



### **International trip checklist**

I am delighted that you are planning to take a group of our young members abroad, to give them an international guiding experience - something you cannot get elsewhere.

This checklist is designed to help you remember the rules, and point you in the direction of the relevant parts of the Guiding Manual where they can be found. It also will pass on our experiences of good practice, which may help your trip run more smoothly. If we have any information specifically relevant to the country you are visiting, this will be attached, but you must keep up to date by visiting the FCO website which is mentioned below.

Your county (CIA), country or region international adviser is there to help you with your trip, and many of the items below will point you in their direction. Please use them, as they provide a more personal service than we can provide at CHQ, and will know much about local support available to you, such as local grants and sources of information for the places you will visit. If you ask them anything that they cannot answer, they will find out the answer and get back to you.

I hope that your trip is a fantastic experience for you and your group, and that you will feel inspired to lead further trips, perhaps surprising yourself into the bargain!

Su Hassall  
International Commissioner

**Key:** GM - Guiding Manual 4<sup>th</sup> Edition  
 SI - Supporting information booklet (addresses, booklist, forms, index)  
 GAW - Going away with...  
 Rules in bold, good practice in plain type

Topic	Comments	Completed
Travel insurance	<ul style="list-style-type: none"> <li>▪ <b>Compulsory</b></li> <li>▪ <b>All pre-existing conditions must be declared to leaders by all those taking part, including conditions such as depression and anxiety.</b></li> <li>▪ Girlguiding UK Insurance Service policy covers all recognised Guiding activities - others are unlikely to do so.</li> <li>▪ GM pp89 - 95, 199, SI p6</li> <li>▪ If one insurer declines due to medical condition, consider carefully if member should travel. Having different insurers can cause problems.</li> <li>▪ Check insurance for equipment and individual kit and ensure all are aware if not covered.</li> </ul>	
EHIC	<ul style="list-style-type: none"> <li>▪ <b>EHIC card entitles you to free or reduced cost medical care in the event of an accident/injury in the European Union plus Iceland, Liechtenstein, Norway, Switzerland and must be completed for all members in addition to obtaining travel insurance.</b></li> <li>▪ Available from post office and at <a href="http://www.dh.gov.uk/travellers">www.dh.gov.uk/travellers</a>.</li> <li>▪ Take photocopy also.</li> </ul>	
Passports	<ul style="list-style-type: none"> <li>▪ Group passports are suitable for day trips but individual passports are recommended otherwise. Please consult your CIA</li> <li>▪ Check group members' passports are in date before the trip.</li> <li>▪ Bring a photocopy of passports and visas and leaders to keep safe.</li> <li>▪ Find out where the British Embassy in the country of destination is before you travel.</li> </ul>	
Visas	<ul style="list-style-type: none"> <li>• <b>Consult with your travel agent on booking as to whether you will require a Visa, or check in travel guides or with FCO website (<a href="http://www.fco.gov.uk/travel">www.fco.gov.uk/travel</a>)</b></li> </ul>	
Local laws	<ul style="list-style-type: none"> <li>• It is important that you and the group familiarise yourselves with relevant laws that are different to those in the UK.</li> <li>▪ Consult the FCO website, or a travel guide.</li> </ul>	
Medical advice	<ul style="list-style-type: none"> <li>▪ <b>All necessary inoculations must be obtained</b> Information can be obtained from:           <ul style="list-style-type: none"> <li>▪ GP</li> <li>▪ Medical Advisory Services for Traveller (MASTA) website <a href="http://www.masta.org">www.masta.org</a></li> </ul> </li> <li>▪ <b>Advice on the impact of outbreaks of contagious illnesses (such as SARS) on your trip should be obtained from your CIA. FCO advice is to be followed at all times.</b></li> </ul>	
Warrants, registrations and criminal records	<ul style="list-style-type: none"> <li>▪ <b>Complete Adult Application form for all adults in your group if not previously completed.</b></li> <li>▪ <b>Your Country and Region requirements must be strictly adhered to.</b></li> </ul>	
Forms:	<ul style="list-style-type: none"> <li>▪ <b>GM pp181-182, SI section 3</b></li> <li>▪ Consult your Outdoor team / CIA if you are unsure what forms to complete.</li> <li>▪ Forms can be downloaded from the Girlguiding UK website</li> </ul>	

