



# Buckingham Youth Clubs Ltd

## POLICY & GUIDELINES FOR VISITS AND TRIPS

### Introduction

Youth Club visits and trips involve larger numbers and it follows that there will be an expectation that extra care will be taken on the part of those in charge. Whether planning a visit to the local ice skating rink or thinking about going further afield, the overriding consideration must be for the safety of the young people and adults involved.

Inevitably, some challenging activities will carry an element of risk, either to participants or property. However, consideration of these risks at the planning stage will go a long way to reducing and managing them.

There are three categories of visits:

- Local visit e.g. local ice rink, local environmental project
- Residential e.g. involving at least one overnight stay
- Adventurous Activities e.g. abseiling, rifle shooting, etc

The guidelines set out in the following pages apply only to visits organised within mainland UK.

More detailed guidelines apply for visits abroad and further guidance will be sought from Action4Youth..

### Initial Planning

The Youth Club Leader and/or Assistant Youth Club Leaders set up a small working group which may include some of the young people who will be involved in the visit. This will enable them to increase their understanding of the planning required and provide a valuable link with the other participants in adopting an acceptable code of conduct during the trip.

The Youth Club Leader (Party Leader) and deputy will have responsibility for the following:

- To manage the group and lead the accompanying adult team
- To brief the young people, parents and adult team
- To determine the appropriate level of first aid/medical need and nominate the appropriate responsible adult
- To involve the young people in the risk assessment management process
- To agree procedures to be followed should an emergency occur and appoint a person designated as Home Contact

Other accompanying adults should be clear about their individual roles and responsibilities and all should be aware of Health & Safety issues. In addition, CRB clearance will be necessary for additional adult helpers required to satisfy supervision ratios.

For assistance with DBS checks you should contact the Action4Youth office.



Adults should be allocated particular tasks depending on their experience/qualifications in relation to the programme and will probably include:

- finance
- first aid
- pastoral care

## **Ratios**

Adult/young people ratios will depend on the make up of the group and the activity involved. However, as a guide, the recommended ratios are:

- Local visits – 1 adult/10 young people
- Residential Visits/Adventurous activities – 1 adult/5 young people
- Where adventurous activities are involved any additional criteria laid down by trained instructors must be strictly adhered to.

## **Costings**

Every opportunity will be taken to make a trip as affordable as possible and make it accessible to every young person.

Detailed costings will be looked at before committing to a visit and consideration will be given to the following:

- Transport (including fuel if hiring a self-drive vehicle)
- Entrance/Activity fees
- Clothing and equipment to be bought or hired separately
- Refreshments
- Accommodation (if an overnight trip)
- Food
- Emergency Fund
- Subsidising a trip for particularly needy young people
- Subsidising the trip from club funds
- Fundraising specifically for the trip

Separate accounts will be kept for each trip supported by relevant receipts and will be available for inspection after the trip on request.

## **Information for Parents**

Written permission will be obtained from parents/guardians for all young people to participate in activities. The initial information supplied to parents/guardians must specify the activities involved to allow them to make an informed decision as to their son's/daughter's participation. Any changes to the plans, particularly where the risks involved might be greater than those described earlier, must be relayed to parents.

**You should also ensure at this stage that you have the necessary Photography Permission Forms completed.(See sample Letter to Parents and Consent Form for visits/events)**



For residential events or adventurous activities, a meeting for parents/guardians needs to be offered in advance so their questions can be answered and they are fully aware of the visit plans. This will be an ideal opportunity for sharing plans, making the itinerary available, ensuring all necessary paperwork has been completed and returned, show samples of appropriate kit/clothing required as necessary and to meet all adults leading and accompanying the group. An opportunity should be given to parents to discuss the individual needs of their son/daughter and if parents are unable to attend a meeting it is recommended that a letter be sent containing all the information relayed at the meeting.

### **Pre-Event Visit**

A pre-event visit is recommended for residential and hazardous activities events and this will be essential in carrying out a risk assessment and management plan. It will assist in checking the staff at the venue, checking accommodation arrangements, building up knowledge of the local area and services available, transport links, accessibility etc.

### **Risk Assessment**

A Risk Assessment should be made to show that a proper check has been made taking account of the participants and all elements of the trip and enable a Management Plan to be formulated (see samples). Commercial organisations such as Alton Towers will have their own Risk Assessment which may be obtained from their website. If the visit is taking place under the auspices of a national organisation it should provide you with a copy of its own Risk Assessment policy.

