

Overnight trips and international travel

Introduction

Travelling to away fixtures, events and other trips can be a regular activity for many clubs and teams. Some of these trips may involve overnight stays or even travelling abroad. Our briefing on **Away day trips** details essential arrangements which must be considered for any trip involving travelling with children and young people. However, overnight stays and international travel will require additional planning and safeguarding considerations. The following will outline a number of these additional considerations that must be accounted for when travelling for overnight stays or internationally with children and young people. At all times you should ensure you are communicating with parents about the details of the trip and encouraging them to share necessary information about their child. This briefing paper complements our essential safety checklist for **overnight trips and international travel**.

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively

Transport

Planning to travel on long trips or internationally with children and young people, requires specific planning in addition to essential considerations.

Making stops

You must ensure that you have completed a thorough dynamic risk assessment for any stops or other situations where children may make contact with the public, taking into consideration who is responsible for the children at all times. A dynamic assessment should enable you to plan for changing situations which may arise during trip, such as children's needs, traffic congestion and delays. You should ensure you account for adequate toilet breaks, food stops and opportunities for children and young people to stretch their legs.

Public transport

If travelling on public transport, such as a bus, plane, train, or boat, you should ensure you have planned how children will be able to remain supervised appropriately. You may decide to use supervision groups, check in and out points, headcounts, etc. You should always ensure that you have all children in the group together before anyone boards the transport vessel.

You should ensure at least one member of staff boards the vessel first and one remains at the back of the group ensuring everyone in the group has boarded successfully. Another member of staff should be on hand at any location where tickets are being checked and verified, to assist with any concerns and ensure everyone is able to board safely. Once safely in the vessel, another headcount should be completed.

Documentation

In addition to a thorough consent form covering all permissions for each child to participate in the trip, you must ensure that every person involved has with them the required, valid documentation to safely travel. When travelling internationally there may be some additional documentation required and considerations should be taken to keep young people's documentation safe:

- Every member in the party must have a valid passport covering their legal travel throughout the trip. You should give as much notice as possible to enable new passports to be applied for where necessary. It is important that you check the passports of any non-UK / non-EU nationals to ensure they are valid for travel to the destination.
- Ensure everyone has the required visa which has been checked in advance of the trip. Ensure adequate time is given to apply for these.
- You should ensure every child has a ticket covering their travel and stay throughout the trip.
- You should ensure all children with British citizenship have brought their Global Health insurance card (GHIC), which can be applied for on the [UK government's website](#).
- You should ensure the booking and insurance details for the transport are accessible should you encounter any issues or need to clarify any details.
- You must ensure children have brought all relevant documentation with them before setting off on the trip. Depending on the age of the group, you may want to collect and hold all documentation to ensure that it is kept safe.

Some trips may require specific additional documentation. You should check this using the [foreign travel advice](#) on the governments' website.

Accommodation

When planning to take children and young people away to stay in accommodation overnight, there are specific arrangements that must be addressed. You should ensure you have the booking details for the accommodation accessible should you encounter any issues or need to clarify any details. Parents and guardians should be given details of the accommodation and any phone numbers should they wish to contact the leaders or their child directly (depending on the pre-arranged contact agreements).

Considering risks

Accommodation will bring with it different risks which must be highlighted within your pre-event visit and risk assessment. Certain accommodation, such as camping, or hosting will require additional considerations and equipment. You must also consider whether the accommodation offers suitable accessibility for all those attending the trip.

Sleeping arrangements

When organising sleeping arrangements for children and staff you must always prioritise the safety of children. Children and young people need to feel comfortable and safe to enjoy the trip. Familiarity with the group should assist you in your plans to keep children and young people safe overnight.

Planning the sleeping arrangements will be dependent on the details of the group, such as the age of the children and the size of the group, and on the details of the accommodation. The responsibility of leaders and chaperones overnight will depend on the accommodation you are staying in and the risk assessment that has been conducted. Some general guidelines to follow when planning the sleeping arrangements for overnight trips include:

- sleeping arrangements should be pre-planned and communicated to the children and young people beforehand
- every child should have their own bed to sleep in

- there should be separate sleeping, washing and toilet areas for adults and children, older and younger age groups and boys and girls
- all children and young people should have a clear understanding of where the responsible adults are if they have an emergency, including their room number and mobile phone number

Catering

When catering for children and young people, any special diets, food allergies and intolerances should be identified in advance to enable provisions to be made.

If children and young people are required to provide or purchase their own food, you must have notified them in advance and ensure they have enough of the correct currency. You must also ensure children and young people remain supervised appropriately when buying and eating their food.

Emergency procedures

When travelling with children and young people for overnight stays and internationally, there are some specific emergency situations which could arise. You must ensure staff and volunteers are aware of what to do in the event of these emergencies so that you are able to handle these competently.

Changes to the transport arrangements, such as delayed or cancelled flights, could occur. This should be communicated to parents and carers and updates given regularly.

You should ensure you have details of local emergency medical services and hospitals, specific medical information for all children and staff, as well as access to and administration of medication in the case of a medical emergency. You should also have details of the British embassy/consulate in the event of any legal or safety issues, which can be found on the **Government's website**. You can also use the government's 24 hour helpline for British citizens abroad, on 0207 008 1500.

You must ensure you have all the emergency contact details for all the children and staff on the trip.

Costs, cash and currency

You must ensure that you have access to funds covering the trip as well as additional money to cover emergency procedures and any other unexpected occurrences. This should include any non-prepaid travel expenses, extra meals, refreshments, spending money, etc.

