

Safe practices for overnight stays

For organisations and clubs

- There are policies in place that cover all aspects of overnight stays with child, young person or adult at risk.
- There are processes to ensure:
 - a full risk assessment is done
 - all supervisors are safety checked
 - all supervisors have received safeguarding training
 - parents and caregivers receive detailed information and give informed consent
 - concerns of any kind are reported and dealt with efficiently and effectively.
- There is clear guidance for safe and appropriate behaviors during overnight stays for supervisors and the children, young people or adults at risk.
- Everyone is aware of and follows the policies, procedures and guidance for overnight stays.
- Everyone is encouraged and safe to speak up if there are any concerns, particularly children, young people and adults at risk.

For organisers

You have:

- selected the appropriate accommodation and confirmed it meets all safety standards
- conducted a full risk assessment and there are safeguarding measures in place to mitigate the risks
- put in place emergency procedures for all situations
- recruited the appropriate number of supervisors and appointed a lead supervisor
- ensured supervisors are safety checked and have received safeguarding training
- given parents and caregivers detailed information about the overnight stay



- discussed the accommodation with the children, young people or adults at risk
- received written consent from parents or caregivers
- gathered all relevant information on the children, young people, adults at risk and supervisors that are attending
- assigned rooms following good safeguarding practices and the needs of the children, young people and adults at risk
- contact information for everyone who is travelling, parents and caregivers and local emergency services, and travel and accommodation providers (if required)
- run a debrief session and gained insights to inform future travel and overnight stays.

For supervisors

Before staying at the accommodation, you understand and are confident you know what to do. This includes:

- policies and procedures you must follow
- how to manage risks, including for emergencies
- good safeguarding and supervision practices
- expected behaviours and managing issues
- all relevant information about the stay and the children, young people and adults at risk attending

During the stay, you:

- have confirmed the accommodation meets the agreed requirements and safety standards
- have assigned rooms following good safeguarding practices and the needs of the children, young people and adults at risk
- followed all safeguarding and supervision practices, and requirements
- immediately address any inappropriate behaviour
- act on any concerns from the children, young people or adults at risk by reporting it through the right process.

More information

Planning and supervising safer overnight stays – sportintegrity.nz

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