

PROCEDURE FOR PLANNING TRIPS AND VISITS

This form should be completed with the Club Welfare Officer prior to the visit. For young people below the age of 18 a Parental Consent form **must** be completed and attached.

1. Location and purpose of trip	
2. Itinerary and programme Incl arrangements for any unsupervised time	
a) Accommodation details – address, contact number, security,	
b) Facilities – sleeping arrangements	
c) Catering	
3. Supervision	
a) Group leader	
b) Designated safeguarding lead	
c) First aider	
d) Adult volunteers	
4. Transport and travelling	
a) Meeting and pick up arrangements before and after	
b) Travel times incl flight details, designated drivers, pick up arrangements at destination	

c) Length of journey, risk management	
5. Finance	
a) Costs of trip – how covered?	
b) Costs to St Paul's eg expenses	
c) Insurance	
6. Communication checklist	
a) Information given to group members	Date:
b) Information TO and FROM parents	Date:
c) Parental consent forms completed	Date:
d) Emergency information for ALL members including leader given to CWO or Trustee	Date:
7. Risk assessment Safeguarding, emergency procedures	Date:

For review: December 2023