

## **Holidays and Residential Trips with Children, Young People, Adults who may be Vulnerable**

Except where indicated all paragraphs refer to recommended arrangements  
for children and adults who may be vulnerable

### **1 Preparing for Holidays and Residential trips**

#### **Permission for the holiday or trip, and insurance**

A detailed description of the holiday or trip should be presented to the Parochial Church Council so that permission may be given by the PCC, and the holiday covered by the parish insurance. If there are to be any potentially hazardous activities undertaken this description must include an assessment of the risks involved, with adequate insurance; or alternatively, a written assurance from the activity centre that it has carried out its own risk assessment and has adequate insurance.

#### **Recruitment of voluntary workers to take children, young people and vulnerable adults away**

All leaders must be recruited according to the Diocesan Safer Recruitment procedures.

#### **Communication**

- All leaders should carry a mobile phone, and have the phone numbers of other leaders saved on their phone
- A list of details of all children, young people or vulnerable adults present on the trip, including emergency contact details for parents or carers, should be carried by a leader at all times
- A copy of this list should be held by a designated person at home, who will act as the intermediary in the event of emergency communication between the group and the church, and with parents and carers
- Leaders must report all serious incidents to the designated person at home, who will in turn pass on appropriate information.

#### **Support of leaders**

- All voluntary leaders should be clear about their specific responsibilities
- All leaders should know who to go to if they have a concern about a child, young person or vulnerable adult or have any other worries.

#### **Premises**

- Insurance, Food and Hygiene, First Aid kit and Fire precautions should be checked in advance of the event; written confirmation must be obtained, before the trip, of the operators' of the premises Employers and Public Liability insurances
- There must be a qualified first-aider on site.

### **Risk assessment (See How to do a risk assessment)**

- If the residential trip is to a recognised, established venue, leaders should check in advance that the organisation has carried out a risk assessment for the premises and the activities which will be undertaken, and is itself carrying the risk
- A risk assessment identifying risks in relation to specific needs of service users and actual risks for the holiday should be carried out by the church, and evaluated in advance of the holiday, and action taken to minimise these risks
- On arrival, leaders should carry out a further risk assessment of the accommodation to ensure the environment is safe for all parties present
- Staff should familiarise themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported and dealt with immediately.

### **Link person (children and young people)**

If the trip is to a distant place, a link person in the home area should be designated. The link person should:

- hold a copy of the group itinerary and programme.
- hold a copy of the list of children involved.
- hold copies of the parental consent forms with their contact details.
- be in touch with the group leader.
- inform parents in the event of an unforeseen delay or emergency.

## **2 The Holiday or Residential Trip**

No child under the age of 8 can be taken away on residential activities without being accompanied by his or her parent or guardian.

### **Information for parents (children/young people)**

It is important that parents should have full information before giving consent. This should include:

- Aims and objectives of the event or activity.
- Date of the event and its duration.
- Details of venue including arrangements for accommodation and supervision.
- Travel arrangements.
- Name of group leader and contact numbers.
- Information about financial, medical and insurance arrangements.
- It may be helpful to hold a briefing session for parents before the event.

### **Parental consent (children/young people)**

Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of his or her parent or guardian using the Diocesan consent form; this gives authority to the person named as responsible for the activity to take the young person away and to act "as a careful parent would". It does not transfer parental responsibility. Parental consent forms set out the activities, risks and safety measures that will be adopted. In an emergency, while every attempt should be

made to contact a parent this should not delay seeking medical treatment. The group leader should take the consent forms with them on the trip.

### **Consent and involvement (Adults who may be vulnerable)**

The vulnerable adult should be informed about:

- aims and objectives of the trip and activities
- date of the trip and its duration
- details of venue including arrangements for accommodation and supervision
- travel arrangements
- name of group leader and contact numbers
- information about financial, medical and insurance arrangements.

The vulnerable adult should be fully involved in planning and decision-making for the residential trip. If the vulnerable adult is not able to voice their opinion, advocates, such as family members or friends, should be consulted as their representatives.

### **Accommodation (children/young people)**

- Boys and girls must have separate sleeping and washing facilities which are private to them.
- Mixed groups must have adults of both sexes involved.
- Adults should have separate accommodation but in close proximity to the young people.
- Young people under the age of 18 must not be left alone overnight.
- There should be a rota of awake adults during the night at least until all the young people have settled down.
- Any other arrangements should be carefully explained to parents beforehand and their consent obtained in writing for the arrangements.

### **Accommodation and arrangements (Adults who may be vulnerable)**

Careful consideration should be given to:

- the appropriateness of the venue
- length of journey and mode of transport
- appropriateness of accommodation
- whether the proposal is affordable for the vulnerable adult
- safety
- proximity to any necessary back up facilities (hospitals, doctors, transport).

### **Health and behavioural needs (Adults who may be vulnerable)**

- Advice should be sought and a written declaration of health needs should be obtained if a person has complex health needs, and agreements made in advance for administering medication and care plans for the duration of the holiday
- Potential areas of risk to the vulnerable adults, taking into account their specific needs, should be identified in advance and plans for action drawn up This should include health risks (e.g. seizures) and challenging behaviour
- Consideration should be given to the location and distance to the nearest doctor or hospital in case of an emergency, or in case of the need for specialist care
- If a vulnerable adult is taken ill or has an accident, or their behaviour becomes difficult to manage on the trip, the decision may be made to return home early. This should not be seen as 'failing.'

### **Supervision (children/young people)**

- One person must be designated overall group leader.
- Ratios of helpers to young people should be strictly followed.
- For over 8's there must be at least one helper for the first 8 children and then one helper for every additional 12 children.
- Every group must be led by at least two adults however small the group
- Within the requirement that there are at least two adults, there must be at least 1 leader for the first 8 children and 1 leader for every additional 12
- When physical activities are planned staffing levels should be increased accordingly.
- Individual adults should never be alone with children or young people. Each adult should have a list of all children.
- Parents should be informed beforehand if it is intended to allow groups of young people to go off unsupervised e.g. for shopping.
- If instructors are engaged for specific activities, check that they have the appropriate certificates. Organisations should be registered with the Adventure Activities Licensing Authority and have the appropriate insurance. Risk assessments will be needed.
- Make sure children have appropriate clothing and kit needed for activities.

### **Swimming in the Sea or other Natural Waters (children/young people)**

Swimming in the sea or other natural waters are potentially dangerous activities. This should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance e.g. where there is a qualified life guard present. Even with life guard cover all children and young people should always be in the sight of the group leader and team. One person should always stay out of the water for better surveillance. Ideally the group leader should hold a relevant life saving award, even where there is life guard cover. Swimming requires one adult in the water with every three children under the age of eight.

### **Swimming Pools (children/young people)**

Ascertain before any visit to a swimming pool:

- The level of supervision provided by the pool staff, are they qualified in life saving? Is there constant pool supervision?
- Are there signs indicating the depth - e.g. shallow end. (Depending on the age of the group you are taking is the shallow end shallow enough?)
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving? (If the depth is less than 1.5 metres diving should not be permitted)
- In the absence of mobile phones is there a poolside telephone? Is there a poolside alarm?
- Are there resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing and showering facilities safe and hygienic?
- Have the children and young people been instructed on how to behave in and around water?

Ensure that children and young people have not eaten (at least half an hour) before swimming.

