

This guidance must be used for Club Trip organisers, parents / guardians and club members sharing accommodation on a club trip. Due to the nature of the various accommodation providers, the guidance must be applied where possible without preventing club members from taking part in paddling activities.

## Trip Organiser(s) responsible for:

- Identifying the number of persons under the age of 18s who are booked onto a club trip that includes accommodation
- Identifying the parents / guardians who will accompany their children
- Identifying the number of rooms / configuration of accommodation / rooms at a specific venue
- **Not allocating or allowing persons under the age of 18 and adults to share accommodation / room(s). An exception to this guidance is when the parent / guardian of the person(s) under the age of 18 are taking part in the club trip and accommodated in the same facility.**
- If a parent / guardian is not attending the trip and staying in the accommodation, agreeing a parental-loci / nominated guardian who will be responsible for the person(s) under the age of 18.

## Separated Accommodation / Rooms for persons under the age of 18:

- All persons under the age of 18 must be accommodated in a room / accommodation that is separate from adults.
- Persons under the age of 18 must be made aware of their room / accommodation allocations and the provision of adult (persons over the age of 18) rooms / accommodation.
- In the event of an adult needing to enter the room / accommodation allocated to persons under the age of 18, a minimum of two adults must enter the room together.
- In the event of a person under the age of 18 needing the enter room / accommodation allocated to an adult, a minimum of two adults and under 18s must enter the room together.
- **However, this situation should be avoided if possible. Instead, persons should remain outside of the room / accommodation in a communal area.**

## Shared used of showers / toilets / changing facilities:

- Where the showers / toilet / changing facilities are not separated for persons under the age of 18 and adults, the use of these facilities must not be used at the same time. While it is anticipated that shower / changing areas are most likely to be communal, they must not be used at the same time.
- The following guidelines can be applied:
  - Specific timings can be allocated for the use of shared facilities for persons under the age of 18 and adults.
  - Designated facilities are provided for persons under the age of 18 and adults.
  - Signage can be displayed on the shared facilities indicating who are currently occupying the facilities.

## Gender allocation for shared accommodation / rooms:

- All persons under the age of 18 must be allocated a room that is single sex and not mixed genders.
- Any person(s) who has transitioned and identifies as a gender that is different to their birth must not share accommodation with other persons under the age of 18. Separate accommodation arrangements must be discussed and agreed prior to attending the trip.
- The exception to this policy is when:
  - A family group shares one room and stays together as a family unit. For clarity, this can be a father, mother and their children sharing one room.
  - Two or more siblings within the same family unit share one room. For clarity, this can be a brother and sister of the same family.

## General Code of Conduct for all persons:

- All persons sharing accommodation must be mindful of their language, terminology and alcohol consumption. Conversations taking place in communal areas can disrupt bedrooms and sleeping areas.