



Trips away involving at least one overnight with under 18s



Diocese of Kerry

Before the activity you must ensure:	<ul style="list-style-type: none"> • Identify aims and objectives of the trip • Trip must adhere to procedures outlined in Diocesan Safeguarding Handbook for trips away with young people • Appoint a Co-ordinator for the trip • Review supervision ratios to provide adequate and gender-based supervision • Identify additional Leaders for the trip
Communicate with appropriate office	<ul style="list-style-type: none"> • If the trip is organised for the parish get initial approval for the activity from the local PP / Moderator • If it is a Diocesan based trip get initial approval from the Diocesan Office • PP or Diocesan Office must be satisfied that appropriate insurance is in place • PP or Diocesan Office must be satisfied that suitable funding is in place for the programme
Risk Assessment	<ul style="list-style-type: none"> • Co-ordinator must complete a risk assessment for the trip and submit it to the Diocesan Safeguarding Committee for review 6 months prior to the trip • Diocesan Safeguarding Committee has the responsibility of approving the trip
Leaders of the group	<p>One co-ordinator must be assigned for the trip. This person has overall responsibility and must complete the following:</p> <ul style="list-style-type: none"> • Vetting approval via the Diocesan Vetting Office • <i>Volunteer Application Form</i> • <i>Agreement for Adults Supervising Children Form</i> • Safeguarding Training <p>Additional leaders with responsibility for safeguarding must complete the following:</p> <ul style="list-style-type: none"> • Vetting approval via the Diocesan Vetting Office • Volunteer Application Form • Agreement for Adults Supervising Children Form • Safeguarding Training (*additional leaders may not require training. Please clarify who will attend training and any additional information sessions you plan on undertaking with additional leaders) <p>Nominate leader who is responsible for first aid</p> <p>Nominate leader who can act as Designated Liaison Person (DLP is the point of contact during the trip for hearing and reporting child welfare and protection concerns).</p>
Co-ordinator to meet with other leaders	<ul style="list-style-type: none"> • Review code of behaviour for adults working relevant to the trip • Ensure leaders know how to deal with a disclosure of abuse • Review procedure for dealing with challenging behaviour • Assign each leader individual responsibilities • Ensure leaders have been made aware of how to handle an emergency, and who to contact in an emergency • Make sure leaders are aware of the need to complete accident / incident forms and provide parents with a copy upon return home from the trip
Travel	<ul style="list-style-type: none"> • If transport is provided as part of the programme ensure that the transport provider is reputable and has insurance • Plan for supervision during times of travel
Location and accommodations	<p>Checked out the locations and accommodation of the trip away to ensure they have:</p> <ul style="list-style-type: none"> • Appropriate safeguarding policy, practices and procedures in place • Insurance cover • Appropriately trained and qualified staff • Changing areas for boys and girls (if required)



Trips away involving at least one overnight with under 18s



Diocese of Kerry

	<ul style="list-style-type: none">• Disability access (if required) <p>If staying overnight, have you checked:</p> <ul style="list-style-type: none">• 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 (relatively close to young people's rooms)• The centre's supervision, security and fire escapes
Meet with parents / guardians and children	<p>Meet with parents / guardian and young people to provide and complete the following:</p> <p>Information pack about the trip. This should include the following:</p> <ul style="list-style-type: none">• Aims and objectives of the trips• Safeguarding requirements for leaders• Code of behaviour for young people• Code of behaviour for leaders• Provide contact number for leaders and centre• Details for pick up and drop off of young people/participants• Detailed timetable for the trip• Procedures for dealing with safeguarding concerns & name of person who will act as DLP for the trip• Procedures for dealing with accidents• Been given information on appropriate clothing <p>Consent:</p> <ul style="list-style-type: none">• Parents / guardians / child to complete <i>Child and Guardian Joint Consent Form</i>• Ensure consent forms are reviewed and any special requirements for young persons are noted and discussed with parents / guardians including allergies, illnesses, medications and dietary requirements <p>Code of behaviour for young people</p> <ul style="list-style-type: none">• Agree code of behaviour for the trip with young people• Agreed boundaries around unstructured time