

## **Guidelines for an Away Trip-Parish of the Assumption**

- Parents/Guardians to be informed in writing about the event and consent sought. Notification should include -purpose of the trip/activity, venue, date and time of departure and return, place of departure, method of transportation.
- Reference to be made to the Parish Code of Behaviour.
- Adult Volunteers must be appropriately trained and Garda Vetted.
- A nominated Adult Volunteer to be responsible for First Aid (to include checking the First Aid box).
- Ensure that there are adequate and gender based Adult Volunteers.
- Check that transport has appropriate insurance and qualified drivers, seatbelts, etc.
- Appoint a person at home who has access to all information and contact details.
- The Parish Pastoral Council must approve of all away trips and ensure that the event is covered by the Parish Insurance.

01/02/2017