

# PITSTONE YOUTH CAFÉ

## TRIPS AND VISITS GUIDELINES AND POLICY

Young people often want to get away from their home community so visits to the cinema or ice rink in a local town, or further afield, are a valuable feature of youth work provision. Because of the larger numbers involved, these excursions will need more planning and care than the normal family outing. There will be the expectation that extra care will be taken on the part of those in charge, and the overriding consideration must be for the safety of the young people and adults involved.

There are three Categories of visit:

Local Visit	e.g. the local cinema, ice rink or pool; local environmental project etc
Residential	e.g. involving at least one overnight stay
Adventurous Activities	e.g. a visit to the local woods; camping; abseiling, canoeing etc

All visits and journeys, however simple and straightforward, will require elements of the following:

### **Initial Planning**

Allow plenty of time for this. Set up a small working group that also includes some of the young people who will be involved in the visit.

The Café Manager will lead the group and:

- Manage the group and lead the accompanying adult team
- Brief the participating young people, their parents and the adult team
- Determine the appropriate level of first aid/medical need and nominate the appropriate responsible adult
- Actively involve the young people in the risk assessment management process
- Agree procedure to follow in case of an emergency
- Appoint a person to be the designated Home Contact

Allocate roles and responsibilities to other accompanying adults depending on their experience/qualifications if relevant to the programme

- Finance
- First Aid
- Pastoral Care

### Ratios

It is recommended that for:

- Local visits the ratio is 1 adult to 8 young people
- Residential & Adventurous activities – 1 adult to 5 young people

Any additional helpers required to meet these ratios must be DBS checked and everyone needs to be aware of Health and Safety issues identified for the trip concerned by the Café Manager. Where adventurous activities are involved, any additional criteria set by trained instructors must be strictly adhered to.

### Costings

Work out all possible costings before committing to a visit, including:

- Transport (including fuel if using self-drive vehicles)
- Admission/Activity fees
- Specialist clothing and equipment to be bought/hired separately
- Refreshments
- Accommodation (if staying overnight)
- Food

- Emergency/Contingency fund

When costings are clear

- Decide on what the individual cost is likely to be (Costing divided by number of young people and adults involved)
- The Parish Council will consider if it can afford to subsidise the costs in any way, at the next appropriate council meeting?
- The Parish Council may agree, after consideration at the next appropriate council meeting, to assist the Youth Café with grant applications towards approved trips.
- The Council, and grant funders, will encourage the youths to fundraise towards for any trips or equipment.

The Café Manager must work closely with the Parish Council to ensure that any grant conditions are met, that all expenditure is properly documented and separate summary of accounts is kept for each trip, which must be available for inspection as part of the post trip meeting.

### **Information to parents**

Written permission must be obtained from parents/guardians for all young people to participate in activities. The Parish Council must approve all draft communications produced by the Café Manager.

Initial information regarding the trip should include:

- Date(s) and departure/arrival/return times information
- Transport details
- Activities to be undertaken including, if residential, in the evening (NB any changes to the activity programme, particularly if they increase the risk element, should be relayed to parents soonest)
- Details of any commercial unit supplying such specialist adventurous activity
- The name and contact numbers of the Home Contact

Parents will then be able to make an informed decision regarding whether they will allow their son/daughter to go on the proposed trip.

The above information, together with a Parental Consent form (including photography permission), should be sent out at least 3 weeks before the departure date.

### **For Residential or Adventurous Activity trips**

A meeting with parents should be called at least 2 weeks before departure dates is an important step in the planning process

- Parents are invited to meet adults involved in the trip, including the Home Contact
- Sharing of plans and the itinerary for the trip
- Ensuring all essential paperwork has been completed and returned
- Show examples and advise on any appropriate clothing required
- Recruit practical assistance from parents e.g. loading and unloading the minibus
- Give time at the end for parents to discuss, in private with staff, particular needs/concerns of their son/daughter

Parents unable to attend the meeting or meet with the Café Manager at another time should have letter sent to them conveying all the matters covered at the meeting

### **Pre-Event Visit**

Whenever possible, the Café Manager should carry out a pre-event visit to the establishment to assist with:

- Risk assessment planning
- Establish a rapport with staff at the venue
- Checking out accommodation
- Familiarise yourself with the local area, transport links, accessibility etc

It may be necessary to alter some of the initial plans as a result of the visit.

## Risk Assessment

The site visit may reveal potential causes of harm or injury. The Café Manager must complete a Risk Assessment of the visit (including meeting, transport, activity and return trip) to show that a proper check has been made.

