OVERNIGHT TRIPS & EXCURSIONS PACK

Safe planning for tournaments, residential stays and travel in the UK or abroad

APPROVED BY SYFA BOARD - 23 OCTOBER 2026

VERSION 1.4 FINANCIAL-CONTROLS AMENDMENT – BOARD APPROVED

Version 1.4 | Board-approved financial-controls amendment | October 2026

IMPORTANT

The core pack (Version 1.3) was approved by the Board of the Scottish Youth Football Association on 23 October 2026. The Version 1.4 mandatory trip-banking and financial-record safeguards have also been approved by the SYFA Board. Where any conflict arises, the current SYFA Supplementary & Playing Rules and Child Wellbeing & Protection Policy remain authoritative.

Plan it • Approve it • Tell everyone • Keep children safe • Record what happens • Review it

How to use this pack

A practical end-to-end framework for overnight trips

Document owner	SYFA Head of Operations
Applies to	SYFA member clubs, teams, leagues, associations, players and officials
Status	**BOARD-APPROVED VERSION 1.4 – FINANCIAL CONTROLS INCORPORATED**
Rules basis	SYFA Supplementary & Playing Rules 2026-2027, particularly Rules 123-128
Safeguarding basis	SYFA Child Wellbeing & Protection Policy, Part 5 - Practice Notes
Board approval date	23 October 2026

This pack brings together the main safeguarding, planning, travel, accommodation, medical, emergency and record-keeping steps for an SYFA member trip involving an overnight stay. It is intended to be proportionate: the level of detail should reflect the age and needs of the players, the destination, length of stay, activities and identified risks.

MUST	A mandatory requirement drawn from current SYFA rules/policy, law, or a formal club decision. Where the legal or regulatory position can vary by destination, the pack says to check the current requirement.
SHOULD	Expected good safeguarding or operational practice. Use a different approach only where the club has considered the risk and can justify the alternative.
GOOD PRACTICE	Helpful steps that strengthen planning, communication and records but may not be necessary for every trip.

Pack contents

No.	Document	Purpose
1	Policy and guidance	Core standards and responsibilities
2	Trip approval & pre-booking checklist	Complete before non-refundable commitments are made
3	Trip risk assessment & risk register	Formal trip-specific assessment with residual risk and overseas addendum
4	Parent/carer information, consent & player conduct agreement	Health/support information, permissions, conduct commitments and approved cost-recovery provisions
5	Player trip code & child-friendly information	Clear expectations and help routes for young players
6	Trip Leader & adult officials checklist	Working checklist from departure to return
7	Accommodation & overnight safeguarding plan	Rooming, night supervision, security and fire arrangements
8	Transport & journey safety checklist	Vehicles, drivers, headcounts, stops and collection
9	Emergency, incident & safeguarding record pack	Immediate response tools and contact information
10	Post-trip review & report	Debrief, learning, incidents and actions

1. SYFA Overnight Trips & Excursions - Policy and Guidance

For trips involving players under 18 staying away from home overnight

1.1. Purpose and scope

This guidance applies to SYFA member clubs, teams, leagues and associations taking children or young people under 18 away from home where the programme includes at least one overnight stay. It covers tournaments, friendly matches, residential camps and associated excursions in Scotland, elsewhere in the UK and overseas. Ordinary day trips and away fixtures remain subject to the general SYFA Child Wellbeing & Protection and travel requirements; this enhanced pack applies whenever the programme includes an overnight stay.

The child's safety, wellbeing, rights and participation are the central considerations. Planning should be completed early enough to allow concerns to be resolved before bookings become non-refundable.

1.2. Core standards

- All trips away must be planned to involve at least two adults. Staffing must be increased where the risk assessment, age, needs, activities, travel arrangements or overnight supervision require it.
- A trained Child Wellbeing & Protection Officer (CWPO) must be designated for the trip and clearly identified to players and parents/carers.
- A qualified first aider must be part of the travelling group and have access to suitable first-aid equipment.
- Adults undertaking regulated roles must be appropriately appointed/selected, registered and eligible for the role in accordance with current SYFA requirements.
- Children and parents/carers must be given clear information in advance and know how to raise a concern.
- A written risk assessment must cover travel, accommodation, supervision, activities, medical needs, safeguarding, emergencies and any destination-specific risks.
- Where football is being played, the club/team must obtain the appropriate permit/approval before participating.

1.3. Roles and responsibilities

Role	Minimum responsibilities
Club/authorising body	Approve the trip; satisfy itself that permits, safeguarding, staffing, insurance, finance and risk controls are in place; require all trip funds to be handled through the Club bank account and recorded in the Trip Financial Record; retain the approval and financial records.
Trip Leader	Overall operational lead; coordinates itinerary, transport, accommodation, staffing, communications, records, headcounts and emergency response.
Trip CWPO	Promotes and safeguards wellbeing; main contact for concerns; ensures children know how to get help; liaises with Club/SYFA safeguarding contacts where required.
First aider	Maintains first-aid provision; understands medical needs and agreed medication arrangements; escalates to medical professionals where necessary.
All adults	Follow the SYFA Child Wellbeing & Protection Policy and Code of Conduct; maintain professional boundaries; supervise as allocated; report concerns promptly.
Home contact	A suitable adult not travelling (where used) who holds essential itinerary/contact information and can support communications during a serious incident.

1.4. Staffing and supervision

The current SYFA planning guidance recommends a minimum of two adults for all activities and gives a general daytime guide of 1 adult to 10 children aged 8 and over. It expressly states that ratios should be modified for overnight stays, trips away and other risk factors. The trip risk assessment therefore determines the required staffing level rather than applying 1:10 automatically.

- Staffing should reflect the age, maturity, communication needs, medical or additional support needs of the group.
- Staffing must take account of the gender composition of the group and the practical supervision needs of changing, toilets, accommodation, personal care and overnight arrangements. Where those needs are gender-specific, the club should ensure that appropriately selected adults are available to provide safe and dignified support.
- Build resilience into the plan so that supervision remains safe if an adult becomes ill, must accompany a child to hospital, or is otherwise unavailable.
- Adults must not be allocated duties they are not trained, competent or authorised to undertake. Before departure, all responsible adults must receive a trip-specific briefing covering their roles, supervision duties, professional boundaries, safeguarding/reporting arrangements, medical and emergency procedures, transport, accommodation and handovers.

1.5. Approval and permit requirements

MUST	Current SYFA Rules require matches to be sanctioned and teams to obtain permits to participate in festivals, tournaments and friendly matches. No team should travel on the assumption that approval can be obtained retrospectively.

- Confirm the tournament or event is approved through the correct SYFA/league/association route before committing to participation.
- Use the current SYFA permit application and guidance; do not rely on superseded 2014 rule numbers or processes.
- Record the permit/reference number in the Trip Approval Checklist and carry/access confirmation during the trip.

1.6. Planning, communication and consent

- Meet parents/carers before an overnight trip where practicable and explain the itinerary, accommodation, travel, supervision, behaviour expectations, costs and emergency contacts.
- Give each player age-appropriate information about the trip, what to bring, how the day will work and who they can speak to if worried.
- Obtain the completed Parent/Carer Information, Consent & Player Conduct Agreement before departure and check that emergency, medical, dietary, support and contact details are current. Where the club is arranging transport, consent and the planned departure, return and collection/handover arrangements must be clear to the parent/carer and the child.
- For overseas travel, obtain written permission from a person with parental responsibility and check whether additional documentation is required by the destination or carrier.
- Ensure the player and parent/carer read and sign the conduct provisions in the Parent/Carer Information, Consent & Player Conduct Agreement, including expectations for rooms, curfews, phones/social media, respect, leaving the group, alcohol/drugs, property and reporting concerns.

