

SHARP Trip Procedure

On the day of the trip, information as to whereabouts of the group will be held at the SHARP office.

A ratio of 1 adult to a maximum of 8 children will be maintained on whole group trips, with a minimum of 1 over twenty year old present on each trip.

All SHARP procedures will be followed on excursions. Each Supervisor will carry a First Aid Kit, SHARP cell phone, sign in sheets and parent/ caregivers contact details

In the event of cell-phone coverage being unavailable, if the van or bus is involved in an accident or breaks down, emergency procedures will be followed. The nearest landline is located and used and if necessary charges will be made to SHARP. All cell-phones will be fully charged and have sufficient money for the duration of the trip or camp.

Each Supervisor will ensure a Risk Management document (see Appendix 21) is completed prior to the trip.

Transportation to venues will be made by bus, van or on foot if the venue is near-by.

Only well known and reputable bus companies will be used. The Coordinator will choose the bus company based on the quality of their vetting and safety procedures and their reputation in dealing with groups of children.

Parents/Caregivers will sign the enrolment form or permission slip, giving permission for their child to attend all activities away from the 'home base'.