodation, e.g.
 - Fire exits
 - Balconies and windows
 - Electrical appliances

At the end of a trip, the Team Manager should send an updated copy of the Risk Assessment into British Orienteering, along with copies of the consent forms and other personal data, in line with GDPR regulations. British Orienteering will retain securely for the statutory period. Such documents should then be deleted from the Team Managers personal accounts.

Supervisory Planning

The risk assessment should support decisions regarding the team supervisory roles and help determine how many coaches or team assistants etc are required. Consideration must be given to factors that necessitate increasing the number of supervisory roles - see the *Supervision Ratios* section below.

Emergency Plan

Emergency plans are an essential part of the planning process for any trip. Prior to departure, Team Managers must consider what actions would be taken in foreseeable scenarios and an emergency procedure must be agreed and documented, [see template Emergency Plan](#).

Where circumstances change, emergency plans should be reviewed and adapted accordingly, for example in response to;

- changes in weather
- behavioural issues
- injury and/or illness
- travel disruption
- safeguarding concerns



- An emergency plan **MUST** be in place before the trip
- Must cover foreseeable scenarios

If in doubt, reach out to the Safety and/or Safeguarding contacts at British Orienteering². In emergencies, decisions may be taken in the best interests of the child, with parents/carers informed as soon as practicable.

Overseas Emergencies



- Key organisations must be contacted in an emergency (embassy, insurers, British Orienteering)

If an emergency occurs overseas, notify;

- British Embassy/Consulate
- British Orienteering
- Club and home contacts
- Insurers (especially if medical assistance is needed)
- Tour operator/provider if appropriate and ascertain phone numbers for future calls.

The government's 24hr helpline for British citizens abroad may be helpful (Foreign, Commonwealth & Development Office, FCDO, on 0207 008 5000).

British Orienteering may act as a support network and in extreme cases, may arrange for additional support staff to meet the group.

² Safety Officer: Joe Fermor Worrell (01629 818557)

Safeguarding Lead: Jeanette Downing (07891 091 662)

First Aid and Medication



- A qualified first aider must be present
- A first aid kit must be accessible at all times

A full and adequate first aid kit should be maintained for the duration of the trip. The risk assessment must contain the location of the nearest hospital.

Parents/carers consent to emergency medical treatment being authorised by the Team Manager or Team Welfare Officer where delay would put the child at risk.

Parents/carers should be encouraged to consult Travel Health Pro, as recommended by the NHS to ensure they are up to date with information on vaccinations recommended for the countries visited.

Prescribed Medication



- Medication arrangements must be agreed in advance
- A responsible person must be identified
- Medication must be accessible

Clear arrangements must be agreed regarding the storage and administration of any prescribed medication for children, including who is responsible and how this will be recorded.

Some medication, e.g. inhalers, may be held by children if deemed responsible and with parental consent. Details must still be provided to the Team Manager. If held by a child, it is their responsibility to ensure it is taken with them as necessary (e.g. in hand luggage), and spares should be considered and held by supervising adults.

The Team Manager should be aware of any medication the other supervisory adults are on, in case of an emergency. If the Team Manager themselves are on medication, it would be appropriate for the Welfare Officer to be aware of this.

Injury/Accident



- Parents/carers must be informed as soon as possible
- All incidents must be reported using the [Incident Reporting Form](#)

Any significant injuries or concerns should be raised with British Orienteering as soon as possible.

Insurance

Responsibility for Travel Insurance

It is the responsibility of parents/carers and travelling adults to ensure that they have appropriate travel insurance in place to cover themselves and/or their children for the duration of the trip.

Before confirming an athlete's place on the trip, the Team Manager must receive copies of confirmation that appropriate insurance is in place.

The Team Manager is responsible for **verifying** (not providing) that:

- the insurance cover held by children and travelling staff is appropriate for the nature of the trip, and
- all children have adequate levels of cover for all activities planned during the trip.

For convenience, a Team Manager may arrange group travel insurance, but this is not mandatory.

