

Away day trips and fixtures

An essential safety checklist for sport organisations

Event name	
Date	

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

Communication from parents / carers	
☐	Child's basic information
☐	Any specific/ additional requirements
☐	Consents / registration forms
☐	Medical details, allergies and medication
☐	Emergency contact numbers

Transport	
☐	Journey times and stopping locations
☐	Supervision
☐	Suitability, accessibility
☐	Drivers license and insurance checked
☐	Insurance covering the transport

Crumlin Community Netball Club

- | | |
|--------------------------|--|
| ☐ | Seat belts are being worn correctly by all occupants whilst in transit |
|--------------------------|--|

Supervision and staffing

- | | |
|--------------------------|---|
| ☐ | Ratio of staff to children is maintained (including when not participating) |
| ☐ | Gender of the responsible adults for the group has been considered |
| ☐ | Specialist carers are provided if necessary |
| ☐ | Responsibilities of individuals |
| ☐ | Emergency contact details available |

Emergency procedures

- | | |
|--------------------------|---|
| ☐ | Fully stocked first aid kit |
| ☐ | Specific medical details and medication |
| ☐ | Reporting procedures |
| ☐ | Contact details for safeguarding lead |
| ☐ | Location of nearest hospital |

Insurance

- | | |
|--------------------------|----------------|
| ☐ | Liability |
| ☐ | Adequate cover |

Sign-off

Signature	
Print Name	
Date	

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