



SAFETY CHECKLIST: AWAY, DAY TRIPS AND FIXTURES



Away day trips and fixtures

essential safety checklist

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"/> | Driver's license and insurance checked |

SAFETY CHECKLIST FOR AWAY DAY TRIPS AND FIXTURES

- Insurance covering the transport
- 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](#).