

CHECKLIST FOR DAY TRIPS OR OVERNIGHT STAYS*(Provided by NSPCC Child Protection in Sport Unit)*

Purpose of trip	Competition, training, social, combination	
Planning	When	
	Where	
	Who	
	Risk Assessment of the activity	
Communication with parents	Pick up times	
	Destination and venue	
	Competition details	
	Kit and equipment list	
	Emergency procedures	
	Home contact	
	Consent form	
Accommodation	Code of conduct	
	What type	
	Suitability for group, accessibility	
Transport	Catering special diets, allergies	
	Journey times and stopping points	
	Supervision	
	Suitability and accessibility	
	Drivers checked	
	Seat belts	
	Insurance	
Staffing and supervision	Adhering to the regulations for the wearing of seat belts	
	Ratio of staff to children and young persons	
	Male/Female	
Emergency procedures	Specialists/Carers responsibilities	
	First aid	
	Specific medical details, medications, allergies	
Insurance	Reporting procedures	
	Liability	
Costs	Accident	
	For trip	
	For travel	
	Payment schedule – deposit, staged payment	
	Extra meals, refreshments	
	Spending money	
Arrival	Security	
	Check rooms, meal times, telephones, valuables	
	Check sporting venue	
	Information on medication	
	Arrange group meeting(s)	
	Confirm procedures with staff	
Other	Rules, curfews	
	Safe sport away cards	