



**Guernsey
Sports
Commission**

TRAVEL POLICY

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1.0 STAFF REQUIREMENTS

Every trip undertaken should include the following members of staff:

- Nominated Trip Leader – responsible for overseeing all aspects of the trip, and point of contact for any queries.
- A welfare lead with appropriate safeguarding training
- Qualified First Aider
- Home Contact – member of staff located at the club who is point of contact for emergencies, and has been provided with all trip details/documents etc.

1.1 TRAINING/CHECKS

All staff participating in the trip should:

- Have undertaken relevant Safeguarding training
- Be familiar with the sport or club's Safeguarding Policy, and be aware of the reporting procedure for any safeguarding issues
- Have a valid DBS check
- Be familiar with any and all procedures associated with the trip

1.2 STAFF RATIOS

Guernsey Sports Commission recommends that for all trips, at least two members of staff should be present regardless of the number of children.

The following ratios are recommended:

- Children up to 11 years old – staff ratio of 1:8 children
- Children from 11 to 18 years old – staff ratio of 1:10 children

For groups of children consisting of all one gender, there should be at least one staff member of that gender on the trip. For mixed-gender groups the staff gender ratio should reflect the requirements of the group, with at least one male and one female member of staff as a minimum suggestion.

2.0 BEFORE YOUR TRIP

The following must be obtained/carried out before the trip commences:

2.1 RISK ASSESSMENTS

The Trip Leader should carry out adequate risk assessments well in advance of the trip date, to assess any potential hazards and how they can be mitigated. Risk assessments should consider the following points among others:

- Travel to and from the destination
- Localised travel while at the destination
- Accommodation
- Educational or medical needs
- Type of activities, including any Specialist activities
- Potential weather conditions
- Emergency procedures
- Staffing ratios
- Overnight supervision (in the event of an overnight stay)

If possible, risk assessments (or some other form of documentary reassurance) should be obtained from accommodation sites and other venues before the trip to ensure risk is mitigated as far as possible.

It is also expected that the Trip Leader will have to carry out dynamic risk assessments during the trip itself.

Please see Appendix 1 for a basic risk assessment template.

2.2 EXPLORATORY VISITS

If possible, the Trip Leader should undertake an exploratory visit of venues/accommodation etc. to ensure they are suitable, fit for purpose and safe. In the event that this is not possible, written information should be obtained from venues/accommodation sites in advance of the trip.

2.3 ACCOMMODATION

In addition to risk assessments and exploratory visits (where possible), the following should be confirmed before booking accommodation:

- Access and facilities for children with disabilities
- Safe storage for money/valuables
- Proximity to venues/locations the club will visit on the trip
- Whether they can cater for dietary requirements
- Whether fire and safety regulations are being met

- Overnight security arrangements
- Whether the hotel can discretely deal with incidents such as bed-wetting
- All rooms are accessible during an emergency
- Whether any other groups are using the accommodation at the same time, who they are, age groups, what they are using it for etc.

Booking Rooms

When booking rooms, the club should ensure the following:

- All rooms (including adults' rooms) are on the same floor and in the same vicinity
- Bathrooms are en suite if possible, otherwise there should be separate male and female bathroom facilities available
- Beds are single beds where possible (and sharers are allocated twin rooms)
- All rooms are non-smoking
- Access to inappropriate movies and mini bars can be restricted
- Rooms are not on the ground floor

Room Allocation

When allocating rooms, the following should be taken into consideration:

- Age and gender of any children who are sharing rooms
- Any historical issues between children who are sharing rooms
- No adult should share a room with a child (unless the adult is their parent/carer)
- Staff rooms should be spread out throughout the vicinity to ensure all children's rooms are in close proximity to a member of staff

Host Families

If the club deems it beneficial to use host families for residential visits, they should be aware of the risks involved. It may be impossible to vet every adult the child will come into contact with, and host families may not be subject to Guernsey law. Permission **MUST** be gained from the child's parent/carer before agreeing to the use of a host family, and any assessment of host families should be carried out well in advance of the trip.

