

## Barker Martial Arts Ltd

Registered in England, Company Number 7491258

VAT Number 105 2570 50

North Lodge, Hurst Lane, Headley, KT18 6DL

## Purpose of the trip

- Competition
  - Training
  - Social
  - Other (specify)
  - Combination, please state:
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## Planning

- When.
- Where
- Who (staff / volunteers / participants)
- Risk assessment of activity

## Communication with parents

- Destination and accommodation details (address / telephone)
- Name/number of lead School/School link or team manager
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Martial Arts Code of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

## Transport

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

## Accommodation

- Type (hotel, hostel, hosting, camping etc.)
- Pre-event visit and risk assessment made
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements

## Preparing Athletes

- Local culture, language
- Expectations on dress and behaviour
- Food and drink
- Currency
- Telephones
- Maps of area
- Safe sport away information

## Supervision and staffing

- Ratio of staff to students
- Male/female
- Cover for all in-sport and free time periods.
- Specialist carers
- Clear responsibilities

## Documentation

- Travel tickets.
- Passports, visas
- Check non-EU nationals
- Accommodation and travel booking documents

## Insurance

- Liability
- Accident
- Medical

## Hosting or being hosted

- Hosts vetted
- Hosts aware of any special requirements
- Language
- Transport arrangements
- Telephone contact
- Local map and information

## Emergency procedures

- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- EHC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: [www.nhs.uk/Healthcareabroad](http://www.nhs.uk/Healthcareabroad)
- Details of British embassy/consulate

## Costs and cash

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security

## Arrival

- Check rooms, meal times, phones, valuables
- Check sporting venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules (e.g. curfews)

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