

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		

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)		
All adults have first aid training in date on compass		
All adults have safeguarding 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		
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 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 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 Checklist		
DC / CC Approval		
Trip logged with HQ		
International Introduction letter sent		
Local Scout Association notified		
Forms logged in County log		
Home Contact Guidance Sent		