The following should be considered if using host families:

- Whether the pairing arrangement is appropriate (eg. male-to-female ratio, ages)
- Whether the family can cater for medical or dietary needs
- Whether the child has easy access to adults from their club (eg. telephones, adult accommodation is close to child accommodation)
- Whether the use of a code word for emergency situations should be implemented (eg. the child can communicate this word to an adult from their club in the case of issues arising)

Please see Appendix 2 for further guidance on Host Families from States of Guernsey Policy.

2.4 COMPETITION/EVENT CHECKS

The Trip Leader is responsible for checking that any competition in which they are taking part is legitimate. They should also confirm who the named organiser is, and that the club/venue they are visiting has a qualified Welfare Officer (as well as confirming name and contact details for this person).

2.5 INSURANCE

The club should ensure that they have adequate insurance cover for their needs, including any medical conditions or specialist activities, as well as compensation against cancellation or delay. Sports could check with their NGB whether relevant insurance is already in place. Types of insurance worth considering are:

- Public Liability Insurance
- Personal Accident Insurance
- Travel Insurance

The club should also ensure that any venues or accommodation they will be using during the trip have their own appropriate insurance cover.

2.6 EMERGENCY ACTION PLANS

The Trip Leader should produce a document detailing any emergencies that may occur, the course of action for these, and who will take responsibility for implementing them (usually the Trip Leader). The following should be considered:

- Travel delays
- Accidents (including accident report forms)
- Hospital treatment required
- Repatriation
- Safeguarding issues

Please see Appendix 3 for Emergency Action Plan guidance from States of Guernsey Policy.

2.7 TRAVEL TO A FOREIGN COUNTRY

In the event that the trip is to a foreign country eg. outside of the UK, the following actions should be taken in addition to the above:

- Arranging extra insurance cover as necessary
- Checking if visas are required, and ensuring these are arranged well in advance
- Checking if vaccinations are required (including Covid), and ensuring these are arranged well in advance
- Ensuring passports are in date as required for the country (some countries now require passports to be valid for 6 months after the trip ends)

- Seeking travel advice for the country in question (eg. the Foreign Office may not recommend travel to certain countries at the time of the trip)
- Checking whether there are any cultural or language differences to be aware of
- Checking mobile phones will work in the chosen country
- Finding out how to contact the emergency services in the chosen country

If travelling to a foreign country, copies of all visas, vaccination records and passports should be taken and supplied to all staff members going on the trip, as well as the Home Contact.

2.8 COMMUNICATION OF TRIP DETAILS

Parents/Carers

The club should ensure that all details of the trip are communicated to parents/carers well in advance of the trip. Information packs should be handed out to all parents in advance of the trip, and a parent/carers' evening may be arranged to answer any questions the parents/carers may have. This will allow them to give informed consent for their child to take part in the trip.

It is important to communicate to the parents/carers the financial contribution they will be expected to make towards trip fees, along with any kit requirements and if the child is expected to wear any club uniform/branded clothing etc. throughout the trip.

It is reasonable to expect that some parents/carers may wish to be updated throughout the trip to confirm that children have arrived safely, or to be informed of any return travel delays or issues that may arise. The Trip Leader may wish to consider setting up an easy form of communication with all parents/carers, for example a WhatsApp group. If this form of communication is used, the Trip Leader should ensure that any parents/carers without access to this means of communication are informed in another way – for example, a 'Communication Tree' could be arranged where other parents/carers pass on the information via phone call.

Children

Children should be prepared in advance for what the trip will entail, to ensure they are happy and comfortable with what is expected of them. They should be given the opportunity to voice any concerns well in advance of the trip commencing. Children should be informed of the following information as a starting point:

- Dates of visit
- Full itinerary (including all activities, locations, timings etc)
- Details of sleeping arrangements/room allocations
- Who the Team Leader and Welfare Officers will be (so they are aware of who to speak to with any concerns)
- What to do in an emergency
- What will be done in the event of travel delays
- What to do if separated from the group during the trip

- Transport arrangements
- Provisions for any medical issues or disabilities if relevant
- Standards of behaviour expected on the trip (eg. alcohol, smoking, sexual behaviour, damage to property, safety while travelling, and general group discipline - to include consequences of breaking rules)

2.9 INFORMATION PACKS

An information pack should be made up and given to the following people:

- Parents/carers
- All members of staff going on the trip
- Home Contact

Children should be given contact details for all adults attending the trip, emergency services, addresses of venues/accommodation etc.

