

Croydon Scouts
Connect

Visits Abroad
Workshop



Scouts

Croydon

Workshop Objectives:

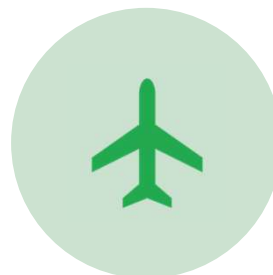
- **Reduce the uncertainty around what's involved in planning a trip abroad with Scouts.**
- **Highlight similarities and differences with other nights away.**
- **Bust a few myths along the way**
- **Encourage you to consider taking Scouts abroad!**



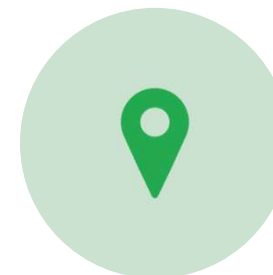
**OVERVIEW OF
THE PROCESS**



**CRITICAL
INCIDENT PLANS**



**TRAVEL PLANS &
TIPS**



**WHERE TO GET
HELP**

Visits Abroad Process - Overview

Heads or Tails: Visit Abroad?



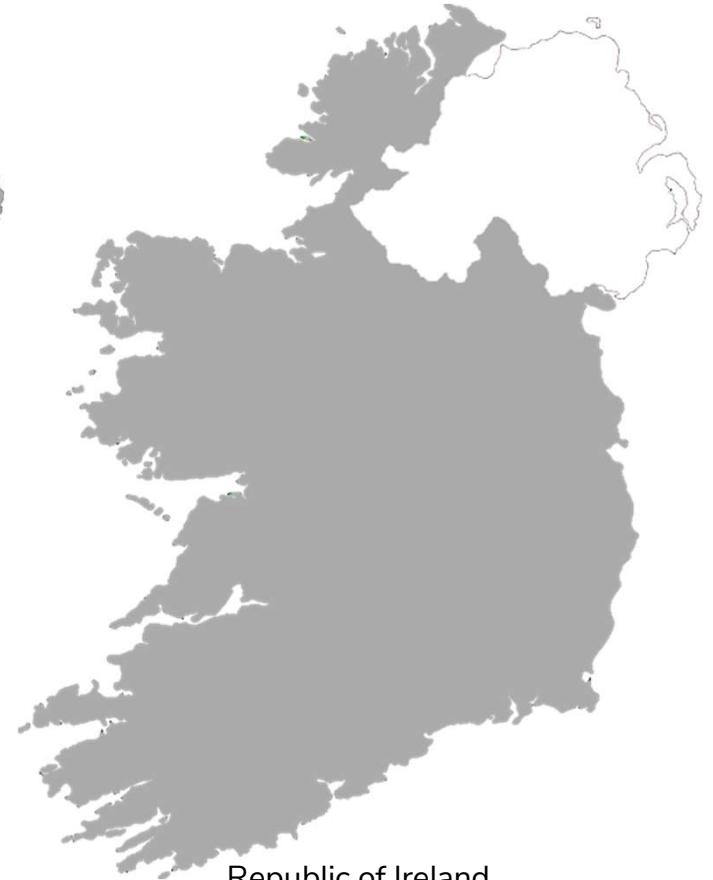
Isle of Wight



Isle of Man



Northern Ireland



Republic of Ireland

Visit Abroad:

“Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on a recognised and approved Scouting activity or travelling in the name of the Scouts. This applies to youth and adult members, and non-members.”

NB:

- A day trip is still a Visit Abroad
- Republic of Ireland is still a Visit Abroad
- You can travel overseas without it being a visits abroad (Isle of Man, Channel Islands, Northern Ireland)

1

- Download the Visits Abroad form from HQ. This provides guidance and the process detail.
- Discuss your plans early with key stakeholders including your trustees and District/County team.

2

- Complete “Part A” with basic details – Where, When and Who. “Outline planning permission”. Leave as WORD document please!
- Submit to international@glswscouts.org.uk. County international team will liaise with District or County lead volunteer and visits abroad recommender will request their approval.

3

- Plan your trip!
- You’ll need to produce key documentation prior to travel including your programme and itinerary, risk assessment and critical incident form, full list of participants, and travel insurance.

4

- Complete “Part B” with full details between 10 and 6 weeks before travel with the above documents
- Submit to international@glswscouts.org.uk. County international team will again liaise with you before recommending that the district or county lead volunteer authorises the trip.

5

- County team will notify HQ no later than 6 weeks before travel and you are cleared to travel.

Roles in the Process

Party Leader:

- Full appointment holder with the relevant nights away permit*
- For multiple residential or travel groups, each group will need their own trip leader and approval.
- Has Leader in Charge responsibilities:
 - Risk Assessments, InTouch, Programme / Itinerary
 - *Critical Incident Plan and Travel Insurance*

Relevant Board of Trustees

- Responsible for approving budget and agreeing appropriate leadership and resources.

Recommender:

- County “Visits abroad Recommender” (accreditation)
- Specific training from HQ Visits Abroad team
- Role is to review RAs, plans and documentation before making a final recommendation (Yes or No) to relevant lead volunteer.

