



Nottinghamshire
County Council

Policy for Transport and Travelling with Young People

Formal Review: October 2008

Annual review by: _____

A review will also be carried out in the event of organisational change or legislation or in the event of a serious incident

Please see table overleaf of amendments/review dates

Policy for Transporting Children, taking them on trips, tournaments and tours.

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1. INTRODUCTION

- 1.1 The safe transporting of children and young people receiving our services should not be seen as a separate dimension, but should be integral to the planning and delivery of care.
- 1.2 This policy is intended to clarify principles and expectations in relation to the transporting of children and young people and provide tools for reducing the associated risks.
- 1.3 The policy applies to all County Sports Partnership core team and the wider county team at Nottinghamshire County Council Sports Service.

2. THE ROLE OF THE ORGANISER.

The person organising the travel must :-

- Ensure that the visits meet the employer's requirements including those of risk assessment;
- assign competent people to lead or otherwise supervise a visit;
- assess the competence of leaders and other adults proposed for a visit.
- ensure that staff/volunteers are aware of their responsibilities with regard to safeguarding children. This will include procedures for responding to allegations/concerns about staff/volunteers
- organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, safeguarding.
- organise thorough induction of leaders and other adults taking young people on a specific visit;
- make sure that enhanced Criminal Records Bureau disclosures are in place as necessary.
- obtain the consent of parents and provide them with full details of the visit beforehand so that parents can consent on a fully informed basis.
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- review systems and, on occasion, monitor practice.
- ensure relevant risk assessments are complete, up to date and in accordance with NCC guidance.
- help to ensure that early planning and pre-visits can take place and that the results can be acted upon. Note - many complex or costly ventures require an 18-24 month planning period before departure;
- ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure;
- ensure that the organiser has taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.
- ensure that arrangements are in place for the visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;

- be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;
- ensure that the accreditation or verification of providers has been checked;
- ensure that visits are evaluated to inform the operation of future visits;
- ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit (see below). The consent form should carry details of plan B;
- make time available to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- allocate sufficient resources to meet identified training needs, including attendance at courses arranged or held by the NCC
- ensure that visit evaluation is used to inform training needs. Further staff training should be made available where a need is identified;
- arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits;
- help to ensure that serious incidents, accidents and near-accidents are investigated.
- ensure that the sports service organiser has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day.
- Ensure that there is an office based person who should be able to respond immediately to the demands of an emergency and should have a back-up person or number;
- ensure that the sports organiser briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;
- ensure that parents provide their own contact numbers, more than one, which will enable them to be contacted in case of emergency;
- establish a procedure to ensure that parents are informed quickly about incident details through the sport contact, rather than through the media or young people;
- recognise that support must be provided by the NCC public relations unit when dealing with media enquiries;

- check that contractors have adequate emergency support procedures, and that these will link to NCC emergency procedures.
- Be aware of all young peoples learning needs, behaviour patterns, medical issues and their ability to undertake the activity concerned.
- A register of participant names and emergency contact details is taken to the activity and a copy left with an appropriate person in the sports service.
- Risk assessments are carried out.
- There is appropriate first aid provision.
- Appropriate insurance cover is arranged.

NB If any young leaders are helping they should be aware of their precise role and any responsibilities and receive appropriate supervision and training. They should not be left in sole charge of young people but may supervise in adult controlled circumstances.

Adult volunteers should be clear about their roles and responsibilities. Those acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of young people except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and adult supervisors and help with control and discipline.

Welfare Officer

Where there are overnight stays or large events a welfare officer should be appointed to:

- support and manage welfare issues.
- address the welfare of participants specifically at the event
- accompany to hospital if needed.
- help liaison with organiser, parents and other organisations should there be an incident.

The nominated person should be an employee of the local authority or a volunteer who is known to the organiser to possess the relevant skills, knowledge and qualifications.

Early identification of this person will allow a CRB check to be processed in time for the event.

The nominated person should attend (or provide evidence of attendance in the last 3 years) the scUK Safeguarding and Protecting Children Workshop (Previously known as the Good Practice and Child Protection Workshop) **or** equivalent (i.e. National Governing Body child protection course) **

and have been CRB checked to an enhanced level and complete a self declaration form.

3. RISK ASSESSMENT.

Risk assessors should apply lessons learned from relevant incidents, accidents or near-accidents which have occurred locally or nationally.

Risk assessment and risk management are legal requirements. For trips and travel they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should also cover how special educational needs and medical needs are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of contingency measures – plan B. The Health & Safety Executive has produced a leaflet “5 Steps to Risk Assessment” (<http://www.hse.gov.uk/pubns/indg163.pdf>) as a simple guide.