1.7. Transport and journey management

- Plan the route, journey times, rest stops, collection/return arrangements and supervision at every stage.
- Where a vehicle is used, confirm it is fit for purpose, appropriately insured, has functioning seatbelts and any legally required child restraints or booster seats, and is driven by a person with the correct valid licence and authority to drive that vehicle.
- Maintain an accurate passenger list and complete a headcount at departure, after every stop and on arrival.
- An adult should not ordinarily travel alone with a child or young person. Staff should travel in pairs or, in exceptional planned circumstances, with more than one child. If an immediate emergency makes one-to-one transport unavoidable, another responsible adult must be told who is travelling, the route and the expected journey time, the parent/carer should be informed as soon as practicable, and the circumstances should be recorded.
- Have a breakdown, delay and missed-connection plan, particularly for air/ferry/rail travel. Where possible, use identifiable team clothing during group travel, especially in airports, ferry terminals, stations, and other busy public places.

1.8. Accommodation and rooming

- Assess the accommodation and surrounding area before booking. Consider security, public access, fire safety, accessibility, meal arrangements, leisure facilities and proximity to medical help. Where a residential facility or activity centre is used, confirm any required licensing/registration, relevant insurance, health and safety arrangements, child wellbeing/protection procedures, staff vetting and the qualifications/training of staff who will instruct or supervise children.
- Agree room-sharing arrangements in advance, taking account of age, gender, friendships, safety, privacy, additional needs and the views of players/parents where appropriate.
- Adults must never share a room alone with a child or young person. Position adult rooms to support supervision and emergency access.
- On arrival, check room allocations, damage, fire exits, emergency procedures, access to alcohol, smoking/vaping arrangements, inappropriate media access and arrangements for valuables.
- Adults should not enter a player bedroom unless this is necessary for an emergency or health/safety reason. Where entry is necessary, at least two adults must attend, knock and announce entry and keep the door open where appropriate. Only an immediate emergency where delay could place a child at risk should justify one adult entering alone; the circumstances and actions taken must then be recorded as soon as practicable.

1.9. Wellbeing, safeguarding and behaviour

- Players must know the Trip CWPO and how to contact them. Provide regular opportunities for players to raise worries privately.
- Hold a short group briefing on arrival and daily player check-ins during longer trips. Responsible adults should also hold a brief daily operational/welfare meeting to review supervision, medical issues, emerging risks and any concerns. Adults should actively look for homesickness, distress, bullying, exclusion or changes in behaviour.
- Free time must be planned, risk assessed and appropriately supervised. Children must not wander alone in unfamiliar places.
- Bullying, discriminatory behaviour, abusive conduct, alcohol/drug use by players, sexual activity or sexual relationships between young people during the trip, and other conduct that places a child at risk must be addressed promptly and proportionately in line with the Player Trip Code and safeguarding procedures.
- Where serious misconduct makes an early return reasonably necessary, or where a player causes deliberate or reckless damage, the approved parent/carer agreement allows a club to seek reimbursement of reasonable and evidenced direct additional costs. Any decision must be proportionate, the child's safety and wellbeing must take priority, and cost or disciplinary provisions must never discourage a child from reporting a safeguarding or wellbeing concern.
- Adults remain in a position of trust throughout the trip and must maintain professional boundaries at all times.

1.10. Trip finance, payments and fundraising

All player/family contributions, deposits, sponsorship, grants, supplier refunds and other trip income must be paid directly into a bank account held in the name of the Club. A coach, team official, volunteer, parent or other individual must not collect or receive trip funds into a personal bank account, personal payment app/e-wallet or similar facility.

Family trip payments must not be accepted in cash. The Club must issue payment instructions to parents/carers through an authorised Club communication channel, clearly identify that payment is to the Club, and warn families not to pay an individual coach, official or personal account. Verify any request to use different bank details directly with the Club Secretary, Treasurer, or other authorised Club officer before payment.

Where an approved fundraising activity unavoidably generates cash, two authorised people must count the proceeds, record them, and bank them promptly into the Club account. Cash must not be retained, held or managed personally by a coach, volunteer or parent.

Trip expenditure, refunds and reimbursements must follow the Club's normal authorisation and accounting procedures. Retain receipts/invoices and bank references and ensure no one person has uncontrolled responsibility for both collecting and spending trip funds.

The Club Treasurer or nominated finance officer must maintain a Trip Financial Record showing contributions, fundraising, sponsorship/grants, expenditure, refunds/recoveries and the running balance. The record must be reconciled to the Club bank records before final trip approval and again after the trip.

1.11. Health, medical needs and medication

- Collect only the medical information that is necessary to keep the player safe and ensure it is available to authorised adults who need it.
- Agree in advance how medication will be stored, carried and administered. Emergency medication such as inhalers or adrenaline auto-injectors must remain readily accessible in accordance with the player's care plan.
- Know the nearest appropriate medical service and the local emergency number. Do not delay professional medical treatment when required.
- For overseas travel, check destination rules for prescribed or controlled medicines. Some medicines require supporting letters, prescriptions or specific import permission.
- Ensure dietary, allergy, religious, accessibility and personal-care requirements have been planned with the player and parent/carer.

1.12. International travel

MUST	Do not use a blanket "six months left on the passport" rule. Passport validity, visas and entry requirements vary by destination and can change. Check current FCDO foreign travel advice and the destination authority before booking and again shortly before travel.

- Check passport validity, visas/authorisations, border documentation and written permission to take each child abroad.
- Check FCDO travel advice for safety/security, local laws and customs, health risks and entry requirements. Re-check shortly before departure and during the trip if circumstances change.
- Arrange suitable travel and medical insurance, including emergency treatment and repatriation. A GHIC/EHIC, where valid, is not a substitute for travel insurance.
- Check whether each traveller should carry a valid UK GHIC/EHIC and understand the countries in which it can be used.
- Record embassy/high commission/consular contact details and the local emergency services number.
- Brief players on local customs, laws, cultural expectations and any relevant restrictions, while maintaining the safeguarding standards expected in Scotland.

1.13. Emergency arrangements and missing/separated child

- Prepare written emergency contacts, roles and escalation arrangements before departure.
- In immediate danger call the relevant emergency service first, then follow safeguarding and organisational reporting procedures.
- If a child is missing or separated: establish the last known location/time, alert the Trip Leader/CWPO immediately, maintain supervision of the remaining group, search only in a controlled way, contact venue/security/police as appropriate and notify parents/carers in line with the emergency plan.
- Keep a factual contemporaneous record of significant decisions, contacts and actions.
- Do not investigate safeguarding allegations yourself. Preserve the child's words and report through the current SYFA safeguarding route.

1.14. Information handling and confidentiality

- Trip records may contain children's personal information and health information. The club must identify and document an appropriate UK GDPR lawful basis and, for special category data, an Article 9 condition.
- Collect the minimum information needed; restrict access to authorised people; use secure storage and transmission; avoid unnecessary copies of passports, medical information or consent forms.
- Where emergency information is held offline for resilience, keep it secure and return/delete/dispose of it in line with the club/SYFA retention arrangements after the trip.

1.15. After the trip

- Debrief players and adults where practicable and capture what worked well, what should change and any issues that need follow-up.
- Complete the Post-Trip Review & Report and submit any required reports to the club, league, SYFA or other body.
- Ensure injuries, safeguarding concerns, complaints, near misses and insurance issues are recorded under the appropriate current procedure.
- Review the risk assessment and improve future trip planning.

