



TRAFFORD
COUNCIL

Services for Children, Young People and Families

Children in care

Children's homes

Holidays and outings

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This procedure relates to holidays and outings organised by the Children's Homes. It has been written to safeguard staff, children and young people whilst enjoying the opportunity to experience holidays and outings.

It is based on good practice and risk assessment and will be regularly reviewed and updated

1. Pre planning and authorisation

As soon as it is known a holiday or outing is likely or necessary, the manager must be consulted and should oversee and approve all arrangements or delegate another person to act on the manager's behalf. All arrangements must be recorded and signed off by the Home's Registered Manager and approved through the EVOLVE system. A holiday must not be booked without prior agreement of the Manager.

If only one member of staff is taking part, it is always assumed that person is in charge or responsible for the activity. Where more than one member of staff is taking part, one person must be designated Group Leader (or person in charge) and other staff should be given other responsibilities/roles as necessary. These other responsibilities must be overseen by the Group Leader and approved by the registered manager.

The Group Leader should complete a Risk Assessment for all holidays. The holiday risk assessment must take into account the general areas of likely risk associated with taking children and young people on holiday such as; means of travel, fire safety whilst on holiday, children going missing and children taking ill (see example Appendix 1). The individual Risk Assessments for the children going on the holiday must also be considered and staff fully aware of any identified risks and the control measures to be followed to reduce risk and safeguard children.

The Group Leader must prepare and produce a route, timetable or schedule for the holiday/outing, including dates, times of travel, vehicle(s) to be used, the location of planned breaks, places/locations to be visited and people to be visited.

The Group Leader must identify the children who will be taking part in the activity and consider what arrangements or plans must be made, taking account of:

- Care Plan, Placement Plan or other relevant plans

- Recent/relevant events/incidents
- Group dynamics, staff/child relationships
- Child Protection Issues
- Violent or other offending behaviour
- The healthcare or mental health needs of the children
- Level associated with Drug/Alcohol etc. misuse
- Level of disability and associated special needs

A list of staff that are likely to take part must be drawn up. At least two members of staff should be known to the child(ren) taking part and there must be one member of staff from each gender for mixed groups. Where this is not possible the manager must approve the alternative arrangements, ensuring that the best interests of the child are accounted for; in these circumstances the staff taking responsibility for the child must be provided with relevant information about the child to enable the activity to be undertaken safely.

The Group Leader must ensure the child/staff ratios are adequate to meet the needs of the children and the risks posed.

Where there is a risk of confrontational or violent behaviour, the Group Leader/Manager must ensure that staff undertaking the activity are suitably trained and are familiar with procedures and guidelines relating to Behaviour Management, Incidents and the use of Physical Intervention.

The Group Leader must ensure that parent(s) have been consulted/informed and signed consent obtained.

All staff must carry ID cards.

Children and young people must wish to take part in the holiday/outing.

Choosing the location for holidays

The following should be taken into account when choosing the location for a holiday:

- The children's wishes
- Suitability – including facilities
- Financial considerations
- Staffing arrangements
- Travel arrangements
- Risk assessment
- Availability

Once it has been agreed by the Registered Manager the holiday application request must be forwarded to the Head of Service, Children in Care for approval. (See Appendix 2)

2. Insurance

The Trafford Evolve system will allow for suitable insurance for the staff and children for the duration of the holiday.

Staff must ensure they have the policy number and contact details of the insurance provider with them on the holiday.

3. Financial arrangements and meals

The Group Leader must decide what financial arrangements are necessary, and agree them with the homes manager. The manager must decide how finances will be recorded.

The Group Leader must ensure that adequate arrangements are made for meals, breaks; taking account of the dietary, healthcare and cultural needs/choices of the children and staff.

4. Transport

Where possible the staff will use the children's homes people carrier as the means of transport throughout the holiday.

5. Preparing children and young people

As soon as practicable before the activity is due to start, the children should be notified of the following; and this must be recorded.