Please see Appendix 4 for a basic checklist of information pack contents (your checklist should include but not be restricted to the items included).

2.10 CONSENT FORMS

Consent forms must be obtained from all parents/carers.

The form should include (but not be restricted to) the following:

- Contact details for the parent/carer
- Child's full name
- Child's date of birth
- Medical information including directions on any medications to be taken, and whether the child or staff member should administer this
- Allergy information
- Dietary requirements
- Disabilities
- Any behavioural or additional support needs
- Consent for the child to receive emergency treatment if required (in hospital AND from a member of staff if required)
- Any other information the parent deems relevant

The form should also contain any relevant disclaimers required, for example:

- Loss or damage responsibility
- Consent for photos/videos to be taken and used
- Consent for the child to take part in the activities planned
- Consent for the child to participate in any non-sporting activities eg. swimming, shopping.

- Understanding that the parent/carer must contact the club with any changes to medical information

Please see Appendix 5 for a basic consent form template.

2.11 TRIPS WITH MIXED-AGE PARTICIPANTS

Some trips may involve mixed-age groups eg. some over-18s and some under-18s in attendance. Consideration should be taken for any extra duty of care required for participants under 18, and separate plans or requirements may need to be put in place. No adult and child should share a room if the trip involves an overnight stay. Any extra precautions etc. should be planned well in advance of the trip, and parents/carers and children should be made aware of this before joining the trip.

3.0 DURING YOUR TRIP

The following must be carried out/considered during the trip:

3.1 COMMUNICATION

Children

At the start of the trip, children should be given their own information pack containing (at a minimum) all relevant contact no's/addresses as detailed in the 'Before Your Trip' section.

The rules of the trip should be reiterated on the day of the trip commencing, including any procedures that must be followed (eg. in the event of being separated from the group). Standard of behaviour expected should also be clearly stated.

Once the trip has commenced, children must be kept informed of the itinerary each day, as well as any last-minute changes to this itinerary as and when they occur.

Parents/Carers

If a WhatsApp group or 'Communication Tree' has been arranged for the trip, the Trip Leader (or designated member of staff) should ensure that parents/carers are kept updated with any relevant or agreed information. This information should be communicated in a timely manner.

3.2 ACCOMMODATION CHECKS

On arrival at the place of accommodation, the Trip Leader should carry out checks on the building/rooms to ensure they are safe and all risks are mitigated. These should include (but not be restricted to) the following:

- All doors and locks, both internal and external, are in good working order
- Windows are safe and secure
- All children and staff have the necessary keys/access codes
- Check rooms and common areas for any existing damage and report this to the management staff
- There is no access to alcohol in children's' rooms (eg. mini bar)
- There is no access to inappropriate films or TV channels
- Rooms are non-smoking
- Confirm emergency evacuation procedures and location of fire exits – this should be communicated to all children and staff
- Check that there is somewhere to safely store money and valuables

On departure, the Trip Leader is advised to carry out a check of rooms to ensure no damage has occurred.

3.3 SAFETY CHECKS/MEASURES

Throughout the trip, the Trip Leader should carry out the following checks/safety measures where necessary:

- **Headcounts**
A headcount of children (and staff) should be carried out before leaving accommodation and any venue, as well as when boarding/disembarking any form of transport eg. buses, trains.
- **Named Clothing**
Children should NOT wear name badges during the trip, or any clothing with their name on.
- **Uniform/Kit**
It may be preferable for children (and staff) to wear the club kit or uniform while out and about during the trip. This will make them easy to identify in a busy area.
- **Night-Time Checks**
The Trip Leader (or allocated member of staff) should ensure that all children are accounted for within their accommodation at 'lights out' time, and that they are in the rooms allocated to them. They should also undertake a final security check (eg. doors, windows) before retiring for the night.