2. Trip Approval & Pre-Booking Checklist

Complete before non-refundable deposits or commitments are made

Trip / event	
Club / team	
Age group	
Destination / country	
Travel dates	
Tournament / event organiser	
Trip Leader	
Trip CWPO	
First aider	

A. Governance and approval

Requirement / action	Complete	Notes / evidence
Purpose and educational/football benefit of the trip recorded.	☐	
Club committee/authorised person has approved planning to proceed.	☐	
Event/tournament approval status checked and correct SYFA/league permit route identified.	☐	
Participation permit/application requirements and any deadlines identified.	☐	
Current SYFA rules/policies reviewed for the age group and activity.	☐	
Named Trip Leader, Trip CWPO and qualified first aider identified.	☐	
Adults likely to undertake regulated roles are appropriately appointed/registered/eligible.	☐	

B. Staffing and safeguarding

Requirement / action	Complete	Notes / evidence
Minimum of two adults planned; required supervision level confirmed through risk assessment.	☐	
Contingency identified if an adult becomes ill or must accompany a child away from the group.	☐	
Staffing reflects the composition and needs of the travelling group.	☐	
Players will have a named trusted adult/CWPO and clear route to raise concerns.	☐	
Pre-trip briefings planned for players/parents and for all responsible adults, including roles, professional boundaries, safeguarding, medical, emergency, transport and accommodation arrangements.	☐	

C. Accommodation

Requirement / action	Complete	Notes / evidence
Accommodation address, provider and contact details checked.	☐	
Any required provider licence/registration, building health & safety, fire arrangements and relevant insurance confirmed with the provider.	☐	
Security and public access to bedrooms/corridors/shared facilities considered.	☐	
Where the provider supplies activities/instruction, its child wellbeing/protection procedures, staff vetting and instructor qualifications/training have been checked.	☐	
Accessibility, personal care, dietary needs and adaptive aids can be accommodated.	☐	
Leisure facilities (including swimming pool/gym) and their supervision requirements assessed.	☐	

D. Transport and insurance

Requirement / action	Complete	Notes / evidence
Mode(s) of transport, proposed itinerary, parent/carer transport consent and collection/handover arrangements assessed.	☐	
Driver/provider licensing and insurance checks identified where relevant.	☐	
Seatbelt, legally required child-restraint/booster-seat, safety and accessibility requirements confirmed.	☐	
Journey times, rest stops and supervision arrangements are reasonable.	☐	
Club insurance checked for the trip and activities; additional travel/medical cover identified where needed.	☐	
Cancellation, curtailment, baggage, medical and repatriation risks considered for overseas travel.	☐	

E. International travel (if applicable)

Requirement / action	Complete	Notes / evidence
Current FCDO travel advice checked for destination(s).	☐	
Passport validity and visa/entry requirements checked for each traveller.	☐	
Written permission requirements for taking children abroad identified.	☐	
GHIC/EHIC eligibility and travel insurance requirements checked.	☐	
Rules for prescribed/controlled medicines checked.	☐	
Local emergency services and British embassy/high commission/consular support identified.	☐	
Local laws, customs and relevant safeguarding considerations included in the risk assessment.	☐	

F. Finance and final pre-booking decision

Requirement / action	Complete	Notes / evidence
Full estimated cost prepared, including contingency and possible currency fluctuations.	☐	
Deposit/refund/cancellation terms checked and communicated.	☐	
No child is unfairly excluded because support needs or reasonable adjustments were not considered.	☐	
Initial risk assessment completed and no uncontrolled high risks remain.	☐	
Authorising person is satisfied it is reasonable to proceed to booking.	☐	
Club bank account held in the Club's name identified as the only route for family/player contributions, deposits, sponsorship, grants, supplier refunds and other trip income.	☐	
Parents/carers will receive written payment instructions from an authorised Club channel and a clear warning not to pay coaches, officials, personal accounts or personal payment apps/e-wallets.	☐	
Family trip payments in cash are prohibited. Arrangements for any approved fundraising cash are dual-count, recorded and prompt banking to the Club account.	☐	
Club Treasurer / nominated finance officer identified and Trip Financial Record ledger opened.	☐	
Normal Club payment authorisation, receipt/invoice retention and bank reconciliation controls confirmed.	☐	

Trip Leader	Club authoriser	Signature(s)	Approval date
			_ _ / _ _ / _ _

3. Trip Risk Assessment & Risk Register

Complete for the actual trip - verify controls, assess residual risk and complete the overseas addendum where applicable

How to complete this assessment

This is the formal trip-specific risk assessment. The control prompts below are not evidence that a control is in place. The assessor must verify each applicable control, record any additional action needed and reassess the residual risk after those actions are completed.

IMPORTANT	Mandatory approval conditions are not risk-scored. If a required approval, safeguarding appointment, consent, insurance or other go/no-go condition is missing, the trip must not proceed until it is resolved.

Club / team		**Trip / event**	
Destination		**Country**	
Dates		**Players / age range**	
Trip Leader		**Trip CWPO / First Aider**	

A. Mandatory preconditions - go / no-go

	Requirement	Status / evidence
☐	Trip/event and any football participation permit or approval confirmed through the correct SYFA/league/association route.	
☐	Trip Leader, trained Trip CWPO and qualified first aider identified; deputy/contingency arrangements confirmed.	
☐	Adults are appropriately appointed, registered and eligible for their roles; staffing remains safe if an adult becomes unavailable.	
☐	Signed Parent/Carer Information, Consent & Player Conduct Agreement obtained; emergency contacts, legal restrictions and relevant medical/dietary/support information current.	
☐	Transport, accommodation, insurance and emergency arrangements checked and suitable for the actual group and itinerary.	
☐	Player/parent and responsible-adult briefings completed; children know the Trip CWPO, behaviour expectations and how to raise a concern; adults know their roles, boundaries and reporting/emergency duties.	
☐	For overseas travel, destination-specific entry, health, security, insurance and parental travel requirements have been checked.	

B. Risk scoring

Likelihood: 1 Rare • 2 Unlikely • 3 Possible • 4 Likely • 5 Almost certain. Impact: 1 Minor • 2 Moderate • 3 Significant • 4 Major • 5 Severe. Score = Likelihood × Impact. Use the same scale for the residual assessment after additional controls.

Score	Rating	Required response	Initials
1-4	LOW	Manage through normal controls; keep under review.	
5-9	MODERATE	Document controls and monitor; add proportionate action where needed.	
10-15	HIGH	Additional controls and senior/CWPO review required before approval.	
16-25	VERY HIGH	Do not proceed until the risk has been reduced to an acceptable level.	

HOW TO COMPLETE THE INITIAL AND RESIDUAL RISK SCORES

Initial Risk: score the risk after checking the controls that are genuinely already in place, but before any additional actions identified by this assessment are implemented. **Likelihood (L)** and **Impact (I)** are each scored from 1 to 5. Multiply them to obtain the initial score (L × I).

Additional controls/action: record what more must be done to reduce or manage the risk, who will do it and, where relevant, by when. Do not treat a planned control as implemented until it is actually in place.

Residual Risk: once the additional controls have been implemented, reassess Likelihood and Impact and calculate the new score. This is the risk that remains. Impact may stay the same even when Likelihood decreases.

Example: Likelihood 2 × Impact 5 = Initial Score 10. After effective controls are implemented, Likelihood may reduce to 1 while Impact remains 5, giving a Residual Score of 5.

C. Core risk register - wellbeing, safeguarding and supervision

ID	Hazard / risk and who may be harmed	Controls to verify - do not assume these are in place	Initial Risk Likelihood / Impact / Score	Additional controls / action	Owner	Residual Risk Likelihood / Impact / Score
1	**Safeguarding concern, abuse or disclosure** Who/impact: players; risk of harm and delayed protection	Trip CWPO identified; current reporting route available; adults know to Recognise, Respond, Report and Record; immediate-danger procedure known.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
2	**Peer-on-peer harm, bullying, discrimination or cyberbullying** Who/impact: players; emotional/physical harm, exclusion and distress	Player Trip Code agreed; reporting route explained; group dynamics monitored; online behaviour included; support available to all involved.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
3	**Inappropriate adult-child relationship, grooming or unnecessary one-to-one situation** Who/impact: players and adults; safeguarding harm/allegation	Adults appropriately selected/eligible; professional boundaries briefed; avoid isolated one-to-one situations; one-to-one transport prohibited except immediate emergency with notification and record; unavoidable exceptions documented.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
4	**Child missing or separated from the group** Who/impact: player; immediate safety risk and distress	Accurate group lists; headcounts; buddy arrangements; meeting points; missing-child procedure; emergency contacts immediately available.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
5	**Inappropriate photography, filming, online contact or live location sharing** Who/impact: players; privacy/safeguarding risk	Current consent/preferences known; no images in changing/bedroom areas; approved channels only; no public real-time location sharing.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
6	**Homesickness, anxiety, mental-health concern or other distress** Who/impact: players; wellbeing and safe participation	Trusted adult/CWPO identified; daily welfare check-ins; parent information considered; private opportunities to speak; escalation/support route known.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
7	**Insufficient supervision for the actual group or activity** Who/impact: players; safeguarding/health and safety risk	Minimum two adults; staffing based on age, maturity, needs, mixed-gender considerations, itinerary and overnight risks; ratios reviewed dynamically.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
8	**Adult absence, illness, fatigue or loss of supervision capacity** Who/impact: players/adults; unsafe staffing or decision-making	Named deputy; contingency cover; adult rota; adequate rest; plan for hospital accompaniment or unexpected adult unavailability.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
9	**Unclear adult roles, handovers or accountability** Who/impact: everyone; gaps/duplication in supervision or response	Written responsibilities for Trip Leader, CWPO, first aid, transport and accommodation; handover and escalation arrangements understood.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
10	**Free time, curfew or movement outside organised activity** Who/impact: players; separation, public-contact or behaviour risk	Free time risk assessed; permitted areas/times/groups defined; children do not wander alone; contact/check-in and curfew arrangements agreed.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___

