



# Trip Policy

updated June 2019



Trips are defined as those that do not take place as part of a normal club evening (defined as within standard session times, i.e.: weekend), or in the case of a normal evening, away from the building. *Note: evenings outside of the hall, for example, a walk in the local area, that take place during normal club times, will not usually warrant a permission form to attend as it will be treated as a normal session.*

## For each trip that falls into the above categorisation:-

- A letter will be issued (via email or sent home with the young people) containing all details necessary for the event.
- A consent form must be completed and returned to enable the young person to attend and all necessary fees should be enclosed as stipulated.

## Deadlines

- Each trip will have a strict deadline for returning permission slips and any payments. Where payment is due, forms and money **MUST** be returned in an envelope with the child's name and trip on the front.
- Only in extreme circumstances and at the discretion of the Youth Leader shall consideration for a deadline extension be given. Parents/carers and their children should assume that if they are late returning the reply form and any fees, that their child will not be able to attend.

## Waiting Lists and Non-Attendance

- If we have reached the maximum number for a trip or you attempt to return forms and fees after the deadline, we will place your child onto a waiting list. Money will be returned if they are unable to attend the trip.
- Once forms and fees have been returned, if you find your child is unable to attend, please contact the Youth Leader immediately. It is preferable for this to be done via email, but can be in person at the end of a club session. We can then accept those on the waiting list.  
**Money will normally only be refunded if the place cannot be reallocated to someone on the waiting list.**
- Under no circumstances should parents/carers attempt to arrange substitutions from the waiting list themselves. This causes unnecessary confusion for all concerned and will only be recognised if arranged through the Youth Leader.
- Should a young person turn up at a trip and the above procedures have not been observed, it will be the responsibility of their parent/carer to arrange their safe return home. Kennington Youth Club management is unable and will not be responsible for the young person's welfare and safety.

## Allowance of trip attendance

- Young people will only be permitted to attend trips who can demonstrate respect for themselves, each other, staff, and the general public.
- The Youth Leader shall have the ultimate say on whether a young person can attend a trip based on their behaviour in the preceding days/weeks. Kennington Youth Club management reserves the right to refuse to take members who demonstrate less than satisfactory attitudes and behaviours prior to the trip.
- Should a young person show inappropriate behaviour during a trip, normal club procedures for behaviour will be observed, however, if it is necessary for the young person to be collected, it is the responsibility of the parent/carer to arrange collection as swiftly as possible.



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**Signed on behalf of the Management Committee:**

Name..... Chairperson

Signature.....

Date.....

Name..... Youth Leader

Signature.....

Date.....

(This policy will be reviewed annually)

<i>Document version history</i>			Author: Roy Peach, Youth Leader
Version	Date	Amendments	By whom