

S5.F - Guidance on Trips Away with Young People

Trips away that involve young people can be an extremely rewarding and fulfilling experience for adults and children/young people involved in them. However, to do this safely and in a way that safeguards all concerned requires careful planning and consideration. Listed below are a number of areas that should be considered in planning a trip away.

Considerations for planning trips away

Have you:

- Identified the aim and outcomes of the programme?
- Followed your Church body's child safeguarding policy and procedures?
- Carried out a hazard assessment (Guidance S5.A)?
- Recruited and selected staff/volunteers using safe practice procedures (Guidance S1.A)?
- Selected a key staff member who has overall responsibility for the trip?
- Selected staff for the trip who are appropriately trained, qualified and vetted (if appropriate) (Guidance S1.B)?
- Nominated a staff member who is responsible for first aid (Guidance S5.E)?
- Ensured that you have adequate and gender-based supervision in line with your safeguarding policies and procedures (Guidance S5.C)?
- 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 staff?
 - Changing areas for boys and girls (if required)?
 - Disability access (if required)?

Have the young people/participants:

- Been involved as much as possible in the planning of the trip?

- Agreed a code of behaviour (Guidance S3.B)?
- Agreed boundaries around unstructured time?
- Been given information on appropriate clothing, and contact details for leaders?
- Consented to the trip away
(Guidance S5.A Template 4)? Have
Parents/Guardians:
 - Met with leaders and been informed of the programme?
 - Been given a copy of the Church body's child safeguarding policy and procedures?
 - Consented in writing (Guidance S5.A Template 4)?
 - Given contact details, medical details including allergies, illnesses, medications and dietary requirements (Guidance S5.A Template 4)?
 - Been given contact details of the leaders and centre?
 - Been given details for pick up and drop off of
young people/participants? Have staff:
 - Been trained on the Church body's code of behaviour and child safeguarding policy, on how to deal with a disclosure, and on dealing with challenging behaviour (Guidance S3.A, Guidance R1.B, Guidance S3.C)?
 - Been assigned responsibilities and scheduled for breaks?
 - Been made aware of how to handle an emergency, and who to contact in an emergency (Guidance R1.A)?
 - Worked with young people to evaluate the
success of the activity? If staying overnight,
have you checked:
 - If there is 24/7 access to centre staff?
 - If there are appropriate sleeping arrangements for young people, i.e. separate provision for boys and girls, and separate provision for leaders (within ear shot of young people)?
 - The centre's supervision and security?