Overnight Supervision

There should be a plan in place relating to overnight supervision when staying in accommodation, including a staff member being available for emergencies or issues that may occur during the night. This may be carried out by members of staff on a 'rota' basis if necessary. The children should be made aware each day of who the allocated supervisor is for that night.

Adult Consumption of Alcohol

Members of staff may wish to drink alcohol in the evenings, once the children are in bed. Serious consideration should be given before drinking any alcohol, and if alcohol is consumed, adults should be sensible and responsible with their consumption. At least one adult should be nominated to refrain from drinking, in case of any issues arising (which may require decisive action or the ability to drive in an emergency). Any staff member allocated for Overnight Supervision should refrain from drinking. If there are only two members of staff on the trip, it is strongly advisable that neither of them drink alcohol.

3.4 MEDICAL NEEDS

Staff should ensure they check on children who are taking any medication (if not being administered by a staff member), to confirm this has been taken correctly, and that there are no issues.

Children with other medical needs or disabilities should also be monitored to confirm they are not experiencing any issues or difficulties.

3.5 REPORTING INJURY

If anybody on the trip sustains an injury, the Trip Leader should ensure that the proper procedure is followed. This includes filling out an Incident Report Form, and passing to the club Welfare Officer. If a child sustains an injury, their parent/carer must be informed as soon as possible. However, it must be ensured that all information given is correct and delivered in a responsible way, so as not to cause unnecessary alarm.

Please see Appendix 6 for a basic Incident Report Form.

3.6 EMERGENCIES

In the event of an emergency, it is important to ensure that all children remain supervised at all times. The following should be carried out by the Trip Leader (or allocated member of staff):

- Identify if any children or staff are hurt and their immediate medical requirements
- Contact the emergency services if necessary eg. a child or staff member is hurt
- Ensure any child going to hospital is accompanied by a member of staff (of the same gender if possible)
- Inform parents/carers of the situation as soon as possible (via the Home Contact)
- Inform the club of the situation as soon as possible (via the Home Contact)
- Report the incident to the insurance company if required (via the Home Contact)
- Complete an Incident Report Form

Repatriation

In the event of a child having to return home before the end of the trip (due to injury, illness, family emergency etc), arrangements must be agreed with the parent/carer before the child commences travel, including a pick-up time and location on their return home. If it is possible for a staff member to accompany the child home without jeopardising staffing requirements for the rest of the trip, this option is preferable. If not possible, supervision of the child must be maintained as far as possible eg. to the departure gate of the airport. It is important to ensure adequate staff-to-child ratio is maintained with the remaining children on the trip while repatriation is being carried out.

4.0 AFTER THE TRIP

The following should be considered/carried out on returning from the trip:

4.1 COLLECTION OF CHILDREN

A pick-up time and location should have been arranged prior to the trip commencing. The Trip Leader should ensure that all children have a parent/carer collecting them, and should stay at the arrival location until all children have been collected. In the instance that children are making their own way home, the Trip Leader should have verbal or written consent from a parent/carer to allow the child to do this.

4.2 INCIDENT REPORT FORMS

Any incident report forms completed during the trip should already have been passed to the accompanying Welfare Officer. These should be filed in the appropriate place in line with the club's usual procedure for Incident Report Forms.

4.3 EVALUATION

An evaluation meeting should be held in order to assess what aspects of the trip were successful, and if anything was unsuccessful. This will allow any relevant changes to be made to policies, procedures, accommodation used etc. Any updates to policies or procedures must be made before any future trips are undertaken.

APPENDIX 1: RISK ASSESSMENT TEMPLATE

	AREA	IDENTIFIED RISK	RISK LEVEL (HIGH/MED/LOW)	EXISTING CONTROLS	FURTHER ACTIONS REQUIRED	NEW RISK LEVEL (HIGH/MED/LOW)
eg.	Staff	Gender ratios	Medium	Club have ensured ratios comply with those recommended in Travel Policy	Monitor for any changes to staff members/children to ensure ratios remain as required	Low
eg.	Staff	Staff to child ratios	Medium	Club have ensured ratios comply with those recommended in Travel Policy	Monitor for any changes to staff members/children to ensure ratios remain as required	Low

APPENDIX 2: STATES OF GUERNSEY GUIDANCE ON HOST FAMILIES

(Where guidance states 'Education Services', 'Head Teacher' or 'School' this should be adapted to 'Sports Clubs' for your own usage/guidance)

6.18 Learner Exchange Visits/Host Families/Home Stays

The single most effective way of understanding a different country, culture or language is to experience it first-hand. Given our dependence on a global economy, an understanding of the wider world has never been more important. An exchange visit involving the placing of young people in a family home stay setting has traditionally been seen as one of the best ways of enabling this.

