



Overnight Policy

Manchester Academy of Gymnastics is fully committed to the welfare and safety of all members. This Overnight Policy sets out how the club plans, approves and conducts any activity that involves an overnight stay (e.g., training camps, competitions and tours). The club operates under the safeguarding principles and standards of **British Gymnastics (BG)**, our governing body.

1. Purpose & Scope

This policy applies to all overnight activities organised by the club for gymnasts under the care of Manchester Academy of Gymnastics (MAOG), including those held in the UK or abroad. It covers gymnasts, coaches, chaperones, volunteers and any accompanying staff or contractors.

2. Principles

MAOG will:

- Prioritise the physical and emotional safety of gymnasts at all times;
- Follow BG safeguarding requirements and safe recruitment (including DBS checks) for all staff/volunteers in regulated roles;
- Obtain informed parental/guardian consent for every participant for each trip;
- Conduct proportionate risk assessments and maintain appropriate adult-to-gymnast supervision ratios;
- Ensure transparent communication with parents/guardians and gymnasts before, during and after the trip.

3. Roles & Responsibilities

Trip Lead (Coach/Team Manager): overall responsibility for planning, risk assessment, safeguarding, behaviour management and emergency response. **Deputy Lead:** supports the Trip Lead and acts in their absence. **Welfare Lead/Chaperone(s):** primary point of contact for welfare concerns, same-sex supervision where required. **Coaches/Staff:** supervise training and free time, enforce codes of conduct. **Parents/Guardians:** provide accurate medical/dietary information and emergency contact details; support codes of conduct. **Gymnasts:** follow instructions, respect others, and report concerns immediately.

4. Planning, Consent & Information to Parents/Guardians

Before approval, the Trip Lead will provide parents/guardians with a written information pack including: itinerary, accommodation details, travel arrangements, supervisory ratios and named staff, training/competition schedule, packing list, curfew, spending money guidance, medical/insurance arrangements, safeguarding contacts and emergency procedures. Written consent is required for each gymnast, alongside a completed medical & dietary form and any medication consent forms.

5. Safeguarding & Supervision

- Supervision is continuous and appropriate to age, venue and activity; ratios are set by risk assessment and BG guidance.
- Accommodation will provide appropriate separation by sex and age; adults will not share bedrooms with gymnasts.
- Staff will perform room checks and maintain a register at all movements.
- Free time is structured and supervised; no unsupervised leaving of the venue.
- Photography/social media follow club and BG guidance; no posting personal locations in real time.

6. Accommodation Standards

Accommodation must be reputable, safe and appropriate for young people, with working fire alarms, clear evacuation routes, adequate sanitation and privacy. The Trip Lead confirms room allocations in advance and records them. Curfews and quiet hours apply. Any damage or issues are reported immediately.

7. Transport

Transport will be suitable and insured (e.g., licensed coach company, rail or air). Seat belts must be worn where provided. Drop-off/pick-up arrangements and handover procedures will be communicated in advance. Where parents transport their own child, the club's responsibility begins at the agreed meeting point/time and ends at the agreed handover.

8. Medical, Medication, Hydration & Nutrition

- Parents/guardians must disclose relevant medical history, allergies and current medications.
- Medication is stored securely and administered in accordance with written parental consent and instructions; a log is kept.
- Hydration: gymnasts must have regular access to drinking water; coaches schedule regular drink breaks.
- Nutrition: the club promotes balanced meals and healthy snacks; dietary requirements are accommodated and recorded.

9. Code of Conduct & Behaviour

All participants must follow MAOG and BG Codes of Conduct. Bullying, discrimination, harassment, possession of alcohol, illegal substances or weapons, and leaving accommodation without permission are strictly prohibited. Sanctions may include restrictions on participation or immediate return home at parent/guardian expense, alongside club disciplinary procedures.

10. Communication with Parents/Guardians

The Trip Lead will share a main contact number for the trip and provide timely updates. In an emergency, parents/guardians are contacted as soon as practicable after safety is ensured. A pre-trip meeting (in person or virtual) is offered to cover key information and questions.

11. Emergencies & Incident Reporting

Staff will follow venue emergency procedures, provide first aid within their competence and contact emergency services when required. All incidents/near misses are recorded and reported to the Club Welfare Officer and, where appropriate, to BG in line with its reporting procedures. A debrief and review will be completed after the trip.

12. Data Protection & Finance

Personal information is collected for safety and administration, stored securely and retained only as necessary, in line with data protection law. Trip costs and payment schedules will be communicated in writing; receipts and records are maintained by the Trip Lead.

13. Review

This policy will be reviewed annually, after any significant incident, or when British Gymnastics issues updated guidance.

Last Updated: October 2025