### **Fire Safety**

A fire safety check should be carried out when away from the usual meeting place. Familiarise yourself with the fire drill which exists at the new venue; be aware of the location of fire exits and assembly points outside the building. Make sure that fire exits are kept clear and that they will open in an emergency.

### **Insurance**

All commercial providers should have their own Public Liability Insurance cover. Contact insurance brokers to check that the cover you have is suitable for the trip/visit and any hazardous activities planned.

### **Transport**

Most trips will require the hiring of a minibus or coach depending on numbers taking part. Initial enquiries should cover cost, availability and whether the vehicle is fitted with seatbelts, first aid kit and has fire extinguishers on board.

Check what insurance you may need and the main driver will need to hold a Minibus Driver's Permit/PCV licence. It should be noted that volunteer minibus drivers who passed their car driving test after 1st January 2007 are restricted to drive minibuses which weigh no more than 3500 Kgs gross vehicle weight.

Obviously, there will be some restrictions with regard to driving these vehicles.

Many companies will require the driver to:



- Be over 25 years old
- Hold a current full driver's licence
- Have at least 2 years' driving experience
- Undertake a short assessment
- Hold a PCV licence.

Several agencies hire out minibuses to groups and the costs are very competitive.

Restrictions can vary between companies and you should make enquiries at the time of booking. When transporting young people, it is essential that a second adult accompanies the driver and, depending on the circumstances, it may be that the second adult should also hold a Minibus Driver's Permit.

For residential events there must be at least two adults within the party who hold mini bus permits.

Buckinghamshire County Council – Youth Services operates a minibus hiring scheme at a subsidised rate. Contact the Bookings Co-ordinator at Bucks CC for further information.

Buckingham School have three minibuses available for hire to local youth groups which can be booked through reception. Tel; 01280-812206

Youth Bus - Groups will be able to hire varying size coaches with driver to transport their young people to a wide range of sporting, social and leisure activities. Contact Community Impact Bucks for membership. Tel : 01296 421036.

### **First Aid**

A First Aid Kit should be accessible and stocked.

For non-local or residential visits, the adult responsible for first aid should have a current first aid certificate and contact information for the nearest doctor, hospital and emergency services should this be required.

The following are the main tasks for the person nominated as responsible for first aid:

- To arrange the place, time and procedure for routine medical attention
- To keep a log of injuries and illnesses occurring during the visit and the treatment administered (See Accident Report Form)
- To ensure that parents are informed of any treatment administered during the visit. This may require discussion with the group leader and, in the case of more serious issues, informing parents immediately rather than waiting until the group returns home
- Where medical treatment has been administered by a qualified person the parents receive a written record together with relevant notes, X-rays, prescriptions etc.
- On return, transfer to the club's own files all details which need to be recorded, even though the staff at the centre at which the group stayed have themselves reported the incident
- Where there is serious illness/incident/injury, in conjunction with the group leader, prepare a report with a witness statement where possible, about the events leading up to the incident and the action taken. (See Critical Incident Procedure)  
These notes should be kept with the accident/incident records.



## **Home Contact**

This will be a responsible adult who is able to be contacted at any time during the visit and who is, preferably, not related to any member of the group.

The Home Contact will hold the following information:

- Full details of the visit including location, travel plans, duration, activities.
- Names of all participants with next of kin and emergency contact numbers for each.
- Be responsible for implementing that part of the emergency procedure to be applied at local level

## **Incidents**

In the event of an incident, the following procedures should apply:

Ensure that the incident is dealt with and recorded appropriately

Ensure that young people do not use their mobile phones until after the Home Contact has been informed and permission is given by the leader

The Home Contact is informed of the incident and any further action to be taken.

Home Contact to contact parents to report action already taken or to be taken

Home Contact to contact the Chairman of the Management Committee

## **Emergencies**

In situations involving severe injury, possible criminal offences or media interest, the group leader should:

Keep calm

Ensure the safety of other members of the party including staff

Listen as impartially as possible to all parties involved

Avoid admitting liability or expressing personal opinions

Compile a detailed report about the accident/incident and subsequent developments

Ensure the Home Contact is informed about what has happened, who is involved and what action has been taken/will be taken (See Critical Incident Procedure)

The organiser of a large event, as well as any commercial provider involved, will be fully aware of the emergency procedure and will help accordingly.

