

Pre-Tour Safety Guide



Introduction

The most effective way to ensure a safe and trouble free tour is to prepare thoroughly.

Our pre-tour safety guide provides information we believe will assist group leaders in the planning and preparation of their tours.

The safety of our clients whilst on tour is of paramount importance. SET has a comprehensive Safety Management System, which is annually audited by a suitably qualified external agency. Copies are available on request.

The guidelines in this document are principally for school groups but much of the advice applies to youth and junior sports club groups also.

Our commitment to you

The complete safety and security of your group is the most important responsibility we have. SET Sports Tours is committed to providing our groups with the highest possible standards for safety and financial security at all times.

We commit to:

- Maintaining and developing the highest safety management standards for the tours, courses and activities we provide.
- Providing the best financial protection available.

To ensure we meet our commitments, we will:

- Maintain active communication with stakeholders in educational travel, to promote and develop best practice.
- Allow key responsibilities to be scrutinised and verified by external experts.
- Ensure our customers can easily evidence the verification of our safety and financial security standards.

If you have any questions we will be delighted to help you.



Sam Seward

Managing Director
SET Sports Tours

First Steps

Set the Objective

An important first step is to establish why the tour is taking place and what you want the outcomes to be. These outcomes can be expressed in educational or pastoral terms or even a combination.

A clear understanding of your objectives enables other decisions to be made.

Consider Your Potential Group

Each group is different, the unique combination of individuals that make up the group will change each year. Therefore even if you visit the same places, you may need to consider different measures to accommodate the individuals. In extreme cases you may need to consider a different destination to normal to enable you to achieve your objectives.

Remember also to consider your team of group leaders and ensure all the necessary skills and ratios are available.

Getting Started

School and LEA Policies, Procedures and Governing Body Permissions

Always ensure you understand and comply with the requirements of your school or governing body's policy and procedures for foreign travel and touring. Ensure you have the necessary permissions to proceed and be aware that you may be required to state the educational objectives.

Supervisory Staff Free Place Ratio for Schools

SET offers a generous ratio of free supervisory staff places for school groups that is usually greater than required by the most stringent LEA policy and we recommend that it be adhered to wherever possible to ensure optimum support and cover.

If non-teaching adults are invited to make up the supervisory staff numbers, it is vital to check the implications with your governing body and LEA. All adult leaders must accept responsibility for the well-being of students including matters relating to safety and discipline. Free places are not normally included for non-school groups unless specifically requested before quotation.

Previous Experience

The experience and awareness of accompanying staff can contribute greatly towards the avoidance of many incidents whilst on tour. We recommend that at least one of the supervisory staff members accompanying a residential tour has had previous experience of travelling abroad with youth groups. Their first hand knowledge will be invaluable.

Pre-Tour Meetings

It is important to meet regularly with staff accompanying the tour (or in the case of club sides, the tour committee) to establish policy, share duties and to communicate this policy to the students participating on the tour. Parents may also wish to be involved, and one evening meeting for leaders, students and parents will provide an opportunity to reinforce guidelines, answer questions and perhaps run through the tour itinerary.

Aspects of safety and behaviour should certainly be raised at such meetings and students should be advised of their individual responsibility for collective safety.

Codes of Conduct

It is good practice to involve students in the construction of a suitable code of conduct.

The code should also consider behaviour during free time, which is when many accidents happen.

Documentation

Accurate and comprehensive documentation is vital. We recommend that a complete set of tour documents is left with your designated home/school contact. This will facilitate speedy assistance in the event of an emergency. Any last minute changes should be communicated to your home/school contact.

Risk Assessments and Inspection Visits for Schools

Risk Assessment

Risk assessment is an area where many group leaders can be unsure of what is demanded of them. However, the actual process of identifying risks and applying control measures to counteract them is an every day occurrence.

It is useful to consider this as constructing a group management plan. The basic task is to steer your group safely through the series of obstacles you will encounter.

Remember to consider Plan B's where appropriate.

