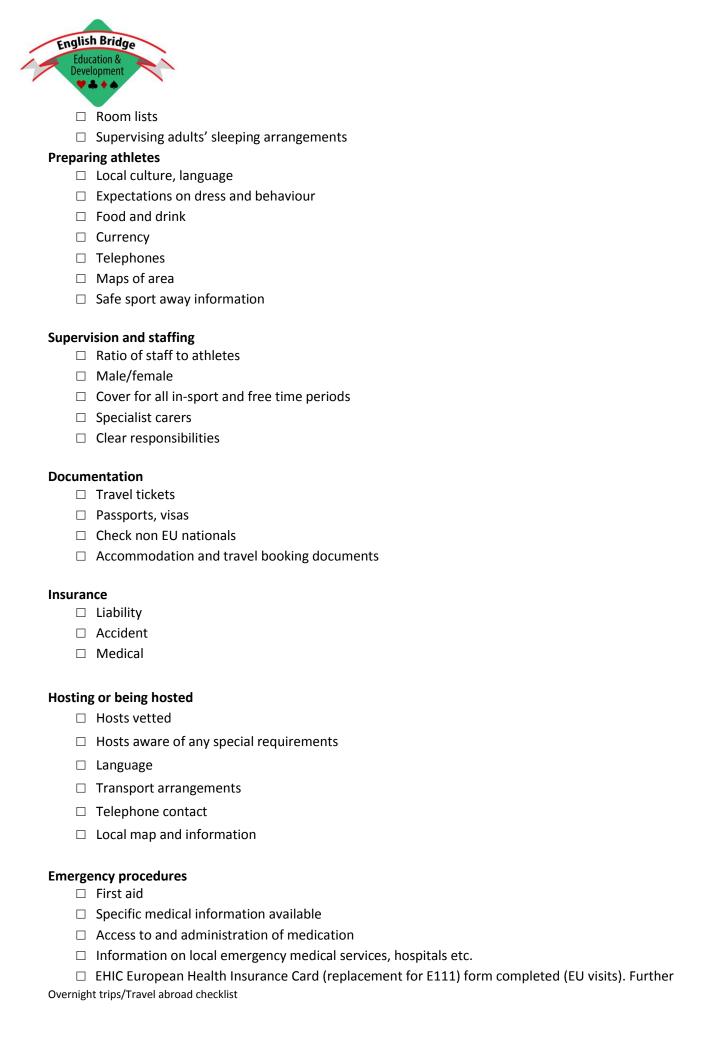


## EBED Overnight trips and/or travel abroad checklist

Purpose of the trip	
	Competition
	Training
	Social
	Other (specify)
	Combination, please state:
Planning	
	When
	Where
	Who (staff / volunteers / participants)
	Risk assessment of activity
	unication with parents
	Destination, sport and accommodation details (address / telephone)
	Name/number of lead club/school link or team manager
	Drop off/pick up times
	Transport arrangements
	Competition details
	Kit and equipment list
	Emergency procedures, home contact
	Consent form
	Information re medical conditions (including allergies) or impairments, and medication
	Code of conduct
	Safeguarding arrangements (reporting concerns, supervision etc.)
	Process for parent contacting coach or young person
	Process for young person contacting parent
Transport	
•	Drop off/pick up times
	Journey times and stopping points
	Supervision
	Suitability and accessibility
	Drivers checked
	Insurance
Accommodation	
Accom	Type (hotel, hostel, hosting, camping etc.)
	Pre-event visit and risk assessment made
	Catering, special diets, food allergies
	Suitability for group, including accessibility
	Cartability 101 Broad, including accessionity

Overnight trips/Travel abroad checklist





## information: 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 sporting venues ☐ Collect in money, valuables ☐ Information on medications ☐ Arrange group meetings $\hfill\Box$ Confirm procedures with staff ☐ Rules(e.g. curfews)