

Away day trips and fixtures checklist

Below are key links to the guidance on what needs to be considered when taking children and young people away on trips and best safeguarding practice for when acting as a host family.

- [Safety checklist for overnight trips and/or travel abroad \(including hosting\)](#)
- [Away trips and hosting](#)
- [CPSU Briefings; Away trips and hosting](#)

An essential safety checklist for sport organisations.

Communication with parents

- Drop off and pick up times
- Destination and venues
- Competition details
- Kit and clothing required
- Food and drinks required
- Other specific requirements
- Consents/registration forms received
- Medical details and medication
- Process for parent contacting coach or young person

Transport

- Journey times and stopping points
- Supervision
- Suitability, accessibility
- Drivers checked
- Insurance
- Seat belts

Supervision and staffing

- Ratio of staff to athletes (include 'down' time)
- Male/female
- Specialist carers
- Responsibilities

Emergency Procedures

- First aid
- Specific medical details
- Reporting procedures
- Home contact details
- Athlete information

Insurance

- Liability
- Adequate cover