Required Cover for Trips Abroad

When travelling abroad, insurance cover must include, as a minimum:

- Medical cover, including repatriation
- Compensation for loss of baggage, passports and money
- Emergency expenses, including accommodation and transport
- Legal assistance

The Team Manager is advised to obtain and review a full copy of each policy, paying close attention to any exclusions. Insurance documents should be carried by, or readily accessible to, the Team Manager in case of an accident or emergency.

This requirement applies to all athletes, as well as all supervisory and coaching staff.

Liability Insurance for Orienteering Activities

All orienteering activities must be covered by liability insurance, to protect against claims relating to damage, negligence or injury.

All activities that are conducted by British Orienteering staff or representatives, or registered with British Orienteering are automatically covered by the [British Orienteering Public Liability Insurance](#).

Emergency Funds

The Team Manager should carry, or have access to, additional funds to deal with emergencies, for example, immediate hospital treatment for an athlete.

Registering Activities for Liability Cover

British Orienteering members can register events, coaching sessions or training activities through their Club or Association Fixtures Secretary. Liability cover may also be provided through other bodies (e.g. a school or local authority). However, if there is any doubt, the activity should be registered with British Orienteering to ensure appropriate cover is in place.

Eligibility and Overseas Activities

British Orienteering insurance cover:

- is only available to members with a permanent UK address
- does not apply to members permanently living outside the UK

Eligible members are covered for liability arising from recognised activities:

- within the UK, and
- overseas, provided the trip is officially recognised or authorised by British Orienteering

For overseas activities:

- If a Club or Association registers a training activity, liability cover applies.
- If attending an overseas event, the event must be run by an official orienteering club in an IOF affiliated country.

Please note that cover does not apply to claims brought in courts in the USA, Canada, or certain other countries. Where relevant, clarification should be sought from the British Orienteering office in advance.

What British Orienteering Insurance Does Not Cover

The British Orienteering insurance policy:

- is not a travel insurance policy
- does not provide personal accident cover

Participation in British Orienteering events is undertaken at the athlete's own risk.

Schools, outdoor centres, youth groups or other organisers who consider commercial personal accident insurance to be advisable should inform athletes or parents/carers well in advance of the activity.

Documentation

Every athlete must have with them the required, valid documentation to safely travel, and steps must be taken to ensure it is kept safe (this may mean collecting and holding all documentation on behalf of the athletes). Well in advance of departure, the Team Manager must ensure;

- Every athlete has a valid passport covering their legal travel throughout the trip.
- Visa requirements have been checked and every athlete has the required visa, if required.
- Every athlete has a ticket covering their travel and stay throughout the trip.
- Individuals who are ordinarily resident in the UK are advised to ensure they have a valid Global Health Insurance Card (GHIC) with them (see [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS](#)).
- Individuals who are not ordinarily resident in the UK should check with the health authority in their country of residence to confirm what healthcare cover applies abroad.
- Any specific additional requirements are checked, see [Foreign travel advice - GOV.UK](#)

It is advisable to double check all athletes have the required documentation with them on departure

Please note the following in relation to passports;

- 6-Month Rule: Many popular destinations, including much of Asia, Africa, and the Middle East, require at least six months' validity upon arrival.
- EU 3-Month/10-Year Rule: For travel to the Schengen Area, your passport must have at least 3 months left on the date you intend to leave, and it must not be more than 10 years old on the day you enter.

Volunteer Roles – selection and qualifications

All staff and volunteers on trips away with children are in a **Position of Trust**. This means they hold authority, influence, and responsibility for the care, supervision, and welfare of the children.

Individuals in a Position of Trust must;

- Always maintain appropriate professional boundaries
- Not engage in any behaviour, with a child, that could be interpreted as abusing that trust, including;
 - forming inappropriate relationships,
 - encouraging secrecy,
 - engaging in any sexual, romantic, or otherwise exploitative behaviour

Children cannot legally or meaningfully consent to such behaviour, regardless of age, apparent willingness, or the views of others.

Any breach of this responsibility will be treated as a serious safeguarding concern and may result in disciplinary action, removal from the role, and, where appropriate, referral to statutory authorities.

