

Trip & Outings Policy



1. Introduction

- 1.1. The Eldonian Community Trust (“the Charity”) organises trips, outings, and excursions for the benefit of children, young people, older adults, and the wider community. These activities are designed to support wellbeing, learning, inclusion, and social engagement.
- 1.2. The safety, dignity, and enjoyment of all participants is paramount. This policy sets out the procedures and responsibilities for the planning, delivery, and review of all trips and outings organised or funded by the Charity.

2. Scope

- 2.1. This policy applies to all trustees, volunteers, staff, trip organisers, and participants involved in off-site activities.
- 2.2. It includes:
 - 2.2.1. Day trips (e.g. to parks, museums, football matches, or elderly pilgrimage sites)
 - 2.2.2. Multi-day outings (e.g. summer camps, retreats)
 - 2.2.3. Group transport and accommodation arrangements

3. Planning and Risk Assessment

- 3.1. Every trip must be planned in advance with the following steps:
 - 3.1.1. Venue and transport checked for suitability and accessibility
 - 3.1.2. A written risk assessment completed, reviewed, and signed off by the Health and Safety Lead
 - 3.1.3. Emergency procedures identified and shared with volunteers and participants
 - 3.1.4. Contingency plans made for weather, illness, delays, or other disruptions
- 3.2. Risk assessments must cover:
 - 3.2.1. Travel arrangements
 - 3.2.2. Supervision ratios
 - 3.2.3. First aid provision
 - 3.2.4. Medical and behavioural needs
 - 3.2.5. Safeguarding and lone working concerns
 - 3.2.6. COVID-19 or other health precautions as needed

4. Consent and Medical Information

- 4.1. For trips involving children, young people under 18, or vulnerable adults:
 - 4.1.1. All children must submit a signed permission slip from their parent or guardian
 - 4.1.2. Children must be supervised on the trip by their parent/guardian or by another nominated adult agreed with the Charity in advance
 - 4.1.3. Emergency contact details and relevant medical information must be collected
 - 4.1.4. Consent forms will include permission for travel, emergency treatment, and photography (if applicable)

- 4.2. For elderly or adult groups, a booking form or sign-up sheet will include:
 - 4.2.1. Contact information
 - 4.2.2. Access and dietary needs
 - 4.2.3. Next of kin/emergency contact

5. Supervision and Safeguarding

- 5.1. All trips must have:
 - 5.1.1. A named trip leader with overall responsibility
 - 5.1.2. An appropriate number of adult supervisors or volunteers
 - 5.1.3. At least one designated first aider on trips involving children or large groups
- 5.2. Supervision ratios:
 - 5.2.1. Under 8s: 1 adult to 6 children
 - 5.2.2. Ages 8–18: 1 adult to 10 children
 - 5.2.3. Adults with additional needs: ratios based on assessed support needs
- 5.3. All supervisors and volunteers must:
 - 5.3.1. Be DBS checked if supervising children or vulnerable adults
 - 5.3.2. Receive a trip briefing, including emergency and safeguarding procedures
 - 5.3.3. Adhere to the Safeguarding Policy and Code of Conduct

6. Transport

- 6.1. Where transport is arranged by the Charity:
 - 6.1.1. Licensed and insured vehicles/drivers will be used
 - 6.1.2. Seatbelts must be worn
 - 6.1.3. Travel times and meeting points clearly communicated
- 6.2. Private vehicles must not be used to transport beneficiaries unless agreed in advance, risk assessed and appropriately insured.

7. First Aid and Emergencies

- 7.1. A first aid kit will be carried on all trips.
- 7.2. At least one trained first aider must be present on all outings involving children or vulnerable adults.
- 7.3. In case of emergency:
 - 7.3.1. The trip leader must notify emergency services and contact the Health and Safety Lead or Chair as soon as safe to do so
 - 7.3.2. An incident report must be completed within 48 hours

8. Behaviour and Conduct

- 8.1. Participants are expected to behave respectfully and follow instructions from leaders.
- 8.2. Disruptive, abusive, or unsafe behaviour will not be tolerated and may result in a participant being removed from the activity (with appropriate safeguarding and parental/carer notification).
- 8.3. Serious cases of misbehaviour may result in that participant being deemed unable to take part in future activities either permanently or for a specified period of time determined by the chair.

9. Review and Learning

- 9.1.** After each trip, the trip leader will:
 - 9.1.1.** Conduct a brief review with volunteers and staff
 - 9.1.2.** Report any incidents or near misses to the Health and Safety Lead
 - 9.1.3.** Share feedback and learning with the Board where appropriate

10. Policy Approval and Review

- 10.1.** This Trips and Outings Policy was approved by the Board of Trustees on Friday 9th May 2025 and will be reviewed annually or following a significant trip-related incident.