

# OVERNIGHT TRIPS AND EXCURSIONS GUIDELINES

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## Table of Contents

	Page:
<b>Introduction</b> .....	<b>3</b>
Purpose .....	3
<b>Information</b> .....	<b>3</b>
Information and Informed Consent .....	<b>3</b>
<b>Safe Practice</b> .....	<b>4</b>
Sleeping Arrangements .....	5
Billeting .....	6
Dormitory/Marae .....	7
Hotel/Motel/Guest House/Hostel .....	7
<b>Checklist</b> .....	<b>8</b>

## Introduction

### ➤ Purpose

- 1.1 New Zealand Cricket (NZC) and its Member Associations are committed to providing a safe, positive and fun environment for children and vulnerable adults who participate in cricket, in any capacity, throughout New Zealand.
- 1.2 Overnight cricket trips, excursions, tournaments and events offer children and vulnerable adults with sporting experiences where they can compete and practice with new teams and opponents and develop new skills and learn more about themselves and others.
- 1.3 This policy works alongside the NZC *“Welfare of Children and Vulnerable Adults Policy”*, *“Welfare of Children and Vulnerable Adults Guidelines”*, and confirms the commitment of NZC and its Member Associations to the protection of children and vulnerable adults.
- 1.4 This policy proceeds to outline the standards and principles by which all those associated with NZC and its Member Associations will abide when involved with overnight trips and excursions.

## Information

### ➤ Information and Informed Consent

- 2.1 Away-from-home events need to be managed responsibly to ensure children, and vulnerable adults are safeguarded and that parents/caregivers feel confident that their children will be kept safe. Thorough arrangements need to be put in place for a smooth-running, enjoyable, and safe time away. Children and vulnerable adults need to know who they can go to if they have any concerns or problems while they are away and supervisors/coaches/volunteers need to be clear about their responsibility for the wellbeing of all children and vulnerable adults in their care.
- 2.2 Prior to any overnight trip, parents/caregivers will be given the opportunity to meet with the trip organisers and talk about the trip arrangements and discuss any concerns and questions they may have. This will include discussing accommodation and transport arrangements.

2.3 All parents/caregivers must be given full details about the trip, which will include, but is not limited to:

- dates and times of intended travel while away and expected return dates and times;
- arrangements for pick-up and drop-offs;
- accommodation details, including full addresses and phone numbers;
- details of sleeping arrangements;
- event venues or fields information;
- eating arrangements, such as self-catering or eating out;
- point of contact while away, including phone number/s and emergency contact details;
- details of accompanying adults;
- gear list;
- who to contact prior, during or after the trip, if parents/caregivers have questions or concerns.

2.4 Parents/caregivers are required to provide written consent for their child to travel and stay overnight for any trip. The consent form should include, but is not limited to:

- parents/caregivers contact information and another emergency contact number;
- child's medical, dietary, mobility and religious requirements;
- approved medical treatment if needed without immediate consent from a parent/caregiver, such as taking painkillers, or emergency procedures as required.

## **Safe Practice**

3.1 Good practice for children and vulnerable adults travelling and attending overnight events should include, but is not limited to:

- Ensuring that all adults attending the overnight event are appropriately safety checked, including but not limited to Police vetting.

- Ensuring all adults adhere to the NZC Safe Working Practices as set out in the NZ Cricket **“Welfare of Children and Vulnerable Adults Policy”** and the **“Welfare of Children and Vulnerable Adults Guidelines”**.
- Having a lead person who has oversight of the trip and who is responsible for distributing information to parents/caregivers, assessing and mitigating risk, and who has access to all necessary contact details.
- Ensuring everyone is briefed and given trip guidelines, so they are clear about the rules and who to contact with concerns.
- Having a correct ratio of adults to children, including enough adults in case someone has to deal with an emergency or becomes ill.
- Actively monitoring and supervising children – (Including, but not limited to, doing head counts, setting up a buddy system).
- Ensuring adults supervising activities of a personal nature do so in pairs – Including, but not limited to bed checks and attending to medical needs).
- Immediately addressing any rough, bullying or sexually inappropriate behaviour or activity.
- Role-modelling good behaviour and boundaries by respecting children’s privacy in toilets or showers, not allowing children to have access to alcohol or other adult material and having an agreed way of managing children’s behaviour positively.
- Having a plan for any illness or injury of a child, or accompanying adult.
- Ensuring all activities relate to the event or programme. There should be no detour to other venues that were not previously stated to parents/caregivers.

