

CHECKLIST FOR TRAVEL ABROAD/HOSTING EVENTS*(Provided by NSPCC Child Protection in Sport Unit)*

Purpose of trip	Competition, training, social, combination	
Planning	When	
	Where	
	Who	
	Risk Assessment of activity	
Communication with parents	Pick up times	
	Destination and venue	
	Competition details	
	Kit and equipment list	
	Emergency procedures, home contact	
	Consent form	
	Code of conduct	
Accommodation	What type	
	Catering, special diets, allergies	
	Suitability for group accessibility	
	Room lists	
Hosting or being hosted	Hosts vetted	
	Hosts aware of special requirements	
	Transport arrangements	
	Telephone contact	
	Local map and information	
Transport	Journey time and stopping points	
	Supervision	
	Suitability and access	
	Drivers checked	
	Insurance	
	Seat belts	
	Relevant laws for abroad known/adhered to	
Supervision/Staffing	Ratio of staff to children /young persons	
	Male/female	
	Specialists/Carers	
	Responsibilities	
Emergency procedures	First aid	
	Special medical information	
	Medications	
	E111 forms (EU Visits)	
	Worldwide Emergency Medical Assistance Card with emergency contact numbers	
Insurance	Liability	
	Accident	
	Travel	
	Medical	
Costs	For trip	
	Payment, schedule, deposit, staged payments	
	Extra meals, refreshments	
	Spending money	
	Security	

Documentation	Travel tickets	
	Passports, visas	
	Check Non EU Nationals	
	Parental consent forms	
	Home contact details	
	Location of local hospital/medical services	
	Contingency money/travellers cheques	
Preparing Athletes	Local culture, language	
	Food and drink	
	Currency	
	Telephone	
	Maps of area	
	Safe sport away cards	
Arrival	Check rooms, meal times, telephones, valuables	
	Check sporting venue	
	Information on medication	
	Arrange group meeting(s)	
	Confirm care and child protection procedures with Group/Staff	
	Rules, curfews	