



NORTH EAST & YORKSHIRE YOUTH SAILING ASSOCIATION

Overnight Stay Policy

Version History	Date	Changes	Approved By
2025_1.0	15/07/2025	Initial Issue	NS/VS
2026_2.0	10/03/2026	Formatting Revision	FS



OVERNIGHT STAY POLICY

Overnight stay policy - 2025 The North East and Yorkshire Youth Sailing Association (NEYYSA) offers an inclusive opportunity for all young sailors to travel as part of the team.

This occasionally means overnight stays at events. For most overnight events, parents are invited to attend and accompany their young sailor. For certain events however sailors are invited to attend without their parents/guardian as part of a team group. (For example:- The NSSA Annual Youth Regatta is a team group event). In these situations, the following guidelines will be applied by NEYYSA.

Overnight stays without parent/guardian

Preparation before the event with parents/guardians and sailors

NEYYSA will:

- Meet with parents or carers in advance of any event to explain the arrangements for the trip and answer any questions they may have. Explain the steps taken to keep their children safe.
- Ensure all parents and sailors are aware of the code of conduct expected when part of the team.
- Ensure parents or carers know the address of where the team will be staying and have an emergency telephone number they can call if they need to.
- Talk to the young sailors about keeping themselves safe and well while they are away. Give them the address of the event and an emergency contact number, and make sure they know what to do if they get lost.
- Make sure the young sailors know who to talk to if they are unhappy or worried about anything – for example if they are being bullied, feel frightened or are or homesick. Make sure all staff and volunteers are prepared to help and know how to respond to child protection concerns that may arise.
- Ensure written consent is received from all parents/guardians.
- Collect all medical and allergy information
- Ensure all parents/guardians are informed of the itinerary for the event. Including drop off and pick up times.
- Provide a kit and equipment list.

Preparation before the event by NEYYSA

NEYYSA will:

- Ensure adequate adult supervision is provided with appropriate ratios based on sailors age and event type.
- Provide both male and female supervising adults for all events. These will be experienced team leaders with appropriate DBS and safeguarding training.
- All staff and volunteers who will be working with children should go through a safer recruitment process to make sure they are suitable.
- Ensure the event has suitable risk assessments in place and a safeguarding lead.
- Produce a risk assessment of the event.



Accommodation/facilities at the event

NEYRSA will ensure, where practical, that there are separate toilets, washing and sleeping accommodation for:

- adults and children
- older and younger children
- boys and girls.

Where separate toilets, washing & changing facilities are not available for adults & children, adults will minimise the time spent in the communal facilities whilst children are present.

Adults will not share sleeping accommodation with children unless they are directly related (parent/guardian-child) to the children.

NEYRSA will ensure that there are adequate and sensitive arrangements in place which consider the needs of all children. Including those who have disabilities, those who are transgender, non binary or questioning their gender identity, and those from different religions, beliefs and cultural backgrounds.

NEYRSA will:

- Provide both male and female supervising adults for all events.
- These will be experienced team leaders with appropriate DBS and safeguarding training.
- Provide separate accommodation for the adults to the young sailors but ensure that this is within close proximity. For camping events, this will be separate tents within the dedicated team camping area.
- Ensure single sex sleeping arrangements or sibling groups.
- Ensure no young sailor is a single occupant of an accommodation unit.
- Ensure that all sailors will be made aware of how to contact and find an adult at any time day/night.
- Ensure sure children know what to do if they need help in the night and if there is an emergency, for example a fire alarm.
- Discuss with the young sailors and volunteer team the need for privacy and respect. In shared accommodation, whether under canvas or indoors, it can be difficult to get much privacy, but it's something everyone should get.
- Encourage a buddy system for overnight toilet visits.