

## Safeguarding in Sport



## Day Trips & Competitions CHECKLIST

Communication with Parents/Carers
Drop-off and pick-up times (including secure location for drop-off and pick-up)
Destination and venues
Competition details
Kit and clothing required
Food and drinks required
Other specific requirements (e.g. equipment required)
Process for parents/carers contacting coach or child/young person and vice versa
Registration forms/consent forms received (including photography/filming)
Medical details and medication requirements
Supervision and Staffing
Ample ratio of staff to participants (including staff 'down' time)
Gender of supervisors appropriate
Responsibilities delegated and briefed
All supervisors have been vetted and have valid Working with Children Check (or equivalent)
Supervisors suitably accredited (e.g. first aid training - including specialist carers if required)

Insurance

Liability

Adequate cover

	Transport
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	Fransport arrangements confirmed
	Journey times and stopping points confirmed
	Supervision during travel/pit stops confirmed
\	/ehicle suitability, accessibility confirmed
9	Seat belts installed
lı	nsurance confirmed
	Oriver's valid driving licence and Working with Children Check (or equivalent)
	Emergency Procedures
F	First aid kit available
	Athlete medical information and specific requirements documented
	Contact details of participants parents/carers/emergency contacts listed
	/enue medical information documented (including nearest hospital and medical centre)
	Emergency medicines (e.g. Ventolin puffers) and dosage instructions safely stored
F	Reporting procedures confirmed:  Children and Young People Safe Practice  medical/emergency complaints
	Sign-Off (authorised personnel)
Sign	nature

Print Name

Date