D. Core risk register - medical, wellbeing and activities

ID	Hazard / risk and who may be harmed	Controls to verify - do not assume these are in place	Initial Risk Likelihood / Impact / Score	Additional controls / action	Owner	Residual Risk Likelihood / Impact / Score
11	**Football injury or serious medical emergency** Who/impact: players; injury, deterioration or delayed treatment	Qualified first aider; suitable kit; emergency procedure; nearest appropriate medical service identified; parent/emergency contacts accessible.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
12	**Existing medical condition or medication not managed safely** Who/impact: player; deterioration or treatment delay	Current medical information; individual plan where required; medication supply/storage/carrying responsibility agreed; emergency medication accessible.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
13	**Allergy, anaphylaxis or dietary requirement not met** Who/impact: players; potentially severe health harm	Allergy/dietary information current; catering provider informed; prescribed emergency medication available; cross-contamination risk considered.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
14	**Dehydration, heat, cold or severe weather exposure** Who/impact: players/adults; illness, injury or cancellation	Weather monitored; water, clothing, shelter and recovery arrangements; activity modified/postponed/cancelled when conditions require.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
15	**Illness, infectious disease or food-borne illness** Who/impact: everyone; spread of illness and disruption	Hygiene/catering arrangements checked; illness reporting/isolation/support plan; access to medical advice; return-home contingency.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
16	**Exhaustion, overplaying or inadequate recovery** Who/impact: players; injury, reduced wellbeing/performance	Itinerary limits excessive matches/training; rest/sleep, hydration and meals built in; coaching and travel load reviewed.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
17	**Unsafe pitch, goals, equipment or training environment** Who/impact: players/adults; physical injury	Venue/equipment checks before use; defects reported; unsafe areas/equipment removed from use; competition/venue safety procedures followed.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
18	**Unfamiliar venue or inadequate venue emergency arrangements** Who/impact: everyone; delayed emergency response or separation	Venue contacts, emergency exits, assembly points and medical arrangements obtained; staff briefed; meeting point agreed.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
19	**Non-football activity, swimming or leisure facility risk** Who/impact: players; injury/drowning/safeguarding risk	Separate activity risk assessment where needed; competent supervision; venue rules; consent and participant needs/ability considered.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___

E. Core risk register - transport and accommodation

ID	Hazard / risk and who may be harmed	Controls to verify - do not assume these are in place	Initial Risk Likelihood / Impact / Score	Additional controls / action	Owner	Residual Risk Likelihood / Impact / Score
20	**Road traffic accident or unsuitable vehicle/provider** Who/impact: everyone; serious injury or fatality	Reputable provider/vehicle; suitable insurance; correct licences; working seatbelts and legally required child restraints/booster seats; accessibility; passenger list; provider emergency contact.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
21	**Driver fatigue or unsafe driving hours** Who/impact: everyone; collision risk	Journey plan and lawful/appropriate driving hours; breaks; no impaired/fatigued driving; alternative driver/contingency where required.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
22	**Child left behind, boards wrong vehicle or becomes separated in transit** Who/impact: player; immediate safety/distress	Vehicle allocation/list; headcount before departure, after every stop/transfer and on arrival; staff positioned through group; meeting points.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
23	**Breakdown, delay, missed connection or travel disruption** Who/impact: everyone; welfare, supervision and financial impacts	Provider contact; delay/alternative travel plan; food/water/medication access; parent/home contact procedure; contingency funds.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
24	**Inappropriate room allocation or privacy arrangements** Who/impact: players; safeguarding, distress or conflict	Age/gender/needs and friendships considered; player/parent views considered where appropriate; room plan confirmed before arrival where practicable.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
25	**Adult-child bedroom sharing or inappropriate bedroom entry** Who/impact: players/adults; safeguarding harm/allegation	Adults never share a room alone with a child; adult rooms positioned for supervision; bedroom entry only for genuine emergency/health-safety need, normally with two adults, knock/announce/open-door safeguard and record any one-adult emergency entry.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
26	**Fire or evacuation emergency at accommodation** Who/impact: everyone; serious injury/fatality	Fire procedures/exits/assembly point checked on arrival; headcount method; adults know evacuation roles; mobility/support needs considered.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
27	**Poor accommodation security, unrelated guests or child leaving accommodation** Who/impact: players; safeguarding/theft/separation risk	Access controls assessed; public/shared areas considered; curfew/night supervision; valuables plan; child contact/check-in process.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
28	**Pool, gym, balcony or other accommodation facility hazard** Who/impact: players; injury/safeguarding risk	Facility-specific restrictions and supervision; access controlled; activity risk assessed; unsafe areas declared out of bounds where necessary.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
29	**Accommodation unsuitable for accessibility, personal care or health needs** Who/impact: players/adults; exclusion, unsafe support or distress	Accessibility/adaptive aids/personal-care arrangements confirmed; appropriate support adults; dignity/privacy arrangements agreed in advance.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___

F. Core risk register - behaviour, digital, compliance and organisation

ID	Hazard / risk and who may be harmed	Controls to verify - do not assume these are in place	Initial Risk Likelihood / Impact / Score	Additional controls / action	Owner	Residual Risk Likelihood / Impact / Score
30	**Food/catering inadequate, unsafe or unsuitable** Who/impact: players/adults; allergy, illness, hunger or poor recovery	Reputable provider; hygiene and meal times checked; dietary/religious requirements confirmed; enough food and water around activity.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
31	**Alcohol, illegal drugs, sexual behaviour or serious curfew/behaviour breach** Who/impact: players; welfare, safeguarding and disciplinary risk	Trip Code and consequences clear; adults know response/escalation route; supervision and room/curfew arrangements; local-law issues considered abroad.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
32	**Adult alcohol use, inappropriate behaviour or loss of professional boundaries** Who/impact: players/adults; safeguarding and supervision risk	Adult code/position-of-trust expectations; supervising adults remain fit for duty; rota and escalation route; concerns reported promptly.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
33	**Online abuse, unauthorised contact or inappropriate images/messages** Who/impact: players/adults; safeguarding, privacy and reputational risk	Approved communication channels; photography/social-media rules; cyberbullying reporting; no sexual/private images; devices managed appropriately.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
34	**Parent/carer consent, parental responsibility or legal restriction is unclear** Who/impact: player/club; unlawful travel or inability to act safely	Written consent; emergency contacts; relevant court/contact restrictions identified; overseas permission requirements checked where applicable.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
35	**Adults not appropriately appointed, registered, trained or eligible** Who/impact: players/club; safeguarding and compliance risk	Current SYFA appointment/selection/registration requirements checked for each adult role; required training/status verified; all responsible adults receive a trip-specific roles, boundaries, safeguarding and emergency briefing before departure.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
36	**Permit, tournament approval, player eligibility or competition rules not satisfied** Who/impact: team/club; inability to participate, sanction or financial loss	Correct SYFA/league/association approval route; permit/reference retained; event approval, age rules and participant eligibility checked before travel.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
37	**Insurance, trip-fund fraud/misappropriation, financial contingency or essential records are inadequate** Who/impact: players/families/club; financial loss, inability to travel, uninsured loss, delayed care or reputational harm	Appropriate insurance confirmed; all trip income paid to Club bank account only; no family cash/personal accounts; parent payment warning issued; approved fundraising cash dual-counted and promptly banked; Trip Financial Record maintained/reconciled; normal expenditure authorisation; contingency funds; secure essential records/backups.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___

G. Additional trip-specific hazards

The core register is not exhaustive. Add hazards created by the actual destination, accommodation, participants, itinerary, weather, activities or local circumstances.