All staff and volunteers (responsible adults) must meet the following requirements:



- Be carefully selected for their role, based on holding the appropriate qualities
- Be 18 years of age or over
- Be registered members of British Orienteering
- Agree to abide by the British Orienteering [Code of Conduct](#) at all times
- Have been background checked according to [current requirements](#) for their role (e.g. DBS, PVG, Access NI).
- Hold up to date Safeguarding training, see [Minimum Training Standards](#)
- Be fully aware of the [British Orienteering's Safeguarding Policies](#)
- Complete and return a [Self-Declaration Form](#) to British Orienteering (returned via email or [Forms](#)).
- Inform the Team Manager of any personal medical condition or needs
- Know how to record and report any safeguarding issues or concerns, complaints or accidents, see [British Orienteering Incident Reporting Form](#).
- Understand their clearly defined roles and responsibilities whilst on the trip

Mandatory Roles	Responsibilities	Additional Requirements
Team Manager	<p>Should be appointed for trips away. They have overall operational authority and a duty of care for everyone on the trip.</p> <p>They hold overall responsibility for junior athletes' well-being, behaviour, and sleeping arrangements.</p> <p>Coaches are accountable to the Team Manager in all non-performance related matters.</p> <p>Must ensure children are safeguarded and that they always maintain professional boundaries.</p> <p>Must ensure all those travelling have adequate travel insurance cover.</p>	<p>British Orienteering Event Safety eLearning Course</p>
Team Welfare Officer*	<p>Must be a designated person present for the duration of the trip.</p> <p>Ensures individuals know they are the Team Welfare Officer for the duration of the trip.</p> <p>All concerns should be reported into them, and they in turn make a record and report to the relevant persons/organisations as per the Safeguarding Policy.</p> <p>Holds contact and medical details for all athletes</p> <p>Oversee all safeguarding matters.</p>	<p>Time to Listen Course (UK Coaching or in-house)</p>

Optional Roles	Responsibilities	Additional Requirements
Team Assistants	Provides in loco parentis supervision and assists the Team Welfare Officer.	
Coach	<p>Responsible for delivery of the training/event programme.</p> <p>May also act as a supervisor in role (Team Assistant), accountable to the Team Manager.</p> <p>Have a duty of care to all and assume parental responsibilities of under 18 athletes on the trip (if parents/carers not in attendance). This is with the support of the Team Manager, Team Welfare Officer and Chaperones where applicable.</p>	British Orienteering Coaching Licence
Chaperone**	<p>Takes on the role of a responsible parent/carer for a single member under 18 requiring one-to-one support. This role is in addition to the coach/Team Manager ratio requirements.</p> <p>Must avoid complicating a coaching role.</p>	Chaperones are there to support the coaches in the supervision of athletes on the trip and will assume duty of care at points to support coaches.
Cook	<p>The Cook is responsible for the safe preparation and provision of food during the trip, taking account of dietary requirements, allergies, and food hygiene standards. While they may have contact with athletes, they are not responsible for supervision unless explicitly assigned</p>	<p>Food hygiene Level One certificate (minimum) – for multi day trips only.</p> <p>And Food Standards Agency Home Food Allergy Training (free and online)</p>

Driver	The Driver is responsible for the safe operation of the vehicle used to transport athletes and staff, ensuring all legal requirements, insurance, and safeguarding expectations are met. Where journeys are long or in the event of fatigue, illness, or an emergency, provision must be made for an additional suitably qualified and insured driver.	Clean and valid driving licence for the vehicle they're intended to drive. A copy of this should be held by the TM for the duration of the trip.
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* If a safeguarding concern involves the appointed Team Welfare Officer or Team Manager, concerns must be reported directly to the British Orienteering Lead Safeguarding Officer (safeguarding@britishorienteering.org.uk or **07891 091 662**) or via the NSPCC helpline (**0808 800 5000**).

** If an athlete under the age of 18 qualifies for an international or UK based competition or training camp, as part of the GB team for W/M20 or above (e.g. over 18s), they should be accompanied by a parent/carer when travelling and competing. In the case that a parent/carer is unable to attend, British Orienteering would expect that a Team Welfare Officer and a Chaperone be included on the trip. Depending on the size of the group, it is possible that the chaperone could also act as the Team Welfare Officer for the trip.