If there are any doubts about the safety or suitability of a person offering to travel or stay with children or vulnerable adults, it is ok to ask them not to attend. If you become aware of adults behaving in an unsafe way with children while travelling or on overnight stays please talk with them directly, referring them to these guidelines and let your trip coordinator know. If you have child protection concerns contact your Designated Person for Child Protection for advice.

## ➤ **Sleeping Arrangements**

- 3.2 Children and vulnerable adults sharing bedrooms should be of a similar age and gender. No adult is to share a room alone with a child or vulnerable adult, other than their own.

3.3 Where there is only one child, or vulnerable adult, in attendance of a particular age, gender, race, religion, sexual orientation, or culture, sleeping arrangements should be discussed with the child, or vulnerable adult, and the child's parent/caregiver prior to the trip and arrangements agreed upon and recorded in writing. The safety and wellbeing of all children and vulnerable adults will be the paramount consideration and all decisions will be made with sensitivity and on a case by case basis. Consideration will be given to, but not limited to:

- obtaining written permission from the child's parent/caregiver for their child to share a room with specific named team members;
- obtaining written permission from the child's parent/caregiver for their child to sleep in a single room;
- the child's parent/caregiver accompanying their child on the trip at their own expense.

3.4 All children and vulnerable adults should be given a briefing or code of conduct of expected behaviour. This should include who they can talk with if they feel unsafe or uncomfortable while away or travelling and how they can get hold of these people

○ **Billeting**

3.5 The host club should recommend suitable accommodation. All host families should only be members of the host club.

3.6 Children and vulnerable adults should have their own beds. Where children or vulnerable adults are sharing a bedroom, they should be of a similar age and gender. Prior consideration must be given to the individual needs of the children and/or vulnerable adults attending the trip, including, but not limited to, age, gender, race, religion, physical or mental health, sexual orientation, and culture.

3.7 A plan must be in place for emergency situations, including situations where a child or vulnerable adult feels unsafe or uncomfortable. Children and vulnerable adults must be able to easily and discretely contact their parents/caregivers or coach.

3.8 A process should be implemented for checking in with children and vulnerable adults each day to ensure the health, safety, and welfare of children and vulnerable adults being hosted in other's homes.

○ **Dormitory/Marae**

3.9 When arranging dormitory or marae accommodation, checks must be made to ensure that the sleeping space will not be shared with any other group.

3.10 Adults sharing sleeping spaces with children and vulnerable adults must be preapproved by the relevant NZC Club or Association, and with parents/caregivers prior to the trip.

3.11 Children and vulnerable adults must be arranged in a way that they are able to sleep close to their friends or others they feel safe with.

○ **Hotel/Motel/Guest House/Hostel**

3.12 Where practicable, only rooms with internal doors should be used and not rooms with ranch sliders or access to the outside from the room.

3.13 Where practicable, all children and vulnerable adults should be accommodated for on the same floor/wing. If not possible, groups of similar age players should be clustered in rooms near each other with at least two supervising adults for each cluster.

3.14 Violent and age restricted movies should be disabled on televisions and all adults should be clear that showing children age-restricted material is prohibited. Minibars should be unavailable in rooms where children and vulnerable adults are staying.

3.15 Where children and vulnerable adults are staying in a venue which serves alcohol, they should always remain accompanied by two supervising adults. Children should be briefed about not opening the door to people who are not in their group while alone in their room.

**Checklist:**

- ✓ Ensure all adults providing transport/attending the trip are appropriately safety checked
- ✓ Brief adults travelling or supervising on trips and provide copies of the NZC ***“Welfare of Children and Vulnerable Adults Policy and Guidelines***
- ✓ Parents/caregivers complete and sign a consent form, including their contact details and relevant details about their child, including medical, dietary and religious requirements.
- ✓ Hold an information meeting before the trip and provide full details about the trip in a document parents/caregivers can refer to.
- ✓ Ensure all parents/caregivers have the trip leader’s/coaches/ contact details.
- ✓ Ensure children have all the required gear.
- ✓ Make sure parents/caregivers are satisfied with all arrangements, including the adult supervision, travel, accommodation, itinerary, and emergency plans.
- ✓ Parents/caregivers know who to contact with any concerns before, during or after the trip and ensure that those concerns are listened and responded to.