



TAKING CHILDREN OFF SITE POLICY

When an activity is taking place away from church additional arrangements must be put in place. (These may already be in place on the 'Registration Spreadsheet' but need checking – a proforma spreadsheet is available on request from the Children's and Family Worker or Safeguarding Officer)

Additional requirements

Each leader should have a copy of the following information (there is a Excel template in the Safeguarding Folder and details can be cut/paste from Registration database):-

- Date/Time of event, Location, departure time, return time, mode of transport.
- Name and mobile telephone number of all leaders and designated First Aiders.
- Name and contact details of the Home Contact.
- For each child
 - o Name (first name and surname), Dob, age and gender
 - o Media permission information
 - o Parent/Carer name, relationship, full address, mobile and landline numbers and email address.
 - o Medical requirements, allergies, medication, self-administering permission
 - o Doctor's name, address
 - o Emergency 1st and 2nd alternative contact name, relationship and telephone number
- Travelling first aid box(s) must be taken.
- where invasive medication, ie EpiPen, is required the Activity Leader must seek training as to
- the 'key triggers' and how/when the procedure should be administered. If administered, full
- records of date/time, trigger and effect shall be recorded and passed to parent/carers and
- Safeguarding Officer immediately on return home
- Any incident during offsite activity should be recorded in the Church Accident Book and
- reported immediately to the Safeguarding Officer.

Home Contact

The role of Home Contact is to be the liaison between parents and the activity organiser. In the event of an incident of some kind, whether it be a delay in arriving home due to transport difficulties or something more serious, the activity leader needs to be able to deal with the incident 'on the ground'. It is therefore unhelpful if parents are ringing the leader, or any member of the group, to get updates. The leader should pass all available information to the Home Contact and they should communicate with parents. Any additional concerns by parents should be forwarded to the Activity Leader via the Home Contact ONLY. It is therefore necessary for the Activity Leader to keep the

- Home Contact as up to date as the situation allows.
- The Home contact must have a copy of the additional information carried by the Leaders.
- The Home Contact must be informed of arrival at the venue and the when all children have been returned to their parent/carers.

Name of Home Contact: Name Signed:.....

Late Arrivals

Where an event involves travel by train/bus and a meeting point is at a station, for example, arrangements must be made for children who arrive after the group have left. In most cases children will be brought by parents and therefore can be returned home with them. Where this is not the case then an additional person must remain at the meeting place after the group have left for at least 15 minutes to ensure the safe return of 'late children' to the responsibility of the parent/carer.

See File: Home Contact Spreadsheet Template.