

# Trips Policy

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## Trips

Trips to other venues have very little risk provided the correct procedures are followed:

1. All young people must have provided a correctly completed and signed permission form from a parent or legal guardian.
2. Parents or Guardians should have a portion of the letter to keep that shows clearly a contact mobile telephone number that will be available to take calls during the trip.
3. Everyone going on the trip should appear on a master list / register
  - a. This list must contain emergency contact numbers;
  - b. There must be a list of any allergies or medical condition that the young people have;
  - c. All staff should have clear responsibilities for small groups of young people if the group is large.
4. There must be clear roles assigned to staff
  - a. Trip leader, the person responsible overall, this person will call emergency services and / or parents if required.
  - b. First Aider.
5. If crossing a road, a suitable Zebra, school or Pelican crossing should be used if available. Staff should supervise so that no one crosses until all traffic has come to a complete stop.
6. In the event that no real crossing is available,
  - a. a safe place on the road with good visibility should be found, and staff should stop the traffic with a raised hand.
  - b. No one should cross the road until all traffic has come to a stop.
7. If travelling by London Transport,
  - a. A member of staff should be first on and another member of staff should be last on the transport. This ensures that the whole party boards the transport.
  - b. The same system should be used for getting off of the transport.
  - c. Where possible, the whole group should sit together.
  - d. If the group needs to be split for any reason, each smaller group should have a member of staff assigned.

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8. If travelling by mini bus or by car it is essential that the vehicle is in good working order.
  - a. If the driver needs corrective lenses, ie contact lenses or glasses, these must be worn.
  - b. The Driver must be fresh and alert and free from alcohol, drugs and prescription medication that may make them drowsy, and must have been resting for 45 minutes before the journey begins. (Resting does not mean doing other work, The department of transport say that "...drivers may not perform anything that might be regarded as 'other work' ")
  - c. All lights and indicators should be checked.
  - d. The driver must have the correct driving licence and,
  - e. The vehicle must be insured for the purpose of youth work.
  - f. All seats must have a working seat belt and all passengers and driver must put a belt on.
  - g. The driver must not be distracted and abide by the laws of the road.
  - h. If travelling abroad, it is the driver's responsibility to know the relevant laws in any country that they are driving in.
  - i. The European drivers' hours rules require that after 4½ hours driving, a driver must take a break of at least 45 minutes.
    - i. This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes each distributed over the period.
    - ii. For instance, the driver may drive 2 hours, rest 15 minutes then drive 2½ hours and then rest 30 minutes before continuing; or can drive a full 4½ hours then rest for 45 minutes.
    - iii. As stated above "...drivers may not perform anything that might be regarded as 'other work' " – That means that during the rest period, the driver cannot be responsible for looking after or overseeing young people, that would be up to other adults on the trip.
  
9. If the trip involves an overnight stay, suitable accommodation should be provided.
  - a. The accommodation must be safe and secure.
  - b. Girls and Boys must not share a room.
  - c. Under 18's must not share a room with over 18's.