There are many ways to record risk assessments and you should follow your own school's or LEA's guidelines and formats. Please download the HSE's 'Five Steps to Risk Assessment' for a good introduction to basic risk management.

Inspection Visits

An inspection visit to your selected destination offers an ideal opportunity to familiarise yourself with the accommodation and surrounding area prior to your tour. It is an ideal opportunity to 'walk the course' and check the detail of your risk assessments. SET provides two kinds of inspection visits: -

School Group Inspection Visits Accompanied by SET Staff

SET organise annual group inspection visits to provide a convenient means to visit a number of destinations that we offer. Visits will include the accommodation we use, sample excursions and also an opportunity to discuss any aspects of your tour with SET staff and local suppliers or agents.

Individual Inspection Visits

For tour destinations not covered by group inspection visits, we offer group leaders an opportunity to visit their selected destination and we will pay for 2 nights' bed and breakfast accommodation for 2 people in a twin room.

Please call your SET contact for further details.

Helpful Tips on your Inspection Visit

- Two heads are better than one.
- Familiarise yourself with the layout of the accommodation and the areas you plan to visit and consider what problems they may give any individual as well as the group.
- Confirm your control measures will work and be effective.
- Select appropriate meeting points for your group for each activity if needed.
- With your group in mind, look out for potential trouble spots and make a note of any "out of bounds" areas.
- Note down useful telephone numbers such as emergency services etc.
- Visit the nearest tourist office.

If You are Unable to Undertake an Inspection Visit

Should you have any particular questions on safety issues, consult our office staff who will be pleased to assist.

Alternatively, you may seek advice from your school or LEA. There are almost certainly experienced leaders running similar trips from schools in your area.

Fire Safety in Accommodation

Varying Standards

It is important to recognise that standards and regulations on fire and safety differ greatly throughout Europe and the rest of the world. As a minimum, all our properties will conform to local regulations. Where we use properties on a regular basis additional recommendations may be made. Our Inspection Standard for general safety and fire safety in our accommodation has been developed in conjunction with RoSPA and the Fire Protection Association (FPA) and with reference to the EC recommendations (88/666/EEC).

Induction Talk

SET requests an induction talk (and where practical a fire drill) be given on arrival at your accommodation. This is an important safety measure, so please ensure you ask for an induction or at least advice upon your arrival.

If circumstances prevent this induction talk, group leaders may wish to undertake their own evacuation exercise.

Fire and Safety Precautions

Leaders should ensure that group members know what to do and where to go in the event of an alarm. Make sure:

- The group is aware of what the alarm will sound like.
- Members know their escape routes.
- Members know where to assemble to be counted.

Additionally, there are some simple precautions that group leaders can take whilst staying in any hotel:

- The tour leader and the group should familiarise themselves with the hotel's procedure in the case of fire including all alternative escape routes and the route to the assembly point.
- Ask the means of calling the fire brigade.
- Check the fire escape routes on a daily basis and during the evening to help ensure that they are free from obstruction. Report any problems to the hotel management.
- Check where the fire alarm call points are or how to sound the fire alarm.
- Ensure group members unplug electrical appliances before leaving a room unattended and before retiring for the night. Appliances that stay heated (ie: travel irons, hair straighteners) are a particular problem.
- It is very strongly recommended that a strict no-smoking policy should be adopted in bedrooms.

Instructions for what to do in an emergency should be posted by the hotel in every room, the next page is a typical example and can be used as an example during pre-tour meetings.



Procedures in case of fire

If You Discover A Fire

Raise the alarm immediately

Leave the building

Stay out of the building until you are told it is safe to return.

If You Hear The Alarm

Leave the building

Stay out of the building until you are told it is safe to return.

Remember

Remain calm

Follow exit signs if possible and leave the building as speedily as possible

Air may be clearer nearer the door - crawl if need be

Go to the assembly point and await instructions

Do not use lifts

Do not re-enter the building unless instructed to do so by the fire brigade

General Safety In Accommodation

Reception Times and Cover

Check the times of reception and night porter duties. You never know when you may need to contact someone for assistance or important information.

