

Sunbeams

TRANSPORT AND OFFSITE ACTIVITIES POLICY

Document Control Sheet

Document Title	Sunbeams Transport and Offsite Activities Policy
Document Reference	SBP24
Version Number	3
Date Created	September, 2022
Date Approved	September, 2025
Next Review Date	September, 2026
Status	Approved
Approved By	Jessica Zwiebel, Safeguarding Officer and Trustee
Signature	

Revision History

Version	Date	Author	Description of Change	Approved By
1.0	Sep 2022	Admin	Initial release outlining transport, supervision, and offsite activity procedures.	Board of Trustees
2.0	Sep 2024	Admin	Review	Board of Trustees
3.0	Sep 2025	Admin	Review; minor clarification on travel risk assessment and parental consent.	Board of Trustees

1. Introduction

Sunbeams recognises that offsite activities and local outings play an important role in enhancing the wellbeing, confidence, and social development of the girls and young women we support. Whether through visits to parks, museums, cafés, or nature-based sessions at Lee Valley, such experiences contribute to emotional growth and meaningful connection.

This policy sets out how Sunbeams ensures all offsite and transport activities are planned, risk-assessed, and delivered safely, in accordance with our safeguarding, health and safety, and cultural values.

2. Purpose and Scope

The purpose of this policy is to provide clear guidance for staff, volunteers, and mentors when planning or supervising any offsite activity involving children or young people.

It ensures:

- The safety and wellbeing of all participants.
- Appropriate supervision and parental consent.
- Compliance with statutory and insurance requirements.
- Culturally sensitive practice respecting the needs of the Orthodox Jewish community.

This policy applies to all Sunbeams-led activities taking place away from the main centre, whether on foot, by public transport, or at external venues.

3. Legal and Policy Framework

This policy is underpinned by:

- *Health and Safety at Work etc. Act 1974*
- *Management of Health and Safety at Work Regulations 1999*
- *Children Act 2004*
- *Working Together to Safeguard Children (2023)*
- *Road Traffic Act 1988* (for any vehicle-related travel)

It should be read alongside Sunbeams' Safeguarding & Child Protection Policy, Health & Safety Manual, Risk Assessment Policy, Lone Working Policy, and Parental Consent Procedures.

4. Responsibilities

- Trustee Health & Safety Lead (Jessica Zwiebel) provides governance oversight and ensures annual policy review.
- Health & Safety Officer (Ruchi Ostreicher) approves all risk assessments and monitors compliance.
- Staff and Mentors plan and conduct offsite sessions following approved procedures, ensuring ratios, consent, and safety controls are met.
- Parents/Carers provide written consent for all offsite activities and are informed of all details in advance.
- Participants are expected to follow agreed codes of conduct and safety instructions.

5. Planning Offsite Activities

All offsite activities must be pre-planned and approved by the Health & Safety Officer before taking place.

Planning includes:

1. Completing a written risk assessment (see Appendix B).
2. Confirming supervision ratios (normally a minimum of 2 adults).
3. Ensuring participants and parents are fully briefed.
4. Carrying emergency contact details and first aid equipment.
5. Checking weather conditions and accessibility of the location.
6. Notifying the Operations Officer of date, time, and participant list.

Mentors and staff must always operate within their competence and training. Spontaneous offsite sessions are not permitted unless pre-approved.

6. Travel and Transport

Most offsite activities are conducted on foot or by public transport.

Where public transport is used:

- Journeys must be pre-planned with safe routes and clear meeting points.
- Group leaders must supervise boarding, seating, and disembarkation.
- Travel times should avoid peak congestion whenever possible.

Staff and volunteers must not transport mentees in private vehicles unless there is formal written authorisation from management and insurance validation is confirmed.

Taxi use may be approved in exceptional circumstances (e.g. accessibility needs, poor weather) with management consent and parental notification.

7. Parental Consent

Written parental consent is required for all offsite activities.

Consent forms must specify:

- Location, purpose, and date of the activity.
- Travel arrangements and supervision details.
- Contact information for the responsible staff member.

For recurring local trips (e.g. weekly walks to the park), blanket termly consent may be used, supported by ongoing parental communication.

No participant may join an activity without signed consent on record.

8. Behaviour, Conduct and Safeguarding

All safeguarding principles apply equally offsite.

Staff and volunteers must always maintain professional boundaries and follow the Sunbeams Code of Conduct.

- Group ratios: A minimum of two responsible adults must be present.
- Mixed-gender supervision is not permitted.
- Physical touch, photography, and social media use follow the same restrictions as in-centre sessions.
- Participants are briefed on conduct, staying together, and listening to instructions.

Any safeguarding concern arising offsite must be reported immediately to the Designated Safeguarding Officer upon return, or sooner if urgent.

9. Emergencies and Incident Management

In the event of an emergency:

1. Ensure safety first – move participants to a safe location.
2. Call emergency services (999) if required.

3. Notify the Designated Safeguarding Officer and Health & Safety Officer as soon as practicable.
4. Record all details using the Incident Report Form on return.
5. Conduct a post-incident debrief and review with the Operations Officer.

A basic first aid kit and charged mobile phone must always be carried.

10. Risk Assessment

Every offsite activity must be supported by a completed and approved risk assessment.

The assessment should consider:

- Environmental risks (weather, terrain, water proximity).
- Travel and route safety.
- Accessibility for participants with additional needs.
- Emergency procedures and communication.
- Cultural and safeguarding considerations.

Templates are provided in Appendix B, and completed forms are stored with the Operations Officer.

11. Record Keeping

For every offsite activity, the following must be retained:

- Completed and signed risk assessment.
- Participant list with emergency contact details.
- Parental consent forms.
- Incident or near-miss forms (if applicable).
- Post-activity review notes.

All documents are stored securely for a minimum of three years.

12. Continuous Improvement

Sunbeams review offsite procedures annually or following any incident.

Feedback from staff, mentors, parents, and participants is used to improve planning, safety, and inclusivity.

The Health & Safety Officer ensures learning from incidents is recorded in the organisational risk register.

Appendices

Appendix A – Offsite Activity Checklist

- Risk assessment completed and approved
- Parental consent received
- Emergency contact list carried
- First aid kit and phone available
- Staff/mentor ratio confirmed
- Meeting point and return time agreed
- Weather and accessibility checked
- Participants briefed on behaviour and safety

Appendix B – Offsite Activity Risk Assessment Template

Activity: _____

Date: _____

Location: _____

Lead Staff: _____

Hazard	Risk	Controls in Place	Further Action	Residual Risk
_____	_____	_____	_____	Low / Medium / High

Approved by (Health & Safety Officer): _____

Date: _____

Appendix C – Parental Consent Form Template

Activity: _____

Date: _____

Location: _____

Transport Method: _____

I give consent for my child to participate in this Sunbeams activity. I understand that staff and volunteers will take all reasonable precautions to ensure safety and wellbeing.

Child's Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____