

1.6.2 Holidays and School Trips

Regulations and standards

England:

- Regulation 7: **The Children's Views, Wishes and Feelings Standard**
- Regulation 9: **The Enjoyment and Achievement Standard**

Wales:

- Regulation 15: Personal plan
- Regulation 19: Information about the service
- Regulation 20: Service agreement

Outcome statement

Children are able to pursue their particular interests, develop confidence in their skills and are supported and encouraged by staff to engage in leisure activities.

Guidance

Department for Education Advice on Health and Safety for Schools, including School Trips

Also see: **Activities and Transporting Children Procedure**

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1. **Hazards**

- Physical injuries
- People who use our Service absconding
- Verbal abuse to members of the public
- Road traffic, public transport activities
- Exposure to hazards in other environments

2. Work Activities

- General provision of care when accompanying people who use our Service on outings
- Taking part in activities in order to support people who use our Service
- Accessing and travelling on public transport
- Driving vehicles

3. Holidays or School Trips in the UK

Where there is a proposal for a child to go on holiday or a school trip in the UK, the relevant social worker should give approval, unless it has previously been agreed this is not necessary (which may apply for holidays or trips up to four days as set out in **Overnight Stays and Contact with Relatives and Friends and Visitors Procedure**) that the home can make the arrangements without seeking approval.

If the home is permitted to arrange holidays and trips without seeking approval, the social worker should still be informed, preferably in advance or as soon as possible afterwards.

Children must not be taken on holiday during term time unless there are exceptional circumstances that would be approved by the social worker's manager for the child and the Head of School.

4. Holidays or School Trips outside the UK

Where there is a proposal for child to go on holiday or school trip abroad, the child's social worker must always give approval, having consulted the child's parents.

Where the parents' consent, their consent must be obtained in writing. Where parental consent is not given, the social worker may need to seek legal advice as to whether the holiday can go ahead.

If the child requires a passport, the social worker should be consulted on the procedures within the local authority for obtaining passport

Where the holiday or school trip will interrupt contact arrangements between the child and parents or siblings, consideration should also be given to making alternative suitable arrangements.

5. Interruption to Normal Contact Arrangements

Where the holiday or school trip will interrupt normal contact arrangements between the child and his/her family and significant others, alternative suitable arrangements should be given consideration. This should be in consultation with the social worker and relevant others and consistent with the child's Care Plan.

See **Contact with Parents and Siblings Procedure**.

6. Safe ways of working

Assess each person who uses our Service in respect of his or her capability to take part in external activities and include information in the Care Plan.

Ensure adequate members of staff are available to accompany people who use our Service on outings. If a person who uses our Service has one-to-one care within the Service they must have at least one to one care when on external outings.

Review each person's Care Plan as necessary and update with any information regarding external situations which could create hazards for the people who use our Service, or members of staff e.g. a person who uses our Service may become agitated in crowds – this should be noted.

Review the venue that is proposed for any outing and ensure that facilities will be suitable for a person who uses our Service. Assess the venue in respect of its compliance with the Disability Discrimination Act 1995.

Identify whether there will be any specific hazards which a person who uses our Service may be affected by e.g. water and ensure that everyone is aware of the hazards and risks and any control procedures necessary to safeguard the person.

Consider the capability of the person who uses our Service to understand instructions, especially regarding safety. If a person cannot understand the need for keeping a safety bar in place on a leisure ride for instance, then it would be unsafe to allow the person who uses our Service to use the ride, etc.

When visiting other buildings/venues, consider what the emergency evacuation plan will be – check fire evacuation procedures, exit routes etc. The Care Worker will be the responsible person for ensuring that people who use our Service are safeguarded in an emergency. Again, check a premises' compliance with DDA requirement.

All people who use our Service have the right to individual freedom to experience all aspects of life, including access to leisure pursuits, facilities, tourist venues etc. However, there may be times when due to a person's disability, it is inherently unsafe for them to pursue a particular activity or facility. In these circumstances, safety must over-ride freedom of choice and human rights and the Care Worker is expected to exercise this judgement when accompanying a person who uses our Service on external outings. Should any doubts exist about suitability of an activity then the senior person in charge must be consulted.

In many circumstances a specific person-related and/or task risk assessment should be completed prior to the activity and/or outing taking place. The Service Manager must ensure that these have been completed as required and all staff involved have been made aware of the risks, hazards and controls required.

7. Revision History

Date last updated: May 2020

Date of next review: May 2021

Date of release: December 2018

End