



Glasgow Girls FC — Trips Away Policy

(In compliance with Scottish Women's Football Wellbeing & Protection expectations)

1. Purpose

The aim of this policy is to provide a structured, safe and transparent framework for organising and managing all **away trips** — including day travel, tournaments and overnight stays — for players, staff and volunteers. All trips must support the wellbeing, safety and positive experience of participants, particularly children and young people in our care.

2. Scope

This policy applies to:

- All club-organised travel activities involving players, staff, volunteers or officials representing GGFC.
 - Trips within the UK or abroad, including fixtures, tournaments, camps or tours.
 - Both **day trips** and **overnight stays** where regulated work with children and young people is involved.
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3. Planning and Approval

3.1 Trip Proposal

Before committing to any trip away, the organiser must:

1. Complete a **Trip Proposal Form** outlining:
 - Purpose and objectives of the trip.
 - Dates, destinations and itinerary.

- Estimated costs, travel and accommodation details.
 - Adult supervision details and roles.
2. Submit the proposal to the Board/Committee for approval at least **6 weeks** prior to departure.

3.2 Risk Assessment

- A comprehensive **Trip & Tour Risk Assessment** must be carried out for every trip (including travel, accommodation, match/tournament environments, medical and dietary needs).
 - This assessment should identify hazards and control measures, and be approved by the club's Child Wellbeing & Protection Officer (CWPO).
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4. Safeguarding and Supervision

4.1 Adult Ratios & Roles

- All trips must have **sufficient adults** to safely supervise players, comply with appointment and selection practices, and ensure wellbeing throughout the trip.
- Members of staff or volunteers in regulated work must be selected per GGFC Appointment & Selection policy and have appropriate safeguarding training.
- At least *two adults* must accompany each group travelling with young people.

4.2 Designated Trip CWPO

- A **designated Child Wellbeing & Protection Officer (Trip CWPO)** must be assigned for each trip.
- This person must be familiar with safeguarding procedures, have completed appropriate training, and act as the primary contact for wellbeing matters on the trip.

4.3 Qualified First Aider

- There must be at least one **qualified first aider** present on every trip, with access to a comprehensive first aid kit.
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5. Communication & Consent

5.1 Parent/Carer Information

Before departure, parents/carers must receive:

- Written itinerary with contacts (CWPO, trip leaders, accommodation details).
- Trip objectives, travel plans and supervision arrangements.
- Details of any planned activities and expectations of behaviour.

5.2 Consent and Medical Information

- A **parent/carer consent form** is required for all participants under 18 — including emergency contacts, medical details, dietary requirements and permissions for basic medical treatment if needed.
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6. Accommodation & Rooming

- Accommodation must be safe, appropriate and meet legal standards.
 - Rooming arrangements:
 - Players of the same age/gender should room together wherever possible.
 - Adult supervisors should not share rooms with youth players unless specific parental consent has been provided in writing and only where appropriate safeguards are in place.
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7. Behaviour, Conduct & Expectations

- All participants, including adults and young people, are expected to adhere to GGFC's **Codes of Conduct** and SWF wellbeing standards throughout the trip.
 - Misconduct (e.g. alcohol misuse, anti-social behaviour) will be addressed according to club disciplinary procedures.
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8. Travel & Transportation

- Where transport is provided by the club or subcontracted, it must meet all legal safety standards.
 - Children/young people should not travel alone with a single adult without express parental consent unless in an emergency situation and documented accordingly.
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9. Emergency Procedures

- The trip organiser must prepare an **Emergency Response Plan** including:
 - Local emergency contacts at destination.
 - Insurance and medical arrangements.
 - Communication plan for parents/carers and club officials.
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10. Insurance

- Travel and activity insurance must be in place for all participants covering:
 - Personal injury, medical costs, cancellation, and repatriation if abroad.
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11. Review & Debrief

- After the trip, a **debrief** should be conducted with staff, volunteers and participants to:
 - Evaluate what worked well.
 - Identify improvements for future trips.
 - Capture feedback from players and parents/carers.
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12. Record-Keeping

The club will securely retain:

- Consent forms, risk assessments, medical information.
 - Incident reports and trip evaluations.
 - Communications with parents/carers and trip planning documentation.
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13. Policy Review

This Trips Away Policy will be reviewed annually or whenever:

- There are changes in SWF wellbeing and protection guidance.
 - There is a significant incident.
 - Best practice evolves in youth sport travel safety.
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14. Related Policies

This policy must be read in conjunction with:

- **GGFC Child Protection & Safeguarding Policy**
- **GGFC Appointment & Selection Policy**
- **GGFC Code of Conduct**

- **SWF Wellbeing & Protection Policies and resources**

Rewritten Feb 2026 D.McDermott (Trustee) and P. Davies (Trustee) will be reviewed Feb 2027