ID	Hazard / risk and who may be harmed	Controls to verify - do not assume these are in place	Initial Risk Likelihood / Impact / Score	Additional controls / action	Owner	Residual Risk Likelihood / Impact / Score
A1			L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
A2			L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
A3			L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
A4			L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
A5			L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
A6			L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___

H. Outstanding actions tracker

	Action required before approval / departure	Owner	Deadline	Completed / evidence
☐				
☐				
☐				
☐				
☐				
☐				

REASSESS	When an action changes the control environment, record the revised Likelihood, Impact and Residual score in the relevant risk row. Do not approve on the basis of planned controls that have not actually been implemented.

I. Overseas travel addendum

Complete this section for every trip outside the UK. It supplements the core register; it does not replace it. The assessment must be destination-specific and checked again shortly before departure and during the trip where circumstances can change.

Destination-specific risks

ID	Hazard / risk and who may be harmed	Controls to verify - do not assume these are in place	Initial Risk Likelihood / Impact / Score	Additional controls / action	Owner	Residual Risk Likelihood / Impact / Score
O1	**Passport, visa, entry/transit or essential travel document problem** Who/impact: players/adults; refusal of boarding/entry or inability to travel	Destination/transit requirements checked; passport validity and visa/authorisation evidenced; secure copies held separately; lost-document and consular procedure known.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O2	**Permission to take a child abroad is incomplete or disputed** Who/impact: player/club; unlawful travel or border difficulty	Written permission from those with parental responsibility as required; supporting letter/details available; court restrictions and destination requirements checked.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O3	**Security incident, terrorism, political unrest, natural disaster or severe local emergency** Who/impact: everyone; serious safety/disruption risk	Current FCDO advice reviewed; destination/area hazards assessed; local contact and relocation/evacuation contingency; provider/insurer emergency routes; re-check before and during travel.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O4	**Local laws, customs or cultural expectations misunderstood** Who/impact: players/adults; legal, safeguarding or reputational consequences	Relevant laws/customs briefed; dress/behaviour/alcohol/drug/social-media rules understood; higher SYFA safeguarding standard maintained where local law is more permissive.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O5	**Destination health, vaccination or infectious-disease risk** Who/impact: players/adults; illness or inability to travel	Current health advice checked well in advance; vaccination/precaution needs considered; medication entry requirements and medical documentation checked.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O6	**Medical treatment abroad or emergency repatriation unavailable/inadequate** Who/impact: everyone; serious health and financial impact	Medical/travel insurance includes destination, football/activities, emergency treatment, transport/repatriation and curtailment; nearest suitable facility identified.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O7	**Local safeguarding/reporting arrangements or partner organisation are inadequate** Who/impact: players; delayed protection or unsafe response	Local partner safeguarding route checked; Trip CWPO retains SYFA reporting route; emergency/police contacts known; children know they can report to SYFA adults.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___
O8	**Language barrier affects safety, medical treatment or emergency response** Who/impact: everyone; misunderstanding/delay	Translation/support arrangements identified; key medical/emergency information accessible; local-language emergency phrases/contact support considered.	L: ___ I: ___ Score: ___			L: ___ I: ___ Score: ___

J. Final review and approval

Overall initial risk level		**Overall residual risk level**	
Highest residual score		**Outstanding actions remaining**	
Assessment completed by		**Date**	
Reviewed by / role		**Date**	
Final club approval / role		**Date**	

Approval decision

☐	**LOW**	Approved - normal controls and monitoring.
☐	**MODERATE**	Approved where documented controls are in place and proportionate monitoring continues.
☐	**HIGH**	Senior responsible person/CWPO review required. Approval must be explicit and additional controls completed.
☐	**VERY HIGH**	Tour/activity must not proceed until the risk is reduced and the assessment is reviewed again.

Review triggers

Review this assessment before departure and whenever there is a significant change to the destination, accommodation, transport, itinerary/activities, staffing, participant numbers or needs, medical circumstances, security conditions, weather, travel advice, safeguarding circumstances or any control relied upon in this assessment.

Next review date / trigger: _____

RECORD	Keep the approved assessment accessible to the Trip Leader/CWPO and retain it in accordance with the club/SYFA records arrangements. Significant incidents or safeguarding concerns must also be recorded through the appropriate current procedure.

4. Parent/Carer Information, Consent & Player Conduct Agreement

Complete one form for each player - confidential when completed

IMPORTANT: One form should be completed for each player. The player and parent/carer should read the conduct and cost sections together before signing. This form supports - and does not replace - the club's safeguarding, medical, risk-assessment, insurance and emergency procedures.

CONFIDENTIAL WHEN COMPLETED: This form contains personal and health information. Limit access to authorised people who need it for the trip. Store, share, retain and dispose of it securely in line with the club/SYFA privacy and records arrangements.

1. Trip information - to be completed by the club/team

Club / team	
Trip / event	
Destination	
Departure date, time & place	
Return date, time & place	
Accommodation & contact	
Trip Leader & mobile	
Trip CWPO & mobile	
First aider / medical lead & mobile	
Emergency / home contact	

IMPORTANT – PAYMENTS FOR THIS TRIP: CLUB BANK ACCOUNT ONLY

All payments for this trip must be made directly to the Club using the official Club payment instructions provided through an authorised Club communication channel. Do not pay a coach, team manager, volunteer, parent or other individual. **Do not transfer trip money to a personal bank account**, personal payment app/e-wallet or similar facility, and do not make family trip payments in cash. If you receive different bank details or an unexpected payment request, do not pay until you have verified it directly with the Club Secretary, Treasurer, or another authorised Club officer. Approved fundraising may have separate arrangements, but all proceeds must ultimately be recorded and banked into the Club account under Club controls.

2. Player and parent/carer details

Player full name		Date of birth	
Team / age group		Player mobile (if appropriate)	
Home address	Street	Town	Postcode
Parent/carer 1		Mobile	
Parent/carer 2 / alternative emergency contact		Mobile	

3. Health, medication, dietary and support information

PLEASE COMPLETE FULLY: Tell the club about anything that may affect the player's health, safety, wellbeing or ability to take part. If there is nothing to report, write "None". Update the Trip Leader before departure if anything changes.

GP / medical practice and contact details:

Medical conditions, previous significant illness/injury, or treatment relevant to the trip:

Allergies - food, medication, environmental or other - and known reaction:

Prescribed medication - name, dose, timing and storage/carrying instructions:

Emergency medication - e.g. inhaler / adrenaline auto-injector - and where it must be kept:

Dietary requirements - including allergy, intolerance, religious or cultural requirements:

Disability, accessibility, communication, sensory or personal-care support required:

Anxiety, homesickness, sleep, behaviour or wellbeing information that would help us support the player safely:

Medication arrangements

☐ The player can safely self-administer their medication in accordance with the agreed plan.

☐ The player requires adult support with medication. Details have been agreed with the Trip Leader / first aider.

☐ No regular or emergency medication is required.

4. Parent/carer permissions and declarations

☐ I have received the trip information and understand the planned travel, accommodation, activities, supervision and emergency arrangements.

☐ I give permission for the player named above to take part in this trip and stay overnight as described, subject to reasonable changes required for safety or operational reasons.

☐ I consent to the club-arranged transport described in the trip information and understand the agreed departure, return and collection/handover arrangements. I will tell the club promptly if these arrangements change.

☐ I confirm that the health, allergy, medication, dietary and support information I have provided is accurate and complete, and I will notify the club of any change before departure.

