

Organising Trips Away

Even the simplest trips away require careful organisation and planning, especially for Vulnerable Adults as there may be a wide variation of complex needs including dietary, physical, communication and medication requirements to consider.

The following must be taken into account:

Communication with Parents/Carers

Details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for parents, costs, dietary requirements and any other special requirements or medical details. Strict instructions should be given to parents regarding the drop off and return locations and times.

Transport

Points to consider include vehicle type (e.g. public transport, minibus; coach or private car), any special requirements for Rowers with disabilities, length of journey, competence of driver, journey time, distance and stopping points, supervision during journey and stopping points, legislation regarding seat belts.

Supervision

The staff or volunteers organising the trip will have the duty of care to act in the best interests of the Vulnerable Adults for the duration of the trip. Clubs should ensure that the persons they appoint to care for the individuals are appropriately briefed in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any rower. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with vulnerable adults in line with the British Rowing *Safeguarding & Protecting Vulnerable Adults Policy*.

Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic first aid box. Those in charge of Vulnerable Adults have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Insurance

All registered members of British Rowing are covered for public liability and personal accident cover during rowing activities under British Rowing's insurance policy. Passengers travelling by motor vehicle should be covered by law by the insurances required under the *Road Traffic Act 1988*. When using private vehicles it may be necessary to check the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover.

When planning residential trips for Vulnerable Adult Rowers clubs should adapt the advice and checklists given in '*Planning Residential Trips*' guidance, training camp checklist and consent forms.

AUGUST 2010