

TRIPS AND EDUCATIONAL VISIT POLICY

Next Gen
Alternative
Provision

Approved by:	Omar Salahuddin	Date: 13/04/25
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TRIPS AND EDUCATIONAL VISITS POLICY

1. Purpose

This policy ensures that all trips and educational visits:

- Promote children's development, independence, and wellbeing
 - Are planned and delivered safely
 - Meet safeguarding and regulatory requirements
 - Provide enriching and positive experiences
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2. Scope

This policy applies to:

- All staff
 - All children and young people in the home
 - All off-site activities, including:
 - Day trips
 - Overnight stays
 - Holidays
 - Educational visits
 - Leisure outings
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3. Legal & Regulatory Framework

This policy is guided by:

- Children's Homes (England) Regulations 2015
 - Quality Standards (particularly Protection of Children & Leadership and Management)
 - Ofsted Social Care Common Inspection Framework (SCCIF)
 - Health and Safety at Work legislation
 - Safeguarding and child protection guidance
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4. Principles

Trips should:

- Be child-centred and inclusive
 - Support education, social development, and life skills
 - Be risk assessed and proportionate
 - Respect children's wishes, feelings, and cultural needs
 - Promote normality and positive experiences
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5. Roles and Responsibilities

Registered Manager

- Approves all significant trips and overnight stays
- Ensures risk assessments are robust
- Ensures staffing levels are appropriate
- Notifies placing authorities where required

Trip Leader

- Plans and coordinates the trip
- Completes risk assessments
- Ensures safeguarding arrangements
- Carries essential documentation

Staff

- Supervise children appropriately
 - Follow risk assessments
 - Maintain vigilance at all times
 - Record incidents and outcomes
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6. Planning and Approval

All Trips Must Include:

- Clear purpose and objectives
- Risk assessment (proportionate to activity)
- Staffing ratios and supervision plan
- Emergency contact details
- Medical and dietary needs
- Consent (where required)

Additional Requirements for Overnight Trips:

- Manager approval
 - Placement authority notification
 - Accommodation checks
 - Detailed itinerary
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7. Risk Assessment

Risk assessments must consider:

- Location and environment
- Transport arrangements
- Child-specific risks (e.g. absconding, behaviour)
- Medical needs
- Safeguarding risks
- Weather conditions

Risk assessments should:

- Be dynamic (reviewed during the trip)
 - Balance risk vs developmental benefit
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8. Consent and Permissions

- General consent should be obtained on admission
 - Specific consent required for:
 - Overnight stays
 - High-risk activities
 - Social workers/placing authorities must be informed as required
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9. Staffing Ratios

Staffing must:

- Reflect children's needs and risks
- Consider gender mix where appropriate
- Ensure adequate supervision at all times

Typical guidance:

- Higher risk = higher staffing ratio
 - Minimum of 2 staff for most trips
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10. Transport

All transport must:

- Be safe, insured, and roadworthy
- Be driven by authorised staff
- Include seatbelt use at all times

Public transport:

- Risk assessed
 - Children supervised closely
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11. Safeguarding

Staff must:

- Maintain constant awareness of children's whereabouts
 - Follow missing from care procedures if necessary
 - Avoid situations where children are unsupervised in unsafe environments
 - Maintain professional boundaries
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12. Health and Safety

- First aid kit must be available
 - At least one first aid trained staff present
 - Medication administered in line with policy
 - Emergency procedures clearly understood
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13. Behaviour Management

- Behaviour expectations explained prior to trip
 - De-escalation strategies used
 - Sanctions consistent with home policy
 - Physical intervention only as last resort
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14. Insurance

The home must ensure:

- Appropriate insurance cover is in place
 - Activities are covered (including adventurous activities if applicable)
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15. Recording and Reporting

Before the Trip

- Risk assessment completed
- Consent recorded
- Trip plan documented

During the Trip

- Significant events recorded

After the Trip

- Evaluation completed
 - Any incidents reported
 - Learning identified
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16. Emergency Procedures

Staff must:

- Carry emergency contact numbers
 - Know location of nearest medical services
 - Contact emergency services where required
 - Inform the manager immediately
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17. Equality and Inclusion

Trips must:

- Be accessible to all children
 - Consider disabilities and additional needs
 - Respect cultural, religious, and dietary requirements
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18. Review

This policy should be reviewed:

- Annually
- Following any serious incident
- Following regulatory updates

ADDITIONAL – POLICY REQUIREMENTS

1. Individual Child Risk Profile

Child Name:

Key Risks (e.g. absconding, behaviour, health):

Triggers:

Supervision Level Required:

Control Measures:

Staff Responsible:

Review Date:

2. Dynamic Risk Assessment Matrix

Risk Rating Guide:

Likelihood:

1 = Rare

2 = Possible

3 = Likely

Impact:

1 = Low

2 = Medium

3 = High

Risk Score = Likelihood x Impact

Action:

1-2 = Low (monitor)

3-4 = Medium (controls required)

6-9 = High (senior approval required)

3. Missing from Trip Protocol

If a child goes missing:

1. Search immediate area
2. Contact manager immediately
3. Call police if not located quickly
4. Record incident
5. Follow return home interview process

4. Staff Pre-Departure Checklist

- ✓ Risk assessment completed
- ✓ Consent obtained
- ✓ Emergency contacts available
- ✓ First aid kit packed
- ✓ Medication packed
- ✓ Staffing ratios confirmed
- ✓ Transport checked
- ✓ Itinerary shared

5. Incident Report Form

Date:
Time:
Location:
Child Involved:
Description of Incident:
Action Taken:
Staff Signature:
Manager Review:

6. Trip Audit & Review Log

Trip Name:
Date:
Compliance Check (Y/N):
Risk Assessment Quality:
Staffing Adequacy:
Safeguarding Compliance:
Overall Rating:
Actions Required:
Manager Signature:

7. Version Control

Version: 1.1
Date: 14/04/25
Updated By: Omar Salahuddin
Summary of Changes: Added Dynamic Risk
Next Review Date: 31/08/26