



Away day trips and fixtures

An essential safety checklist for sport organisations

Event name	
Date	

Communication to parents / carers	
<input type="checkbox"/>	Drop-off, pick-up times, and location
<input type="checkbox"/>	Destination and venues (including address and postcode)
<input type="checkbox"/>	Competition details
<input type="checkbox"/>	Kit and clothing required
<input type="checkbox"/>	Food and drinks required
<input type="checkbox"/>	Other specific requirements
<input type="checkbox"/>	Consents / registration forms received
<input type="checkbox"/>	Medical details and medication
<input type="checkbox"/>	Contact details for trip organiser and process for parent contacting leaders or young person

Communication from parents / carers	
<input type="checkbox"/>	Child's basic information
<input type="checkbox"/>	Any specific/ additional requirements
<input type="checkbox"/>	Consents / registration forms
<input type="checkbox"/>	Medical details, allergies and medication
<input type="checkbox"/>	Emergency contact numbers

Transport

<input type="checkbox"/>	Journey times and stopping locations
<input type="checkbox"/>	Supervision
<input type="checkbox"/>	Suitability, accessibility
<input type="checkbox"/>	Drivers license and insurance checked
<input type="checkbox"/>	Insurance covering the transport
<input type="checkbox"/>	Seat belts are being worn correctly by all occupants whilst in transit

Supervision and staffing	
<input type="checkbox"/>	Ratio of staff to children is maintained (including when not participating)
<input type="checkbox"/>	Gender of the responsible adults for the group has been considered
<input type="checkbox"/>	Specialist carers are provided if necessary
<input type="checkbox"/>	Responsibilities of individuals
<input type="checkbox"/>	Emergency contact details available

Emergency procedures	
<input type="checkbox"/>	Fully stocked first aid kit
<input type="checkbox"/>	Specific medical details and medication
<input type="checkbox"/>	Reporting procedures
<input type="checkbox"/>	Contact details for safeguarding lead
<input type="checkbox"/>	Location of nearest hospital

Insurance	
<input type="checkbox"/>	Liability
<input type="checkbox"/>	Adequate cover

Sign-off	
Signature	
Print Name	
Date	

For guidance on this topic, see the CPSU briefing on [Away day trips](#).