



Activities, Trips and Transport Policy

FACE – Family and Community Enterprise | Registered charity 1179629 | Working as FAM

Head office: Central Buildings, Richmond Terrace, Blackburn, BB1 7AP | Applies at head office and all FAM outreach sites

REFERENCE	VERSION	OWNER	REVIEW
FAM-HS-07	1.0 (September 2026)	Operations Lead	Annually

Status: approved by the Board of Trustees on 10 September 2026.

Our commitment

Trips, sport and new experiences are a valuable part of FAM's work and we want young people to enjoy them safely. Every activity away from our usual sessions is planned, risk assessed, approved and properly staffed before it goes ahead. Young people are only transported in safe, insured vehicles by checked drivers.

1 Purpose and scope

- 1.1** This policy explains how FACE – Family and Community Enterprise (registered charity 1179629), working as FAM, plans and runs activities, trips and transport. It applies to all staff, volunteers and trustees, and to every town where FAM works.
- 1.2** It covers day trips, residential trips, sport sessions (including sessions delivered with sports partners), adventurous activities, holiday clubs and any journey where FAM arranges or provides transport for young people. It should be read with the Health and Safety Policy, which sets out how to carry out risk assessments.

2 Planning an activity or trip

- 2.1** The person proposing the activity (the trip lead) is responsible for planning it. They should start early: at least four weeks before a day trip and at least eight weeks before a residential or adventurous activity.
 - (a)** Set out the purpose: what young people will gain and how it fits their pathway.
 - (b)** Choose the venue or provider and check it (see section 6 for licensed and specialist providers).
 - (c)** Complete a risk assessment using the method in the Health and Safety Policy, including travel, the venue, the activity, the group and the weather.

- (d) Plan staffing, including at least one first aider, and a mix of genders where the group is mixed.
- (e) Plan costs, food, toilets, clothing, kit and what happens if someone cannot pay.
- (f) Plan for inclusion: access, SEND, medical, dietary, faith and language needs (see the Equality, Diversity and Inclusion Policy).
- (g) Agree an emergency plan, including a nominated base contact who stays behind with the full contact list.
- (h) Send the trip approval form to the right person for sign-off (see section 3).
- (i) Send information and consent forms to parents or carers.
- (j) Brief staff, volunteers and young people before setting off.

3 Approval

Type of activity	Who approves	When
Local low-risk activity within usual session time (for example a park visit or local sports hall)	Session lead, using the standard risk assessment	Before the activity
Day trip, or activity using transport	Operations Lead	At least two weeks before
Adventurous activity, water-based activity or activity with a high initial risk score	Operations Lead and Health and Safety Lead	At least four weeks before
Residential or overnight trip, or any trip outside the UK	Operations Lead, with the Chair of Trustees or Safeguarding Trustee informed	At least six weeks before

- 3.1** No activity may go ahead without approval. The approver can ask for changes or refuse. Approval can be withdrawn at any time if circumstances change.

4 Staffing and ratios

- 4.1** There is no single legal ratio for youth work. The ratios below are the minimum that FAM sets for itself. The trip lead must increase staffing where the risk assessment shows it is needed, for example for younger children, young people with additional needs, water, busy public places, large groups or poor weather.
- **A minimum of two adults** (staff or DBS-checked volunteers) for every trip or off-site activity, however small the group, so that one adult can deal with an emergency while the other stays with the group.
 - At least one adult present must be a member of staff or an experienced volunteer approved as trip lead.
 - Where the group includes both girls and boys, there should be adults of more than one gender wherever possible, and always on residential trips.
 - One-to-one support is arranged where a young person's needs require it.

Group and setting	Suggested minimum ratio (adults : young people)
Young people aged 11–16, local day trip	1 : 10
Young people aged 16–18, day trip	1 : 12
Young adults aged 18–25, day trip or visit	Based on the risk assessment, never fewer than two adults
Residential trips (any age under 18)	1 : 8
Adventurous or water-based activities	As set by the licensed or specialist provider, plus FAM staff for supervision and pastoral care

- 4.2** These are starting points, not targets. Staff must never be left alone with a young person out of sight of others, except where this has been planned and agreed for a one-to-one session under the Code of Conduct and Professional Boundaries (Staff and Volunteers).