Appendix attached.

It recommends that risk assessments be recorded and reviewed.

1. Risk assessments for trips and travel can be usefully considered as having three levels:

- **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;
- **visit/site specific risk assessments** which will differ from place to place and group to group; and
- **on going risk assessments** that take account of, for example, illness of staff or participants, changes of weather, availability of preferred activity.

Generic Activity Risk Assessments.

These must be prepared by the organiser, who must also obtain copies of external risk assessments e.g. for facilities being used or accommodation.

Examples:

- the lack of adequate risk management leading to drowning is a major cause of accidental death. Control measures would include assessing the water confidence and ability of participants; use of buoyancy aids; competent supervision, with the appropriate ratios for the specific environment, group and level of activity. The generic risk assessment should include advice, or a local ruling, on the circumstances in which swimming or paddling may or may not be permitted as a marginal activity.
- travel entails a risk of injury in a road traffic accident. Control measures would include qualified driver; number of drivers; maximum periods of driving; appropriate seat belts provided and worn; evidence of vehicle maintenance, appropriate supervision levels; and, if appropriate, knowledge of foreign law,

experience of driving abroad and with left-side controls. Participants are also at risk as pedestrians from traffic. (Also travel as in using ferries, airports, long haul coaches, trains, underground/metro systems etc);

- adventure activities. Centres licensed under the Adventure Activities Licensing Regulations 1996 can be considered safe in the leading, instructing and equipping of the activities stipulated on the licence. These will have been inspected. NCC have no need to risk assess that part of any visit. They will wish to assess other aspects of the visit - for example, accommodation catering, transport, activities not stipulated on the licence. For non-licensable adventure activities, proof of competence from an NGB award or assessment by a technical adviser may be sufficient.

2. Risk assessors should apply lessons learned from relevant serious incidents, accidents or near-accidents which have occurred locally or nationally **Visit/Site**

Visit/Site Specific Risk Assessment

These are undertaken by the organiser for each venue and are amended as necessary for different groups.

- medical needs of participants. Control measures include ensuring the organiser is aware of the known health problems of the group; sufficient medication is provided; there are sufficient adults competent in dealing with the medical problems in the group; and there are contingency measures in place for the group to be adequately supervised if an adult has to accompany a child to hospital;
- behaviour of participants. Control measures include a code of rules and behaviour, agreed as far as practicable with participants, rules for supervision (including model behaviour and example set by adults); and competence of supervisors to ensure disciplinary standards;
- weather etc. Control measures include obtaining local intelligence of tides; potential for flooding or flash floods; likelihood of sudden weather changes in mountains; streams that can change from benign to torrents in a short time etc.; planning the itinerary to take the possibility of change into account; suitable clothing; ensure young people understand the risks and the reasons for the control measures, and having a plan B pre-assessed in case plan A has become too hazardous;
- crossing roads, railways, rivers etc. Control measures include local intelligence; information on where the controlled or otherwise less dangerous crossing places are; ensuring appropriate levels of supervision and that young people are aware of, and comply with, rules;
- group management decisions. Control measures include establishing meeting and collecting points; code of rules and behaviour agreements; cultural considerations such as dress codes, holy days; induction requirements for support staff etc.

Ongoing Risk Assessments and Reassessments.

The organiser or other adults with responsibility, should reassess risks while the visit

is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the generic and visit or site specific risk assessments and take account of local expertise on e.g. tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment:

- changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures would often include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day;
- emergencies. Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if an adult accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the sports service.
- group leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous.

The group leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of adult supervisors to young people.
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of the young people.
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a young person becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

Example Risk Assessments are attached for:-

- **Sports Activity.**
- **Sports Activity where participant not always in sight of leader.**

- **Travel to activity.**
- **Venue**

Exploratory Visits

An exploratory visit should be made by any organiser who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them. It is good practice for the organiser leading a group to visit the site beforehand to gain first-hand knowledge of the area and route. This knowledge will then inform the risk assessment and pre-planning.

An exploratory visit will give the group leader greater confidence in his or her ability to supervise the participants. It will help the group leader to concentrate on the needs of the group rather than the unexpected demands of the environment. The same good practice should be expected where some of the leadership of the group falls to a contractor.

