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| BSUK Checklist for Overnight Trips and/or Travel Abroad | | |
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**BSUK Checklist for Overnight Trips and/or Travel Abroad**

**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)

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

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| **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. |  |

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| **3.** | **Communication with parents** | **Notes** |
|  | Name, contact number and email of **Trip Leader.** |  |
|  | Name and contact details of S**afeguarding Officer** |  |
|  | Details of trip (where, when etc). |  |
|  | Accommodation. |  |
|  | Transport arrangements. |  |
|  | Drop-off/pick-up times. |  |
|  | Kit required. |  |
|  | Equipment required. |  |
|  | Signed parental consent form including:   * Home contact. * Alternative emergency contact. * Information re: medical conditions. * Information re: allergies. |  |
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|  | 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. |  |

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| **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. |  |

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| **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 |  |

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| **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 |  |

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| **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. |  |

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| **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. |  |

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| **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 |  |

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| **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. |  |

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| **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. |  |

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| **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 |  |

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| **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.**

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| **Club Name** |  |
| **Club Welfare Officer** |  |
| **Date** |  |

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