

## Overnight / International Stays Checklist for Orienteering Clubs/Associations

Club / Association:	
Destination / Event:	
Dates of stay:	
Team Manager:	
Team Welfare Officer:	
Date Completed:	

### Pre-Tour Planning

#### Action

Completed by  
(name & date)

Pre-Trip Risk Assessment completed and signed off by Team Manager and Team Welfare Officer and copy sent to British Orienteering (safeguarding team)	
Background vetting checks verified for all volunteers and/or employees	
Self-declaration forms signed and returned to British Orienteering for all volunteers and/or employees	
Safeguarding training completed for all volunteers and/or employees	
Emergency contact list compiled for all participants, volunteers and/or employees	
Information provided to parents/carers and participants	
Parental consent and medical forms collected and stored securely for all participants	
Insurance verified (medical, travel, public liability)	
Code of Conduct signed and returned by all participants, parents & volunteers and/or employees (can be done as part of consent forms above)	
Alcohol, curfew, and rooming policies clearly communicated to participants and parents	
Local emergency contacts verified (hospital, police, embassy if abroad)	
Supervisor:athlete ratio confirmed	

Local safeguarding laws / cultural expectations reviewed and briefed	
Allergy and special diet information collected from all athletes, volunteers & employees	

## Before Departure

### Action

Completed by  
(name & date)

Pre-tour briefing held (athletes + parents)	
Trip itinerary circulated (transport, accommodation, fixtures, rest days)	
Team Welfare officer contact card issued to all participants	
Emergency response procedure explained (who to call, escalation steps)	
First aid kits checked and assigned to named staff	
Media / social media policy explained and agreed	
Group messaging set up (e.g. Spond)	
Pick up and location confirmed with parents	
Weather forecast checked and appropriate kit list issued	
Event/activity details checked	
Travel route determined with appropriate stopping points	
Vehicle and driver checked for suitability	

## During Tour / Competition

### Action

Responsible

Complete

Daily register taken (morning + night) e.g. via Spond		
Curfew checks performed and logged		
Team Welfare Officer on call 24/7 and contactable		

Clear communication channel established (e.g. Spond)		
Supervision in accommodation and during travel maintained		
Room inspections conducted for welfare / safety		
Staff meeting each evening to review day's welfare / issues		
Daily welfare check-ins for injuries, illness, or homesickness		

## Incident Response

Action	Responsible	Complete
Staff know how to respond to medical emergencies (nearest hospital identified)		
Safeguarding concern reporting procedure rehearsed		
Police / local authority contact details pre-programmed into lead staff phones		
Media holding statement template prepared		
Immediate parent/guardian notification plan established		
Log incident with British Orienteering using the <a href="#">Incident Reporting form</a>		

## Post-Tour Review

Action	Responsible	Complete
Staff debrief meeting held within 7 days of return		
Athlete feedback survey conducted (anonymous option)		
Any safeguarding concerns reviewed and recorded		
Lessons-learned summary produced and shared with governing body / board		
Update next year's tour policy accordingly		
Send amended dynamic risk assessment to British Orienteering.		

