



Braintree Youth Project Charity

Transporting Young People Policy

Introduction

Braintree Youth Project Charity (BYPC) is committed to ensuring that the young people who use its facilities are safeguarded. The welfare of the young people is always the paramount consideration and overrides everything else.

There will be times when BYPC will organise trips and days out for the young people in the form of recreational and leisure activities.

This policy aims to set out the measures which will be taken before and during a trip, as well as the personal transportation of a young person.

Personal transportation of a young person

No staff member or volunteer should agree to give a young person a lift in their own car under any circumstances. If there is a young person who does not have transport arranged, one of the following should be done:

- Arrangements should be made for a big group of young people to walk home together;
- A local taxi service phoned in order to ensure they get home safely;
- Telephone the young person's parent or guardian to request they collect the young person, using, if necessary, the BYPC office phone.

Trips and days out

When organising a trip for the young people, BYPC will ensure that it does the following:

- Hands out details of the trip to those young people that are interested;
- All adult members who attend the trip will have completed a full and up to date DBS check;
- Checks that the coach driver, if not a member of BYPC, is fully DBS checked;
- Checks weather conditions, insurance and traffic conditions;
- Check that the vehicle being used has been passed as roadworthy and has suitable seatbelts, refer to transport guidelines document;
- Check the vehicle for disabled access if there are disabled participants;
- Has the right ratio of volunteers to young people for the purposes of health and safety;
- Does not discriminate as to who can and cannot come on the trip, but will do so on a first come first served basis or other reasonably non-discriminatory basis;

- Supervises the young people during the duration of the trip;
- Researches the location and tries to highlight any potential risks or hazards before arriving by carrying out a risk assessment;
- Carries a register on the day in order to be able to account for everybody attending the trip.

Supervision

BYPC will ensure that the ratio of volunteers to young people is within the legal requirements for the trip. The requirements depend upon the age of the young people. For those aged 13-18, one volunteer will be responsible for the care of a maximum of ten young people.

BYPC will take into account any special needs of the young people, the duration of the trip, any potential problems that could arise, the age of the young people attending the trip and the experience of those who are supervising. By taking these things into account, BYPC will ensure that the welfare of the young person is always safeguarded.

Informing Parents/Guardians

BYPC will ensure that parents are informed well in advance of the proposed trip and will aim to provide as much information as is reasonably possible at the time the consent forms are sent home.

Information should include timings of the trip, pick up and drop off points, the destination, contact details of the organiser of the trip, written details about BYPC and what we do. Parents must also give their consent for any photographs to be taken. If permission is declined, then under no circumstances must the young person in question be included in a photograph.

BYPC will offer the parents/guardians the opportunity to ask any questions or raise any concerns that they have. If a face to face meeting would be preferred, then the Youth Worker or Centre Manager will contact the parents directly to arrange a suitable date and time.

Talking to the young people

When thinking about organising a trip for the young people, it is really important to take into account their views and preferences. The Youth Info Board is the place where the young people have the opportunity to put in reasonable and realistic requests for locations and activities.

During the trip, the importance of safety and good behaviour must be stressed to the young people. An explanation will be given to them about why certain things are being done, such as checking of equipment, asking for them to be quiet when giving instructions.



The young people should always be given the opportunity to raise any concerns that they may have with the Youth Worker or Centre Manager. If they wish to have such a meeting, there must always be at least two adult members of BYPC present, to comply with safeguarding. The young person must be given the chance to bring along a friend or parent to the meeting to be able to discuss openly and fairly what they are concerned about.

Emergency planning

As far as possible, BYPC will try to ensure that there are plans in place for any or all of the following incidents.

Injury-BYPC will always attempt to ensure that a first aider and a first aid box accompany the young people on the trip. If an injury should occur during the trip, then the first aider will do as much as he/she can. If an ambulance is required, then one will be dialled as soon as the requirement is made known.

Illness-BYPC will carry on the trip a list of contact details for each attendee, along with any known medical conditions which have been disclosed. BYPC has a duty to respond to any young person who is complaining of feeling unwell and to deal with the situation in a calm and helpful manner.

Bullying or abuse between young people-BYPC operates a strict anti-bullying policy at all times. If any young person is seen to be bullying another, then he/she will be given a warning and will be required to sit with an adult member on the coach journey home. If the allegation is thought to be serious and potentially damaging to the victim, then parents will be informed as soon as everybody returns home from the trip. Should the behaviour occur before the trip begins, then the perpetrator may be sent home. The need to prevent or police bullying may result in a disruption to the planned trip and or the normal implementation of policies such as adult-young person ratios.

Young people making disclosure of abuse-Any disclosure of abuse must be taken seriously and thoroughly investigated. The information will be immediately passed onto the Safeguarding Co-ordinator, who will then decide the best course of action.

Medical disclosure

When the consent forms are sent out before the trip occurs, parents/guardians have a legal duty to disclose any known medical condition, allergy or anything else which could potentially affect their child during the trip.

If a young person is required to take medication on a daily basis and will need to do so whilst in the care of BYPC, then they should ensure that it is bought with them. If the young person does not have the required medication, then they will not be allowed to come on the trip.

Support

BYPC staff and volunteers are entitled to take breaks during trip, at a suitable time. BYPC understands that at times volunteering and working with young people can be stressful and overwhelming. We value our volunteers and need to ensure that their wellbeing is accounted for as well as the young people's. As far as possible, breaks should be taken in such a way as to maintain the correct ratio of adults to young people.

Approved

Checklist

1. Ensure communication with parents of young people	<ul style="list-style-type: none"> • Timings of the trip; • Pick up and drop off points; • Contact details of the organiser of the trip; • Written information about the location and what the day will involve; • Information about BYPC and what we do; • Consent for trip and for photographs to be taken; • Medical conditions disclosed
2. Transport	<ul style="list-style-type: none"> • Check driver is DBS checked; • Check attendees against the register before setting off and returning to ensure everybody is present; • Check vehicle has relevant MOT certificate, is roadworthy, has seatbelts and disabled access if required; • Supervision; • Journey times and any stopping points
3. Supervision	<ul style="list-style-type: none"> • Ratio of staff to young people; • Responsibilities; • Safeguarding
4. Emergency Procedures	<ul style="list-style-type: none"> • First Aid; • Any disclosed medical conditions; • Safeguarding; • Home contact details; • Details of young people (register)
5. Insurance	<ul style="list-style-type: none"> • Right and adequate cover; • Liability

Approved 12/11/19