Smoking

We recommend that a strict no-smoking policy is enforced. If your tourists are allowed to smoke, they must not do so in the bedrooms.

Lifts

Some groups stipulate that lifts are out of bounds for tourists. Whilst we do not stipulate this, close monitoring and sensible use of the lift is recommended.

We advise against the use of 3-sided lifts. These do still exist in older hotels and can be dangerous.

Balconies/Banisters

We strongly recommend that Group Leaders, particularly those of younger groups, stress to their groups prior to arrival at the hotel that climbing on or over balconies is dangerous and is strictly forbidden.

Make sure banisters and rails are sturdy and report any defects to the hotel management immediately. Insist on a room change if you consider there is any danger to the room occupants. Please also bring this to our attention so that we can ensure remedial measures are put in place.

Clear Glass

Be aware of clear glass doors or patio doors that are difficult to see. It is easy to walk into these risking injuries.

Running in the hotel should be discouraged.

Free Time

One of the most common causes of injuries is horseplay in rooms during free-time. Typical problems are trapped fingers in doors, falling from bunks, slips and trips. Whilst the injuries tend to be minor, they can result in a hospital visit.

Hotel Swimming Pools

Many hotel pools do not provide lifeguards. We advise you not to allow your tourists to swim without competent supervision.

LEA's generally have guidelines for this, which should be followed.

Electrical Sockets in Bathrooms

Certain hotels still have electric sockets in the bathrooms. We would strongly recommend that you advise your students not to use these under any circumstances.

Ferry Transport

Emergency Procedures on Board

Ensure that all members of the group listen to and are familiar with the emergency procedure that will be announced shortly before departure. Some nautical terminology (eg: Muster Station) may need to be explained. Please remember, on boarding the ship after a long coach journey to the port, concentration may be low and spirits high.

UK Coaches

SET visit all our major UK coach operators, inspecting for the highest possible safety measures and assessing the experience of the operator and their drivers.

Seatbelts

All UK originating coaches are fitted with seatbelts. In addition, it is now compulsory for passengers to use seatbelts on coaches both within the UK and also in a growing number of countries within Europe. You are strongly advised to use seat belts where fitted. In some cases, failure to use them can result in on-the-spot fines.

Safety Induction Talk

SET has also arranged for a short induction talk to be given by the driver before departure. Please request the coach safety briefing from the driver if this is not automatically provided.

Alcohol

No individual under the age of 18 years of age should consume alcoholic drinks unless express written permission from a parent or guardian can be produced. Where local minimum age limits differ to the UK, we still regard our groups as representatives of the UK and therefore UK rules regarding alcohol consumption will be applied. No party member, whether of age or under age, should consume alcohol to excess as this presents a serious health and safety risk. Under no circumstances should alcohol be consumed on tour transport.

Points to Remember

- Emergency Exits Staff should be seated strategically near all exits. Check that these are operational if possible.
- First Aid Kit: Check the location.
- Fire Extinguishers: Check the location and operational instructions.
- Seatbelts: Please use them; it is law in several countries.
- Luggage: Keep all luggage clear of aisles and exits.
- Rubbish: Provide collection facilities (plastic carrier bags are ideal).
- Standing in the Aisle: Is not permitted whilst the vehicle is moving.
- Do not disturb the driver: Whilst he/she is driving.
- Getting off the vehicle: Take care especially on the Continent. The door may open directly onto the road and the traffic will be approaching from an unfamiliar direction
- Headcounts: Always have two people carry out a head count before leaving every stop.

Non UK Coaches

Regulations applying to travel on non UK registered vehicles vary from country to country. SET ensures that coach companies contracted comply with locally enforced regulations.

It should be noted that most countries outside the UK may not yet require coaches to be fitted with seatbelts and it may not therefore be possible for us to provide such a facility.

