JERSEY PETANQUE ASSOCIATION

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
☐	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	Click or tap here to enter text.
Date	Click or tap to enter a date.

For guidance on this topic, see the CPSU briefing on **Away day trips**.