- The intention to involve the children in the planning.
- An explanation of the proposed activity, including its aims and objectives.
- Expectations about their behaviour and the implications of poor behaviour.
- Appropriate and inappropriate personal contact including sexual activity.
- Emergency procedures and safety precautions.
- Rendezvous procedures.
- Dangers e.g. coastal visits, mountain walking.
- What clothing they will require.

6. Adventurous activities

If an activity holiday is proposed, the name of organisation, activities involved, type of accommodation, address and phone number of organisation should be obtained and details checked through the EVOLVE system.

Adventurous activities can only be facilitated by people who have the necessary qualifications and licence necessary to permit them to undertake these with children and young people.

Staff must check all details prior to arranging or offering any child an activity.

The licence is an indication of the standard of health and safety the organisation achieves. It also indicates that police checks and references have been taken up for staff.

7. Accommodation

The homes manager should check the accommodation planned is suitable, paying attention to the following:

- The immediate accommodation area should be exclusively for the group's use.
- There should be heating and appropriate ventilation.
- The accommodation must be safe i.e. locks on doors.
- The accommodation must have a fire alarm.
- The whole group must be made aware of the layout of the accommodation.
- There must be adequate space for storing clothing.
- There must be adequate lighting (take a torch).
- There should be recreational accommodation/facilities wherever possible.

7.2. Accommodation (outdoors)

The above should be taken into consideration. For camping, there are numerous additional considerations to be taken into account, e.g. safety issues, security, cooking safety, fire. All concerns should be part of the risk assessment.

8. Sleeping arrangements

There should be separate and female/male sleeping facilities for children and staff.

There should also be if possible separate bathing facilities for male and female, if this is not possible, a rota system must be implemented.

Staff should not go to their beds until all the children are settled.

Individual/group needs must be taken into consideration at night e.g. a child may prefer not to sleep in a dormitory setting. Are there any child protection issues? Sleeping arrangements must reflect the fact that staff have considered the individual needs of and associated risks to children on the activity. Sleeping arrangements must be detailed in the plan and approved by the Manager.

Security arrangements must be implemented at night. All doors should be locked at night and children restricted from the opportunity to go missing.

9. Absence whilst on holiday/activity

If a child becomes Absent (Absent Child is the generic term for children who are Missing, whose absence is Unauthorised or who have Absconded) it will be necessary to follow the procedures set out in Children who Go Missing from Home or Care Procedures.

10. Risk assessment

The manager of the home must ensure that a risk assessment for the holiday has been undertaken and records the safeguarding measures to be undertaken by the staff to reduce risk. (See example Appendix1)

This risk assessment must include the following areas:

- Transport safety
- Behaviour Management
- Fire Safety
- Sleeping arrangements
- Missing /absconding

- Medication and Illness
- Cash handling and security
- General safety

11. Checklist

Prior to any holiday the following must be undertaken and recorded:

- Details of accommodation, including address and dates requested
- An itinerary of the proposed holiday
- A diagram of the accommodation with reference to sleeping arrangements
- Copy of the EVOLVE approval and Insurance Policy details
- Holiday Risk Assessment
- Signed Parental Consent for each child
- Contact details of parent/carer of each child
- Individual Risk assessment of children and summary of essential information.

12. Recording/running sheets

All recording for the holiday will be completed as it is done so within the children's home. A Log Book will be used for the duration of the holiday and Running Sheets will be completed daily for each child/young person. Staff must ensure that recordings are completed daily.

13. Conduct

Staff on duty during holidays or outings must work in accordance with Trafford procedures. Staff should ensure that their conduct is professional and they conduct themselves appropriately in their professional capacity.

Staff must work in accordance with the Children's Homes policies and procedures. Staff are not permitted to purchase alcohol for any young person and are not permitted to drink alcohol whilst on duty or at any time whilst on the holiday or outing. Staff must follow the Drugs and Substance and Safe Care policies regarding smoking and alcohol.

14. Communication

Staff attending holidays should have access to mobile phones.

The group leader must inform the Registered Manager of the home of any significant event during the holiday and maintain regular contact with the home.

