



# Boxing Scotland Limited

## Overseas Travel Policy

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**Related Policies**

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Table of Contents

1 Pre-trip Communication with Boxing Scotland.....	4
2 Transportation.....	5
3 Making Stops.....	5
4 Public Transport.....	5
5 Documentation.....	6
6 Accommodation.....	6
7 Sleeping Arrangements.....	7
8 Catering.....	7
9 Costs, Cash & Currency.....	7
10 Emergency Procedures.....	7
11 Communication with Parents.....	7
12 Cultural Sensitivity.....	7
13 Environmental Considerations.....	7

## Introduction

Boxing Scotland at all times adheres to and promotes our Vision, Mission, Ethical Framework and Core Values: *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship*. These values inform all of our activities and conduct and are the foundation of our Codes of Conduct.

The Codes of Conduct set out the standards of behavior, including online and through social media, which Boxing Scotland expects of everyone who contributes to or participates in our sport. Serious breaches of the Codes of Conduct are likely to result in disciplinary action being taken.

Travelling overseas for sparring, club shows, and events can be a regular activity for many of Boxing Scotland's affiliated clubs and athletes on our elite performance pathway. These trips often involve overnight stays. International trips in particular require additional planning and safeguarding considerations.

The Boxing Scotland Overseas/International Travel Policy provides our members with guidance to prepare for these trips, ensuring the health, safety, and well-being of all participants remain the utmost priority. An essential safety checklist template is available for overnight and international trips: [Overnight trips and international travel | CPSU](#).

### 1. Pre-trip Communication with Boxing Scotland

Any Boxing Scotland member club (including the elite performance pathway) intending to travel beyond Scotland, England, or Wales must secure written permission from Boxing Scotland.

The club Secretary should contact their region's Boxing Scotland Development & Inclusion Officer and their respective District Secretary to request approval for the trip. Clubs must ensure that an Individual Request Form is completed for each travelling boxer and submitted to the relevant Development & Inclusion Officer.

Failure to follow this process will result in Boxing Scotland's insurance being rendered void, and clubs may face disciplinary action. The request for permission must include:

- Host club and event location (venue, city, town).
- Participating nations.
- Tournament name (if applicable).
- Names of boxers participating from your club (Individual Request Forms).
- Date and time of the event.
- Details of the proposed coaches, officials, and team manager.
- Name of the designated Child Wellbeing and Protection Officer (CWPO) travelling with the group.
- Copy of travel insurance.

If certain information is unavailable, clubs should provide as many details as possible about the proposed event.

To ensure smooth planning, clubs are advised to submit requests at least six weeks prior to the intended travel dates.

## **2. Transportation**

Long international trips involving children and young people necessitate careful planning. Transportation arrangements must prioritise safety and take into account the needs of the individuals concerned.

## **3. Making Stops**

A dynamic risk assessment must be conducted for all stops or situations where children may interact with the public. This assessment should account for:

- Supervision responsibilities during stops.
- Arrangements for toilet breaks, food stops, and opportunities for children to stretch their legs.
- Adjustments for unforeseen circumstances, such as traffic delays or changes to children's needs.

For clarity, a dynamic risk assessment refers to a continual process of evaluating and responding to changing risks in real-time.

#### 4. Public Transport

When using public transport, such as planes, trains, or buses, ensure appropriate supervision by implementing:

- Group check-in and out points.
- Headcounts before and after boarding.
- Clear allocation of staff roles (e.g., one staff member to board first, one to oversee boarding at the rear, and another at ticket checkpoints).

#### 5. Documentation

Each traveller must carry all necessary and valid documentation, including:

- Passports valid for the duration of the trip (early notice should be provided for renewals).
- Required visas.
- Travel and accommodation tickets.
- GHIC cards for UK citizens: [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS](#)
- Insurance details for transport and accommodation.

Depending on the group's age, leaders may consider collecting and safeguarding documentation.

Additional documentation requirements for specific destinations should be verified through the [Foreign Travel Advice - GOV.UK website](#).

#### 6. Accommodation

Team Managers must ensure that:

- Accommodation booking details are readily accessible.
- Parents and guardians are informed of accommodation arrangements, including phone numbers for contact.

Risk assessments should specifically evaluate the suitability and accessibility of accommodation, particularly for participants with specific needs.

### **Sleeping Arrangements:**

- Sleeping arrangements must prioritise safety and comfort.
- Separate sleeping, washing, and toilet facilities must be provided for adults and children, different age groups, and males and females. Where transgender young people may be involved their specific needs should be taken into account.
- All children and young people should know how to contact responsible adults during an emergency.

### **7. Catering**

Special dietary requirements, allergies, or intolerances must be identified in advance to ensure appropriate provisions.

If children and young people are responsible for their own meals, sufficient notice should be given, and they must have adequate funds in the correct currency. Children and young people must also remain supervised during mealtimes.

### **8. Costs, Cash, and Currency**

Team Managers should have access to funds to cover:

- Pre-planned expenses.
- Emergency provisions (e.g., unexpected travel delays or medical expenses).
- Additional meals or refreshments.

### **9. Emergency Procedures**

Emergency protocols must be clearly outlined and include:

- Communication plans for changes to travel arrangements (e.g., flight delays or cancellations).
- Contact information for local emergency services, hospitals, and the British Embassy or Consulate. [Find a British embassy, high commission or consulate - GOV.UK](#)
- A 24-hour emergency helpline for British citizens abroad: **0207 008 1500**.

Team Managers must ensure:

- Emergency medical information and medication are accessible for each participant.
- Parents and guardians are promptly updated on any changes or incidents.

## 10. Communication with Parents

Parents and guardians must be kept informed at key stages of the trip. Updates should cover:

- Departure and arrival details.
- Changes to travel or accommodation plans.
- Any emergencies or significant issues.

## 11 Cultural Sensitivity

Team Managers should prepare children and young people for cultural differences they may encounter, including etiquette, dietary customs, and social expectations. It is expected that all individuals respect and comply with the cultural norms of the host country.

## 12. Environmental Considerations

Encourage sustainable practices, such as minimising waste and reducing the environmental impact of travel. Consider reusing materials where possible and educating participants on eco-friendly behaviours.

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