



BSUK Checklist for Overnight Trips and/or Travel Abroad

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For all International trips the contact information and a trip itinerary must be provided to BSUK before the trip.

Name of person(s) completing checklist_____

Club/Organisation_____

Date (of completion)_____

(Tick the items below as actions are completed)

1.	Purpose of the trip	Notes
	What is the purpose of the trip (eg. competition, social etc)?	

2.	Planning	Notes
	Date of trip (start and end dates).	
	Where are you going (contact name/sports venue address/contact number and email)?	
	How long is the trip?	
	Who will be going (age(s)/gender(s)?	
	How many under-18s?	

	What staff/adults (employees/volunteers)?	
	State ratio of adults to children.	
	Appoint safeguarding officer for the trip and ensure safeguarding training completed	
	When is risk assessment being completed, and by whom?	
	How much will the trip cost (break down into required costs and optional extras)?	
	Transport identified/booked.	
	Collate itinerary for trip.	

3.	Communication with parents	Notes
	Name, contact number and email of Trip Leader .	
	Name and contact details of Safeguarding Officer	
	Details of trip (where, when etc).	
	Accommodation.	
	Transport arrangements.	
	Drop-off/pick-up times.	
	Kit required.	
	Equipment required.	
	Signed parental consent form including:	
	<ul style="list-style-type: none"> Home contact. 	

	<ul style="list-style-type: none"> • Alternative emergency contact. • Information re: medical conditions. • Information re: allergies. 	
	Copy of Codes of Conduct provided for all relevant.	
	Safeguarding arrangements (supervision plans, contact for reporting concerns etc).	
	Process for parent contacting coach/child.	
	Process for child contacting parent.	
	How much will the trip cost (break down into required costs and optional extras)?	
	Recommended spending money.	
	Write briefing sheet for parents including safeguarding officer name and contact details.	

4.	Preparing players	Notes
	Code of Conduct provided for all relevant.	
	Contact info for Safeguarding Officer for trip.	
	Local culture, language, food and drink.	
	Local currency. (current exchange rate - put date checked?)	
	Telephones, access to wi-fi.	

	Maps of area.	
	Recommended spending money.	
	Write briefing sheet for players including safeguarding officer name and contact details.	

5.	Transport	Notes
	Drop-off/pick-up times.	
	Journey times and stopping points.	
	Supervision.	
	Suitability and accessibility.	
	Drivers checked.	
	Insurance.	
	Ensure transport company aware of safeguarding officer and trip leader name and contact details	

6.	Accommodation	Notes
	Type (hotel, hostel, hosting, camping etc).	
	Pre-event visit/internet research.	
	Risk assessment completed.	
	Catering, special diets, food allergies.	
	Suitability for group, including accessibility.	
	Room lists.	

	Laundry facilities	
	Sleeping arrangements for Supervising Adults	
	Ensure accommodation aware of safeguarding officer and trip leader name and contact details	

7.	Supervision and staffing	Notes
	Code of Conduct provided for all relevant	
	Clear responsibilities identified via job role descriptions provided.	
	Ratio of staff to athletes.	
	Male/female staff.	
	Timetable of staff cover sport and free time.	
	Specialist carers – for who and needs identified	
	Write briefing sheet for staff including safeguarding officer and trip leader name and contact details.	

8	Documentation	Notes
	Travel tickets.	
	Passports, visas.	
	Check non-EU nationals.	

	Accommodation/travel/local transport booking documents.	
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9.	Insurance	Notes
	Public Liability insurance.	
	Accident insurance.	
	Medical cover.	

10.	Hosting or being hosted	Notes
	Hosts vetted/checked?	
	Hosts aware of any special requirements?	
	Language.	
	Transport arrangements – pick-up times.	
	Telephone contact.	
	Local map and information.	
	Write briefing sheet for hosts including safeguarding officer and trip leader name and contact details	

11.	Emergency procedures	Notes
	Access to first aid/first aiders.	
	Fully stocked first aid kit	
	Specific medical information available.	

	Access to and administration of medication.	
	Information on local emergency medical services, hospitals etc.	
	European Health Insurance Card (EHIC) for EU visits.	
	Details of British embassy/consulate.	

12.	Costs and cash	Notes
	Cash for travel.	
	Payment schedule – deposit, staged payments.	
	Extra meals, refreshments, dugout food and drink.	
	Spending money.	
	Security if required. Anyone appointed to this role ensure have safeguarding officer and trip leader name and contact details.	

13.	Arrival	Notes
	Check rooms, mealtimes, phone and wi-fi signals.	
	Check sporting venues.	
	Collect money, valuables and passports.	

	Double check - Information on medications.	
	Arrange group meetings.	
	Confirm procedures with staff.	
	Remind group of Codes of Conduct.	
	Introduce group to safeguarding officer name and contact details	

14.	Post-trip – once home	Notes
	Collect feedback from all involved regarding safeguarding for trip as well as competition arrangements	
	Debrief staff, players and parents.	
	Write and submit reports.	

Adopted by Committee.

Club Name	
Club Welfare Officer	
Date	

Policy Last reviewed	Reviewed By (Consultant)	Approved by	Next review date
Feb 24	Katherine Bates		Feb 26