☐ I authorise the Trip Leader and responsible adults to seek medical or dental assessment/treatment where reasonably necessary and to share relevant information with healthcare professionals or emergency services. I understand that healthcare professionals will obtain consent in accordance with Scots law and that urgent treatment may be provided without waiting for a parent/carer where clinically necessary.

☐ I understand that relevant information from this form may be shared on a need-to-know basis with authorised adults, healthcare professionals, accommodation/transport providers or emergency services where necessary to protect the player's health, safety or wellbeing.

☐ I understand that the player must follow the Player Trip Code and reasonable instructions of authorised adults.

☐ I understand that all trip payments must be made only through the Club's official payment route. I will not pay a coach, team official or other individual, use a personal bank account/payment app, or make a family trip payment in cash. If payment instructions change, I will verify them directly with an authorised Club officer before paying.

5. Player Trip Code - our agreement for a safe and enjoyable trip

Players should read this section with a parent/carer. By signing the form, the player agrees to make a genuine effort to follow these expectations throughout the trip.

☐ I will treat teammates, opponents, officials, coaches, hotel/venue staff and members of the public with respect.

☐ I will follow reasonable instructions from the Trip Leader, coaches, Trip CWPO and other authorised adults.

☐ I will stay with the group, follow agreed meeting times and curfews, and will not leave the accommodation, venue or agreed area without permission.

☐ I will respect other people's rooms, privacy, belongings and personal space. I will not enter another player's room if the trip rules do not allow it.

☐ I will take care of buses/coaches, hotels, rooms, venues, equipment and other property.

☐ I will not bully, threaten, discriminate against, harass or deliberately exclude another person, including online.

☐ I will follow the trip rules on phones, social media, photographs and videos. I will not record or share images from bedrooms, changing, showering or other private situations.

☐ I will not possess or use alcohol, illegal drugs or prohibited substances. I understand that sexual activity/relationships are not permitted during the trip.

☐ I will tell a trusted adult or the Trip CWPO if I am worried, feel unsafe, become unwell, lose medication, am separated from the group, or am concerned about someone else.

☐ I understand that serious or repeated unacceptable behaviour may lead to restrictions on activities and, in serious cases, an early return home.

SAFEGUARDING FIRST: A child who reports abuse, bullying, exploitation, distress or another wellbeing concern will be supported under safeguarding procedures. Cost or disciplinary provisions must never be used to discourage a child from asking for help or reporting a concern.

6. Serious misconduct and early return home

Most behaviour issues should be managed calmly and proportionately during the trip. Early return home should be reserved for serious circumstances, for example where behaviour creates a significant safety, safeguarding or welfare risk, serious instructions are repeatedly ignored, there is violence/threatening behaviour, a serious curfew/absence incident, prohibited substances are involved, or the player's continued presence cannot be managed safely.

☐ Where reasonably practicable, the Trip Leader will consult the Trip CWPO / another senior adult and contact the parent/carer before deciding on an early return.

☐ The child's immediate safety and wellbeing will take priority. A child will not be left to travel home alone where this would be unsafe or inappropriate.

☐ The parent/carer may be asked to collect the player, or the club may arrange suitable return travel and, where necessary, an adult escort.

☐ The reasons for the decision and the arrangements made will be recorded and communicated to the parent/carer.

Parent/carer acknowledgement - early return costs

I understand that, where an early return is reasonably required because of the player's serious misconduct, the club may seek reimbursement from me for reasonable and evidenced additional travel, escort or directly related costs that it has actually incurred and cannot recover elsewhere. Any decision to seek reimbursement should be fair and proportionate to the circumstances.

☐ I have read and understand the early-return provision above.

7. Damage to property and recovery of costs

Players are expected to treat transport, accommodation, venues, equipment and other property carefully. This section is intended to deal with deliberate or reckless damage, not ordinary wear and tear or every accidental mishap.

☐ If the club becomes aware of damage, it should establish what happened before deciding whether to seek payment from a family.

☐ Where the player is responsible for deliberate or reckless damage, the club may seek reimbursement of reasonable and evidenced repair/replacement charges or other direct costs passed to the club and not recovered through insurance, the provider or another responsible party.

☐ There is no automatic liability for ordinary accidental damage, normal wear and tear, pre-existing damage, or damage that cannot reasonably be attributed to the player.

☐ The club should provide the parent/carer with details of the incident and evidence of any amount it proposes to recover, and should allow the family to raise relevant information or concerns before a final decision is made.

Parent/carer acknowledgement - damage costs

☐ I understand and accept the cost-recovery approach described above.

8. Photography / filming and overseas travel

Photography/filming - complete in line with current club/SYFA policy:

☐ I agree to approved photography/filming for the purposes already explained by the club.

☐ I do not agree to the player being photographed/filmed.

☐ Please contact me because there are safeguarding restrictions the club needs to know about.

Overseas travel - complete only if applicable:

☐ I confirm that I have parental responsibility / authority to give the required permission for this child to travel abroad, or I have supplied any additional permission required.

☐ I confirm that the player has the passport/travel documents required for the stated destination and dates, and I have told the club about any nationality, visa, immigration or border issue that may affect travel.

☐ I give permission for the player to travel to the country/countries and on the dates stated in the trip information.

9. Final agreement and signatures

PLEASE READ BEFORE SIGNING: The parent/carer signature confirms consent, the accuracy of information supplied and acknowledgement of the conduct/cost provisions. The player signature is a behaviour commitment; it does not itself create a financial obligation for the child.

Parent/carer full name		Relationship to player
Parent/carer signature		Date
Parent/carer mobile		Email
Player full name		
Player signature (where appropriate)		Date
Club check - name/role		Date received

Club use / follow-up required:

Issue / action	Responsible person	Deadline	Completed

5. Player Trip Code & Child-Friendly Information

Going away with your team - what you need to know

GOING AWAY WITH YOUR TEAM

Football trips should be fun, safe and a chance to make great memories. These simple rules help everyone enjoy the trip.

1 STAY WITH THE GROUP	Do not leave the group, hotel, venue or agreed area unless an adult responsible for the trip knows and agrees.
2 RESPECT EVERYONE	Treat team-mates, opponents, officials, hotel staff and members of the public with respect. No bullying, discrimination, threats or abusive behaviour.
3 FOLLOW SAFETY INSTRUCTIONS	Listen to the adults responsible for you, attend headcounts and briefings, and follow fire, travel, curfew and emergency instructions.
4 ROOMS ARE PRIVATE SPACES	Only go into rooms you are allowed to enter. Respect other people's privacy and belongings. Tell an adult if anything about your room or sharing arrangement makes you uncomfortable.
5 PHONES, PHOTOS & SOCIAL MEDIA	Use your phone responsibly. Never take or share embarrassing, private or sexual images. Never film or photograph anyone changing, showering or sleeping.
6 ALCOHOL, DRUGS & SEXUAL BEHAVIOUR	Alcohol, illegal drugs and sexual activity are not acceptable on the trip. Do not bring anything that could put you or someone else at risk.
7 LOOK AFTER YOURSELF	Eat and drink properly, take medication as agreed, tell an adult if you are ill or injured, and speak up if you are tired, anxious, homesick or worried.
8 LOOK AFTER EACH OTHER	If a team-mate looks upset, is being bullied, is missing or seems unsafe, tell an adult straight away.

If something worries you

1 GET SAFE	If you or someone else is in immediate danger, call 999 (or the local emergency number abroad) or get a trusted adult immediately.
2 TELL SOMEONE	Tell the Trip CWPO, Trip Leader, coach, parent/carer or another trusted adult. You will not be in trouble for speaking up. Keep telling until someone helps.
3 YOU CAN GET OUTSIDE HELP	Childline: 0800 1111. Shout: text SHOUT to 85258. For online sexual abuse or grooming, report to CEOP. The club should add its own CWPO contact below.

Trip CWPO	Mobile / contact
Alternative trusted adult	Mobile / contact

Player agreement

☐ I have read this Trip Code, or had it explained to me.