Approver

- District or County (if > 1 district) Lead Volunteer or their nominated delegate (rare).
- NB: Ant Eeles is currently county Recommender – the same person cannot Recommend and Approve a trip. Therefore trips in Croydon are approved by our CLV or RLV.

Home Contact

- Must be full appointment holder (POR 2025)
- Home contact is **required** for Visits Abroad
- Should not be emotionally compromised if incident occurs (e.g. relative, spouse, close friend)

Critical Incident Plans

Heads or Tails: Critical Incident?



Jane is feeling really unwell and has to go to the hospital while you are away.



Samrath loses his passport on the plane and is trapped the other side of security at the destination airport



You miss your train connection when crossing Europe



Large scale protests against the country's government start to take place



The accommodation you are staying in catches fire while you are out for the day.

Heads or Tails: Critical Incident?



Jane is feeling really unwell and has to go to the hospital while you are away

Unlikely – does a leader need to stay with her whilst others return home, or get her medevac'd home.



Samrath loses passport on plane and is trapped the other side of security at destination airport

Possible – depends on the country. May need consular assistance. Reportable safeguarding incident



You miss your train connection when crossing Europe

Possible – was this your only train for the day – do you need to find alternative accommodation and do you have your clothing etc with you?



Large scale protests against the country's government start to take place

Likely – you may need to curtail the trip, seek safer location or even follow consular advice.



The accommodation you are staying in catches fire while you are out for the day.

Highly Likely – kit and clothing plus lack of accommodation.

Critical Incident

“An event or situation which is beyond the limit of the leadership to manage without additional support. It may significantly affect the wellbeing of an individual, group or leadership team or cause significant disruption to the itinerary.”

Examples could include:

- danger to life
- widespread illness among the group or leadership team
- natural disasters
- disruptive social or political events

Your incident plan should:

- Start with your risk assessment – what could go wrong?
- Consider FCDO advice, feedback from other scouters, travel reviews etc
- Be Purple Card compliant
- Specify the chain of command if trip leader or deputies are unavailable
- Include key contact information including your home contact.
- Be shared with the county VAR, relevant lead volunteers, home contact team and leaders travelling.

Format is up to you:

- Generic – focuses on a general approach to managing incidents including the points on the right
- Detailed/Scenario specific – table with specific actions to take for specific incidents.
- It's fine to include *non-critical* incidents too.
- GLSW have a template “Scenario” plan you can modify.

Plan how and when you will:

1. Stabilise and Communicate

- Will you need to regroup?
- Who do you need to contact?
- What information will they need from you?
- What support do you need to request?

2. Plan Next Steps

- Route to emergency services?
- Route to accommodation?
- Has the incident affected the group?
- Can you continue with remaining programme?

3. Abandonment

- Is it possible you will need to abandon your trip?
- Where can you stay whilst waiting to return home?
- How can you protect group?
- What will you need to do to minimise financial impact?

Travel Planning – Tips and Tricks

When is the right time to purchase travel insurance?

- A) As soon as you start incurring trip costs.**
- B) Shortly before trip begins, when your numbers have stabilised.**
- C) Once you have identified members of your trip who have their own policies.**
- D) Once you have identified if you need travel insurance (European Countries are covered by the GHIC)**

General Trip Planning - True or False:

Members must travel in uniform to be covered by insurance.

The GHIC/EHIC ensures that NHS-level care is provided when in EU / EEA countries.

Section 19 Permits allow members without a minibus licence to drive in Europe.

Members with a “D1” minibus licence can drive a minibus in Europe.

If we travel to a country where travel is not recommended by the FCDO, travel insurance will protect us if we need cover?

Sending a van or car overseas with kit and equipment is an easy way to reduce airline baggage costs.

Tips & Tricks

Trip Log: Have a dedicated WhatsApp channel instead of a book or accident document. Easy to use, can be exported when you get home. Use to record injuries, medication, minor incidents, or log decisions, actions and spending during a critical incident.

Stay behinds? Work out in advance who might need to stay in country if someone is ill or even arrested (!).

Healthy Relationships. Have conversations in advance with older scouts and explorers and their parents. Make sure everyone knows your code of conduct and expectations, especially for high-impact activities like jamborettes or

Pre-trip check-ins. For longer trips, consider a teams call or meeting with the YP and their parents to ensure all needs are covered.

Tips & Tricks

Pre-plan bad news: If a party member is expecting bad news while they are away, ask them and their parents how they want that handled. Do they want to know (especially if they can't change anything about it). Can it wait. Would “grandma” want their trip ruined by bad news if it can wait till they get home.

Campsite “comfort” box. For older groups, consider a central box on your site where key conveniences like sanitary products, haribo, fidget toys, condoms and minor first aid like plasters and wipes can be found.

Keep parents updated. If you can keep parents updated, you will reduce them calling their children. Consider a parents update channel on whatsapp – regular “proof of life” photos and update videos.

Where to get Help

Local international support:

GLSW: international@glswscouts.org.uk

Croydon: Dawn Lockyer, Programme Team

Specialist Travel Agents

Travel Places - <https://www.tpscouts.co.uk/>

Venture Abroad - <https://ventureabroad.co.uk/scouting>

HQ Website:



Q&A

This deck was edited after the presentation to remove irrelevant information.

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