Supervision Ratios



- A minimum of 2 responsible adults must be present
- Under 18s cannot act as supervisors
- At least one adult must be present or easily reachable at all times

All trips must have enough suitable adults present to safely supervise all the athletes in attendance, at all times. This is part of the legal duty of care and helps maximise safety, wellbeing and effective coaching of the athletes.

NSPCC Sport has recommended minimum adult-to-child supervision ratios which we should adhere to, at all times;



- Minimum ratios must be followed
- Ratios must increase where required by risk assessment

Child's age	Number of children to 1 adult
4-8	6
9-12	8
13-18	10

The risk assessment may also highlight factors which increase the need for further coaches/supervisors above the NSPCC minimum, e.g. unfamiliar environments, international travel, high-risk terrain, technical ability of the athletes, activities being undertaken, level of independence of the children, location of the activities, age and experience of athletes and potential for illness or an accident. This is a non-exhaustive list and should never be taken as a reason to reduce the ratios.



- Responsibility begins when the child is received
- Responsibility ends when handed back to parent/carer
- Responsibility continues in cases of delay or non-collection

It is recognised that in some instances, children may, with their parent/carer approval, travel to the meeting point by public transport (including aeroplane). In such situations, a clear, specific meeting point and time must be pre-agreed and communicated to all. Only when the child is at this point, at the time specified, will responsibility be assumed. Any decision to travel by public transport should be made in line with that which would be made by a “reasonable” parent and suitability to do so must be assessed on a child-

by-child basis. If a child is not deemed suitable, then the parents/carer must accompany the child to the agreed meeting point.

If a parent/carer has not collected their child at the agreed date, time and location, then responsibility will remain with the supervisory adult. This should be reported immediately to the Team Welfare Officer and a joint decision made as to next steps.

Supervisors should plan for the possibility of delays and cancellations themselves to ensure that they will be at the agreed meeting point, on time. This should be included in the risk assessment.

The following points should be adhered to;

- There should be at least 2 supervisors with any group to ensure that at least one other supervisor continues to oversee the group while any injury or problem is dealt with.
- At least one other coach/responsible adult, in addition to the Lead Coach, should be present at every training session. The additional adult does not have to be a qualified Instructor/Coach but does need to have completed the relevant safeguarding training and be appropriately vetted. There should always be an adult at the start/finish area of the exercises.
- At a competition, there should always be one responsible adult in an agreed location, e.g. specific point in the assembly area. Athletes should know to check in with them following their race.
- Where there are organised events for the adults (e.g. race events, social events, Team Manager meetings) it is reasonable for all the responsible adults to attend these only if the children know how to contact them and can do so readily (e.g. in the same building). If this is impracticable, then one responsible adult should remain with the children for the duration of the event.
- Where mixed teams are involved, there should be at least one male and one female chaperone in the supervision structure who remains on site during downtime and overnight. A plan should be in place should an issue arise where athletes of one gender are no longer directly supported.

General Rule: Any deviation from the following advice must be recorded in an updated risk assessment, communicated and agreed in advance by athletes and their parents/carers, with explicit consent recorded.

Supervision at mealtimes

Special diets, food allergies and intolerances should be identified in advance to enable provisions to be made. If athletes are to provide or purchase their own food, this also must be notified in advance. All children and young people should remain appropriately supervised when buying and eating their food.

Supervision at downtime

Whilst some age-appropriate independence may be allowed, curfews, check-in/outs, communal areas and boundaries should be implemented and pre-defined to ensure effective supervision. At least one adult should be within very easy reach at a minimum.

Rooming



- Under 18s must not share rooms with over 18s (see defined exceptions below), even if same gender.
- Sleeping arrangements must be communicated in advance (to parents and athletes) and opportunity given to voice any concerns.

It is recognised that this may be problematic in the following scenarios;

- children who turn 18 years of age and are still eligible for junior events and training camps for the duration of that year, or
- an under 18 who is invited to attend a senior training camp or event.