## **Residential visits involving hazardous activities**

The following is a list of matters to be checked:

### **Licence**

You must ensure that commercial providers have a licence to run adventurous activities.

This should be shown on their publicity leaflets. Look for AALA – Adventure Activities

Licensing Authority with accompanying kite mark or LOTC – Learning Outside the Classroom accreditation.

### **Accommodation**

Prior to departure a detailed plan should be obtained showing:

- Your location on site
- Floor plan of accommodation (particularly the ground floor)



- Sole/joint occupancy
- Where adults are situated
- Sleeping arrangements
- Location of other groups in residence
- Whether or not the public has access to the site

### **Instructors' Qualifications**

You should check that all instructors are fully qualified for the activities they are carrying out.

### **Insurance**

Check that suitable insurance is in place either by the service provider or through the company's insurance provider particularly where hazardous activities are undertaken.

### **Risk Assessment**

You should ask the commercial provider for his written Risk Assessment Policy. If attending an event organised via a national organisation, e.g. UK Youth, you should ask to see its written policy.

### **Safeguarding Policy**

The commercial provider should have its own Safeguarding Policy and have incorporated this within its recruitment process.

### **Final Checklist**

This checklist is provided as a guide only for considering all aspects of a trip whether local, residential or including hazardous activities and should be used when considering risks and formulation of a suitable management plan for the proposed activities and trip. (See Final Checklist Form)

### **Post Event**

After the event an evaluation meeting should be held to which parents/guardians will also be invited. This meeting should have three aims:

- To show the extent to which the aims of the visit were met
- To review the planning process
- To improve the planning and operation of future visits

The staff team should prepare their own assessment of the visit and contributions from the young people who participated are also desirable.

Evidence in the form of photos/video footage and young people's personal accounts of the visit can be displayed on notice boards, facebook and through local media to promote the work we do at Buckingham Youth Clubs Ltd.

(Issue 1. 16/09/2011)

**This policy was adopted by the Management Committee on 16/09/2011  
Last Updates 09/12/2022**

**On behalf of the Management Committee: (signed) J Barnett.....**



This policy will be reviewed annually by the Management Committee  
(Action4Youth will inform all clubs of changes to existing legislation)

# **Buckingham Youth Clubs Ltd**

## **GUIDELINES FOR VISITS AND TRIPS**

### **FINAL CHECKLIST**

**This checklist is provided as a guide only for considering all aspects of a trip whether local, residential or including hazardous activities and should be used when considering risks and formulation of a suitable management plan for the proposed activities and trip.**

#### **Individual/group procedures**

Individual needs of the young people are known  
Parental consent forms are checked for further special needs  
Photography Permission Forms completed  
Relevant issues are discussed with the insurers  
Young people and parents understand the code of conduct for the visit  
Contact details for parents during the visit are known

#### **Travelling procedures**

All transport provided meets appropriate safety standards  
Food and litter (within hired transport)  
Head count/Missing participant/staff procedures  
Delay, breakdown of transport  
Late arrival  
Medical requirements including travel sickness  
Comfort breaks en route

#### **Accommodation**

Sharing accommodation with others  
Grouping of young people  
Grouping and location of staff  
Fire drill and emergency evacuation  
Signing out and in  
Location of any local hazards (busy roads, crime “hot spots”)



Pocket money arrangements  
Emergency funds

### **Overnight Accommodation**

Young people know where staff are accommodated in case of emergency  
Staff know their roles re security and behaviour of young people

### **Daily procedures**

Daily routines/timetables and staff rotas`  
Care of accommodation  
Awareness of storage/administration of young people's medication  
Awareness of emergency medical procedures are known  
Young people's responsibilities  
Guidelines for use of swimming pools

### **Activity procedures**

Assessment of weather forecast against planned activities  
Staff will be issued with lists of participants  
Access to staff during activities  
Emergency evacuation plans  
Regular participant checks  
Free time activities have been properly risk assessed

### **Adventurous Activities**

Approval system for provider AALA, LEA, LOTC etc  
Specific activity risk assessment  
Qualifications/experience of staff conducting activities  
Hand over responsibilities to activity staff  
Visual inspection of equipment  
Match tasks to experience and capability of individuals within the group  
Clothing is appropriate to activities and expected weather conditions

**(Issue 1. 16/09/2011)**