**Youth Trips**

***What forms to complete, who should complete them and when should they be completed?***

**Contact:** National Safeguarding Officer to register and approve trip;

**Form:** *Trip Approval Form*; to be completed by Trip Co-ordinator and sent to NSO.

**Time:** At least one month before trip

**Contact:** Parents of Riders to obtain parental consent for all riders travelling

**Form:** *Consent Form Youth Cyclists travelling to an event requiring overnight stay*; to be completed by parents and stored by Trip Co-ordinator

**Time:** at least 3 weeks in advance

**Note:** If parents disclose a disability or medical condition on this form that may affect the rider’s participation on the trip, this may need to be followed up with a medical professional



**Contact:** National Safeguarding Officer

**Form:** *Youth Trip Abroad Form;* to be completed by Trip Co-ordinator and sent to NSO

**Time:** At least 2 weeks in advance



**Contact:** Riders travelling

**Form:** *Code of Conduct;* to be discussed between riders and Trip Co-ordinator and signed by each individual rider

**Time**: at least one week in advance

**Note:** this code of conduct may be modified as appropriate for your trip



**Contact:** National Safeguarding Officer

**Form:** *Trip Report Form;* to be completed by Trip Co-ordinator and sent to NSO

**Time:** one week after trip

**Note:** any major incidents should be communicated to the NSO ASAP.