	<a href="http://www.girlguiding.org.uk">www.girlguiding.org.uk</a>	
<b>RISK assessment</b>	<ul style="list-style-type: none"> <li>▪ <b>You must carry out a Risk Assessment. GM pp108 - 109.</b></li> <li>▪ Consult the Girlguiding UK publication 'Being prepared'</li> <li>▪ GAW also has info.</li> </ul>	
<b>Emergency procedures</b>	<ul style="list-style-type: none"> <li>▪ <b>GM p111</b></li> <li>▪ <b>Obtain emergency planning document from your CIA</b></li> <li>▪ <b>Home contacts GM pp110 - 111.</b> Should not be only available on mobile phone.</li> <li>▪ <b>Home contacts should be given all relevant C/R contact details, particularly C/R PRA.</b></li> <li>▪ <b>Accident Forms must be filled out after any accident so take with you.</b></li> </ul>	
<b>Guiding activities and safety equipment</b>	<ul style="list-style-type: none"> <li>▪ <b>GM pp119 - 174 All rules still apply.</b></li> <li>▪ If the leader is not satisfied on the level of safety or leader qualifications, they should not take part.</li> </ul>	
<b>Ratios</b>	<ul style="list-style-type: none"> <li>▪ <b>GM pp183 - 195</b></li> </ul>	
<b>First aid</b>	<ul style="list-style-type: none"> <li>▪ <b>First Aider must be qualified GM p180</b></li> <li>▪ <b>Take a first aid kit with you, including hypodermic needles if appropriate.</b></li> <li>▪ MASTA or a good travel guide is valuable sources of information.</li> <li>▪ See also GAW.</li> </ul>	
<b>Briefings</b>	<ul style="list-style-type: none"> <li>▪ Brief members and leaders on all aspects of trip, including local customs, culture, laws, appropriate clothing, appropriate behaviour.</li> <li>▪ Involve parents.</li> <li>▪ Use to draw up group charter.</li> </ul>	
<b>Group charter</b>	<ul style="list-style-type: none"> <li>▪ Spend time working on this with your group prior to the trip.</li> <li>▪ Further information available in GAW.</li> </ul>	
<b>Culture shock</b>	<ul style="list-style-type: none"> <li>▪ See GAW.</li> </ul>	
<b>Budget and payment plans</b>	<ul style="list-style-type: none"> <li>▪ Keep accurate records.</li> <li>▪ See GAW.</li> </ul>	
<b>Kit list</b>	<ul style="list-style-type: none"> <li>▪ See GAW.</li> <li>▪ Very important that suitable clothing taken for culture and weather.</li> </ul>	
<b>Baggage</b>	<ul style="list-style-type: none"> <li>▪ Check with your airline before travelling on allowances</li> <li>▪ Common, large, obvious luggage labels and ribbons are very useful.</li> </ul>	
<b>Dietary requirements</b>	<ul style="list-style-type: none"> <li>▪ Check dietary requirements within the group.</li> <li>▪ Plan may be needed for vegetarians.</li> <li>▪ See GAW.</li> </ul>	
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>GM p 180</b></li> <li>▪ Team effort needed.</li> </ul>	
<b>Money</b>	<ul style="list-style-type: none"> <li>▪ Cash or travellers cheques - advice from bank</li> <li>▪ Spread among leaders.</li> <li>▪ Access to emergency funds - Use of plastic card or SWIFT payment (talk to bank)</li> </ul>	
<b>Minibus transport</b>	<ul style="list-style-type: none"> <li>▪ <b>GM pp103 - 105 - great care</b></li> </ul>	
<b>Phone numbers</b>	<ul style="list-style-type: none"> <li>▪ Small card with all mobile numbers is useful</li> <li>▪ Also small card with all members' emergency home numbers and the groups' emergency contact numbers for each leader to keep with them.</li> </ul>	
<b>Publications</b>	<ul style="list-style-type: none"> <li>▪ All of the above mentioned publications are available from Trading Service.</li> <li>▪ <a href="http://www.guidingessentials.org.uk">www.guidingessentials.org.uk</a></li> <li>▪ Lonely Planet guides available from CHQ with a 20% discount</li> </ul>	

## Country specific information

### France

#### **Laws relating to Guide camps and holidays.**

Guide and scout camps/holidays in France are very carefully regulated by the government, with strict legal requirements which must be followed. Many are more robust than our own regulations, and must be followed to the letter. Where our own rules are more stringent, our rules must be followed. In particular there are laws about the sleeping arrangements for children.

#### **Sleeping Arrangement Law in France**

The law of 1998 **still stands**. The law relates to **camping** however it has been taken to cover indoor accommodation as well although the law does not appear to directly require the same arrangement for indoors. This is basically because French youth groups don't really use indoor accommodation; they find it quite strange that the UK do! I kept being asked "why do you not camp?!!"

So in order to make sure any groups staying in France are within the law, please ensure they follow this guidance:

Children under 18 must not share a bed unless they are related or the parent is present.

*By 'share a bed' take this to mean two people lying on a bed even with separate sleeping bags.*

I hope this clarifies the situation and means people are well briefed before booking accommodation to ensure they have enough beds.

### Coach travel

If travelling by coach through France during the summer holidays, please be aware that coaches are banned from using the autoroutes during two weekends. Your coach operator should be able to advise you when these weekends are, so that you can make arrangements to travel at a different time, or to take a different route.

### Mexico

Before January 1st, 2005 it was necessary for single parents or parents travelling without their partner to have a notarized letter of consent from the absent parent, giving permission for child/children to travel. It was also necessary for unaccompanied minors to have a notarized letter from both parents giving them permission to travel. Widows/widowers needed to carry certified copies of death certificates; and those with estranged partners a court order granting custody of the child/children as proof of legal custody of the minor/s.

As of **January 1st 2005**, it is **no longer** necessary for single parents, unaccompanied minors, widows/widowers or parents with estranged partners to produce notarized letters or other supporting documentation. Instead, each child **MUST** have his/her own passport. As with adults, the passport must be valid for at least 6 months from the date of departure.

### Canada

Girl Guides of Canada / Guides du Canada require that the parents of girls taking part in certain adventurous activities sign a waiver of liability form before they will be allowed to take part in these activities. Our public liability insurance covers all members when participating in Guiding activities wherever those activities take place. This along with a travel policy provides all the insurance cover they need.

## **Netherlands**

Many laws and regulations across the Netherlands are at the discretion of the local Police station and are liable to change depending on circumstances. For example - fire lighting and camping restrictions. Always check with the local Police station prior to your stay for current regulations.

All persons over the age of 14 are required to carry proof of identification. There is a fine for not doing so.

Your group charter - agreed before you travel - should include some awareness raising of the drug laws in the Netherlands so that your whole group are prepared.