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**Malahide Parish**

**DOCUMENT: Child Protection Service**

**TITLE: Trips Away from Home**

**DATE: 28.02.10**

**ISSUED BY: Parish Priest**

**APPROVED BY: Parish Council**

**REF. NO: CPS 08**

**REVISION: 3**

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1. **PURPOSE**

To ensure Trips away from Home are planned, supervised and operated in accordance with the requirements of the Parish Pastoral Council

2. **Scope**

3.

This procedure applies to all groups operating in a church setting - , including visiting groups and or people renting accommodation owned or leased by the Parish.

4. **RESPONSIBILITY**

Implementation: Parish priest

Authority to Change: Parish Pastoral Council

5. **PROCEDURE**

4.1 All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place. The Parish Office holds contact details for relevant insurance brokers and companies.

4.2 Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance. Procedure CPS 10 and its relevant Appendices, contain details of Parental consent and is to be read in conjunction with this procedure

4.3 A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.

4.4 There must be adequate, gender-appropriate, supervision for boys and girls. In all parish-premises based activities; the following ratio must be maintained;



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2 adults for the first 10 children; 1 additional adult for 10 or less additional children.

- 4.5 Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away. These boundaries apply to all aspects of the trip including transportation of children in private cars to, from and during the trips away,
- 4.6 Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- 4.7 The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- 4.8 Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- 4.9 At least two adults should be present in dormitories in which children or young people are sleeping. Under no circumstances should an adult share a bedroom with a young person.
- 4.10 If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

## 6. REVISION

<b>Rev</b>	<b>Date</b>	<b>Comment</b>
0	01/05/2007	New
1	12/12/08	Procedural review
2	07.12.09	Procedural Review
3	28.02.10	Procedural Review