

Guidance and Guardian Consent Form for Children and Young People Participating in Trips Away

Introduction:

Trips away which 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 which safeguards all concerned requires careful planning and consideration. Listed below are a number of areas which 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 organisations child safeguarding policy and procedures.
- Carried out a risk assessment.
- Recruited and selected staff/volunteers using safe practices procedures.
- Selected a key staff member who has overall responsibility for the trip.
- Selected staff for the trip who are appropriately trained and qualified and vetted (if appropriate).
- Nominated a staff member who is responsible for first aid.
- Ensured that you have adequate and gender based supervision in line with your safeguarding policies and procedures.
- 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 and qualified drivers, seatbelts.
- Carried out an equipment safety check.
- Checked the first aid kit.
- Ensured there is contingency plan.
- Made provision for returning home early.
- Allocated a budget and contingency fund.
- Checked out the location and accommodation of the trip away to ensure they have -
 - Appropriate Safeguarding policy, practices and procedures.
 - Recruitment procedures.
 - 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 behaviour contract with consequences.
- Agreed boundaries around unstructured time.
- Been given information on appropriate clothing, and contact details for leaders.

Have Parents /carers -

- Met with leaders and been informed of the programme.
- Been given a copy of the organisations child protection policy and procedures.
- Consented in writing (see attached form).
- Given contact details, medical details including allergies, illnesses, medications and dietary requirements.
- Been given contact details of leaders and centre.
- Been given details for pick up and drop off of young people/participants.

Have staff -

- Been trained on the organisations code of behaviour and child protection policy, on how to deal with a disclosure and in dealing with challenging behavior.
- Been assigned responsibilities and scheduled for breaks.
- Been made aware of how to handle an emergency and made aware of who to contact in an emergency.
- Evaluated programme with young people.

If staying overnight have you checked -

- If there is access to Centre staff 24/7.
- Is there 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).
- Centre's supervision and security.

Details about the Event (To be completed by organiser):

Name of Event _____

Dates of Event From _____ To _____

Name of Organiser _____

Details of the Child/Young Person:

Name of Child / Young Person: _____

Address: _____

Date of Birth: _____

Gender(circle as appropriate): Male Female

Contact information of child: _____

Other Relevant Information

(Please mention any medical conditions, special needs or dietary requirements). Please note that the organisers cannot administer any medication. Should your child require medication or intimate care, please discuss this with the organisers who will work with you to establish how your child can be accommodated, according to relevant policies and procedures.

Guardian Contact Details:

Name: _____

Daytime phone number: Code _____ Local No. _____

Home phone number: Code _____ Local No. _____

Mobile number: _____

Email: _____

In Cases of a Medical Emergency:

In the event of illness or accident, I give permission for medical treatment to be administered where considered necessary by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the following telephone numbers:

Signed _____

Child/Young Persons Consent:

I _____ (Insert first name and surname) would like to take part in the event listed above. If relevant please tick the boxes below

☐ I understand that during the event photographs will be taken and I give my permission for these to be used in any hard copy/ online publications by the Diocese of Kilmore.

☐ I understand that during the event videos will be taken and I give my permission for these to be used in any hard copy/ online publications by the Diocese of Kilmore.

☐ I understand that the event will be appropriately supervised at all times and will involve activities which will be physically demanding. I am able and willing to participate fully in these events.

Guardians Consent:

I agree to allow the child/young person named above to attend this event during the period _____ to _____. In accordance with the permission granted by _____ (insert name of child/young person)above. I understand that there will be suitable supervision while the young people are in the care of the organisers.

Signed: _____
(Guardian)

Name (block letters) _____
(Guardian)

Signed: _____
(Young person)

Relationship to Child/Young Person: _____