JERSEY PETANQUE ASSOCIATION.

Overnight trips and/or travel abroad

An essential safety checklist for sport organisations

Trip details	
Event name	
Date	
Purpose of the trip	☐ Competition ☐ Training ☐ Social ☐ Other:

Planning	
☐ When is the trip	☐ Who (staff / volunteers / participants) is coming on the trip
☐ Where is the trip	☐ Risk assessment of activity

Communication with parents / carers		
☐ Destination, sport and accommodation details (address and telephone)	☐ Name and number of lead club / school link or team manager	☐ Safeguarding arrangements (reporting concerns, supervision, etc)
☐ Drop-off and pick-up times	☐ Transport arrangements	☐ Competition details
☐ Kit and equipment list	☐ Codes of conduct	☐ Consent form
☐ Emergency procedures, home contacts	☐ Process for young person contacting parent	☐ Local culture and language
☐ Process for parent contacting coach or young person	☐ Information re medical conditions (including allergies) or impairments, medication, and frequency of administration	
☐ Travel itinerary, including: ▫ Drop off and pick up times and locations ▫ Flight/train/travel times ▫ Accommodation details (including address, telephone and website if available) ▫ Schedule of trip ▫ Competition details ▫ Emergency contact details (Relevant staff, coach, club, club welfare, hotel, competition destination(s), etc ▫ Name and number of lead club / school link or team manager ▫ Local hospital		

Transport	
☐ Drop-off and pick-up times	☐ Suitability and accessibility
☐ Journey times and stopping points (risk assessments for stops)	☐ Drivers checked (DBS or equivalent, and valid licence to operate vehicle)
☐ Supervision	☐ Insurance covering transport

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Accommodation	
☐ Type (hotel, hostel, hosting, camping, etc) Are there any additional considerations or equipment required for the accommodation? e.g. tent, sleeping bag, pillow, towel	☐ Suitability for group, including accessibility
	☐ Room checks at the start and conclusion of the stay (with children's knowledge) checking for risks, vulnerabilities, damage or leaving valuables behind.
☐ Pre-event visit and risk assessment made	☐ Supervising adults' sleeping arrangements
☐ Catering, special diets, food allergies	☐ Room lists

Preparing athletes		
☐ Local culture, language, or any provisions for communication	☐ Currency	☐ Maps of area
☐ Food and drink	☐ Telephones	☐ Safe sport away information
☐ Expectations on dress and behaviour		

Supervision and staffing		
☐ Ratio of staff to athletes	☐ Specialist carers if required	☐ Cover for all in-sport and free time periods
☐ Ratio of suitable gender staff to athletes for supervision in gender-specific spaces	☐ Clear responsibilities	

Documentation	
☐ Travel tickets, railcards, etc	☐ Check non-UK / non-EU nationals passports to ensure they are within any out-of-date restrictions, and they have their own passport that enables them to travel without family members
☐ Passports, visas	☐ Accommodation and travel booking documents

Insurance		
☐ Liability	☐ Accident	☐ Medical

Emergency procedures	
☐ First aid in line with guidance from your sports NGB	☐ Details of British embassy / consulate
☐ Specific medical information available	☐ Access to and administration details of medication
☐ Information on local emergency medical services, hospitals, etc	☐ GHIC Global Health Insurance Card form completed

You should use this checklist in addition to our essential safety checklist for away trips. For more information on this topic, see the CPSU briefings on away day trips and overnight trips and international travel.