Appendix 1

Holiday Risk Assessment (Example only)

Name of Children's Home Kindle
Service: CFS
Assessment date: January 2020
Names of all staff involved in the assessment process
Manager's signature:

Hazard	Persons at risk (e.g. Staff, visitors, young people)	Safeguarding measures to be taken	Further action required (if existing controls are inadequate)	By whom and when
1. Transport to the Park Driving the people carrier Road traffic accidents resulting in personal injury, e.g. fracture, whiplash, cuts, bruises Unfamiliarity with vehicle Poor weather conditions Injuries due to defects on vehicle Vehicle accident/breakdown	Staff and children	Drivers to all hold current driving license Drivers are expected to follow safe driving practices at all times during the holiday Drivers instructed not to drive if feeling tired or unwell Copy of details of the journey to be available at Old Hall Rd, and to call if any changes are made to original journey details Follow vehicle checking procedure and record on vehicle log sheet Breakdown contact number to be know by staff All staff and children to wear seat belts One member of staff to sit in the rear of the people carrier	None	N/A

<p>2. Dealing with bodily fluids, e.g. travel sickness</p>	<p>Staff and children</p>	<p>Body fluid spillage cleaning kits will be available</p> <p>Employee to have received training in dealing with bodily fluids, e.g. infection control training</p> <p>Employee instructed to wear personal protective equipment provided, e.g. disposable gloves/aprons</p>	<p>None</p>	<p>N/A</p>
<p>3. Fire Safety</p> <p>Risk of injuries, e.g. burns, loss of life, smoke inhalation due to:</p> <ul style="list-style-type: none"> • Electrical faults • Smoking • Accumulation of rubbish • Deliberate act, e.g. arson 	<p>Staff and children</p>	<p>All staff and young people on the holiday to be made aware of the Fire Procedures at Centre Parks on arrival</p> <p>Staff to check the location of fire safety equipment on arrival</p> <p>Staff discuss with the young people the rules regarding smoking smoking will not be permitted within the accommodation for site buildings</p>	<p>None</p>	<p>N/A</p>
<p>4. Dealing with any behavioural problems of young people</p>	<p>Staff and children members of the public</p>	<p>¹The individual risk assessments of young person taking part in the holiday must be known to all staff</p> <p>Staff must explain clearly to the children what is expected from them regarding behaviour</p> <p>²Staff taking part in the holiday must have undertaken: Personal safety, Dealing with violence and aggression and Physical intervention training and be fully up to date on the procedures regarding Behaviour Management</p> <p>Staffing arrangements for the holiday to be adequate to afford the appropriate level of supervision of children</p> <p>³Contingency arrangements to be in place for the return home to OHR of any child whose behaviour is disruptive to the holiday and deemed as being unsafe to continue on the holiday</p> <p>Staff to keep mobile phones on at all times during the holiday</p>	<p>¹To be taken on the holiday</p> <p>²Registered Manager to assess</p> <p>³Arrangements to be written onto rota</p>	<p>¹Staff on holiday</p> <p>²Registered Manager</p> <p>³Registered Manager</p>