Such experiences help young people to develop self-esteem, self-confidence and independence, while developing their knowledge base and broadening their horizons. Staying with a host family gives young people both an insight into the culture and a first-hand opportunity to use their language skills in a real context.

Home stays may also take place between host families in the UK to provide young people with accommodation during a visit.

6.18.1 Management arrangements

Exchange and home stays visits must be planned, prepared and managed in accordance with the current National Guidance documents including 'Exchanges and Home Stays', available on the National Guidance website www.oeapng.info. The only exception is that Education Services does not require Disclosure and Barring Service (DBS) checks on UK and Guernsey families that host learners as part of exchange and home stay visits (this is not a statutory requirement in Guernsey).

Education Services acknowledges that:

- A DBS check, in itself, is no guarantee as to the suitability of an individual to work with young or vulnerable people (nor are DBS or equivalents checks, available in many foreign jurisdictions);
- DBS checks should only ever form part of safeguarding processes (e.g. in addition to references, interview, induction, monitoring, etc.);
- DBS checks are only as useful as the information authorities can access on offenders, criminal activity or known persons (by their very nature, first time offenders may not be identified which is a limiting factor).

However the placement of an adult in a situation of professional trust with young or vulnerable people must always be subject to a robust engagement process. For this reason and for consistency and clarity of processes, when host families are used to provide young people with accommodation during a visit, the school has a duty to take all reasonable steps to ensure that learners are placed in appropriate homes. The school must also be able to evidence that it has applied due diligence to the selection process of host families. If there is any doubt in the ability to do this, they must consider whether the visit should take place.

Vetting, family matching and safety procedures are outlined in this document (informed by National Guidance documents which contain further useful details).

6.18.2 Supervision

Young people are not directly supervised by the Visit Leader whilst they are with host families. Therefore, home stays require careful planning to ensure everyone involved is clear about both their responsibilities and the supervision arrangements. It is essential that all parties involved fully understand the management and supervision arrangements and are clear about who is responsible for what and when (schools retain a non-delegable duty of care). Young people must be appropriately supervised throughout and parents must be able to give, or withhold, consent based on a clear understanding of how the visit will be managed. Remote supervision requires clear boundaries and guidelines so that the Visit Leader knows and agrees the intentions/locations of the learners at all times. Consideration of the day to day management of this (e.g. checking in with the leader / logging locations, buddy systems etc.) must be included in the planning.

6.18.3 Key Questions

Schools must be able to demonstrate that they have collated and acted on the following key questions (using the current National Guidance forms, documents and information can help this):

- Are families and young people carefully matched for gender, age, diet, religious belief, special needs etc.?
- Are families known to the host school?
- Has the host school confirmed the families as suitable and is there a hosting agreement form that includes a question about criminal convictions or other contra-indicators?
- In case it is necessary to move a young person at short notice, are contingency plans in place?
- Has consideration been given to the safety and wellbeing of the young people during travel, and does this include appropriate drivers and transport whilst with the host family?
- Are young people and host families aware of a 24 hour contact number and are they fully briefed as to procedures should problems arise?
- Do leaders have daily contact with all young people?
- Do young people have an agreed 'keyword' that they can use which means 'I want you to visit me immediately'?
- Will young people have access to a mobile phone to call or send text messages to their school staff (considerations include connectivity/roaming/credit, battery charge)?

