



## Policy for Trips and Travel

<b>Date of last review</b>	June 2022	<b>Reviewed by</b>	S Gomarsall
<b>Date of next review</b>	June 2023	<b>To be reviewed by</b>	S Gomarsall

### Why Have Trips?

People can derive considerable benefit from taking part in trips. They have the opportunity to undergo new experiences. They also provide people with knowledge and awareness of the world around them and encourage personal and social development.

### Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them.

The group supervisor and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. The group supervisor/trip organiser should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The group members' fitness, competence and temperament and the suitability of the activity.
- The special educational or medical needs of group members'.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- How to cope when a person becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit

Other considerations which should form part of the planning stage include:

- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing people.
- Emergency arrangements.
- Arrangements for sending people home early.



## Financial Planning

The group supervisor should ensure that people have early written information about the cost of the trip. People should be given enough time to prepare financially for the trip, and payment by instalments should ideally be offered as standard, or requests strongly considered if received.

## First Aid

On any trip the group supervisor should have a good working knowledge of first aid and ensure that an adequate first aid box is taken.

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box.
- A person appointed to be in charge of first-aid arrangements.

Other considerations when considering first-aid should include:

- The numbers in the group and the nature of the activity.

## Supervision - Responsibilities

Supervisors must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any people who may require closer supervision.

### Day Trips

- Statemented SEN people (i.e those with an EHCP) adult/child ratio 1:1,
- Non-statemented SEN people, adult/child ratio 1:2
- One supervisor/adult for every 8 people in years 1 to 3
- One supervisor/adult for every 10-12 people in years 4 upwards.
- Regular head counting of people should take place, particularly before leaving any venue.
- The group supervisor should establish rendezvous points and tell people what to do if they become separated from the group.
- For the protection of both supervisors and adults, all supervisors should ensure that they are not alone with a person wherever possible.
- The suitability of potential supervisors should be assessed by the group supervisor and head supervisor at an early stage of the planning process. Criminal Records checks (DBS checks) must be verified for adults who have no supervisory role but who wish to take part in the visit.
- All adult helpers, including supervisors and parent/volunteer helpers, must understand their roles and responsibilities at all times. Supervisors should be aware of any people who may require closer supervision. Supervisors retain responsibility for the group at all times.
- If the supervisor is leading an adventure activity, such as canoeing, the instructor must be suitably competent to lead or instruct people in the activity. Competences



should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists.

- All supervisors should carry a list of all people and adults involved in the visit at all times.
- The supervisor in charge remains responsible for people even when not in direct contact with them.

## Residential Trips

In addition to the responsibilities laid under 'Day Trips', above, a specific risk assessment will be carried out prior to any residential trip and adequate provision made, depending on the individual needs of the person and the primary concern of the statement, where such a statement is in place.

## **Preparing People**

People who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to people is an important part of preparing for a trip. People should clearly understand what is expected of them and what the trip will entail. People must understand what standard of behaviour is expected of them and why rules must be followed.

## **Participation**

The supervisor in charge should ensure that the people are capable of undertaking the proposed activity.

They should not be coerced into activities of which they have a genuine fear.

People whose behaviour is such that the supervisor in charge is concerned for their safety, or for that of others, should be withdrawn from the activity. The supervisor in charge should consider whether such people should be sent home early. Parents and people should be told in advance of the visit about the procedures for dealing with misbehaviour, how a person will be returned home safely and who will meet the cost.

## **Information to People**

The supervisor in charge should decide how information is provided, but ensure that all people understand key safety information. People should understand:

- The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- What standard of behaviour is expected from people.
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for the group.
- What to do if approached by anyone from outside the group.



- Rendezvous procedures.
- What to do if separated from the group.

## Emergency Procedures.

For all residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated.

People should be aware of who is responsible in any instances where the group supervisor has delegated responsibility to another member of staff or instructor.

If at any time there is a change in the planned schedule new activities should be assessed and people provided with the appropriate information.

