

Guidance on Trips Away with Children and Young People



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This guidance outlines the procedures and considerations for planning and conducting trips away involving children and young people. It aims to ensure the safety, wellbeing, and safeguarding of all participants through structured planning and responsible supervision.

This guidance applies to all parish-organised trips involving children and young people, including day trips and overnight stays. It is intended for use by group leaders, volunteers, parents, carers, and safeguarding personnel.

Considerations for Planning Trips Away

Have you:

- Identified the aim and outcomes of the programme?
- Followed the Diocese of Down and Connor Child Safeguarding Policy and Procedures?
- Carried out a **Specific Risk Assessment** for this activity? ([LinkTBC](#))
- Selected and safely recruited volunteers who are appropriately trained and vetted for this activity?
- Selected a key Individual who has overall responsibility for the trip?
- Nominated a volunteer who is responsible for first aid?
- Ensured that you have adequate and gender-based **Supervision Ratios**? ([LinkTBC](#))
- Ensured that particular needs of children and young people have been taken into account for this activity?
- Appointed a contact person at home who has access to all information and contact details?

- Checked your own insurance and ensured that you have coverage for all activities?
- Checked that the transport has appropriate insurance, qualified drivers and seatbelts?
- Carried out an equipment safety check?
- Checked the first aid kit?
- Ensured there is a contingency plan?
- Made provisions for returning home early?
- Allocated a budget and contingency fund?
- Checked out the locations and accommodation of the trip away to ensure they have:
 - Appropriate safeguarding policy, practices and procedures in place?
 - Insurance cover?
 - Appropriately trained and qualified volunteers?
 - Changing areas for boys and girls (if required)?
 - Disability access (if required)?

Have Children and Young People:

- Been involved as much as possible in the planning of the trip?
- Agreed a **Code of Behaviour**? ([LinkTBC](#))
- Agreed boundaries around unstructured time?
- Been given information on appropriate clothing, and contact details for leaders?
- Consented to the trip away?

Have Parents/Carers:

- Met with leaders and been informed of the programme?
- Been given a copy of the Diocese of Down and Connor Church Child Safeguarding Policy and Procedures?
- Consented in writing?

- Given contact details, medical details including allergies, illnesses, medications and dietary requirements?
- Been given contact details of the leaders and accommodation?
- Been given details for pick up and drop off of children, young people and participants?

Have Volunteers:

- Been trained on the codes of behaviour (adult and child) and child safeguarding policy, on how to deal with a disclosure, and on dealing with code of behaviour breaches?
- Attended appropriate safeguarding training?
- Been assigned responsibilities and scheduled for breaks?
- Been made aware of how to handle an emergency, and who to contact in an emergency?
- Worked with young people to evaluate the success of the activity?

Consent and Communication

Written consent must be obtained from parents/carers for all trips. Parents should be informed of the programme, contact details, medical and dietary requirements, and logistics for drop-off and pick-up. **Consent Forms** ([LinkTBC](#))

Overnight Stays

Additional considerations for overnight trips include:

- If there is 24/7 access to leaders/ staff?
- If there are appropriate sleeping arrangements for children and young people, i.e. separate provision for boys and girls, and separate provision for leaders (within ear shot of the children and young people)?
- If the accommodation has supervision and security?

Relevant Forms

SO6, SO7, SO8, SO9, SO10 & SO11

USEFUL RESOURCES

- **Risk Assessment Guidance**
- **Supervision Ratios**
- **Consent Forms and Medical Information**
- **Codes of Behaviour and Breaches of Codes of Behaviour**