- Have the young people and their parents/guardians been briefed about personal safety, and have they been issued with written guidance on this topic? See the Child-Safe publications. www.child-safe.org.uk
- Does work experience feature as part of the exchange and if so, has an assessment been made by an appropriately competent person about any significant hazards the work environment may present?
- Have “acceptable” and “unacceptable” activities on ‘family days’ been discussed and has parental agreement been sought prior to the visit e.g. is there an opportunity to go cycling or horse riding, or a visit to a beach with swimming? If such activities are to form part of the experience, parental consent is required. Any activities must also be included in the itinerary so that insurance implications can also be captured.

6.18.4 Communication

Parents must be informed of the checks (and their limitations) in place, potentially this will be at parents' evening / letter home. This is so that they are aware of how host family risks are being managed (e.g. DBS checks have not been completed), and to ensure they are consenting to the selection process that has placed their child with the host family.

It is critical that local school ensure that the overseas host school, or agency has an equivalent or uses the same vetting procedure outlined here to assess the suitability of home placements.

Using a provider or agency does not relieve a school/establishment of its responsibilities; in this case the school must work with the provider to ensure appropriate measures are in place.

Long term relationships built over a period of time can help, as can encouraging correspondence between families, pen friend relationships and dialog between parents. If the host school or placing agency/provider does not have appropriate measures in place for carrying out suitable and sufficient checks to ensure the health, safety and welfare of the young people, the School must seek further assurances and/or reconsider whether the visit should take place.

6.18.5 Vetting of Host Families

The vetting of host families must include:

- Verification of family structure
- Ensuring a Code of Conduct has been agreed
- Checking that House Rules are as agreed
- Home visit checks
- Ensuring that appropriate information is shared
- Checking the suitability and privacy of sleeping and toilet arrangements
- Ensuring that family activities fall within the scope of parental consent and insurance
- Transportation (including drivers) is suitable and covered by parental consent

6.18.6 The Visit

During the visit, the Visit Leader must monitor the host accommodation (even if only a sample) to ensure, as far as is reasonably practicable the properties/families were correctly assessed and that this ties in with the original checks on the hosts. It is understandable that the visit Staff may not be staying with host families, in these cases it is important that consideration has been given to the location (and distance) of the staff in relation to the learner accommodation, this will help ensure assistance can be quick if necessary.

