



Stroud District Council Youth Service

Educational Visits and Journeys Policy

This policy follows national guidance laid out by the Outdoor Education Advisors Panel (OEAP) <https://oeapng.info/>

1. Introduction/aims of policy (e.g. provide assurances about activities, keep young people safe etc.);

1.1 The purpose of this policy is to ensure that young people who are actively involved with the council's youth service, are kept safe during educational visits and journeys undertaken by officers and volunteers of the council.

1.2 This policy applies to officers and volunteers of the council who undertake work with young people who are actively involved with the council's youth service. Officers and volunteers are required to ensure this policy is adhered to.

1.3 Educational visits and journeys typically include (but not limited to) the following:

- a) Transport to and from meetings, activities and events as per the service programme;
- b) Journeys undertaken as part of aforementioned meetings, activities and events;
- c) Meetings, activities and events taking place away from designated public buildings or spaces.

2. Staff and volunteers (e.g. qualifications, DBS checked etc.);

2.1 All officers and volunteers are required to have undertaken a Disclosure Barring Service (DBS) check in the last three years and hold a relevant certificate.

2.2 Youth and community work qualifications (i.e. JNC professional and/or Level 3 youth work/studies) should be held by staff responsible for overseeing the implementation of this policy.

2.3 Officers and volunteers should follow all other Council policies regarding the driving of vehicles, including the requirement of 'Business Use' cover on personal car insurance for when a personal vehicle is used.

3. Risk Assessments

3.1 Assessing risks are a key requirement in the planning and delivery of an educational visit and journey. Assessment should be initially carried out during the planning stages and a completed risk assessment should be obtained from the provider. In the case of Council officers being that provider (e.g. of regular services), all risk assessments should be reviewed at least annually. All additional findings should be recorded and implemented.

3.2 All officers and volunteers undertaking tasks relating to educational visits and journeys, should familiarise themselves with the risk assessment(s) and continue to assess risks throughout the respective task. Any matters of concern relating to risk, should be reported to the lead officer or manager as soon as practically possible.

4. Assessing Venues and External Providers

4.1 All venues and providers should be assessed prior to booking and should follow the Council's procurement policy where necessary.

4.2 Assessments of venues for meetings, activities, events and accommodation should involve a visit to that venue to check its suitability. This should be carried out from an operational / functional perspective in relation to the purpose of its use and from a risk perspective (see Risk Assessments above). It is acceptable that some venues will be used regularly and therefore officers and volunteers will likely be familiar with them, so visits may not be required. However, those venues that are not used regularly, but have been (e.g.) on an ad-hoc, quarterly or bi-annual basis, may need to be visited to check on any changes.

4.3 Assessment of external providers (i.e. those outside of the Council providing a service other than a venue) should be carried out through thorough communication. Consideration should be given to any qualifications required, experience and feedback on customer satisfaction.

5. How activities are planned and approved

5.1 All meetings, activities and events in the service programme, are planned by officers of the Council and/or partner organisations. Educational visits and journeys are approved on the following basis;

- a) For educational visits and journeys taking place within Gloucestershire: by the lead officer responsible for planning the meeting, activity or event.
- b) For educational visits and journeys taking place outside of Gloucestershire: by the lead officer's manager.
- c) For educational visits and journeys involving overnight accommodation for meetings, activities and/or events: by the Head of Service.

5.2 Approval documents are as follows:

- a) **For educational visits and journeys taking place outside of Gloucestershire:** An EVJ-01 is required to be completed by the lead officer and handed to their manager for approval.
- b) **For educational visits and journeys involving overnight accommodation for meetings, activities and/or events:** EVJ-02 is required to be completed by the lead officer and handed to the Head of Service for approval.

5.3 Consent for each young person (including emergency contact details) should be received from parents/guardians in advance of the educational visit and journey

(see Youth Voice Consent and Medical Form). Contact details are held on a database in accordance with the Council's data retention policy.

5.4 Council officers responsible for the educational visit and journey and present throughout, will have access to the emergency contact details of participants.

5.5 For educational visits and journeys outside of Gloucestershire or including overnight accommodation, a council officer not present during these activities or events, will be nominated to have access to the emergency contact details of the participants. This person will be deemed as the Emergency Contact Officer and be available for the duration of the educational visit and journey.

5.6 For educational visits and journeys outside of Gloucestershire or including overnight accommodation, an outline programme of the educational visit and journey, including contact details of the venue(s) and council officers present, will be sent to parents/guardians in advance.

6. Transport arrangements

6.1 All transportation of young people should be carried out by council officers or volunteers that have the required driving qualification and hold a DBS certificate as stated in 2.1. Drivers should comply with the Councils health and safety policy, particularly the following: Road Transport: Driving and Riding at work policy.

6.2 All vehicles should comply with the Councils health and safety policy particularly the following: Road Transport: Driving and Riding at work policy, and be safety checked by the driver(s) before the journey commences. Any concerns or non-compliances reported also before the journey commences. Any vehicle not complying with the required standards at the time of the journey, should not be used.

6.3 The councils risk assessment for transport should adhered to throughout the journey(s).

7. Emergency Procedures and Incident Reporting

7.1 Once the educational visit and journey has commenced;

- a) If any incident occurs which involves a participant being unable to take part in the said programme (e.g. for behavioural, health or medical reasons), parents / guardians will be contacted at the earliest opportunity by council officers present.
- b) If the aforementioned council officers are unable to communicate with parents / guardians, they will contact the Emergency Contact Officer, who will under take responsibility for contacting parents / guardians.
- c) If an incident occurs, that in the opinion of the lead council officer or young person involved, that the said young person is to leave the activity or event, it

will be at the lead council officer's discretion as to whether the parents / guardians are asked to pick-up the young person from the venue.

- d) If an incident occurs that requires a participant to receive medical attention beyond that of first aid, arrangements will be made for the young person to receive the attention of a medical practitioner, including possible admittance to hospital. In such circumstances, parents / guardians will be contacted at the earliest opportunity.

7.2A review of any incidents and emergency procedures will be undertaken at the earliest opportunity, once the educational visit and journey has ended.

8. Behaviour and conduct code

8.1 All participants are required to adhere to the behaviour and conduct code as detailed in the council's youth engagement policy.

8.2 In signing the consent and medical form, parents / guardians and young people are accepting the offer of the service, including the behaviour and conduct code.

9. Health, safety and safeguarding considerations

9.1 All health, safety and safeguarding incidents or concerns which occur during or subsequently from an educational visit and journey, will be reported according to the Council's health and safety and safeguarding policies.

10. Insurance arrangements

10.1 All educational visits and journeys are covered by the council insurance policy, which includes cover for items, lost or damaged.