

Conquest Centre

Off-Site Visits Policy

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Animals • Wellbeing • Nature • Connection

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OFF-SITE VISITS POLICY

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OFF-SITE VISITS POLICY AND PROCEDURES

1. Policy Statement

Conquest Centre value the role of off-site visits as part of therapeutic input. We encourage off-site visits of all kinds as part of the experience that we offer to our students. All such visits off Conquest Centre premises require careful planning before permission for the journey is sought, using the current trip planning procedures set out in this policy. This policy applies to all members of staff working at Conquest Centre who take young people off-site. It is applicable to the young people participating in the activity and to staff.

At Conquest Centre, all staff are fully aware of their responsibilities regarding safeguarding and promoting the welfare of children/staff. This policy has been written taking all aspects of safeguarding into consideration. This policy sets out the responsibilities, requirements, and guidelines for planning, organising and managing off-site visits to ensure that young people and staff may experience the best possible benefits from these activities whilst at the same time minimising risks to their health, safety and wellbeing.

2. Data Protection

Conquest Centre supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Conquest Centre has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Every member of Conquest Centre has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the Conquest Centre GDPR Policy.

3. Disclosure of Information

Any use or disclosure of information held within Conquest Centre, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

Off-Site Visits Procedure

4. Planning Procedures

Off-site visits must be approved by the Centre Manager and all planning procedures are designed to ensure that the following conditions are complied with:

- Maintenance of responsibilities regarding safeguarding and promoting the welfare of children/staff.
- Safety of both staff and young people is paramount.
- No trips will take place without all pre-planning requirements being completed.

For Staff planning a trip for the first time, there are many colleagues who can provide help and advice based on their experience.

5. Activities

A wide range of activities are offered and are covered by this document including, but not limited to:

- Day or part visits using transport.
- Day or part visits on foot.
- Visits to natural attractions (beach/countryside).
- Sporting activities.

- Farm visits.
- Park visits.
- Visits to Cinema and Theatre.
- Visits to restaurants and cafes.
- Visits to Shops.

6. Risk Assessment

Thorough Risk Assessments are to be carried out before each visit by the Centre Manager or a delegated member of the team. All staff and young people attending the visit are briefed on the risk assessment prior to the visit. Generic Risk Assessments are located in the 'Risk Register', these will be used along with this policy and procedure, Pupil registration details (Montyzooma), with addition of any Visit Specific Risk Assessment required.

7. Pre-Visits

In order to undertake a full and comprehensive assessment of risks, it is necessary to undertake a pre-visit. Even when a visit is made regularly, risks should be reassessed from time to time.

When undertaking risk assessment, a number of variables will be taken into account – although the list below is comprehensive, all variables are to be considered:

- Number of clients involved.
- Numbers, experience and quality of accompanying staff.
- Age of the clients, their ability and their general behaviour.
- The young person Individual Behaviour Management Plans and Individual Risk Assessments.
- Time of day and time of year.
- Travel arrangements.
- Hazards at the environment being visited.
- The nature of the activities.
- Special educational or medical needs of the clients.
- The quality and suitability of available equipment.
- Seasonal weather conditions.
- Emergency procedures.
- How to cope when a client becomes unable or unwilling to carry on with the visit;
- The need to monitor the risks throughout the visit.

8. Responsibilities

All adults and young people have responsibilities during the course of any off-site activity in which they are participating. These responsibilities are to be identified, risk assessed and documented during the pre-visit assessment and planning.

Senior Management

The Centre Manager should be satisfied that the risk assessments have been undertaken and that appropriate safety measures have been put in place and that training needs have been addressed.

They must ensure that:

- They are notified of all visits –Using the offsite notice board;
- The leader / staff member planning complies with the Risk Assessment;
- The leader / staff member complies with regulations and guidelines, including the health and safety policy document;

- The group leader reports back after the visit;
- They are informed about less routine visits well in advance;
- Ensure staff adhere to Conquest Centres Driving Policy.

Staff members

Staff members have a duty of care towards the clients in their charge. Staff members must recognise their responsibilities:

- Obtain the Centre Managers and/or an onsite based member of staff, prior agreement before any off-site visit.
- Clearly define staff members roles and ensure all tasks have been assigned.
- Be suitably competent to instruct clients in the activity and be familiar with the location/centre where the activity takes place.
- Ensure adequate first aid provision is in place / First aid kit to be carried.
- Undertake and complete the planning and preparation of the visit including the briefing of those involved with the visit.
- Undertake and complete a comprehensive risk assessment or be familiar with the current risk assessment for the activity.
- Ensure that all staff are fully aware of what the proposed visit entails.
- Have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed – read clients supporting documentation. It is also advised to discuss the visit with students' guardians and gain their approval.
- Ensure staff client ratio is appropriate for the group.
- Consider stopping the visit if the risk to the health or safety of the client is unacceptable and have in place procedures for such emergency.
- Ensure all staff know about the emergency procedures.
- Ensure that all staff have details of the medical or special needs of the clients.
- Ensure all staff and clients are signed in and out.
- Ensure all staff are contactable whilst offsite using mobile phones.
- Ensure Driving Policy is adhered to.
- Staff uniform and lanyards to be worn.
- Complete the offsite notice board with information including names of who is offsite, departure time, estimated time of return and visit location.

Staff members on offsite visits act as employees of the company whether the visit is during normal school hours or not.

They must adhere to the health and safety requirements of everyone in the group.

Students

The Staff Member must make it clear to students that they must:

- Not take unnecessary risks.
- Follow the instructions of the Staff Member including those at the venue.
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader about it.
- The visit may be stopped if the behaviour of the students is considered to be unacceptable.

Further Duties and Responsibilities

All staff should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the clients and other staff.

All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the clients.
- Inform the Visit Leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the leader any concerns they may have regarding client behaviour and wellbeing during the visit.

9. Records

Pre visit risk assessments, session write ups detailing visit, and reports of any accidents or incidents will be kept on file.

10. First Aid

There will be person competent in first aid on every visit. A first aid kit will be taken on every visit.

11. Supervision

There are no statutory requirements, but good practice would suggest ratio would depend on the specifications of the visit and the individual pupil.

Discuss supervision requirements for 'Looked after Children' with their care team.

If a student defaults the priorities are:

- To assess the situation.
- Safeguard the other members of the group'
- In form the police.
- Inform Conquest Centre Manager.
- Ensure that a member of staff accompanies the defaulting student if necessary and the rest of the group are supervised.
- Ascertain telephone numbers for any future calls.
- Write down accurately all relevant facts and witness details and preserve all vital evidence.
- Keep a written account of all events, times, and contacts after the incident.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media and no names should be provided.
- No one in the group should discuss any legal liability with other parties.

In an emergency the visit leader would usually be expected to take control of the situation.

12. Emergency Procedures

Visit leaders have a duty of care to make sure that young people are safe and healthy. They also have a common law duty to act as a responsible parent would. Staff Members should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

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.
- Inform Conquest Centre Manager.
- Ensure that a member of staff accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify the police if needed.
- Ascertain telephone numbers for any future calls.
- Write down accurately all relevant facts and witness details and preserve all vital evidence.
- Keep a written account of all events, times, and contacts after the incident.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media and no names should be provided.
- No one in the group should discuss any legal liability with other parties.

13. Policy Review

The Safeguarding Officer is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.