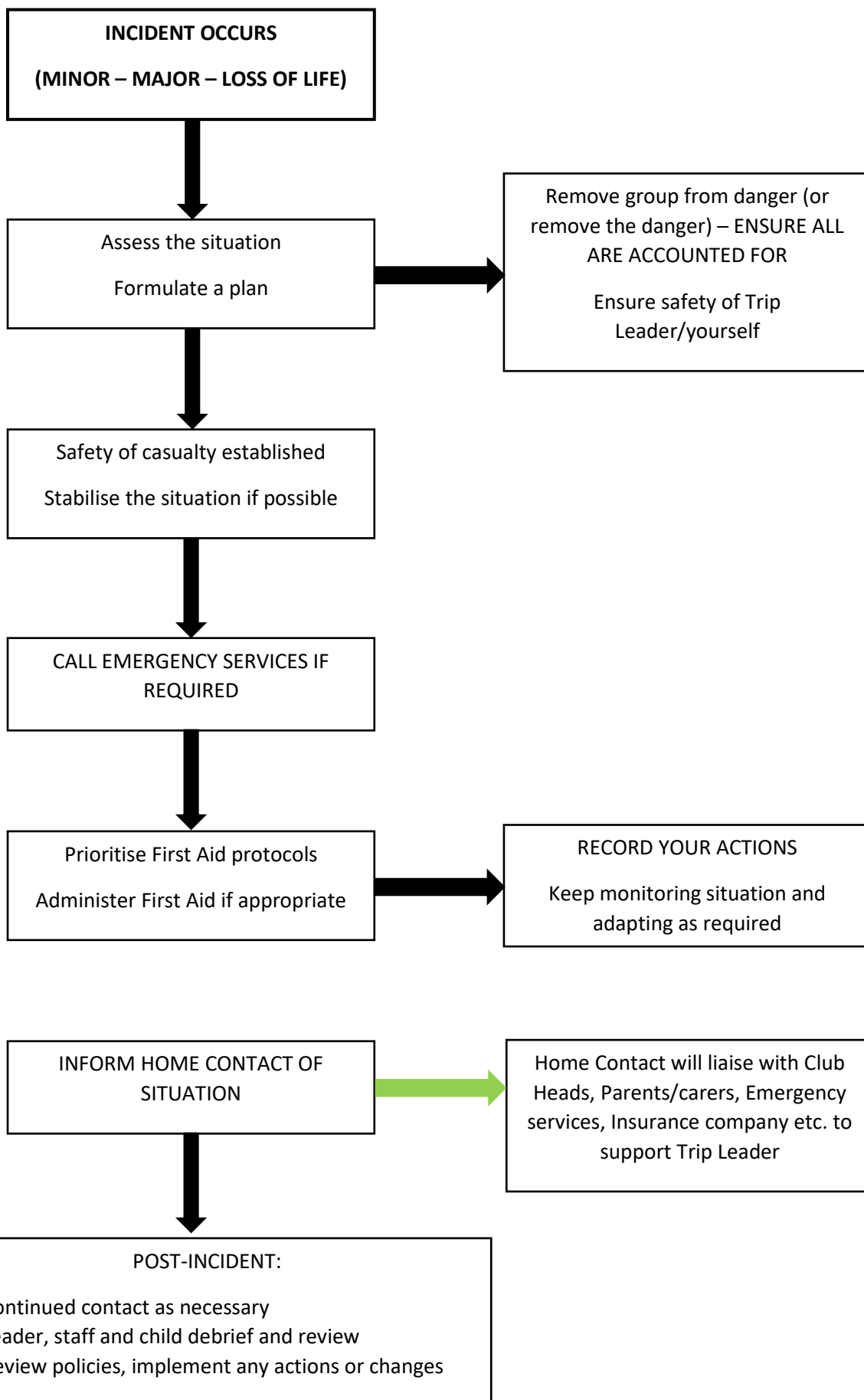
6.18.7 Evaluation

Feedback and review must be built into the homestay /exchange arrangements. This should involve the young people, parents, host families, staff, leaders and partner organisations, and can help with the celebration of success, as well as contributing to the planning of future visits. Any significant issues should be shared with the EVC, the Headteacher and Education Services.

6.18.8 Host Family Stay Information Form

The current relevant OEAP guidance documents and forms must be used, this includes [7f Exchanges and Home stays](#), [8b Home form exchange visits](#), [8i Model code of conduct](#) and the specific risk management mind map. More on the relevant documents can be found on the [OEAP National Guidance website](#).

APPENDIX 3: GUIDANCE ON EMERGENCY ACTION PLANS



LEADER PROMPTS

- Stay calm
- Watch your group & keep them safe
- Restrict use of mobile phone & social media
- Prevent discussion with public or media
- Don't admit liability
- Witness information
- Photograph the scene sensitively
- Don't alter any equipment
- Don't allow unsupervised contact with individuals/group
- Only work within your ability, competency & confidence
- Adapt this plan if necessary
- What seems to be a minor incident can escalate quickly in remote & changing environments

Field notes and recording sheet for Incidents

When	Who	What	Where
11.30pm	Joe Bloggs	Fell out of bed, staff took him to downstairs	Room 12

Useful numbers

Base contacts: _____

Other Staff: _____

Providers: _____

Local Emergency Services: _____

Other: _____

When notifying your base they need to know:

What happened? Where – location? When – date/time?

Who was involved/injured?

Name of all involved? Action taken so far? Agree further actions and contact number/procedure.

