

FAKENHAM CRICKET CLUB

TRANSPORTING / MANAGING CHILDREN/YOUNG PEOPLE

Keeping Parents/Guardians Informed

In the event of taking the children away from the club/ home ground for matches, training or other events, a meeting should be organised to provide details of the trip, the meeting should cover:

An itinerary giving as much detail as possible –

- The duration of the trip
- Names of all cricket staff
- Codes of Conduct for staff and players (age appropriate)
- Emergency procedures and telephone contacts
- Child Safeguarding Policy
- Details of insurance
- Date for paying deposit
- Details of transport (where applicable)
- Kit list
- Dietary requirements and any food allergies
- Signed consent from parent/guardian for emergency medical treatment
- First aid equipment – fully stocked kit is required
- At least one member of staff/team should have an up to date first aid qualification

There should be a **`Club Home Contact`** who is not travelling away, who will act as a contact point in an emergency. This person`s name and telephone number should be made clear to the parents/guardians prior to the trip away.

The Club Home Contact will be provided with the following information so he/she can fulfil their role should the need arise:

- Names of players and staff on the trip
- Emergency contact details for each of the above
- Details of any medical or physical needs these people may have
- Contact numbers for the staff on the trip

The Club Home Contact should be a member of the club who has been appropriately vetted. In the event of an emergency the Club Home Contact must:

Contact parents and keep them informed

Liaise with club officials and the ECB as required

Report the incident to the insurers

April 2019