If it is not possible to visit the site beforehand, alternative arrangements must be made that are sufficient for an assessment to be carried out. Such alternatives might include obtaining advice from those with experience gained from previous visits; heeding reports of previous visits; the use of experienced and reliable local guides where appropriate; a reconnaissance visit by the group leader on arrival at the venue whilst the group remain in the hotel or hostel on residential visits (very often the group will need to rest up anyway). Any one or two of these, or of other measures, might not be enough for an adequate risk assessment.

The risk assessment should ensure that activities are appropriate to levels of ability and progression.

The organiser should give clear guidance on supervision, stating what ratios might be appropriate. The guidance should advise how staff should be deployed in general and in specific circumstances and set out the standards expected of adults assigned to be supervisors. Competence and robust supervision should be stressed as essential to any visit.

Specific scenarios should be set out where staff will need to be particularly careful when making a decision. For instance, whether young people may be allowed to swim or paddle in rivers, lakes, the sea etc.

Different circumstances will require different techniques of supervision, such as the difference between close and remote supervision, and the criteria for establishing self-reliant groups. (Note: remote supervision does not mean an absence of supervision.)

Training should include First Aid, mini-bus driving, and life saving as appropriate. Training for group leaders should include all aspects of supervision, ongoing risk assessment (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Where necessary, training on support for participants' medical and special educational needs will help visits to be inclusive.

Procedures will be backed-up by the provision of forms for risk assessment, the approval of visits, the check-listing of organisers group-leader tasks, parental consent, use of external activity or service providers, emergency procedures, accident reporting etc.

Contractors (Providers)

Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Assurances should be obtained in writing from providers that risks have been assessed and that the provider's staff are

- Suitable to work with children. This contractor should confirm that they have processes for vetting staff, including obtaining enhanced CRB disclosures and references. The contractor should also confirm that they have an up to date child protection policy, that includes measures for responding to allegations against staff and volunteers
- competent to instruct and lead participants of the group's age range on the activity.

It is good practice to seek details of their safety management systems. Contractors should also provide details of any independent, inspection-based external verification. However, checks by NCC do not relieve the contractor of any responsibility or liability. Where the organiser does not feel competent to assess the validity of contractors' safety systems or assurances, advice should be sought.

4. POLICIES AND PROCEDURES.

Other Planning Considerations.

- the facilities/equipment the group will need to take on the visit;
- the facilities/equipment to be provided at the venue;
- staff training needs;
- the designation of someone to record the details of the visit and to carry accident forms etc;
- transport arrangements;
- insurance arrangements;
- information to the provider;
- communication arrangements;
- supervision ratios;
- contingency measures for enforced change of plan or late return;
- information to parents;
- preparing young people.
- emergency arrangements;
- arrangements for sending young people home early

Supervision Ratios

For the protection of both the adult and a young person all adults should ensure that they are not alone with the young person wherever possible.

It is important to have a high enough ratio of adult supervisors to young people for any visit. The factors to take into consideration include:

- sex, age and ability of group;
- young people with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of young people;
- first aid cover.

1 adult for every 6 young people aged 6-8

1 adult for every 10-15 young people aged 9-11

1 adult for every 15-20 young people aged 12 upwards.

The above are examples only. Organisers should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one adult in charge. Specific sports have their own ratios e. g. swimming and national governing bodies can give advice on coach player ratios.

In addition to the organiser there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad

Remote Supervision

The organiser should establish whether the group are old and competent enough to have remote supervision. This must be agreed with parents before the travel. **The organiser remains responsible for them even when not in direct contact with them.**

As a minimum those under remote supervision should have the following:-

- telephone numbers and emergency contacts if lost;
- money;
- maps and plans and any other information for them to act effectively;
- location of local telephones and the appropriate coins;
- a knowledge of how to summon help;
- a knowledge of out of bounds areas or activities;
- identity cards and a rendezvous point.

It is important that young people are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules

First Aid.

First aid should form part of the risk assessment. The organiser should assess what level of first aid is needed

On any kind of activity the organiser should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group to be a fully-trained first-aider. All adults in the group should know how to contact the emergency services.

The minimum first-aid provision for a visit is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid

Other considerations when considering first-aid needs should include:

- the numbers in the group and the nature of the activity;
- the likely injuries and how effective first aid would be;
- the distance of the nearest hospital.

First aid should be available and accessible at all times.

The Health and Safety Executive recommends the following minimum contents for a travelling first-aid box where no special risk has been identified:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing approximately 18 cm x 18 cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- a resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.