☐ I know who I can speak to if I feel worried, unsafe, uncomfortable or homesick.

☐ I agree to follow the rules so that everyone can enjoy the trip safely.

Player name	Signature	Date
		_ _ / _ _ / _ _

6. Trip Leader & Adult Officials Checklist

A practical working checklist from departure to return

Before departure - final checks

Action	Done	Notes / time / initials
Permit/approval confirmed and reference accessible.	☐	
Final passenger list reconciled with consent forms and emergency contacts.	☐	
Medical, allergy, medication and additional-support information checked with responsible adults.	☐	
Adult duties/rota agreed and all responsible adults briefed on roles, professional boundaries, safeguarding/reporting, first aid/medical arrangements, transport, accommodation, emergency response and contingency if an adult leaves the group.	☐	
Accommodation, rooming and transport plans finalised and risk assessment reviewed.	☐	
Insurance documents and emergency procedures accessible.	☐	
International: FCDO advice, passports/visas, permission letters, insurance/GHIC/EHIC and medicine requirements rechecked.	☐	
Parents/players have final itinerary, contact details, code of conduct, collection arrangements and emergency contact route.	☐	

At departure

Action	Done	Notes / time / initials
Attendance/headcount completed against passenger list.	☐	
Essential medication and emergency items confirmed as present and accessible.	☐	
Players briefed on journey rules, seatbelts/restraints, rest stops, agreed team clothing where used, and who to tell if worried.	☐	
Parent/carer handover issues recorded before departure.	☐	

At every stop / transfer

Action	Done	Notes / time / initials
Headcount before leaving transport, during supervision and before departure.	☐	
Toilets/public areas supervised proportionately and no child left alone or unaccounted for.	☐	
Record significant delay, illness, separation or transport issue.	☐	

On arrival at accommodation

Action	Done	Notes / time / initials
Confirm room allocation and adult room locations.	☐	
Check rooms, damage, beds, locks/security, public access and any hazards.	☐	
Confirm fire exits, alarm arrangements and assembly point with the group.	☐	
Confirm meals, dietary needs, water access, valuables and facility rules.	☐	
Check access to alcohol, smoking/vaping restrictions, inappropriate media and any shared leisure facilities.	☐	
Hold arrival briefings: players - itinerary, curfew, rooms, boundaries, emergency plan, phones/social media and CWPO; adults - supervision, welfare, medical/emergency roles and emerging risks.	☐	

Daily / during the programme

Action	Done	Notes / time / initials
Hold brief player check-in and adult staff meeting.	☐	
Complete headcounts when leaving/arriving at each location.	☐	
Monitor wellbeing, fatigue, hydration, injuries, homesickness, bullying and group dynamics.	☐	
Keep free time within the agreed supervised/risk-assessed arrangements; no child wandering alone.	☐	
Ensure medication and medical plans are followed and any treatment/incident recorded.	☐	
Review emerging risks and adapt controls/itinerary where necessary.	☐	

Night arrangements

Action	Done	Notes / time / initials
Adults remain available and fit for duty.	☐	
Night supervision/check arrangements followed without unnecessary intrusion into bedrooms.	☐	
If entry to a player room is necessary for emergency/health-safety reasons, two adults must attend, knock/announce entry and keep the door open where appropriate. One-adult entry is only for an immediate emergency where delay could place a child at risk and must be recorded.	☐	
Any concern, breach or significant welfare issue recorded and escalated appropriately.	☐	

Before return / handover

Action	Done	Notes / time / initials
Rooms checked for belongings, damage and medication.	☐	
Final passenger list/headcount confirmed before departure and after stops.	☐	
Parents/carers notified of significant delay or change to collection arrangements.	☐	
Each player handed over under the club's agreed collection procedure.	☐	
Any unresolved wellbeing or safeguarding issue handed over safely and reported under the correct procedure.	☐	

Trip Leader running log

Date/time	Location	Event / issue / decision	Action taken / person informed

7. Accommodation & Overnight Safeguarding Plan

Complete for each hotel, hostel, residential centre or other overnight location

Accommodation	
Full address	
Provider contact	
Dates / nights	
Emergency number / reception	
Nearest hospital / A&E	
Fire assembly point	

Pre-arrival checks

Requirement / action	Complete	Notes / evidence
Provider confirms any required licence/registration, building/facility health & safety arrangements and relevant insurance cover.	☐	
Fire alarm, evacuation and assembly arrangements identified.	☐	
Security of bedrooms/corridors and access by other guests/staff considered.	☐	
Where the facility provides activities/instruction, child wellbeing/protection procedures, staff vetting and the qualifications/training of relevant instructors/supervisors are checked.	☐	
Room layout supports safe sharing and adult supervision without adults sharing alone with a child.	☐	
Accessible rooms, adaptive aids and personal-care requirements confirmed.	☐	
Meals can safely meet allergies, dietary and religious requirements.	☐	
Swimming pool, gym, spa, balconies, roads, water or other specific hazards assessed.	☐	
Arrangements for valuables, money and essential documents agreed.	☐	

Room allocation

Room	Players / occupants	Age / relevant needs	Nearest adult room / supervisor	Notes

Night supervision and room-entry plan

Adult on duty / contact	Hours / rota	Method of checks	Escalation / backup

BOUNDARY

Adults must never share a room alone with a child or young person. Adults should not enter player bedrooms except for a genuine emergency or health/safety reason. Where entry is necessary, at least two adults must attend, knock and announce entry, and keep the door open where appropriate. Only an immediate emergency where delay could place a child at risk justifies one adult entering alone; this must be recorded as soon as practicable.

Arrival check

Requirement / action	Complete	Notes / evidence
Room numbers and allocations confirmed before players settle in.	☐	
Existing room damage recorded with provider.	☐	
Fire exits and assembly point shown to players/adults.	☐	
Public/shared areas and out-of-bounds areas explained.	☐	
Curfew / quiet times / contact arrangements explained.	☐	
Phone charging, internet/social media and room-phone arrangements explained.	☐	
No access to alcohol in player rooms; rooms/indoor areas are non-smoking and non-vaping in accordance with law/provider rules; expectations are explained to the group.	☐	

Completed by	Role	Signature	Date/time

8. Transport & Journey Safety Checklist

Use for coach, minibus, private vehicles, rail, ferry and air travel as relevant

Journey leg	From / to	Mode/provider	Departure	Arrival	Lead adult

Vehicle / provider checks

Requirement / action	Complete	Notes / evidence
Appropriate licence/qualification confirmed for any driver used by the club.	☐	
Vehicle/provider insurance is appropriate for the journey and carriage of children/equipment.	☐	
Vehicle is fit for purpose, accessible where required and has a working seatbelt for every passenger plus any legally required child restraint/booster seat.	☐	
Commercial coach/minibus provider details and emergency/breakdown contact recorded.	☐	
Journey and stop arrangements are suitable for driver-hours and passenger welfare.	☐	
Where private vehicles are used, the club has followed its current transport policy and insurance requirements.	☐	

Supervision and journey safety

Requirement / action	Complete	Notes / evidence
Passenger list held by Trip Leader and relevant transport lead.	☐	
Headcount at departure and after every stop/transfer.	☐	
Players know the journey rules and where adults will be positioned.	☐	
Adults supervise public areas and rest stops proportionately.	☐	

Requirement / action	Complete	Notes / evidence
An adult will not ordinarily travel alone with a child. Staff travel in pairs or, in exceptional planned circumstances, with more than one child. If an immediate emergency makes one-to-one transport unavoidable, another responsible adult is told the child, route and expected journey time; the parent/carer is informed as soon as practicable and the circumstances are recorded.	☐	
Essential medication, water, emergency contacts and first-aid kit remain accessible.	☐	
Plan exists for travel sickness, significant delay, missed connection, breakdown or vehicle substitution.	☐	
Parents/carers have consented to the club-arranged transport and understand departure, return and collection/handover arrangements; they will be told promptly about any material change.	☐	

Passenger / headcount log

Checkpoint / location	Time	Expected	Present	Checked by	Issue / action
Departure					
Stop 1					
Stop 2					
Arrival					
Return departure					
Return stop					
Home arrival					

9. Emergency, Incident & Safeguarding Record Pack

Keep immediately accessible to authorised adults - confidential when completed

FIRST PRIORITY Protect life and safety. In an emergency call 999 in the UK or the relevant local emergency number abroad. Do not delay urgent medical or police assistance while trying to contact club officials.

