



unsung heroes

Gateway Wheelers

Development Officer: Sarah Young,
Bullion Hall,
Chester-le-street,
Co. Durham.
DH2 2ES.

Email officegatewaywheelers@yahoo.co.uk
Phone 0791 3905422



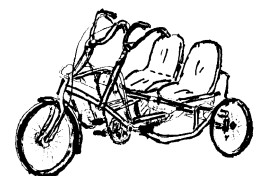
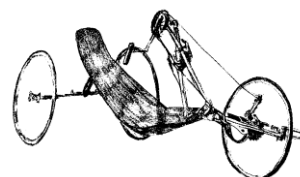
Off-Site Rides Policy

Gateway Wheelers regularly run off site rides. Any riders under the age of eighteen must have a written consent from their parents/carers/guardians.

Important points to remember when taking children and vulnerable adults on off-site rides:

- Volunteer to rider ratio is one volunteer to every two riders.
- New volunteers waiting for their CRB form to be checked may not take riders out on their own until this check has been completed.
- When going out always carry the small first aid bag which is held in the office.
- Staff must take mobile phone with them. The phone number to be left at the centre office by entrance.
- A member of staff taking children out to write the names of staff members and children going on the walk on the whiteboard.
- Staff to mark children out on the 'In and Out' form at the entrance.
- Should a problem occur whilst out for a walk, staff must phone the Creche immediately, and the Childcare Manager or Senior Officer will decide on action to be taken.

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Registered Charity Number: 1084149
www.gatewaywheelers.org.uk

