



Robert Emmets CLG

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Excursion Planning Checklist

Pre-Trip Preparation

- Obtain club committee approval
- Finalise details: location, time, transport, cost
- Book transport (with proper insurance and seatbelts)
- Complete Garda vetting & safeguarding checks for all supervisors
- Prepare risk assessment
- Create and distribute permission slips
- Collect signed permission forms

On the Day

- Bring emergency contact list for all children
- Carry a stocked first aid kit
- Ensure correct adult-to-child ratio (1:8 or better)
- Clearly designate group leaders for small groups
- Brief children on safety rules and meeting points
- Take a group headcount before departure, during the day, and before return

Post-Trip

- Confirm all children are picked up safely
- Record any incidents or observations
- Debrief with supervising adults