A. Emergency contact sheet

Contact / service	Name / details	Telephone / other
Trip Leader		
Trip CWPO		
First aider		
Club CWPO		
Home contact		
SYFA Child Wellbeing & Protection	syfachildwellbeing@scottish-football.com	
Accommodation / reception		
Tournament/event organiser		
Local emergency services		
Nearest hospital / A&E		
Travel provider / breakdown		
Insurer / assistance line		
British embassy/high commission/consulate (overseas)		

B. Immediate emergency response checklist

Requirement / action	Complete	Notes / evidence
Make the area safe and provide/seek appropriate first aid.	☐	
Call emergency services where required and follow their instructions.	☐	

Requirement / action	Complete	Notes / evidence
Ensure the remaining group continues to be safely supervised.	☐	
Inform the Trip Leader and Trip CWPO without avoidable delay.	☐	
Contact parent/carer in accordance with the emergency plan unless police/medical/safeguarding advice indicates otherwise.	☐	
Notify the Club CWPO/authorised club contact and SYFA or other body where required.	☐	
Record factual details, times, decisions, contacts and actions.	☐	
Preserve confidentiality; share information only with those who need it.	☐	

C. Missing / separated child quick response

1. Confirm the child is actually missing and establish the last known location, time and who last saw them.
2. Alert the Trip Leader/CWPO and allocate one adult to coordinate. Do not leave the rest of the group unsafely supervised.
3. Check immediate agreed locations, accommodation/venue procedures and phone/contact methods without creating additional risk.
4. Notify venue security/transport staff and police/emergency services promptly according to the circumstances and vulnerability of the child.
5. Contact the parent/carer under the emergency plan and keep them updated.
6. Record the timeline and preserve relevant information such as clothing description, photo (if lawfully held), phone number and travel documents.
7. Once found, check the child's physical and emotional wellbeing and review why separation occurred before continuing the programme.

D. Initial incident / accident / welfare record

Date/time	
Location	
Player / person(s) involved	
Type of incident	☐ Injury/illness ☐ Missing/separated ☐ Behaviour ☐ Safeguarding/welfare ☐ Other
What happened? (facts only)	
Immediate action taken	
Medical / police / venue involvement	
Parent/carer contacted - who/when	
CWPO / club / SYFA contact - who/when	

Further action / follow-up required	
Completed by / role	
Signature / date	

SAFEGUARDING RECORDS	This initial record does not replace the current SYFA Child Wellbeing Concern Recording/Outcome forms. Where a safeguarding concern is identified, use the current SYFA process and do not conduct your own investigation.

10. Post-Trip Review & Report

Complete promptly after return and record follow-up actions

Club/team	
Trip/event	
Destination	
Dates	
Trip Leader	
Number of players	
Number of adults	

A. Outcome summary

What went well?

What did players tell us?

What did adults/parents tell us?

What should be changed next time?

B. Incidents and follow-up

Issue	Yes/No	Reference / brief details	Further action / owner

Issue	Yes/No	Reference / brief details	Further action / owner
Injury / illness			
Safeguarding / welfare concern			
Behaviour / disciplinary incident			
Complaint			
Missing / separated child			
Transport / accommodation incident			
Insurance / financial issue			
Data / privacy issue			
Other near miss / learning			

C. Risk assessment review

Requirement / action	Complete	Notes / evidence
Risk assessment reviewed against what actually happened.	☐	
New hazards / near misses added for future trips.	☐	
Controls that did not work as intended identified.	☐	
Actions allocated with an owner and deadline.	☐	
Any supplier/provider concern recorded and escalated as appropriate.	☐	

D. Required reporting / close-out

Requirement / action	Complete	Notes / evidence
All safeguarding concerns submitted through the current SYFA process where required.	☐	
Accident/insurance reports completed where required.	☐	
Permit/tournament post-event report completed where required.	☐	
Parents/carers updated about any matter requiring follow-up.	☐	
Confidential trip records returned to secure storage and unnecessary working copies disposed of securely.	☐	

Requirement / action	Complete	Notes / evidence
Trip Financial Record completed and reconciled to Club bank records; supporting receipts/invoices/refunds retained and any remaining balance/shortfall formally resolved.	☐	

Trip Leader	Club/CWPO reviewer	Signature(s)	Date

Sources, review notes and approval

Key sources used to modernise the package

The core pack was approved by the Board of the Scottish Youth Football Association on 23 October 2026. Version 1.3 incorporated the approved replacement of Document 4 with the Parent/Carer Information, Consent & Player Conduct Agreement. Version 1.4 incorporates Board-approved mandatory financial safeguards requiring trip income to be handled through the Club bank account, parent anti-fraud payment warnings, fundraising cash controls and a Trip Financial Record ledger. The pack should be reviewed whenever relevant law, SYFA or Scottish FA rules, safeguarding requirements, travel guidance or financial-control requirements materially change.

- Scottish Youth Football Association, Child Wellbeing and Protection Policy - Part 5 Practice Notes (including Planning and Organisation; Health; Travel and Trips Away), 2025.
- Scottish Youth Football Association, Supplementary & Playing Rules 2026-2027, Issue 16 August 2026 - Rules 123-128 (Tournaments and Friendly Matches).
- NSPCC Sport, Away day trips and fixtures - Safeguarding considerations, 2026.
- Legacy SYFA: Checklist for Club Trips with Overnight Stays - Before Booking; Before Travelling/During; Documentation and Equipment; Risk Register (2014). Used as practical prompts, not as the current rules basis.
- Scottish Football Association, Travel and Trips Away Practice Note (reviewed for Version 1.2 in October 2026), together with Scottish FA safeguarding/wellbeing e-learning material on Planning and Organisation, Transporting Children and Young People, and Travel and Trips Away.
- GOV.UK Foreign Travel Checklist / Foreign Travel Advice (current at drafting date): https://www.gov.uk/guidance/foreign-travel-checklist and https://www.gov.uk/foreign-travel-advice
- GOV.UK permission to take a child abroad: https://www.gov.uk/permission-take-child-abroad
- NHSBSA/NHS UK GHIC/EHIC guidance: https://www.nhsbsa.nhs.uk/get-healthcare-cover-travelling-abroad
- GOV.UK guidance on travelling with medicines/controlled drugs: https://www.gov.uk/take-medicine-in-or-out-uk
- Information Commissioner’s Office guidance on children’s personal information and special category data: https://ico.org.uk/
- SYFA drafted - Tour Risk Assessment (working draft, October 2026) - used to expand the hazard library, strengthen the initial/residual risk methodology, add mandatory go/no-go checks and develop the overseas travel addendum.

CHANGE FROM 2014	The approved pack removes/updates superseded wording such as a universal six-month passport-validity rule, mandatory hard-bound logbooks and blanket reliance on EHIC. Current destination-specific passport/visa rules, GHIC/EHIC eligibility, secure paper/digital records and current SYFA terminology should be used instead.

Version 1.3 amendment: Document 4 replaced by the approved Parent/Carer Information, Consent & Player Conduct Agreement. No separate amendment approval date has been inserted because it was not supplied for this pack update.

Formal approval

Role	Name	Signature	Date
Head of Operations	Olivia McMahon		
SYFA Chairperson	Scott Robertson		
Child Wellbeing & Protection lead	Hazel Devlin		
SYFA Board approval	Approved by the Board	Minute reference: _____	23 October 2026
Version 1.3 amendment	Approved - replacement Document 4 incorporated	Approval reference: _____	Date: _____
Version 1.4 financial-controls amendment	Approved - Club-account-only payments, anti-fraud parent warning and Trip Financial Record incorporated	Approval reference: _____	Date: _____