Most coach drivers in non-English speaking countries will have at most very limited knowledge of English. If the group is making extensive use of a vehicle abroad, groups should consider the inclusion of one or more linguists in their staff team. Alternatively, SET can usually provide an English-speaking tour escort or guide to accompany the group abroad.

Air Travel

Very strict safety criteria apply to all air travel originating within the UK. These are closely monitored by the Civil Aviation Authority.

It is essential that all parties observe the safety instructions and demonstrations that are given prior to take off.

Wherever possible we also attempt to arrange a block of seating on board the aircraft.

Public Transport

The regulations concerning public transport are determined by the appropriate authorities in each country.

If it is envisaged that the group will use public transport, we recommend that at least one member of the group has had prior experience of the relevant system, particularly knowledge of capacities, frequency and the best method of obtaining tickets to avoid delay.

Excursions And Visits

The visits and excursions you undertake will be instrumental in achieving your tour's objectives, but it is essential that you ensure any visit or activity selected is appropriate to the age, abilities and size of all members of your group.

Please note that almost any visit carries some inherent risk, particularly where children and young persons are involved. Your group management plan / risk assessments should have considered appropriate control measures.

Where any safety equipment is provided, this must be worn at all times.

Consideration should be given to swapping to your Plan B if circumstances dictate it. It is better to consider this in advance, particularly confirming the conditions that will trigger the change.

Group Leaders are responsible for ensuring that the children are fully supervised at all times and that any instructions or safety briefings are followed.

Insurance

All participants travelling on SET MasterClass school sports tours are automatically covered by appropriate travel insurance. An outline of cover is shown in our booking conditions and full details will be sent to each group leader.

If you would like more information, you should contact us, particularly if you feel the insurance may not meet your needs. Non MasterClass school tour parties and non-school groups can opt in or out of our travel insurance at the time of booking.

We insist every group take some form of travel insurance policy.

Please make sure that you read your policy carefully.

Emergency Contacts

In the event of a serious incident whilst on tour, your first point of contact will be the local emergency services.

However, it is essential to communicate speedily with contacts that have been involved with your tour arrangements.

These include:

- Your nominated home/school contact in the UK
- SET's office in the UK
- The SET emergency medical service, (in the event of a medical emergency – see below)

Nominated Home/School Contact

Select a home/school contact who will be available at most times whilst you are on tour, especially on travelling days when you are most likely to need to make contact (eg. due to a travel delay). This person must be able to contact all parents, perhaps via a pyramid telephone communication system.

24 hour Emergency Contact

SET operates a 24- hour duty officer service for group leaders.

All staff are trained to operate to established emergency procedures in case of any major incident. These procedures set out channels of communications, duties and responsibilities, enabling quick and efficient assistance to be provided. In addition, we will link into the emergency procedures of your school and LEA.

Emergency Assistance Contact Info

SET Sports Tours Office in the UK.

+44 (0)1442 828 208 (Office Hours)

+44 (0)7738 423937 (Outside of Office Hours/24 Hours)

Out of Hours

- If you need to make an out-of-hours emergency call please use the emergency number noted above.
- Our Duty Officer will return your call.

The information you will be asked for will include:

- Caller's name and group/school name
- Contact telephone number
- Location
- Brief reason for the call

Under no circumstances should this emergency number be released to parents or students as this may result in our incident management team being diverted from helping you.

Emergency Medical Assistance Contact Information

In the event of serious illness or injury, you may need the help of the SET emergency medical service (ISIS Assistance). This service is included in your insurance cover (applies only to insurance purchased through SET).

Insurance directly purchased by the group should have an equivalent service. Please familiarise yourself with this provision prior to travel.

IN THE EVENT OF AN EMERGENCY, THOSE GROUPS INSURED THROUGH SET SHOULD CALL:

ISIS Assistance,

Sixth Floor, Landmark House, Hammersmith Bridge Road,
London W6 9DP.

Tel: +44 (0) 20 8762 8015

Fax: +44 (0) 20 8748 7744

Example ISIS Assistance

In case of a repatriation if you have fallen ill, ISIS Assistance will take care of everything. ISIS Assistance also makes it possible for you to travel back home prematurely, for example to attend the funeral of a deceased close relative.

