

Travel Check List

<p>Purpose of the trip</p> <ul style="list-style-type: none"> <input type="checkbox"/> Competition <input type="checkbox"/> Training <input type="checkbox"/> Social <input type="checkbox"/> Other (specify) <input type="checkbox"/> Combination, please state: <hr/> <p>Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> When. <input type="checkbox"/> Where <input type="checkbox"/> Who (staff / volunteers / participants) <input type="checkbox"/> Risk assessment of activity <p>Communication with parents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Destination and accommodation details (address / telephone) <input type="checkbox"/> Name/number of lead School/School link or team manager <input type="checkbox"/> Drop off/pick up times <input type="checkbox"/> Transport arrangements <input type="checkbox"/> Competition details <input type="checkbox"/> Kit and equipment list <input type="checkbox"/> Emergency procedures, home contact <input type="checkbox"/> Consent form <input type="checkbox"/> Information re medical conditions (including allergies) or impairments, and medication <input type="checkbox"/> Martial Arts Code of conduct <input type="checkbox"/> Safeguarding arrangements (reporting concerns, supervision etc.) <input type="checkbox"/> Process for parent contacting coach or young person <input type="checkbox"/> Process for young person contacting parent <p>Transport</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drop off/pick up times <input type="checkbox"/> Journey times and stopping points <input type="checkbox"/> Supervision <input type="checkbox"/> Suitability and accessibility <input type="checkbox"/> Drivers checked <input type="checkbox"/> Insurance <p>Accommodation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type (hotel, hostel, hosting, camping etc.) <input type="checkbox"/> Pre-event visit and risk assessment made <input type="checkbox"/> Catering, special diets, food allergies <input type="checkbox"/> Suitability for group, including accessibility <input type="checkbox"/> Room lists <input type="checkbox"/> Supervising adults' sleeping arrangements <p>Preparing Athletes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local culture, language <input type="checkbox"/> Expectations on dress and behaviour <input type="checkbox"/> Food and drink <input type="checkbox"/> Currency <input type="checkbox"/> Telephones <input type="checkbox"/> Maps of area <input type="checkbox"/> Safe sport away information 	<p>Supervision and staffing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ratio of staff to students <input type="checkbox"/> Male/female <input type="checkbox"/> Cover for all in-sport and free time periods. <input type="checkbox"/> Specialist carers <input type="checkbox"/> Clear responsibilities <p>Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel tickets. <input type="checkbox"/> Passports, visas <input type="checkbox"/> Check non-EU nationals <input type="checkbox"/> Accommodation and travel booking documents <p>Insurance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liability <input type="checkbox"/> Accident <input type="checkbox"/> Medical <p>Hosting or being hosted</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hosts vetted <input type="checkbox"/> Hosts aware of any special requirements <input type="checkbox"/> Language <input type="checkbox"/> Transport arrangements <input type="checkbox"/> Telephone contact <input type="checkbox"/> Local map and information <p>Emergency procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid <input type="checkbox"/> Specific medical information available <input type="checkbox"/> Access to and administration of medication <input type="checkbox"/> Information on local emergency medical services, hospitals etc. <input type="checkbox"/> EHC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: www.nhs.uk/Healthcareabroad <input type="checkbox"/> Details of British embassy/consulate <p>Costs and cash</p> <ul style="list-style-type: none"> <input type="checkbox"/> For travel <input type="checkbox"/> Payment schedule – deposit, staged payment <input type="checkbox"/> Extra meals, refreshments <input type="checkbox"/> Spending money <input type="checkbox"/> Security <p>Arrival</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check rooms, meal times, phones, valuables <input type="checkbox"/> Check sporting venues <input type="checkbox"/> Collect in money, valuables <input type="checkbox"/> Information on medications <input type="checkbox"/> Arrange group meetings <input type="checkbox"/> Confirm procedures with staff <input type="checkbox"/> Rules (e.g. curfews)
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