

A1 Safe Travel, Transport and Accommodation

Pre-departure planning · In-transit safety · Accommodation standards · Emergency procedures

Purpose

Travel, transport and accommodation create specific safeguarding risks that do not exist in day-based activities. This protocol covers three phases: before departure, during transit, and at the accommodation. Complete and sign it before any project involving travel or residential stays.

For overnight and residential activities, read alongside A2 (Safeguarding on Trips and Residential). For projects involving under-18s, R3 (Child Protection Measures) applies throughout.

Project name	[Insert]
Travel dates	[Insert]
Destination country / countries	[Insert]
Project coordinator	[Insert name, phone, email]
DSL contact during travel	[Insert name, phone — must be reachable at all times during travel]
Emergency services (destination country)	[Insert: 112 or equivalent — state country if not EU]
Nearest hospital / medical facility	[Insert address and phone]
Local embassy / consulate	[Insert phone for each nationality in the group]

Phase 1: Before Departure

Task	Completed by
R0 risk assessment completed for this travel activity	DSL / Project coordinator
Passport or ID validity checked (at least 6 months beyond return date)	Project coordinator
Visas and entry requirements confirmed for all nationalities in the group	Project coordinator
Travel insurance arranged: covers medical, repatriation, and personal liability	Project coordinator
R2 Form D (Medical and Health Information) collected from all participants	Project coordinator



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Medical information reviewed and stored by DSL — shared with first aider only	DSL
First aider named and briefed: [Insert name]	Project coordinator
All staff and volunteers completed safeguarding induction (P3)	DSL
F4 (Participant Safeguarding Card) given to all participants in their language	Project coordinator
DSL reachability during travel confirmed: [DSL name, phone]	DSL
Partner / host organisation has signed O1 (Partnership Safeguarding Agreement)	Project coordinator
Participant supervision ratios confirmed — appropriate for age and activity (see R3 if under-18s)	DSL / Project coordinator
Accommodation inspected or verified — meets Section 3 requirements below	Project coordinator
Emergency contact list prepared for all participants: [filed with project documents]	Project coordinator

Phase 2: During Transit

- Designated group leader is in contact with the DSL at agreed intervals during travel.
- Participants travel together. No individual participant travels alone unless a written, DSL-approved exception has been agreed.
- All participants have emergency contact details: 112 (EU), DSL phone, project coordinator phone.
- Vehicle transport: vehicles are roadworthy, insured for passenger transport. No vehicle is driven by a person who has not confirmed they are legally entitled and insured to carry passengers.
- Any safeguarding concern arising during transit follows the response procedure in I3, Chart 4 — Travel and Partner Site. The DSL is contacted immediately.
- Lost or separated participant: pre-agreed meeting point, time and contact procedure shared with all participants before departure.

Phase 3: Accommodation

3.1 Accommodation standards



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- Rooms must have lockable doors from the inside. Participants must be able to lock their own room.
- Smoke detectors, fire exits and emergency procedures must be confirmed operational on arrival.
- The building must be physically accessible for any participant with mobility requirements.
- For projects involving under-18s: no adult staff or volunteer shares a room with an under-18 participant. Male and female participants in separate rooms. Staff member on call overnight. No adult enters a child's room unannounced. See R3 Section 8.

3.2 Medical information at accommodation

Participants' medical information is held by the DSL and shared only with the named first aider and, in an emergency, medical services. Medical information about participants must not be displayed, disclosed in group settings, or shared with host families or accommodation staff without the participant's consent, except in a medical emergency.

In a medical emergency: contact emergency services (112) first. Provide medical information to emergency services as needed. Inform the DSL immediately.

This approach treats participants as capable adults and protects their right to confidentiality about their own health, while ensuring safety in an emergency.

Emergency Procedures

Emergency	
Medical emergency	1. Call 112. 2. First aider attends. 3. Share medical information from R2 Form D with emergency services. 4. Contact DSL immediately. 5. Contact participant's emergency contact.
Safeguarding concern arising during travel	Follow I3, Chart 4 — Travel and Partner Site. Contact DSL immediately. DSL leads. Both DSL and host organisation's DSL informed within 24 hours. Referrals in the country of location.
Lost or missing participant	1. Contact emergency services if there is immediate danger. 2. Follow pre-agreed meeting procedure. 3. Contact DSL. 4. Contact host organisation if at partner site.
Natural disaster, civil unrest, or travel disruption	1. Group leader contacts DSL. 2. Follow advice from local emergency services, embassy/consulate, and travel insurance provider. 3. Maintain group cohesion — do not separate participants.

References

A2 Safeguarding on Trips and Residentials. R0 Safeguarding Risk Assessment. R2 Form D (Medical Information). R3 Child Protection Measures Section 8 (Accommodation). I3, Chart 4 — Travel and Partner Site (Cross-Border Response). O3 GDPR (data handling during travel).



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Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.



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