ISIS gives you peace of mind, because you can get assistance 24 hours a day, seven days a week, in your own language, by making just one telephone call.

You should advise them that you are insured under the SET Sports Tours Travel Group scheme through Endsleigh Travel Insurance Services Ltd. and have the following information ready to advise:

1. Name of School/Group
2. Name and Contact Number of Group Leader

3. Name and age of patient
4. Location of hospital and doctor's telephone number
5. The medical problem
6. The SET Tour Reference Number

Following your call, ISIS will undertake the following:

1. Contact treating doctor/medical centre for details of illness/injury.
2. Guarantee hospital/medical costs where necessary.
3. Establish the necessity for repatriation. This will be on the recommendation of the treating doctor, not the patient or their family.
4. Arrange repatriation as specified by the doctor. ISIS will arrange ambulances/flights/nurses etc as necessary.
5. Where repatriation has been organised, the group leader will be contacted by ISIS for him/her to pass any relevant details on to the rest of the group. Occasionally, the ambulance company may contact the group leader for directions or the location of the hospital or accommodation.
6. In the event of a death, ISIS will require the details of the next of kin, where the deceased is, cause of death and contact number for relatives.

ISIS will permit a relative to travel out to an ill or injured person there if this is deemed to be medically necessary. It is essential to obtain ISIS's agreement prior to travel if you expect reimbursement.

Health Advice For Travellers

Illness is something that we all dread and it can be especially disconcerting to suffer illness abroad as medical treatment generally has to be paid for. All SET MasterClass school groups are automatically covered by medical insurance and a medical emergency service. However, there are some further precautions that parties need to consider.

Groups Travelling Within EEA Countries and Switzerland

Reciprocal health agreements have been established in the European Economic Area (member states of the European Union (EU) plus Iceland, Liechtenstein, Norway) and also Switzerland. The benefit of this is that frequently medical treatment can be provided free of charge, avoiding the need to claim back money from insurers.

E111 forms were phased out in December 2004. European Health Insurance cards (EHIC) replaced the E111 in September 2005.

The EHIC is plastic and holds no electronic or clinical data. In line with the agreed EU format the card shows the name, date of birth and has a personal identification number. In line with EU regulations the card is issued on an individual basis and not a family basis as at present. Children/wards are not covered by a parent's/guardian's card. The card is valid for up to 5 years and there is no charge. An emergency paper certificate is available.

Forms are available from Post Offices or on-line from www.dh.gov.uk/travellers. The form needs to be completed and stamped at a Post Office to be valid.

Eligible group members will need to have an EHIC to benefit from reciprocal arrangements.

Groups Travelling Outside EEA Countries and Switzerland

The leaflet "Health Advice for Travellers" gives advice as to required and recommended immunisations for the areas you intend to visit or travel through. Information is also available on the Department of Health's website at www.doh.gov.uk/traveladvice/.

As requirements can change rapidly, it is worth re-checking these with the appropriate embassy or consulate.

Remember to leave sufficient time to obtain the necessary vaccinations and bear in mind that these are likely to incur a fee.

Parental Permission for Medical Treatment

It is essential to obtain the written permission of parents or guardians prior to travel for group leaders to carry out the following:

- To administer prescription medication required by students
- To administer pain relief medication as appropriate (eg. Paracetamol)
- To sign for medical operations to proceed in the event that this is deemed necessary by a qualified medical practitioner.

Group Members' Medication

Record any particular medical details or medication requirements of all members of the group. These will be necessary to administer medication and will assist in the event of a serious incident. Let other staff know where these details are held.

It is essential to bring sufficient supplies of medication to last for the duration of the tour (allowing also for any unforeseen delays). The same brands may not be available locally.

First Aid Kits

Many LEAs and school/sports governing bodies stipulate that a first aid kit be carried on all tours. This policy may specify the contents of such a kit. Keep in mind that you are providing for a group and not just a few people.

