**SCOTTISH ROWING**

Child & Protection Templates

**Template – Away day trips and events checklist**

An essential safety checklist for Scottish Rowing squads

**Communication with parents**

* Drop off and pick up times
* Destination and venues
* Competition details
* Kit and clothing required
* Food and drinks required
* Consents/registration forms received
* Medical details and medication
* Process for parent contacting coach or young person

**Transport**

* Journey times and stopping points
* Supervision
* Suitability, accessibility
* Drivers checked
* Insurance
* Seat belts

**Supervision and staffing**

* Ratio of staff to athletes (include ‘down’ time)
* Male/female
* Specialist carers
* Responsibilities

**Emergency Procedures**

* First aid
* Specific medical details
* Reporting procedures
* Home contact details
* Athlete information

**Insurance**

* Liability
* Adequate Cover