**SCOTTISH ROWING**

Child & Protection Templates

**Template - Overnight trips and/or travel abroad checklist**

**Purpose of Trip**

* Competition
* Training
* Social
* Other (specify)
* Combination, please state:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planning**

* When
* Where
* Who (staff/volunteer/participants)
* Risk assessment of activities

**Communication with parents**

* Destination, sport and accommodation details (address/telephone)
* Name and number of lead, squad manager etc
* Drop off/pick up times

**Transport**

* Drop off/pick up times
* Journey times and stopping points
* Supervision
* Suitability and accessibility
* Drivers checked
* Insurance

**Accommodation**

* Type (hotel, hostel, hosting, camping etc.)
* Pre-event visit and risk assessment made
* Catering, special diets, food allergies
* Suitability and accessibility
* Drivers checked
* Insurance

**Preparing athletes**

* Local culture, language
* Expectations on dress and behaviour
* Food and drink
* Currency
* Telephones
* Maps of area
* Safe sport away information

**Supervision and staffing**

* Ratio of staff to athletes
* Male/female
* Cover for all in-sport and free time periods
* Specialist carers
* Clear responsibilities

**Documentation**

* Travel tickets
* Passports, visas
* Check non EU nationals
* Accommodation and travel booking documents

**Insurance**

* Liability
* Accident
* Medical

**Hosting or being hosted**

* Hosts vetted
* Hosts aware of any special requirements
* Language
* Transport arrangements
* Telephone contact
* Local map and information

**Emergency procedures**

* First aid
* Specific medical information available
* Access to and administration of medication
* Information on local emergency medical services, hospitals etc
* EHIC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: [www.nhs.uk/healthcareabroad](http://www.nhs.uk/healthcareabroad)
* Details of British embassy/consulate

**Costs and cash**

* For travel
* Payment schedule – deposit, staged payment
* Extra meals, refreshments
* Spending money
* Security

**Arrival**

* Check rooms, meal times, phones, valuables
* Check event venues
* Collect in money, valuables
* Information on medications
* Arrange group meeting
* Confirm Procedures with staff
* Rules (e.g. curfews)