Parent/Carer Consent

All participants must have a signed registration form for the travel and activity before they can take part. Details required by the organizer are as follows:

- the name, address and phone number of the young person's GP;
- any special/medical dietary requirements;
- whether the young person suffers from travel sickness;
- information on any toileting difficulties;
- whether the young person has any night time tendencies such as sleepwalking (for residential visits);
- the young person's ability to swim in the pool or sea and their level of safety awareness;
- any other information which the parent thinks should be known;
- the parental home and daytime phone numbers and addresses;
- an alternative contact, with their phone number and address.

Medical consent

This should form part of the parental consent form. Parents should be asked to agree to the young person receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the organiser may decide to withdraw the child from the visit - given the additional responsibility this would entail for the group leader.

Doctors can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a young person unless assured that the group leader had parental authorisation to agree to such treatment.

Appendix attached.

Parents should be advised to pack for differing weather conditions and appropriate sports wear. They should also receive the following information:-

- dates of the visit;
- visit's objectives;
- times of departure and return - parents must have agreed to meet their child on return;
- the location where the young people will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision including any times when remote supervision may take place;
- details on the cost of the visit.
- details of accommodation with security and
- supervisory arrangements on site;
- details of provision for special educational or medical needs;
- procedures for young people who become ill;
- names of leader, of other staff and of other accompanying adults;
- details of the activities planned and of how the assessed risks will be managed;
- standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking
- and general group discipline including prohibited items.

This information may take the form of a code of conduct which parents should sign;

- what young people should not take on the visit or bring back;

- details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to;
- on exchange visits, the details of the host families. For example, whether they have hosted any of the county's young people before.

Use of Mobile Phones.

Mobile phones are being increasingly recognised as an important item of emergency equipment when working away from base. To obtain the maximum benefit:

- Relevant key contact details should be stored in individual phones.
- They should be sufficiently charged.
- Satisfactory reception for the location confirmed.

Use of Tour Operators

Before using a tour operator group leaders should ensure it is reputable. Although it is appreciated that recently established companies might not have had the time to acquire a good reputation. The process of risk assessment detailed above, and the issues set out in the section covering contractors, will help such companies to present their credentials. The organiser should check that the company shows due diligence in checking, for example, the safety and suitability of the accommodation and transport (young people should not be expected to share beds, the **road transport must have seat belts**). Some companies act as agents and use service providers overseas. If this is so then the agent should be asked to explain how the health and safety of the group would be ensured. Details of insurance should be obtained and checked.

An unexpected change of plan increases risk. Ensure there is a plan B for when - for example - your English vehicle breaks down in France? Is your driver competent to drive your group in a French coach? Does the offered coach have seatbelts? Should you carry on by train? Do you have the language ability to cope with this? For further guidance see RoSPA's *Minibus Safety: A Code of Practice* (details under **Further Guidance**).

Appendix attached.

Some contractors may offer a pre-visit to overseas or other sites for group leaders free of charge. These may be arranged in conjunction with the local tourism authority. This can enable the group leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

The organiser should check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled young people in visits. This will usually entail discussion with the young person, parents, group leader and other supervisors, the manager of the venue to be visited, the tour operator etc.

TRANSPORT

General points on assistance with transport for people with disabilities.

Children with special educational needs may be assisted with transport but it is not an automatic right. An individual assessment is made of the child's needs and the individual circumstances.

A door-to-door service is provided only in specific circumstances and children may be required to travel to their nearest pick up point.

Transport May Include:

- a) Cars & Taxis
- b) Minibuses
- c) Buses & Coaches
- d) Expenses paid to parents to use their own transport.
- e) Season Tickets may be issued for use on public services where it is appropriate for older children to be more independent

Operator/Contractor

1. Driver

- The driver must be over 21 years of age and must hold the appropriate full driving licence and have adequate experience of driving that type of vehicle.
- The driver must CRB clearance at an enhanced level.
- The Driver must be fully trained and experienced in operating the ancillary equipment if fitted, e.g. tail-lift, wheelchair clamps, etc. The Contractor is responsible for providing training.
- The driver's first priority should be the comfort and safety of the passengers. A high standard of driving is essential, bearing in mind the ages and needs of passengers being carried.
- An understanding of the special needs of the children is required.

2. Escort

- The escort should provide assistance for individual children for getting to and from a vehicle.
- He/she must have CRB clearance to an enhanced level.
- An understanding of the special needs of the children/students is required.
- Basic First Aid training is required. The training should be provided by the employer.

