BSUK Checklist for Overnight Trips and/or Travel Abroad

**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. |  |
|  | 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. |  |
|  | When is risk assessment being completed, and by who? |  |
|  | 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 of trip leader. |  |
|  | Contact number and email of trip leader. |  |
|  | 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. |  |
|  | 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. |  |

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| **4.** | **Preparing players** | **Notes** |
|  | Code of Conduct provided. |  |
|  | Contact info for Safeguarding Officer for trip. |  |
|  | Local culture, language, food and drink. |  |
|  | Local currency. |  |
|  | Telephones, access to wi-fi. |  |
|  | Maps of area. |  |
|  | Recommended spending money. |  |
|  | Write briefing sheet for players. |  |

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| **5.** | **Transport** | **Notes** |
|  | Drop-off/pick-up times. |  |
|  | Journey times and stopping points. |  |
|  | Supervision. |  |
|  | Suitability and accessibility. |  |
|  | Drivers checked. |  |
|  | Insurance. |  |

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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 |  |
|  | Supervising adults’ sleeping arrangements. |  |

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| **7.** | **Supervision and staffing** | **Notes** |
|  | Code of Conduct provided. |  |
|  | Clear responsibilities identified. |  |
|  | Ratio of staff to athletes. |  |
|  | Male/female staff. |  |
|  | Timetable of staff cover, sport and free time. |  |
|  | Specialist carers. |  |
|  | Write briefing sheet for staff. |  |

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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. |  |

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| **11.** | **Emergency procedures** | **Notes** |
|  | Access to first aid/first aiders. |  |
|  | 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. |  |

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| **13.** | **Arrival**  | **Notes** |
|  | Check rooms, meal times, phone and wi-fi signals. |  |
|  | Check sporting venues. |  |
|  | Collect money, valuables and passports. |  |
|  | Information on medications. |  |
|  | Arrange group meetings. |  |
|  | Confirm procedures with staff. |  |
|  | Remind group of Codes of Conduct. |  |

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| **14.** | **Post-trip – once home** | **Notes** |
|  | Debrief staff, players and parents. |  |
|  | Write and submit reports. |  |

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