<p>5. Undertaking activities on holiday, e.g. paintball, go karting etc</p> <p>Personal injury, including verbal abuse or possible loss of life due to:</p>	<p>Staff and children</p>	<p>Activities only undertaken at approved centres</p> <p>Evidence of Qualifications of staff at centres providing activities</p> <p>Staff and children instructed to wear personal protective equipment provided, where required</p> <p>Undertake an individual risk assessment of the young person to determine competency and level of support required</p> <p>Employee to be aware of slip and trip hazards within the environment</p> <p>Employee to receive adequate information, instruction to ensure competency in providing support required</p>	<p>None</p>	<p>N/A</p>
<p>6. Administration and storage of medication</p>	<p>Children</p>	<p>Staff to store all medication in a lockable box for the duration of the holiday, this to remain in the staff bedroom area</p> <p>Staff to check prior to departure that they have any child's individual medication and enough supply for the period of the holiday</p> <p>Medication to be administered in line with the homes procedures</p> <p>A first aid box must be adequately stocked and taken on the holiday</p> <p>A small amount of non prescribed medication will be taken on the holiday</p>	<p>None</p>	<p>N/A</p>
<p>7. If a child becomes ill</p>	<p>Children</p>	<p>¹Staff to have address of the most local hospital with an A&E department prior to departure</p> <p>²Staff to seek emergency GP advice for minor illness</p> <p>Staff to seek emergency assistance for urgent medical assistance</p>	<p>¹Address of local hospital</p> <p>²Contact for emergency GP</p>	<p>¹Staff going on the holiday</p> <p>²Staff on holiday</p>
<p>8. If a Child Goes Missing</p>	<p>Children</p>	<p>Staff to be vigilant on the whereabouts of children at all times and alert other staff immediately of any absence</p> <p>Staff to search the grounds</p> <p>Staff to alert the Centre Parks staff/security</p> <p>Staff to follow the Missing from Home or Care policy and liaising with the local police</p> <p>Staff to inform Old Hall Rd</p> <p>Staff to inform parents/carers</p>	<p>None</p>	<p>N/A</p>

9. Cash Handling	Staff	<p>Large amounts of cash will not be taken on the holiday and as far as possible payments for activities will be paid for in advance</p> <p>Staff will ensure cash is held securely between staff members in a suitable lockable container not assessable to the children</p>	None	N/A
10. Sleeping arrangements and personal safety	Children and staff	<p>All children and staff to take suitable clothing including night wear and dressing gown on holiday</p> <p>Staff to plan the sleeping arrangements prior to the holiday and where children are sharing this will be based on the staff knowledge of the children.</p> <p>Staff to ensure the cabin is secure during the night, locked main doors</p>	None	N/A
<p>11. Preparing and cooking food</p> <p>Burns/scalds from ovens, hobs, food, hot oil, fats</p> <p>Food poisoning/ infection as a result of:</p> <ul style="list-style-type: none"> • Out of date food • Frozen food not thawing out properly • Dirty surfaces, pots, utensils 	Staff and children	<p>Staff instructed not to leave food unattended to burn/boil over</p> <p>Staff instructed to use oven gloves/cloth</p> <p>Staff instructed to follow cooking/thawing instructions</p> <p>Staff taking part in the holiday have received training in:</p> <ul style="list-style-type: none"> • Food hygiene to a level appropriate to their job • Manual handling <p>All spillages are cleaned up quickly</p>	None	N/A
<p>12. Health and Safety within the General Environment</p> <p>Slips , trips, falls</p>	Staff and children	<p>The cabin will be kept clean and tidy</p> <p>Staff and children will take appropriate clothing</p> <p>Staff will undertake visual checks of the accommodation and report to the site manager any dangers</p> <p>Staff will be vigilant throughout the holiday regarding the safety of the children at all times</p> <p>Staff will discuss any dangers with the other staff members and make all children aware</p>	None	N/A

Signed (Registered Manager)

Signed (RCCO)

Signed (Registered Manager)
Signed (RCCO)
Signed (RCCO)

Appendix 2

Application for a Holiday

Holiday Destination (full address)
Duration
Departure date
Return date

Risk Assessments
Risk Assessment completed? Y / N (Please attach)
Individual Risk Assessments of children/young people and profile of children and young people? Y / N Are the control measures sufficient to manage any known risks during the holiday? Y / N Please describe:

Budget and costs
Can the cost of the holiday be met within the homes Holidays and Outings budget without impacting on the home being able to offer a range of outings throughout the year? Y / N
Additional staffing costs, please list

Transport and accommodation
Mode of transport
Description of accommodation

Staffing
Details of staff on duty during the holiday
Names
Designations
Shifts
Who is the named Group Leader for the holiday?

Details of Insurance

Has Parental Consent been sought for each child to participate? Y / N

Diagram of the accommodation including the sleeping arrangements
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Registered Manager signature
Date
Head of Service Children in Care signature
Date