

Pre-Check List

- **School Check List**
- **Adult Check List**

School Check List

Premier 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 hour's 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 co-ordination 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
- Individual learning needs
- Behavior patterns
- Medical issues
- 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 behavior
- 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 requirement for the use of a coach, minibus, taxis or adults' care 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 pupil 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 the other staff should;

- Follow the instructions of the member of staff in charge
- Be clear about their roles and responsibilities
- Have qualification 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 behavior;
- 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 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 roles relevant to events at their own 'home' school and /or at an 'away' venue;
- Be appropriately issued.

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 an national governing body of sport; particular minimum qualification may be required
- take any opportunity provided to educate on the rules and etiquette of the activity
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5) Pupils

Pupils:

- need to demonstrate acceptable behavior 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
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Visa, passport and permissions

While your tour manager will advise you as best he/she can, your specific passport and visa requirements, and other immigration requirements are your responsibilities and you should confirm these with the relevant embassies and/or consulates. You may also require permission from the sporting body (e-g the RFU) or local authority to which your club or school side is affiliated. Please ensure you do this in advance of your departure or it may jeopardize your existing insurance arrangements.

Foreign Office Advice

Occasionally, the foreign and commonwealth office finds it necessary to issue advice on the suitability of travel to certain destinations. Such advice can be found on the Foreign and Commonwealth Offices website at www.fco.gov.uk

Travel Insurance

You must take some form of travel insurance when you travel with us. You will be offered a policy at the time of booking which you are free to decline or accept. If you accept, the cost of this will be added to your invoice or arranged direct with the insurance provider, if you decline you must forward us details of the policy you have put in place immediately.

Finally

Premier committed to the continual improvements 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 the sport (hotelier, coach driver or other supplier) and then advice premier 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 Premier immediately and we will take the matter up with the supplier concerned and endeavor to resolve any safety issues as soon as possible.

Adults Checklist

Alcohol

- It's tempting, but don't overdo the drink just because you're away having fun.
- Alcohol can make you more aggressive, irrational and fuel tension, especially in hot places where you are likely to become dehydrated.
- Know your limit and stay in control;
- Drink enough water and ensure you take the time to get some sleep when you can

Drugs

Premier strongly disapproves and recommends against the use, importing, sale or purchasing of any illegal or illicit drugs. This goes doubly for when you are on a sports tour abroad and in unfamiliar surroundings and intoxicated by alcohol.

In large holiday resorts such as Rimmi and Salou as well as capital cities such as Amsterdam, illegal drugs may be easily accessible on the street/in night venue.

You are warned not to take advantages of such opportunity and should not engage any locals or fellow tourists in conversation about where/which drugs can be sourced. This will only serve to make you a target for opportunist thieves and criminals.

Any tourists suspected or found to be selling, distributing or carrying illegal drugs at any of our events will be immediately reported to the local police for arrest.

Going to Amsterdam

Despite the decriminalization of certain drugs in Amsterdam, we strongly recommend against their use or purchase. Amsterdam has all the dangers of any capital city (plus some extra ones like canals and trams) and tourists should respect this all times in the interest of their own personal safety.

Please remind members of your group that they should not under any circumstances attempt to bring drugs purchased in Holland back to the UK. Coaches are subject to random searches and anyone found in possession will be off-loaded from the vehicle and most likely arrested.

While out and about in Amsterdam, students should be careful to look out for trams, taxis and bikes which pose a real threat to personal safety. Students NOT at any time jump into or swim in Amsterdam canals. They are not clean or safe.

Please note: it is recommended you carry some form of ID when out in Amsterdam, as police may demand it.

'Spiking' Drinks

Make sure you don't leave your drink unattended. If you need to go somewhere without your drink, make you get someone you trust to watch it until you get back. Don't accept drinks from people you don't know.

Illicit drugs as Ecstasy, LSD, Fantasy, Ketamine and other party drugs are known to be used. People appear high or revved up when they have been affected by a party drug. GHB is particularly nasty because it can cause serious breathing problems. People can't sleep it off. They need to get medical assistance immediately. If you think you have consumed a drink that has been spiked, alert someone you trust like a friend. If you are out alone or can't reach your friends, alert a member of the student assistance.

Personal security

Try to stay in groups of at least 3 or 4, avoiding being left behind, especially when you are unfamiliar with the resort/city and it is late at night. Don't walk home alone and don't let members of your group walk home alone, especially if they are incapacitated and vulnerable. At night, avoid poorly lit or remote areas of the resort such as the beach or back streets.

If local people or other tourists are harassing you, alert members of the Student Assistance team to inform the local police. Never let anyone into your hotel room or apartment unless you know him or her well and you're sure you can trust them.

Don't wear expensive looking jewelry or carry too much money with you when you're out and about, use your hotel room safe or safety deposit box to keep valuables secure. Every year dozens of mobile phones are lost or stolen in resort. Look after your personal property and if it is lost or stolen, alert a member of Student Assistance Team and make a police report. You will this for your insurance claim.

Never, ever hitch a ride with strangers, especially if you are alone

In recent years, thefts have been reported from hotel rooms (both locked and unlocked). In every case, the culprits have either been opportunists entering unlocked rooms or students entering rooms by falsely claiming to be the rightful occupants of a room to get the key. Our staff and hotel partners are on the look out for this. Assist us by cooperating if asked for ID and by not leaving doors unlocked or valuables on display.

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