

TAKING CHILDREN ON TRIPS:

Plan carefully, this should include:

EVENT/DAY TRIPS:

- **Communication** with parents, including purpose of the trip, venue, kit/equipment required, where, when, who, consent form, code of conduct.
- **Transport**, pick up times, length of travel, supervision, company used and checks on club volunteer drivers, insurance, booster seats if required and seat belts.
- **Supervision and Staffing**, Specific consideration should be given to ratio of adult supervisors to children, male/female, specialist carers, and responsibilities should be considered and communicated.
- **Health and Safety, Emergency procedures**, Risk Assessment, first aid provision, recording medical details, contact numbers and addresses
- **Insurance**, liability and ensuring cover is adequate
- **Cost**, clearly identified for transport, meals, refreshments and spending.

OVERNIGHT STAYS OR TRIPS ABROAD:

- **Communicate:** Purpose, dates, times of pick up, destination, venue, kit and equipment consent form, emergency procedures contact details, code of conduct, local culture, and currency.
- **Accommodation:** type, i.e 3 to a room etc, supervision by centre staff; catering, including provision for special diet; accessibility, room lists.
- **Transport:** Times, stopping points, driver checks, insurance
- **Supervision and staffing:** male/female, specialists, responsibilities.
- **Emergency procedures:** First aid, specific medical conditions, allergies, reporting procedures, contact details.
- **Insurance:** liability, accident, travel, medical.
- **Costs:** for travel, payment details, spending money, security
- **Arrival:** room check, meal times, phones, valuables. Check venue, information, procedures with staff; rules for students.
- **Health and safety:** Risk assessment appropriate, first aid provision appropriate, E111 (EU visits <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>) and passport if abroad.