5 Consent and medical information

- For under-18s, a parent or carer must sign a consent form for each trip, residential or activity outside normal sessions. Standing annual consent can be used for low-risk local activities that are clearly described on the form.
- The consent form gives the date, times, venue, activity, transport, cost, kit needed, staff contact and emergency arrangements.
- The form collects emergency contacts, medical conditions, allergies, medication, dietary needs and consent for emergency treatment.
- Young adults aged 18 and over give their own consent. If there is doubt about an adult's ability to decide, staff follow the Mental Capacity Act 2005 and the Safeguarding Adults at Risk Policy.
- Where a parent or carer has limited English, staff explain the form using an interpreter or translated information so that consent is properly informed.
- For looked-after children, staff check who can give consent with the young person's social worker or carer.
- Medical and emergency information is carried by the trip lead in a sealed or secure folder, and a copy stays with the base contact. It is destroyed or returned after the trip in line with the Data Protection Policy.
- Young people who need medication (for example inhalers or adrenaline auto-injectors) must bring it. Staff only give medication with written consent, record every dose, and never give medication that has not been prescribed or agreed.
- No young person may take part without a completed consent form where one is required.

6 Sport and adventurous activities

- 6.1** Sport sessions are led by a coach or leader who holds a qualification from the relevant governing body, or by an experienced leader working to a risk assessment. Partners delivering sport must confirm their own safeguarding arrangements, DBS checks and insurance in writing before starting.
- 6.2** Adventurous activities such as climbing, caving, trekking and water sports carry higher risk. FAM uses only providers who can show:
- An Adventure Activities Licence, where the activity and group are covered by the licensing scheme for under-18s.
 - Qualified instructors for the specific activity.
 - Current public liability insurance.
 - Their own risk assessments and emergency procedures, which the trip lead reads before approval.
 - Suitable safeguarding arrangements for young people.
- 6.3** FAM staff remain responsible for pastoral care and behaviour at all times, even when a provider's instructor is running the activity. Staff and volunteers must never lead an adventurous or water-based activity themselves unless they hold the right qualification and the Operations Lead has approved it. Swimming in open water is not allowed unless supervised by a qualified lifeguard or instructor as part of an approved activity.

7 On the day

- Take a register at the start, at every change of location, when getting on and off transport, and at the end.
- Carry a charged mobile phone, the emergency contact list, the first aid kit and any medication.
- Brief young people on meeting points, boundaries, buddy systems and what to do if they get lost.
- Use a dynamic risk assessment throughout. The trip lead can change or end the activity at any time.
- Young people are only released at the end to the arrangements agreed on the consent form.
- Any accident, incident, near miss or safeguarding concern is dealt with and recorded in line with the Health and Safety Policy and the Safeguarding Children and Young People Policy.

8 Emergencies and delays

- (a)** Make everyone safe, give first aid and call emergency services if needed.
- (b)** Make sure the rest of the group is supervised.
- (c)** Call the base contact, who informs the Operations Lead and, where needed, parents or carers.

- (d) If a young person is missing, search the immediate area, inform venue staff, and call the police without delay if they are not found quickly or if they are vulnerable.
- (e) If the group will be late back, the base contact tells parents or carers.
- (f) Do not speak to the media. Refer any questions to the Operations Lead.
- (g) Record everything as soon as possible and consider whether the incident must be reported under the Serious Incident Reporting Policy.

9 Transport

Choosing transport

- 9.1** Public transport or a licensed coach or minibus hire company with a driver is usually the safest choice. Where staff or volunteers drive, the rules below apply.

