

SAFE TO GROW

GOOD PRACTICE FOR RESIDENTIAL AND EXCURSION ACTIVITIES

Great care should be exercised when taking children or young people away from the place where you usually meet them. In particular, when taking children or young people away on excursions that involve overnight stays. In addition to the previous pages you must:

- Ensure the trip is well planned and fully discussed and suitable for the age group concerned.
- Inform the church committee and their approval obtained and minuted.
- Obtain signed consent from parents/legal guardians. The Children's Act (1989) states that consent has to be obtained from both parents. All reasonable steps should be taken to ensure this. (See Appendix 3 B - Consent Form).
- Ensure there is the appropriate leader to child ratio (See Appendix 3 B – Consent Form).
- Ensure that in the case of overnight stays:
 - There must be same sex leaders as the children or young people attending.
 - Leader's and children or young people have separate sleeping accommodation.
 - Separate sleeping accommodation is provided for each gender.
 - Where possible, provide sleeping accommodation for differing age groups.
 - Do not invade the privacy of children or young people unnecessarily. Leaders are to knock before entering dormitory accommodation and, except for emergencies, to enter the accommodation of children or young people of the same sex only.
 - For residential work longer than 90 days, or where a young person under 18 is employed by the organisation and living away from home, the organisation shall register with the Social Services as an organisation which takes children and young people away, and shall register both with the Social Services Department and the location's Social Services Department when using a specific venue.
- Have back up plans should you be unable to complete the original planned program.
- Ensure provision is made for medical help in necessary. Ensure that there is a complete First Aid kit, and that it is checked frequently.
- Be advised that it is good practice for, at least, one leader or helper to be qualified in First Aid.
- Where minibuses are used it is expected that all drivers and leaders will adhere to the legal (and where appropriate, local authority) regulations.