

Suggested checklist for briefing of group members

- Aims of the visit/activity
- Group members/numbers/ages and buddy groups
- Leaders responsible for the overall group/sub-groups
- Venue/activities/dates/times
- Travel arrangements/times
- Accommodation arrangements
- Activity leadership/supervision arrangements, including any periods of remote supervision (if appropriate);
- Specific dangers/concerns, and safety precautions
- Rules, boundaries, and procedures
- Expected code of conduct and standards of behaviour
- Consequences of unacceptable behaviour
- Use of alcohol/cigarettes/drugs/legal highs
- Specific individual responsibilities
- Clothing, equipment, or personal medication that should/should not be taken
- Food/drink that should/should not be taken
- Pocket money - how much, and how/when it should be stored/accessed/carried/used
- Rendezvous procedures
- What to do if separated from the group
- What to do if approached by a stranger
- Emergency procedures
- Parent contact arrangements
- Use of personal mobile phones/cameras/internet/social network sites
- Drop off/pick up arrangements
- Contingencies in case of delayed departure/return
- Basic foreign words and relevant foreign culture (if abroad)
- Homestay/exchange/passport/visa arrangements (if appropriate)