

Trips Away with Juniors: Key Guidance for Team Managers

For all overnight camps, training trips, and competitions within or outside the UK involving under-18s.

Responsibilities

- Acting *in loco parentis* and hold a duty of care for every child in your charge, from the moment a junior is received until they are handed back to their parent/carer.
- Maintain the safety, welfare and conduct of all participants at all times.
- Ensure compliance with British Orienteering safeguarding, conduct and safety policies
- Comprehensive planning, transparent communication, and adherence to safeguarding procedures are the foundations of a safe and successful trip.

Pre-Trip Planning

- Hold a pre-trip briefing with parents/carers and athletes.
- Share written trip details: itinerary, accommodation, supervision, emergency contacts, curfews, and code of conduct.

Pre-Trip Documentation

- Obtain signed parental consent and medical details using current templates.
- Submit a risk assessment to British Orienteering before departure and update it during the trip.
- Complete a written emergency plan covering foreseeable scenarios
- Verify all participants have:
 - Valid passport/visa, GHIC/EHIC, and travel insurance
 - Consent for emergency medical treatment

Essential Roles

Team Manager	Overall operational authority, safeguarding oversight, insurance verification, behaviour management.
Team Welfare Officer	Holds medical/emergency details, manages safeguarding reports, monitors well-being.

All responsible adults must be:

- Registered British Orienteering members
- Age 18 + and appropriately vetted (DBS/PVG/Access NI)
- Up-to-date with Safeguarding Training and self-declaration form completed

Minimum Safeguarding Standards

Supervision	Minimum 2 responsible adults present at all times; under-18s cannot supervise. Follow NSPCC ratios 4-8ys 1:6, 9-12yrs 1:8, 13-18yrs 1:10
First Aid & Medication	A qualified first aider and accessible kit must be on site. Medication handling arrangements agreed and recorded.
Rooming	Under-18s must not share rooms with over-18s and separate male/female rooms unless risk assessed and consented. Children have their own beds.
Transport	One adult must not travel alone with one child unless pre-agreed with parental consent or in an emergency. Drivers must be vetted, licensed and insured.
Physical Contact	Only when necessary, appropriate and in the child's best interest. Never intrusive or inappropriate.
Insurance	Verify each participant and adult holds travel insurance including medical/repatriation cover; ensure orienteering activities are registered for liability cover.

Conduct and Discipline

- All participants and adults sign the Code of Conduct before travel.
- Zero tolerance for bullying, harassment, drugs, tobacco, alcohol, or performance enhancing substances.
- Adults' alcohol intake must not impair supervision or driving ability.
- Persistent misconduct may require returning the child home at parents' expense.

During the Trip

- Maintain active supervision (including mealtimes and downtime).
- Conduct arrival room checks and daily registers.
- Hold an emergency briefing for all participants (fire routes, evacuation points).
- Any accident, illness, or safeguarding concern must be reported immediately using the British Orienteering Incident Reporting Form and to safeguarding contacts.

Post-Trip Actions

- Submit updated risk assessment and copies of relevant consent and incident forms to British Orienteering.
- Delete all personal data files once safely transferred, in line with GDPR.