In such situations, ideally, the under 18's should be roomed separately from the over 18's and if not feasible (e.g. for logistical reasons) this must be risk assessed and both communicated and agreed with the child and their parents/carers in advance.

Males and females should be in separate, age appropriate, sleeping rooms. An exception may be made in the case of co-habiting adult couples or families.

Supervisors' rooms

These must be located nearby to allow for suitable supervision and ease of access in an emergency and ideally on the same floor. Chaperones should be as close as possible for easy contact, if necessary. Children and young people should have a clear understanding of where the responsible adults are if they have an emergency, including their room number and contact number.

Room checks

Supervisory staff and/or Chaperones should check all athletes' rooms upon arrival to ensure they are secure. A register should be taken at appropriate times.



- Adults must not be alone with a child in a room
- There must be more than one child present

Accommodation type

The use of village/school floors for sleeping on should generally be discouraged, especially for trips of more than one night. If this type of accommodation is chosen, adults should ideally sleep in a separate location to the children. If there is no option but to have adults sleeping in the same room as the children, there must be at least two adults and more than one child. As above, this must all be risk assessed and both communicated and agreed with the athlete and their parents/carers in advance.

Emergency briefing

On arrival, all athletes must be briefed on fire evacuation routes, assembly points, and emergency procedures at the accommodation

Curfew

It should be agreed in advance what time to return to rooms and lights out. Once the curfew is reached, no one should leave their room unless in an emergency.

Individual beds

NSPCC Sport explicitly states that every child should have their own bed to sleep in. Where possible, this should be interpreted as a mattress, off the floor.



- Children must not share beds under any circumstances

Technology (Devices)

Ensure that guidelines are agreed with consultation from parents/carers in advance of the trip, with regards to the use of mobiles and/or devices both for the duration of the trip and specifically in bedrooms and changing areas. Supervisors/chaperones should check if unsafe channels or television access can be blocked in any in-room entertainment systems. Video calls should not take place in sleeping rooms.

Changing rooms and washrooms

Separate washing, showering and toilet areas should be provided for adults and children, older and younger age groups and males and females. Where such facilities cannot be reasonably provided, a rota must be established.

Transport



- Appropriate supervision must be maintained at all times during travel

All transport should be planned to ensure that any safeguarding concerns can be addressed and consider;

- Journey times and stopping locations (note: dynamic risk assessment to allow for changing situations e.g. traffic congestion and delays).
- Adequate toilet breaks and food stops.
- Driver wellbeing and rest.
- Appropriate supervision in public areas.
- Insurance cover.
- Sustainability and environmental impact, where practicable, give preference to more environmentally responsible options, in keeping with the ethos and values of the sport.

Travel with Children

Children should not travel alone. For children aged 16-18, there can be an exception in special circumstances where appropriate arrangements are made with the athlete, their parents/carers, and travel companies. Children travelling together, unsupervised, cannot be expected to take responsibility for each other.

Public transport

Consider regular headcounts, supervision groups, check in/out points and adults boarding first and last to ensure effective supervision. A supervisory member of the group should be on hand at any location where tickets are being checked and verified to assist with any concerns and ensure everyone is able to board safely.

Private Cars



- One adult must not travel alone with one child unless:
 - pre-planned with parental consent and risk assessment, or
 - in an emergency
- Drivers must be vetted, licensed and insured

If only one driver, then must be more than one child per car. The car must have a valid MOT. These checks must be made prior to any planned journeys. Reliance should not be made on those who have just passed their driving test.

Minibus Travel

Drivers should have attended an appropriate driving course and hold the correct license. Vehicles should be maintained to the standard required by law. Trips must be planned to allow sufficient time for breaks, and additional drivers should be available to meet driving regulations and laws of the operating land. Passengers on minibuses will be required to wear seat belts, where fitted, and the driver will be responsible for making sure that children under the age of 14 use their seat belts.

Delays and/or Cancellations

Changes to transport arrangements, such as delayed or cancelled flights, trains, can occur. This should be communicated to parents/carers and regular updates provided. Plans to deal with these should be considered in the Emergency Planning procedures below.

