Checklist for Away Trips

Every away trip is different, but there are some common areas that should be thought about before departure. The CPSU have a fact sheet which may help in the planning process <https://www.nspcc.org.uk/Inform/cpsu/resources/briefings/AwayTripsAndHosting_wdf61574.pdf>

**Key Issues for Consideration**

**Communication with parents**

* Pick up and return times and locations
* Destination and venues
* Competition/training details
* Kit and equipment needed for journey, training, competition etc
* Food requirements
* Other requirements
* Process for parent contacting coach or young person

**Transport**

* Journey times and stopping points
* Supervision
* Suitability, accessibility
* Drivers checked
* Insurance
* Seat belts

**Supervision and staffing**

* Ratio of staff to athletes
* Male/female
* Specialist carers
* Responsibilities

**Emergency procedures**

* First aid
* Specific medical details
* Reporting procedures
* Home contact details
* Athlete information
* European Health Insurance Card (EHIC) [**www.nhs.uk/healthcareabroad**](http://www.nhs.uk/healthcareabroad)- if travelling abroad

**Insurance**

* Liability
* Accident
* Travel & Medical - if travelling abroad

**Cost**

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

**Accommodation**

* What type and location
* Catering - special diets, allergies
* Suitability for group, accessibility
* Rooms lists

**Arrival**

* Check rooms, meal times, phones, valuables
* Check sporting venue
* Collect in money, valuables
* Information on medications
* Arrange group meetings
* Confirm care and safeguarding procedures with staff/volunteers
* Rules, curfews

**Additional information specific to travelling abroad or hosting**

**Hosting or being hosted**

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

**Documentation**

* Travel tickets
* Passports, visas
* Check non EU nationals

**Preparing athletes**

* Local culture, language
* Food and drink
* Currency
* Telephones
* Maps of are