Actions that should be considered by Home Contact in the event of an emergency:

(not exhaustive – each club should adapt to be relevant for their situation)

- Record the telephone number of the Trip Leader and alternative contacts if not already accessible. Note down the following:
 - What happened
 - To whom
 - Where
 - When
 - What has happened since the incident
 - Agree possible actions (including contact procedures)
- Inform your Club Head or senior member of staff of the relevant details AS SOON AS POSSIBLE.
- If agreed or as necessary, implement any Emergency Action Plans.
- Parents/carers of any injured child/ren must be informed as priority, with other parents/carers contacted with any outcomes affecting them or their child (eg significant itinerary changes).
- If necessary, assistance should be given to transport parents to their injured child if required (eg. Liaising with insurance company to arrange).
- Do not discuss any incidents or matters with the media if contacted.
- Remind the Trip Leader to:
 - Stay calm and work within their ability
 - Ensure everyone is accounted for and safe
 - Remove the group from danger (or remove the danger)
 - Prioritise First Aid if required
 - Try and obtain witness information/contacts
 - Photograph the scene sensitively if required
 - Monitor the situation and adapt as needed
 - Record actions

The Home Contact should have the information pack with them at all times to ensure they have any information they need in the event of an incident.

APPENDIX 4: BASIC INFORMATION PACK CHECKLIST

ITEM	TICK ONCE COMPLETE
Dates of Visit	
Departure and Return Locations/Times	
List of staff members accompanying on the trip and their roles (eg Welfare Officer)	
List of accompanying staff's qualifications	
Contact information for all staff members on the trip	
Explanation of purpose of Home Contact including their contact information	
Safeguarding Policy	
Insurance details	
Transport Arrangements	
Full itinerary (including all locations, activities, timings etc)	
Expected cost to parents	
Clothing requirements eg. kit needed, suggestions of what to pack (coats during winter, trainers, etc)	
Standards of behaviours expected from children on the trip (eg. alcohol, smoking, sexual behaviour, damage to property, safety while travelling, general group discipline, consequences of breaking rules etc)	
Contact details of all venues and accommodation	
Details of sleeping arrangements/room allocations	
Contact details of hospitals, emergency services etc.	
Emergency Procedures in place	
Travel delay plans	
Repatriation procedures including responsibility of costs	

APPENDIX 5: BASIC CONSENT FORM TEMPLATE

Trip Details/Dates:

Name of ChildDOB.....

Home Address.....

.....

EMERGENCY CONTACT

Name Relationship to Child

Mobile Tel No: Work Tel No:

Home Tel No:

MEDICAL INFORMATION

Does your child have any medical conditions? YES / NO

Details:

.....

Does your child take any medication for their condition? YES / NO

Details (including type, required dose, when taken):

.....

.....

.....

Is your child able to administer this medication themselves? YES / NO

If 'NO', is permission given for a staff member (First Aid qualified) to administer this? YES / NO

Does your child have any allergies? YES / NO

Details:

.....

Does your child have any dietary requirements? YES / NO

Details:

.....

Does your child have any disabilities? YES / NO

Details:

.....

Are there any other conditions or needs that you feel we should be aware of? YES / NO
(eg. behavioural or mental health issues, toileting needs, additional support needs)

Details:

.....
.....

Please provide any other information you feel is relevant:

.....
.....
.....

I understand that it is my responsibility to inform the club of any changes to the above information BEFORE the trip commences YES / NO

CONSENT

I consent to photos/videos being taken of my child which may be used by the club in future eg. social media YES / NO

I consent for my child to take part in the sporting activities planned YES / NO

I consent for my child to take part in non-sporting activities eg. shopping trips, museum visits YES / NO

I consent to my child receiving emergency medical treatment if required (in hospital/doctor's surgery or by a qualified staff member if deemed necessary) YES / NO

If there are any medical treatments you do NOT give consent for, please state these below:

.....
.....

AGREEMENTS

I agree to take responsibility for costs incurred in the event of emergency repatriation of my child YES / NO

I agree to take responsibility for the cost of any loss or damage incurred by my child YES / NO

I agree to pick up/drop off my child at the agreed times and locations YES / NO

Signature: Printed Name:

Date:

Please complete and return this form to the club by the following date - [insert date here]

APPENDIX 6: BASIC INCIDENT REPORT FORM TEMPLATE

Name of Child:
Child's DOB:
Name of Person Reporting:
Role of Person Reporting:
Date/Time Of Incident:
Where Incident Occurred:
What Happened? <i>(include as much information as possible)</i>
Acton Taken? <i>(eg was First Aid administered, what equipment was used, was parent/carer informed, staff involved, was incident reported to Welfare Officer, outside agencies involved etc)</i>
Signed: