West Yorkshire Scouts Visits Abroad Checklist

Scout Group	District	
Leader in Charge	Contact Email	
Date of Trip	Country Visited	
Part B Forms Due		
Date		

Checklist	Yes / No	Comments
VA Part A		
Visits Abroad Part A Received		
Visits Abroad Part A Approved by DC		
VA Part B		
Part B Received		
Check dates against original form		
Numbers are correct on the form and		
match the participant list		
Sectional assistances, OH and SAS		
members are not included in the		
leader numbers (should be in others)		
Home Contact details correctly filled		
in		
Nights away permit matches the form		
Nights away permit is the correct		
permit for the accommodation (ie		
greenfield / campsite /indoor)		
Nights away permit holder is on the		
participant list		
Correct Activity permits (and		
restrictions) held for the activities		
listed on itinerary		
Activity permit holders are on the		
participant list		
Any adventurous activities run past		
the ACC Activities		
Explorer Belt Route cards logged		
Insurance Documents		
Insurance Documents received		
All participants are listed on the		
insurance document		
Insurance document dates match the		
Visits Abroad form		
Insurance limits cover the cost of the		
trip if cancelled		

Incurance covers modical reportion	
Insurance covers medical repatriation	
Insurance documents supplied ot	
participants to inform them of limits	
Critical Incident Plan	
Critical Incident plan received	
Has all the leaders contact numbers in	
it	
Has all the hospitals in all the	
destinations listed (address and	
phone)	
Has all the accommodation addresses	
and phone numbers listed	
Has the british embassy contact	
details listed	
Has the home contact details listed	
Has the contact home times (and time	
difference) listed	
Has what to do in the event of no	
contact home listed	
Has HQ accident reporting and	
emergency contact numbers listed	
Has insurance emergency contact	
details listed	
Has any contact details of external	
suppliers or in country contacts listed	
Itinerary	
Itinerary received	
Detailed enough to be able to see	
where the group is at all times	
Has the transport provider and times	
for each journey listed	
Has the accommodation for each day	
listed	
Has the flight details listed	
Has the catering options for each day	
listed	
Has the activities for each day listed	
Participant List	
Participant List received	
Has sufficient Leaders (not including	
OH, SAS or SA) to provide sufficient	
leader cover	
All adults have their woodbadges for	
all open roles (if in role over 3 years)	
on compass	

All adults roles are full on compass (if over 5 months in role) Identify have first aid training in date All adults have safeguarding training in date on compass Identify have first aid training in date All adults have safety training in date Identify have first aid training in date On compass Identify have safety training in date All adults have safety training in date Identify have safety training in date On compass Identify have safety training in date All adults have roles in WY Identify have safety training in date Documents sent to other counties Item training in date Risk Assessment Identify have participants attending Risk Assessment Identify have participants Ra covers ofth mitigation in advance Identify have first and the event of All adults have participants Identify have first and the event of Ra covers all risk on all accommodation used (public hotels/hostels, campsite, overnight trains) Identify have first and the event of RA covers Medical issues including individual known medical Identify have first and the event of		
All adults have first aid training in date		
on compassImage: solution of the participants of the particip	· · ·	
All adults have safeguarding training in date on compass All adults have safety training in date on compass All adults have safety training in date on compass All adults have roles in WY Documents sent to other counties That have participants attending methods Risk Assessment Respective comparison RA covers both mitigation in advance and action in the event of All adults nave roles advance and action in the event of All adventurous activity Risks are listed and reviewed by ACC Activities Route cards for adventurous activities reviewed by ACC Activities Routers all risk on travel (ic plane, bus, ferry, train) methods RA covers all risk on all accommodation used (public hotels/hotels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers natural disasters / significant events outside of the groups control significant events outside of the groups control External Companies Public liability certificates for over 455m for early companies methods Travelling with Young people – Leader confirmation methods methods Parental Consent forms in place (including supporting documentation to verify parent signatures) </td <td>-</td> <td></td>	-	
in date on compass Image: Compass of the compass o	•	
All adults have safety training in date on compass All adults have roles in WY Documents sent to other counties that have participants attending Risk Assessment RA creviewd RA creviewd All adventurous activity Risks are listed and reviewed by ACC Activities Rovers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers all risk on all accoms for the participants RA covers all risk on all accoms for the participants RA covers Medical issues including individual known medical considerations for the participants RA covers natural disasters / significant events outside of the groups control Public liability certificates for over 45m develocies RAsessements for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including synporting documentation to verify parent signatures) Leader has giv		
On compass All adults have roles in WY Documents sent to other counties that have participants attending Risk Assessment Ra received RA covers both mitigation in advance and action in the event of All adventurous activity Risks are listed listed and reviewed by ACC Activities reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers natural disasters / significant events outside of the groups control groups control External Companies Public liability certificates for over Public liability certificates for over fm each company used Risk Assessments for any activities groups control External Companies provided by companies Travelling with Young people – Leader confirmation provided by companies Travelling with Young people – Leader confirmation provided by companies Travelling with Young stort signatures) leader has given thought to safeguarding issues from immigration / security / customs at borders and		
All adults have roles in WY		
Documents sent to other counties that have participants attending Risk Assessment RA received RA covers both mitigation in advance and action in the event of All adventurous activity Risks are listed and reviewed by ACC Activities Route cards for adventurous activities reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers natural disasters / significant events outside of the groups control External Companies Public liability certificates for over 45m for each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to	•	
that have participants attendingImage: Construct of the system of the syste		
Risk AssessmentRA receivedRA covers both mitigation in advanceand action in the event ofAll adventurous activity Risks arelisted and reviewed by ACC ActivitiesRoute cards for adventurous activitiesreviewed by ACC ActivitiesRA covers all risk on travel (ie plane,bus, ferry, train)RA covers all risk on allaccommodation used (publichotels/hostels, campsites, overnighttrains)RA covers Medical issues includingindividual known medicalconsiderations for the participantsconsiderations for the participantsRA covers natural disasters /significant events outside of thegroups controlExternal CompaniesPublic liability certificates for overE5m for each company usedRisk Assessments for any activitiesprovided by companiesravelling with Young people – Leader confirmationParental Consent forms in place(including suporting documentationconsider and gisues from immigrationravelling with Young people to asafeguarding issues from immigrationsecurity / customs at borders and		
RA received RA covers both mitigation in advance and action in the event of All adventurous activity Risks are listed and reviewed by ACC Activities Route cards for adventurous activities Route cards for adventurous activities reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers Nedical issues including individual known medical considerations for the participants RA covers natural disasters / significant events outside of the groups control significant events outside of the groups control External Companies Public liability certificates for over £5m for each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including usuporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
RA covers both mitigation in advance and action in the event of Id adventurous activity Risks are listed and reviewed by ACC Activities Route cards for adventurous activities reviewed by ACC Activities reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers UK Foreign Office listed risks RA covers natural disasters / significant events outside of the groups control groups control External Companies Public liability certificates for over fSm for each company used Risk Assessments for any activities provided by companies ravelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
and action in the event of Image: status of the status		
All adventurous activity Risks are Isted and reviewed by ACC Activities Route cards for adventurous activities reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) Bacovers all risk on all RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants accommodation used (public hotels/hostels, campsites, overnight trains) RA covers NUK Foreign Office listed risks significant events outside of the groups control External Companies Public liability certificates for over 45m for each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) accommodation used (public box at borders and box at box at borders and box at box at box at	0	
listed and reviewed by ACC Activities		
Route cards for adventurous activities reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers NUK Foreign Office listed risks RA covers natural disasters / significant events outside of the groups control External Companies Public liability certificates for over £5m for each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and	-	
reviewed by ACC Activities RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants RA covers UK Foreign Office listed risks RA covers natural disasters / significant events outside of the groups control External Companies Public liability certificates for over £5m for each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
RA covers all risk on travel (ie plane, bus, ferry, train) RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants Image: Comparise of the participants RA covers UK Foreign Office listed risks Image: Comparise of the participants RA covers natural disasters / significant events outside of the groups control Image: Comparise of the participants Public liability certificates for over £5m for each company used Image: Comparise of the participants Risk Assessments for any activities provided by companies Image: Comparise of the participants Travelling with Young people – Leader confirmation Image: Comparise of the participants Parental Consent forms in place (including supporting documentation to verify parent signatures) Image: Comparise of the participants Leader has given thought to safeguarding issues from immigration / security / customs at borders and Image: Comparise of the participants		
bus, ferry, train)Image: constraint of the second seco	reviewed by ACC Activities	
RA covers all risk on all accommodation used (public hotels/hostels, campsites, overnight trains) RA covers Medical issues including individual known medical considerations for the participants considerations for the participants RA covers UK Foreign Office listed risks RA covers natural disasters / significant events outside of the groups control external Companies Public liability certificates for over external Companies Fravelling with Young people – Leader confirmation parental Consent forms in place (including supporting documentation to verify parent signatures) to verify parent signatures) Leader has given thought to safeguarding issues from immigration safeguarding issues from immigration	RA covers all risk on travel (ie plane,	
accommodation used (public hotels/hostels, campsites, overnight trains)Image: campsites, overnight trains)RA covers Medical issues including individual known medical considerations for the participantsImage: campsites, campsi		
hotels/hostels, campsites, overnight trains)Image: construct of the second sec		
trains)Image: construct of the second se		
RA covers Medical issues including individual known medical considerations for the participants Image: Construct of the participants RA covers UK Foreign Office listed risks Image: Construct of the participants Image: Construct of the participants RA covers natural disasters / significant events outside of the groups control Image: Construct of the participants Image: Construct of the participants Public liability certificates for over £5m for each company used Image: Construct of the participants Image: Construct of the participants Risk Assessments for any activities provided by companies Image: Construct of the participants Image: Construct of the participants Parental Consent forms in place (including supporting documentation to verify parent signatures) Image: Construct of the participants Image: Construct of the participants Leader has given thought to safeguarding issues from immigration / security / customs at borders and Image: Construct of the participants Image: Construct of the participants		
individual known medical considerations for the participantsImage: considerations for the participantsRA covers UK Foreign Office listed risksImage: constant c		
considerations for the participantsImage: considerations for the participantsRA covers UK Foreign Office listed risksImage: constant of the participant states / significant events outside of the groups controlImage: constant of the participant states / significant events outside of the participant states / significant events outside of the groups controlImage: constant of the participant states / states for over participant states for over participant states for over participant states for any activities provided by companiesImage: constant of the participant states for over participant states for any activities provided by companiesTravelling with Young people – Leader confirmation to verify parent signatures)Image: constant of the participant state sta	-	
RA covers UK Foreign Office listed risksImage: Stress of		
risksImage: control c		
RA covers natural disasters / significant events outside of the groups control groups control External Companies Public liability certificates for over £5m for each company used For each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and Security / customs at borders and	-	
significant events outside of the groups controlImage: significant events outside of the groups controlExternal CompaniesImage: significant events over Esm for each company usedPublic liability certificates for over ESm for each company usedImage: significant events over Esm for each company usedRisk Assessments for any activities provided by companiesImage: significant events over Eader by companiesTravelling with Young people – Leader confirmation to verify parent signatures)Image: significant events over Eader has given thought to safeguarding issues from immigration / security / customs at borders and	risks	
groups controlImage: controlExternal CompaniesImage: controlPublic liability certificates for over £5m for each company usedImage: controlRisk Assessments for any activities provided by companiesImage: controlTravelling with Young people – Leader confirmationImage: controlParental Consent forms in place (including supporting documentation to verify parent signatures)Image: controlLeader has given thought to safeguarding issues from immigration / security / customs at borders andImage: control		
External Companies External Companies Public liability certificates for over External Company used £5m for each company used External Company used Risk Assessments for any activities provided by companies provided by companies External Consent forms in place (including supporting documentation to verify parent signatures) Eader has given thought to safeguarding issues from immigration / security / customs at borders and	0	
Public liability certificates for over £5m for each company used Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
£5m for each company usedImage: Security / customs at borders and£5m for each company usedImage: Security / customs at borders andRisk Assessments for any activitiesImage: Security / customs at borders andRisk Assessments for any activitiesImage: Security / customs at borders andRisk Assessments for any activitiesImage: Security / customs at borders andRisk Assessments for any activitiesImage: Security / customs at borders andRisk Assessments for any activitiesImage: Security / customs at borders andImage: Security / customs at borders andImage: Security / customs at borders and	External Companies	
Risk Assessments for any activities provided by companies Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
provided by companiesImage: CompaniesTravelling with Young people – Leader confirmationParental Consent forms in place(including supporting documentationto verify parent signatures)Leader has given thought tosafeguarding issues from immigration/ security / customs at borders and		
Travelling with Young people – Leader confirmation Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
Parental Consent forms in place (including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
(including supporting documentation to verify parent signatures) Leader has given thought to safeguarding issues from immigration / security / customs at borders and		confirmation
to verify parent signatures)Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
Leader has given thought to safeguarding issues from immigration / security / customs at borders and		
safeguarding issues from immigration / security / customs at borders and		
/ security / customs at borders and		
has discussed this with all leaders		
	has discussed this with all leaders	

Risk Assessment provided and read by	
all adults attending	
Risk Assessment provided and read by	
all parents	
Critical Incident plan walked through	
with all adults	
ACC Checkilst	
DC / CC Approval	
Trip logged with HQ	
International Introduction letter sent	
Local Scout Association notified	
Forms logged in County log	
Home Contact Guidance Sent	