- Specialist providers of activities will have their own risk assessment for specific activities – Café Manager to ask for a copy/obtain a copy from their website
- Café Manager will have to decide what constitutes a hazard in the grounds of an attraction/adventurous activity programme
- Should include details of what the Fire Drill is at the venue, where Fire Exits and Assembly Points are etc

## **Detailed Planning**

### Insurance

- Café Manager must check that commercial providers have their own public liability insurance
- Parish Council and Café Manager must check that visit/activity is covered by the organiser's insurance

### Transport

- Depending on the number of participants, most trips will require the hire of a minibus or coach
- Initial enquiries should cover:
  - cost
  - availability
  - seat belts fitted
  - first aid kit carried
  - fire extinguishers on board
- Self-drive vehicles
  - Check insurance required
  - Does main driver have Minibus Driver's permit/PVC licence
  - Restrictions on drivers will include:
    - Driver to be over 25 Years old
    - Have a full current driver's licence
    - At least 2 years driving experience
    - Hold a PVC Licence (if applicable)

Volunteer drivers who passed their car driving test after 1 Jan 2007 are restricted to vehicles under 3500 kg gross vehicle weight. Where possible, when transporting young people, a second adult should accompany the driver who should, in certain circumstances, hold a Minibus Driver permit/PVC Licence. For residential events there must be at least 2 adults who fulfil these criteria.

### First Aid

- Café Manager must take a fully stocked First Aid Kit to the trip.
- For non-local/residential visits,
  - duty first aider to have current first aid certificate
  - contact information for nearest doctor, A&E Hospital and emergency services
- Duty First Aider to
  - Arrange time, place and procedures for routine medical attention
  - Keep log of injuries and illnesses occurring during visit and the treatment given
  - Ensure parents are told of and treatment administered

This may require discussion with Group Leader and, for serious issues, informing parents immediately rather than waiting for the group's return.

  - When medical treatment is given by medically qualified person(s), ensure parents receive written record plus relevant notes, X-rays, prescriptions
  - On return transfer notes, and all details which need to be recorded, to cafe's own files. Even though staff of Centre at which group stayed/visited will have themselves reported the incident.
  - Where there has been a serious illness/incident:

The Café Manager must prepare a report. Where possible include witness statements about the events leading up to the illness/incident and the action taken. These notes should be kept with the accident/incident record

### The Home Contact

The Home Contact should be a responsible adult in the back home situation who:

- preferably, is not related to any member of the group
- can be contacted at anytime during the visit
- will hold the following information:
  - Full details of the visit, including location, Café Managers contact number, travel plans, duration, activities
  - Names of all participants together with:
  - Next of kin
  - Emergency named contact person and their numbers for each (with an alternative named person and contact number if parent/guardian unavailable at certain times)
  - Be responsible for implementing that part of the emergency procedures to be applied at a local level (see below)

### Incidents

In the event of an incident, the following procedures should be applied:

- Ensure that the incident is dealt with and recorded appropriately
- Ensure that the young people do not use their mobile phones before the Home Contact has been informed of the incident, and permission has been given by the Café Manager
- The Home Contact is informed of the incident and of any further actions to be taken
- Parents to be informed by the Home Contact of actions already taken or to be taken
- Home Contact to contact the Chairman of the Parish Council

### Emergencies

- It is recommended that any emergency procedure be considered at the planning stage for any event, particularly those involving residential or adventurous activities
- The Café Manager and all adult volunteers have the CITIZEN AID App downloaded to their mobile phones and familiarise themselves with its contents. This App provides guidance on action to be taken in the event of an emergency incident.
- In addition, young people attending should be briefed on the App and in particular the Turning phones to silent and RUN, HIDE, TELL advice provided.
- In situations involving severe injury, possible criminal offence or media interest the Café Manager should:
  - Keep calm
  - Delegate a member of staff to 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 development
  - Ensure the Home Contact is informed about what has happened, who is involved and what action has been taken/will be taken
- The organiser of a large event as well as commercial providers involved should 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

- **All Commercial Providers must have a licence to run adventurous activities. Check their brochures for:**
  - AALA – Adventure Activities Licensing Authority with accompanying kite mark
  - LOTC – Learning Outside the Classroom accreditation

Instructors' Qualifications

- **Check all instructors are fully qualified for the activities they will be doing with your group**

Accommodation

Prior to departure have a detailed plan showing:

- Your location on site
- A floor plan of the accommodation (particularly the ground floor)
- Whether sole/joint occupation
- Where adults are situated
- Sleeping arrangements
- Location of other groups in residence
- Whether or not the public has access to the site

Insurance

- **See above under Detailed Planning (page 3)**

Risk Assessment

- Ask the commercial provider for their written Risk Assessment Policy
- If attending an event organised by a national organisation, e.g. UK Youth, ask to see its written policy
- Do a Group Risk Assessment for the site and spare time, e.g. evenings

Safeguarding Policy

- The commercial provider should have its own safeguarding policy and have incorporated it into its staff recruitment policies. Ask to see a copy

**Post Event**

After the event, a date should be set for an evaluation meeting between the Café Manager and Parish Council. It may be appropriate to invite parents/guardians. The meeting should have three aims:

- To show the extent to which the aims of the visit were achieved
- 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
  - Contributions from participant young people are also desirable
  - Take the opportunity to display photos/videos and include the young people's personal accounts of the visit

**This policy was adopted at the Pitstone Parish Council meeting on:**

..... (date and minute ref)

**On behalf of the Pitstone Youth Café :**

..... (signed)

This policy will be reviewed annually by the Pitstone Youth Café (Action4Youth will inform all clubs of changes to existing legislation)