Driver checks

- Anyone driving young people for FAM must be approved by the Operations Lead before their first journey.
- Drivers must show their full driving licence and allow a licence check using the official online service, at least once a year. Drivers with serious or recent endorsements may be refused.
- Drivers must hold an enhanced DBS check suitable for their role, as set out in the Safer Recruitment and DBS Policy.
- Drivers must be fit to drive, must not drive when tired or unwell, and must never drive after drinking alcohol or taking drugs, including medication that affects driving.
- Drivers must not use a mobile phone while driving.

Using your own car

- The car must be roadworthy, taxed and have a current MOT where required.
- The driver's insurance must include **business use** cover. Most standard policies only cover social, domestic and pleasure use and commuting. Drivers must show evidence of business use cover before approval, and again when the policy renews.
- Every passenger must wear a seatbelt, and children must use the correct child restraint where the law requires it.
- Mileage is claimed in line with the charity's expenses procedure.

Minibuses

- Only drivers approved by the Operations Lead may drive a minibus for FAM.
- Drivers must hold the right licence entitlement. Some drivers can drive a minibus on a car licence only under strict conditions (for example, being a volunteer, meeting age and experience rules and staying within weight limits). The Operations Lead checks current government guidance for each driver before approval.

- Where passengers are charged a fare or contribution, the vehicle may need a permit. The Operations Lead checks this before any charging arrangement is agreed.
- Minibus drivers should complete a recognised minibus driver awareness course.
- Drivers carry out a walk-round vehicle check before each journey and record it.
- On longer journeys, plan breaks, and use a second adult as well as the driver so the driver is never also supervising the group.
- Hired minibuses must come from a reputable company with suitable insurance for the use.

No lone lifts

9.2 Staff and volunteers must **not** give a lift to a young person on their own. There should always be at least one other adult or more than one young person in the vehicle, and the journey must be part of a planned activity.

9.3 The only exception is a genuine emergency (for example a young person stranded late at night or needing urgent medical care where an ambulance is not needed or not available) where a lone lift is the safest option. In that case the driver must:

- (a) Get agreement from the Operations Lead or Designated Safeguarding Lead before setting off, or if that is impossible, tell them as soon as it is safe.
- (b) Tell the parent or carer where possible.
- (c) Ask the young person to sit in the back seat.
- (d) Take the most direct route and note the start and end times.
- (e) Record the journey and the reason on an incident form the same day.

10 Residential trips

- Accommodation must be checked for safety, fire precautions and suitable sleeping arrangements.
- Young people sleep in separate rooms by gender unless there is a clear, agreed reason, and adults never share a room with young people.
- A pre-trip meeting is offered to parents and carers.
- A clear rota for night-time supervision and a code of behaviour are agreed in advance.
- Travel insurance is arranged for any trip outside the UK, and the Operations Lead checks passport, visa and travel document needs early. Young people who are new to the UK may have restrictions on travel, so this must be checked with them and their adviser or social worker, without staff giving immigration advice.

11 After the activity

11.1 The trip lead holds a short review with the team and, where possible, the young people. Anything learned is added to the risk assessment and shared at the next team meeting. Consent forms and incident records are stored or destroyed in line with the Records Management and Retention Policy.

12 How this policy supports our focus

- Activities, sport, holiday clubs and trips are planned for young people aged 11 to 25, with age-appropriate consent for those under 18.
- Plans take account of SEND, girls-only sessions and the needs of young people new to the UK, so everyone can take part.

13 Related policies

- Health and Safety Policy
- Safeguarding Children and Young People Policy
- Safeguarding Adults at Risk Policy
- Code of Conduct and Professional Boundaries (Staff and Volunteers)
- Safer Recruitment and DBS Policy
- Serious Incident Reporting Policy
- Equality, Diversity and Inclusion Policy
- Drugs, Alcohol and Smoking Policy
- Data Protection Policy
- Records Management and Retention Policy

Approval record

Approved by the Board of Trustees on	10 th Sep 2026
Signed (Chair of Trustees)	
Next review due	31st July 2027
Version history	1.0, September 2026. New policy; replaces any earlier FAM or FACE version.