Athlete Conduct

Code of Conduct

All athletes, and their parents/carers must be aware of the expected standards of behaviour and personal conduct throughout the trip and must sign a copy of the [Code of Conduct](#) prior to travel. They should also be reminded that breaches of the Code of Conduct will be subject to sanctions, see Disciplinary section below.

Bullying, harassment, or peer-on-peer abuse will not be tolerated and must be reported and addressed in line with [British Orienteering safeguarding procedures](#).

Drugs and Alcohol

The use of recreational drugs is prohibited for the duration of the trip. It must be made clear, prior to departure and during the duration of the trip, that illegal and performance enhancing drugs and substances are strictly forbidden.

For athletes, all other illegal drugs/substances, alcohol, and tobacco are also banned, regardless of whether they are on the official banned substance list and regardless of whether permitted by local laws or not. Social arrangements must not expose young people to inappropriate situations.

For adults in a supervisory role, alcohol consumption is not recommended. All responsible adults should lead by example. Any consumption needs to be considered and must not impair supervision, with priority given to the responsibilities held, e.g. ability to respond to an emergency or driving the next day. Vaping and smoking should not be done in the presence of under 18s

Physical Contact



- Physical contact must only occur when necessary and in the child's best interests
- Must never be inappropriate or intrusive

Children have the right to say what level of contact they are comfortable with and should always be listened to and respected.

Adults in positions of responsibility should avoid unnecessary physical contact with children.

Any physical contact must;

- Be appropriate, proportionate and in the best interests of the child
- Be child-centred, rather than the adult initiated.
- Take place only when genuinely necessary, e.g. to:
 - Treat an injury

- Support development of orienteering skills or techniques (this is rarely necessary within orienteering)
- Prevent an injury or accident, e.g. to stop a fall
- Comfort a distressed child or to celebrate success.

Adults should use their judgement and be alert to the potential for contact to become unnecessary, excessive or misinterpreted.

Physical contact with young people must never include touching of the child's;

- Genital areas
- Buttocks
- Breasts
- Body, that might cause distress or embarrassment.

Discipline

Disciplinary measures may at times be necessary, and such procedures must be conducted with fairness, following the British Orienteering [Disciplinary Procedures](#). Firm guidelines for behaviour, curfews, rendezvous times, etc. must be laid down clearly to the children, so that they know what is expected of them at all times.

Breaches of the Code of Conduct will initially be dealt with by the Team Manager, who should liaise with British Orienteering for advice if necessary. For any discussions in disciplinary matters, at least two responsible adults must be present, and the child must, if possible, be represented by an accompanying adult.

Should a child need to return home due to a disciplinary issue during a trip away, this will be at the expense of the athlete. If necessary, the child's parents/carers will need to arrange for their child to be collected from the destination as supervision ratios shouldn't be compromised.

Be aware at all times of possible tensions within the group. Orienteering is an individual sport, and its competitive nature may lead to jealousies and to bullying.

Young Orienteers (Under 18) Taking Part in Senior Events

Invitations to attend additional senior (W/M20 and above) events or training camps, while attractive, will not always suit individuals. The personality of the child, their ability to deal with the extra physical and mental demands of senior courses or training exercises should be considered prior to extending any invitation.

As a matter of policy, the selection of a junior athlete (under 18) for a W/M20 and above competition or training camps should be by exception only, with preference given to those of the right age class. If selected, children should not run up more than one age class.

Parents/carers must be made aware of the nature of the event/trip and should confirm their acceptance of the arrangements by signing a [Parental Consent Form](#). This should detail the nature of the event/trip, the objectives and benefits to their child.

Travel plans should be suitable for children and communicated to the athlete and parent/carer well in advance. Accommodation and social arrangements must not expose the child to inappropriate situations. The same safeguarding standards apply to all under 18's, regardless of the purpose of the camp or event.

The Lead Coach is expected to monitor and advise the junior members of the group to ensure that the distances and technical demands of the training or event are not excessive for the individual.

Athlete & Coach Welfare

Coaches, instructors and leaders must be alert to signs of cold and tiredness, which may lead to them making errors of judgement. Care must be taken not to overload a supervising adult by asking them to take on too many roles (e.g. driver, cook, coach, supervisor) and not have sufficient rest.

