

# Safeguarding on the Road: Checklist

Organizations must step up their safeguarding on the road and take responsibility for enacting proactive prevention measures to help ensure the safety of athletes and healthy environments during travel experiences.

**Complete this checklist to better protect athletes on the road.**

## Athlete Safety and Wellbeing

- Have an organization transportation and travel policy, and a communications and media policy (if you need help creating these for your organization, reach out to us at [info@weridetgether.today](mailto:info@weridetgether.today))
- All stakeholders need to sign off on a safeguarding policy, the above policies, and a code of conduct (detailing acceptable vs unacceptable behavioral interactions)
- Have a designated Safeguarding Officer or Liaison traveling with athletes (all parents, staff, and athletes know who this point of contact is for the trip)
- Emergency protocols and action plans ready for unexpected situations (i.e., delays, medical emergencies, or safeguarding emergencies)
- Medical information/medications for athletes



- Signed waiver for athletes (for participation at off-site training/event/competition, for lodging and travel permissions)
- Travel information sheet provided to athletes, parents, and staff (with addresses, phone numbers, important dates/times, Safeguarding Officer point of contact, reporting information, and the [Athlete Helpline](#))
- Conduct a risk assessment for all locations where athletes will be present (i.e., bus, hotel, restaurants, competition spaces) and conduct steps to mitigate risk (if you need help conducting this risk assessment or need a template to follow, reach out to us at [info@weridetogether.today](mailto:info@weridetogether.today))
- Ensure staff-to-athlete ratios are appropriate to enable following the [Rule of Three](#) for the entirety of the travel/event, meaning there will always be two athletes and one staff or two staff and one athlete to make sure interactions are observable and interruptible
- If chaperones are needed, treat chaperones as volunteers; they will need to sign off on the safeguarding policy and complete a background check before accompanying athletes during travel
- Ensure the athlete's basic needs are provided for the entirety of the travel/event (food, water, shelter, and sleep)
- Establish off-limits areas and a home base for all individuals
- Online communication with athletes should be through group messages ONLY



## Transportation

- Vet drivers following best practices for hiring, including a Motor Vehicle Records Check
- Vet vehicles, ensuring that vehicles have up-to-date maintenance, registration, and insurance
- Athletes are not allowed to be alone, in a vehicle, or otherwise, with a coach/staff member anywhere at any point in time

## Lodging

- Determine room assignments. Athletes should only stay in rooms with athletes of their own gender and age range, and they should have their own bed
- Clear guidelines should be established regarding no guests in athlete rooms, no substances allowed, and set curfews
- Athletes are not allowed to be in a coach's/staff room, or alone with a coach/staff member, anywhere at any point in time
- Coaches/staff are not allowed in the athletes' room alone; two staff members or chaperones must be present if absolutely necessary to be in an athlete's room; meetings should be conducted in public spaces

