



## Overnight Stay & Residential Trip Checklist

### Optional Club Support Resource

**Document Type:** Template

**Version:** V1

**Date:** 08th May 2026

#### Trip Details

Field	Details
Club / Organisation	
Trip / Event Name	
Destination / Venue	
Dates of Trip	
Lead Organiser	
Supervising Adults	
Number of Participants	
Age Range	
Accommodation Provider	
Emergency Contact Number	
Welfare / Safeguarding Contact	
Review Date	

#### Purpose

This optional checklist is designed to help affiliated clubs consider safeguarding, welfare, supervision, and safety arrangements when organising overnight stays, residential trips, camps, competitions, seminars, or related activities involving participants.

This checklist should be adapted appropriately depending on:

- participant ages,
- supervision arrangements,
- accommodation type,
- travel arrangements,
- and the nature of the activity.

#### Pre-Trip Planning Checklist

Area	Yes	No	N/A	Notes / Action Required
Parent/carer consent obtained where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency contact details available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Relevant medical information collected where appropriate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Appropriate supervision arrangements confirmed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Male/female supervision considered where appropriate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Accommodation details confirmed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Room allocations planned appropriately</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safeguarding contact identified</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Travel arrangements confirmed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Risk assessments completed where appropriate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First aid arrangements confirmed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency procedures understood</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Codes of Conduct communicated</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Participant behavioural expectations communicated</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional support or accessibility needs considered</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Residential Safeguarding & Welfare Considerations

<b>Hazard / Risk</b>	<b>Risk Level Before Controls</b>	<b>Who May Be Affected</b>	<b>Control Measures</b>	<b>Risk Level After Controls</b>	<b>Further Action / Notes</b>
<b>Inadequate supervision</b>	High	Children, adults at risk	Appropriate supervision arrangements maintained throughout trip. Supervising adults clearly identified.	Medium	
<b>Participant becomes separated or lost</b>	High	Participants	Meeting points agreed. Head counts completed where appropriate. Emergency contact arrangements maintained.	Medium	
<b>Inappropriate room allocations</b>	High	Children, adults at risk	Sleeping arrangements planned appropriately. Adults should not share rooms with children unless exceptional circumstances apply and are agreed appropriately.	Low	
<b>Safeguarding concern or disclosure</b>	High	Children, adults at risk	Safeguarding reporting routes understood. Concerns escalated appropriately. Welfare contact available.	Medium	
<b>Bullying or inappropriate behaviour</b>	Medium	Participants	Codes of Conduct promoted. Concerns addressed promptly.	Low	
<b>Medical emergency or illness</b>	High	Participants	Relevant medical information accessible where appropriate. First aid arrangements available. Emergency services contacted if required.	Medium	

<b>Unauthorised access to accommodation rooms</b>	Medium	Participants	Supervision and room arrangements monitored appropriately.	Low	
<b>Online/social media misuse during trip</b>	Medium	Participants	Appropriate communication and social media expectations communicated.	Low	
<b>Fatigue/exhaustion</b>	Medium	Participants	Suitable rest periods planned. Activity levels monitored appropriately.	Low	
<b>Travel disruption or delays</b>	Medium	Participants	Emergency communication arrangements maintained. Alternative plans considered where appropriate.	Low	
<b>Participants with additional support needs</b>	Medium	Participants	Reasonable adjustments and welfare considerations reviewed where practicable.	Low	

### Accommodation Safety Checklist

Area	Yes	No	N/A	Notes
<b>Fire exits identified</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency procedures known</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Accommodation appears safe and suitable</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Supervision arrangements practical within accommodation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Room access/security appropriate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Appropriate bathroom/toilet arrangements available</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency communication available</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Emergency Procedures

Emergency Type	Procedure
<b>Medical Emergency</b>	
<b>Fire / Evacuation</b>	
<b>Missing Participant</b>	
<b>Safeguarding Concern</b>	
<b>Travel Disruption</b>	

### Additional Residential Risks

Additional Risk	Control Measures	Further Action

### General Notes

The organiser / supervising adults should ensure:

- participant welfare remains the priority;
- safeguarding awareness is maintained throughout the trip;
- supervision remains appropriate;
- concerns are addressed promptly;
- incidents and safeguarding concerns are recorded appropriately where required.

### Sign-Off

Name	Role	Signature	Date
	Organiser / Assessor		

---

### Review

This checklist should be reviewed:

- before each residential trip;
- following incidents or safeguarding concerns;
- where arrangements change;
- or where additional risks are identified.