## **Transport and People**

- People using transport on a visit should be made aware of basic safety rules including:
  - Arrive on time and wait for transport in a safe place.
  - Do not rush towards the transport when it arrives.
  - Wear your seatbelt and stay seated whilst travelling on transport.
  - Never tamper with any of the vehicle's equipment or driving controls.
  - Bags must not block aisles or cause obstructions.
  - Never attempt to get on or off the moving transport.
  - Never lean out of or throw things from the window of the transport.
  - Never kneel or stand on seats.
  - Never disturb or distract the driver.
  - If you feel unwell, tell a supervisor.

## **People with Special Educational and Medical Needs**

Every effort should be made to include people with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the person capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the person to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

The supervisor in charge should discuss the visit with the parents of SEN people to ensure that suitable arrangements have been put in place to ensure their safety.



## People with Medical Needs

All supervisors supervising visits should be aware of a person's medical needs and any medical emergency procedures. If the person's safety can not be guaranteed, it may be appropriate to ask a supervising person to accompany a particular person.

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The person's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the person needs to administer their own medication or agreement for a supervisor to administer.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.
- Parental home and daytime phone numbers and address
- Special transport needs for people who require help with mobility.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres, etc.

All supervisors supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary.

If supervisors are concerned about whether they can provide for a person's safety or the safety of other people on a trip because of a medical condition, they should seek general medical advice from the Health Service or the child's parents.

## Communicating with Parents

Before residential visits, or when children are to engage in adventure activities, parents should be supplied with written details of the proposed visit.

The following information on matters that might affect people's health and safety should be given to parents:

- Dates of the visit.
- Visit's objectives.
- Times of departure and return - parents must have agreed to meet their child on return.
- Modes of travel, including the name of travel company.
- Size of the group and the level of supervision.
- Details of accommodation, with supervisory arrangements on site.



- Details of provision for special educational or medical needs.
- Procedures for people who become ill.
- Names of supervisor, of other staff and of other accompanying adults.
- Details of the activities planned.
- Standards of behaviour expected (this information may take the form of a code of conduct which parents should sign).
- What people should not take on the visit or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover.
- Clothing and equipment to be taken.
- Money to be taken.
- Details on the cost of the visit.

## Parental Consent

Head supervisors or group supervisors should seek consent for:

- All visits involving minors.

### Adventure Activities.

If parents withhold consent absolutely, the person should not be taken on the visit, but the curricular aims of the visit should be delivered to the person in some other way, wherever possible. If the parent gives a conditional consent, the lead supervisor will need to consider whether the person may be taken on the visit or not.

A parental consent form should be completed for each person in the group.

Some general issues to consider include:

- Allergies/phobias the person may have.
- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any recent illnesses suffered by the pupil.
- Whether the person suffers from travel sickness.
- Whether the person has any night time tendencies such as sleepwalking.
- Any other information which the parent thinks should be known.
- Parental home and daytime phone numbers and addresses.
- An alternative contact, with their phone number and address.

## Medical Consent

This should form part of the consent form. People/parents should be asked to agree to the person receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, head supervisors may decide to withdraw the child from the visit - given the additional responsibility this would entail for the group supervisor.



Head supervisors should consider whether consent should be obtained before people can be carried in a supervisor's private vehicle.

### **Early Return**

The group supervisor should tell parents if they will be expected to fund the early return of a person whose conduct gives cause for concern on a visit. A written agreement may be necessary.

### **Planning Transport**

The group supervisor must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Type of journey - local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

### Seat Belts

All minibuses and coaches which carry groups of 3 or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child.

### **Supervision on Transport**

The group supervisor is responsible for the party at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group supervisor should consider when planning supervision on transport include:

- Safety when crossing roads - people need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- The group supervisor should make clear to people how much or little freedom they have to 'roam'. Appropriate supervision and discipline should be maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group supervisor or another delegated supervisor, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.
- Travel sickness tablets should only be administered to a person with previous authorisation from the parents.



## Hiring Coaches and Buses

The group supervisor is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the group supervisor should ensure that seat belts are available for people.

If any of the group uses a wheelchair, the group supervisor should ensure that transport used has appropriate access and securing facilities.