Headache and stomach ache remedies such as Paracetamol are worthwhile but must not form part of the first aid kit and should be administered and controlled by one member of staff only.

First Aid Qualification

We recommend that at least one member of staff should have completed a first aid course. Your LEA or governing body may insist on this or other similar qualifications. If you are leading a very large group, you may wish to consider taking a school nurse or well-qualified first aider specially to handle medical matters.

Other Sources of Guidance

LEA, School or Sports Governing Bodies

Your LEA or school will have guidelines relating to travel and tours. It is essential that you follow their recommendations.

DfES

The DfES have produced a very comprehensive good practice guide entitled 'Health and Safety of Pupils on Educational Visits' and a number of more recent supplements.

These are available from the DfES Publications Centre on 0845 602 2260 or free online from www.dfes.gov.uk or www.teachernet.gov.uk/visits.

Scottish Executive

The Education Dept of the Scottish Executive have also produced a similar good practice guide entitled 'Health and Safety of Pupils on Educational Excursions' and a number of supplements.

They are available free online from www.scotland.gov.uk/library5/education/hsee-00.asp

Other Useful Information

Telephoning Home from Abroad

You will need to dial an international code (frequently 00) followed by the national code for Britain (which is always 44) then the area code, excluding the initial zero (eg. 161 for Manchester), then the subscriber's number.

Please note that it remains difficult to make calls back to the UK from certain countries such as Russia and parts of Eastern Europe.

Mobile Phones

Mobile phones are an effective means of communication throughout Europe and increasingly through the world. SET recommend at least one is available as an emergency contact.

UK mobiles need to be set to enable them to operate abroad and leaders should contact their providers to ensure theirs will work at their destination. If you are calling the UK, leave out the first '0' and add +44 before the number. To make a local call or to call another country while abroad leave out the first '0' and add the country code followed by the number. Leaders should be aware that the cost of using mobile phones abroad can vary substantially and charges can accrue when receiving calls as well as sending. Leaders should check with their providers and should ensure they have sufficient credit available, particularly if using Pay as You Go phones.

School Sports Tournaments & Coaching Days

The following advice is taken from BAALPE and the NCSS's document: "Guidance on the organisation of inter-school fixtures and area sports events."

SET's SMS Policy is designed to ensure group leader's roles and requirements are more easily fulfilled.

Everyone with a role in the provision of out of hours opportunities in physical education and school sport should seek to update their knowledge in order to enact their duties most effectively.

1 Staff Competence Checklist:

Those responsible for taking groups away on tour and attending inter-school fixtures and other sporting events should:

- have the confidence to ensure that the pupils' well being is never compromised by them being placed in any dangerous situations by another adult, such as an official;
- have an appropriate level of group discipline and control in order to manage the group safely;
- ensure that at least one member of staff is present to take overall responsibility for coordination on the day of the fixture/tournament,
- be satisfied about the competence of other staff, including coaches or volunteers, who are new to the school in a support role;
- be aware of all pupils':
 - i. individual learning needs
 - ii. behaviour patterns
 - iii. medical issues
 - iv. ability to undertake the activity being followed.

2 Management/Group Leaders Checklist:

The member of staff in charge should ensure that:

- the head teacher has given approval in the appropriate form according to local requirements;
- the event has clear educational aims and objectives which seek to enhance learning through sport;
- up to date knowledge of the venue and the implications of its use exist;
- a register of participant names and emergency contact details is taken on every off-site event with a copy left at the school;
- pupils are managed effectively;
- all staff are managed effectively;
- any supporters, including parents, adhere to a clear code of behaviour;
- a site-specific risk assessment is carried out that is based on any generic assessment provided by the employer and takes account of any specific assessment by the venue;
- on-going risk assessment is maintained;
- local transport requirements for the use of a coach, minibuses, taxis or adults' cars are met;
- appropriate first aid provision is made to deal with the immediate management of any injury arising;
- parents are fully informed of arrangements.
- careful regard is given to the supervisory arrangements for school fixtures, both at home and away.
- staffing is sufficient to cope with any circumstances that might reasonably be foreseen, including emergencies caused by illness or injury.
- pupils are directly supervised at all times, including time spent in changing rooms. This may require the attendance of both male and female staff;
- there is appropriate insurance cover for any adults transporting pupils.
- Pupils' participation may be recorded, as required, in order to help collate information relating to the percentage of pupils in the school receiving at least two hours of high quality physical education and school sport.