The same applies to stress caused by an athlete being stretched beyond their limits. Although such stress is not always unhealthy, and is sometimes a necessary part of learning, it can be dangerous if taken to extremes or if combined with other risk factors.

Competition is an essential part of many orienteering activities, and even informal competition can lead to greater enjoyment and motivation. Coaches, instructors and leaders should, however, ensure that this is never harmful and that it would not lead to over-exertion or excessive risk-taking.

International events

When planning international events, either as host or travelling, the same standards may not be in place in other countries. However, the minimum standards detailed in these guidelines should not be compromised for a team or an event involving children.

Clarify with the host country's officials, and those responsible for planning and organising the Event, precisely what measures are in place to safeguard the well-being of junior athletes.

If the host organisation does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of athletes, then the Team Manager (in consultation with British Orienteering, the Team Welfare Officer and other relevant authorities), needs to consider how the health, safety and welfare of athletes can be safeguarded under these circumstances. **If satisfactory ways cannot be found, then the visit must not take place.**

Check the Foreign, Commonwealth and Development Office advice for the country to be visited at [Foreign travel advice - GOV.UK](#).

Communication with Parents

During the trip

A communication plan should be agreed prior to departure, recognising that some parents/carers may wish to be informed of activities whilst their children are away. Spond is the recommended platform and any form of communication must comply with the [Group Chat and Messaging](#) guidance.



- Emergency contact details must be provided to parents before departure

Prior to departure, parents/carers must be provided with the emergency contact details of the Team Manager for the duration of the trip. If children are carrying a mobile phone with them, it is advisable for them to hold the mobile phone number for the Team Manager for use in emergencies. For day-to-day contact, Spond is the recommended form of communication.

Information to share with parents

Parents/carers must be made aware and given written information on the following, in advance of the trip. You may consider using or adapting the [Template Letter to Parents/Carers](#).

- Purpose of the trip
- Trip itinerary
- Consent form (signed and returned) and medical form
- Name and contact details of the Team Manager and supporting staff/volunteers.
- Details of the accommodation with address and contact number.
- Details of transport to and from the venue and during the trip.
- Drop-off and pick-up times and locations
- Emergency procedures and telephone contacts.
- Arrangements for any contact agreements.
- Code of conduct for all athletes, parents/carers and staff/volunteers.
- Child Safeguarding Policy and Procedures
- Contact details of Team Welfare Officer and details of how to report a concern.
- Procedure for any disciplinary procedures.
- Alcohol, curfew and rooming arrangements
- Any specific travel and behavioural policies
- Details of pre-planned sleeping arrangements
- Any competition details
- Kit and clothing required
- Food and drink required
- Any additional costs, money arrangements
- Any other specific requirements
- Process for contacting children if they don't have a mobile

Information required from parents

The following information should be obtained about the athletes prior to the trip. If extra activities are planned for the duration of the trip, which are not covered on the generic risk assessment, these must be added. For example, for swimming, it is essential that the athlete's competency is known, so good practice is to request this information on the consent form.

Information collected will depend on the trip but will generally include:

- Signed consent for the trip including all activities (including non-orienteeing, e.g. swimming)
- Signed Code of Conduct³ for both parent/carer and athlete
- Child's basic information, including their name, address, date of birth
- Copy of passport (passport numbers and details or photos) - Clarify whether this will be held by the Team Manager or by individuals.
- Copy of insurance (with summary of key points)
- Copy of visas, if required
- Medical details, prescribed medication, any personal care needs, allergies or dietary requirements
- Consent for emergency medical treatment
- Any specific or additional requirements
- Emergency contact numbers

If hosting regular training camps/trip, parents/carers can be given the option to provide specific details for their child when they join the Club/Association which can then be filed and reused. These must be stored in line with GDPR considerations and there should be regular opportunities for review to ensure details are kept up to date.

Parents/carers should understand that they need to inform of any changes of address, medical updates or new contact details.

³ This will be agreed to as part of the Consent Form and/or the Athlete Handbook for senior squads and teams.