## Private Cars

Supervisors and others who drive people in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying the people.

Volunteers should be carefully vetted by the group supervisor, before they are permitted to drive people in their car. The driver is responsible for making sure that people have a seat belt and use it at all times.

Head supervisors who wish to use parents or volunteers to help transport people in their own cars, must ensure that they are aware of their legal responsibility for the safety of the people in their car. Parents' agreement should be sought (on a consent form) for their children to be carried in other parents' cars. It is advisable that parents driving people are not put in a position where they are alone with a pupil. The group supervisor should arrange a central dropping point for all people rather than individual home drops.

## Insurance

The group supervisor must ensure, well before the group departs, that adequate insurance agreements are in place.

## Cancellations

Some people may cancel their place in the visit. The group supervisor should forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available. Delay in notification may incur cancellation charges.

## Types of Visit

When planning to use adventure activity facilities offered by a commercial company, the group supervisor should check:

- Whether the provider is legally required to hold a licence for the activities it offers and, if so,
- That the provider actually holds a licence.

It is illegal for a provider of licensable status to offer a licensable activity without a valid licence.





A licensed provider does not necessarily have to hold a licence for all its activities. However, the following activities - where undertaken by young people under 18 years unaccompanied by a parent - need a licence:

climbing, trekking (skiing, cycling, horse riding, walking, sledging or skating) and watersports including sailing, canoeing and rafting.

## Coastal Visits

Group supervisors and other supervisors should be aware that many of the incidents affecting people have occurred by or in the sea.

## Farm Visits

Farms can be dangerous so farm visits should be carefully planned. The merits of an exploratory visit should be considered.

Further advice is contained on the DFES website.

## Residential Visits

A good rule of thumb is 1 supervisor for every 10/12 people. Issues to be considered include:

- The group should ideally have adjoining rooms, with supervisors' quarters next to the people' - the supervisor should obtain a floor plan of the rooms reserved for the group's use in advance.
- There must be separate male and female sleeping/bathroom facilities for people and adults.
- The immediate accommodation area should be exclusively for the group's use.
- Ensure there is appropriate and safe heating and ventilation.
- Ensure that the whole group are aware of the lay-out of the accommodation, its fire precautions/exits, its regulations and routine and that everyone can identify key personnel.
- Security arrangements should be in force to stop unauthorised visits.
- The manager/owner of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people.
- Locks on doors should work in the group's rooms but appropriate access should be available to supervisors at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage, etc.
- Adequate lighting - it is advisable to bring a torch.
- There should be provision for people with special needs and those who fall sick.
- Windows should be secure and electrical connections safe.
- Where possible, people should not be lodged in ground floor rooms.
- The fire alarm must be audible throughout the accommodation.
- There should be recreational accommodation/facilities for the group.



After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

## Emergency Procedures

Supervisors in charge of people during a visit have a duty of care to make sure that the people are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Supervisors should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Emergency procedures are an essential part of planning a visit.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

## Who Will Take Charge in an Emergency?

The group supervisor would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group supervisor should liaise with the representative of the tour operator.

All those involved in the trip, including supervisors, people and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

## Emergency Procedures Framework during the Visit

If an emergency occurs on a visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a supervisor accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform CUF's designated safeguarding officer (DSO) or senior safeguarding manager (SSM).
- Details of the incident to pass on to the DSO/SSM should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify insurers, especially if medical assistance is required.\*
- Notify the tour operator.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.



- Complete an accident report form as soon as possible.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.

No one in the group should discuss legal liability with other parties.

The main factors for the DSO/SSM to consider include:

- Ensuring that the group supervisor is in control of the emergency, and establishing if any assistance is required from the home base.
- Contacting parents. The DSO/SSM is the contact between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
- The DSO/SSM should act as a link between the group, the parents and the chair of trustees and arrange for the group to receive assistance, if necessary.
- The reporting of the incident using appropriate forms, if necessary.

### **After a Serious Incident**

It is not always possible to assess whether uninjured group members have been traumatised or whether people or staff have been affected. In this situation it is sometimes helpful to contact local community support services and to seek professional advice.

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