Where a member of staff or other appropriate adult responsible for a team is required to referee, it is advantageous to have a second responsible adult present as an assistant.

3 Emergency Action Checklist:

Staff from other schools should:

- be willing to take responsibility for pupils from another school in the event of an emergency;
- be prepared to give leadership to helpers from another school if circumstances arise.

4 Other Staff Checklist:

Other staff, although they may sometimes be referred to as members of a school's support staff team but distinct from school employees, can be in the following categories: Coaches (paid or unpaid), Volunteers, Sports Officials (e.g. referees), Young Leaders

1 All other staff should:

- follow the instructions of the member of staff in charge;
- be clear about their roles and responsibilities;
- have qualifications and / or experience as appropriate;

- be capable of group management and, if necessary, be inducted into their roles through appropriate training (e.g. working alongside an experienced member of the school staff);
- be prepared to intervene should circumstances warrant such action in the event that pupils are presented with unreasonable or unnecessary risks.
- be aware of procedures, policies and standards including pupil codes of conduct and standards of behaviour;
- be aware of emergency procedures;
- be aware of appropriate contact details (e.g. mobile phone numbers) including a named contact of someone not at the event;
- have access to a mobile phone as appropriate;
- not be left in sole charge of pupils except with the member of staff usually readily to hand or in the event of an emergency as part of the previously agreed risk assessment;
- have appropriate CRB disclosure certification, where necessary – or be otherwise appropriately vetted;
- have appropriate knowledge of the pupils;
- have roles relevant to events at their own 'home' school and / or at an 'away' venue;
- be appropriately insured.

2 Specific Requirements of Other Staff:

a. Young Leaders

- should be aware of their precise role and any responsibilities;
- should receive appropriate supervision, encouragement and advice;
- should not be left in sole charge of pupils;
- may supervise other pupils in adult-controlled circumstances.

b. Officials

Those responsible as officials in any sporting event should:

- know the rules and apply them stringently;
- have the competence (experience, expertise or qualification) to the required level;
- be aware that where the event is played under the regulations of a national governing body of sport; particular minimum qualifications may be required;
- take any opportunity provided to educate on the rules and etiquette of the activity.

5 PUPILS:

Pupils:

- need to demonstrate acceptable behaviour at all times and subscribe to an agreed code of conduct as both participants and supporters;
- should be responsible for having personal medication to hand;
- should have received an appropriate preparation for the activity in which they have been invited to participate;
- skill levels, general fitness and physical maturity should be compatible with the demands of the activity;
- should be well-informed about emergency and safety procedures;
- need to be actively engaged in the process of risk assessment at their own level;
- need to exercise a duty of care for each other at all times;
- should ensure that their parents and carers are kept fully informed about their involvement in inter-school competition with particular attention paid to travel arrangements.

Finally

SET is committed to the continual improvement of safety standards worldwide. This is an enormous task and we greatly appreciate the assistance of group leaders.

If You Have A Concern

Please report anything that causes concern to the appropriate person on the spot (hotelier, coach driver or other supplier) and then advise SET via the client satisfaction questionnaire or an Incident Report form. Accidents should be reported on the Accident Form. These simple steps make it easier for us to take the matter up later with the supplier concerned and be proactive in preventing similar problems happening in the future.

If You Need More Assistance

In the case of an immediate safety concern, if you cannot resolve the matter yourself, please contact SET immediately and we will take the matter up with the supplier concerned and endeavour to resolve any safety issues as soon as possible.



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