Roadworthiness of vehicles

Whilst Health and Safety Legislation places the responsibility for the proper maintenance of vehicles used in carrying out the department's business with the employer, Road Traffic Legislation places it on the owner or driver of the vehicle. Clearly both the County Council and the individual directly providing the transport have a joint duty to ensure that the vehicles used to transport children and young people are legal and roadworthy. In carrying out the department's duty in relation to this, line managers will put into place mechanisms to check that those providing transport have a valid driving licence and up to date car tax, MOT and insurance.

No adult should be alone in a car with any child other than his/her own.

Parents should give permission for their child to travel in another adult's car (see appendix for form)

Supervision

The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

The driver should not be responsible for supervision.

All group members should be made aware of the position of the emergency door and first aid and anti-fire equipment on transport.

The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

Factors that the group leader should consider when planning supervision on transport include:

- level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- safety when crossing roads as part of the journey
- the group leader should ensure that young people know how to observe the safety rules set out in the Highway Code.
- Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- safety on buses, trains, ferries and boats – the organiser should make clear to young people how much or little freedom they have to 'roam'.
- Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times.
- Young people should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- booking transport - the organiser should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- safety of young people whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad.
- Young people should be made aware of safety rules and expected standards of behaviour.
- safety while on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader or other adults wherever possible;
- head counts, by the group leader or another delegated adult or supervisor, should always be carried out when the group is getting off or onto transport;
- responsibility for checking that seat belts are fastened;
- young people should be made aware that they are not allowed access to the driving area at any time;
- group members should be made aware that travel sickness tablets should only be administered to a young person with previous authorisation from the parents;

Buses and Coaches

Use a reputable company. All passengers must use seat belts. Organisers must not transport young people in coaches without seat belts.

Supervision levels need to be considered according to the young people involved, the journey and any breaks in the journey. The adults should be positioned through the coach so that they can observe all young people. Evacuation procedures need to be known by all before departure. When disembarking it is good practice for the adults to disembark first to direct young people to an assembly point away from the roadside or car park area.

Appendix for checklist

Third Party Provision.

The department may provide some of its transport through third party providers such as taxi operators particularly for disabled participants. This mode of transport should not be used routinely, but only as a last resort when no other transport is available.

Taxis:

A protocol is in place detailing the level of service taxi operators are expected to provide in relation to transporting our children (Appendix).

District Councils are responsible for the licensing of taxi drivers and process CRB checks (at the enhanced level) on individual taxi drivers. All D.C's, with the exception of Mansfield, renew checks at least every 3 years.

Whilst Transport and Services are responsible for enforcement of the protocol, and the District Council undertakes CRB checks, staff and carers need to be particularly aware of the potential risks involved in transporting children and young people in this manner.

The main issue for consideration will be whether or not an escort is required to transport a child/young person safely. The risk assessment should be used to ascertain this and should take into consideration, not only the child's age, but also his/her level of understanding/vulnerability. (See Appendix for Risk Assessment)

Mini Buses

Only mini buses with forward facing seats must be used and seat belts must be fitted to all seats where they are used for carrying children aged under 16 in a group of 3 or more on an organised trip. Seat belts must be worn.

The driver is legally responsible if a passenger under the age of 14 does not use a seat belt provided. Anyone 14 or over must wear a seat belt, but is responsible for doing so. The responsibility lies with the individual and the leader of the group. Staff in charge of a group on a bus may be prosecuted if they fail to ensure that seat belts are used.

Adequate wheelchair passenger restraints must be provided to enable wheelchair users to take advantage of and travel safely on mini buses. An occupied wheelchair must itself be held securely in position using a recognised wheelchair – securing system.

At least one other adult in addition to the driver must travel to fulfil supervisory duties.

Although it is the driver's responsibility to ensure the following, the organiser should check:-

- The mini bus is not overloaded.
- Ensure seatbelts are worn.
- Ensure all passengers have their own seat – three children sharing two seats is not allowed, neither are standing passengers.
- Ensure luggage is not blocking exits or access.

In all cases:-

- **Take a register before departure and carry list of participants.**
- **Head count during journey and at “pinch points” e.g. before leaving any venue.**
- **Establish rendezvous points.**
- **Ensure all participants have the emergency contact number should they get lost. (For residential visits they should carry the address of the accommodation)**
- **Re count after stops**
- **Appropriate scheduled comfort breaks**
- **Procedures for emergencies - communicate to all**
- **De- register all participants at the end of the trip. Ensuring that organiser is aware of the final leg of the journey, e.g. parents collecting.**

Ad Hoc Arrangements

There are situations when transport needs to be arranged at short notice. For example, a young person in residential care may not return to the home as expected and may consequently then need transporting back late at night. If a taxi is the only option, then staff should use a Preferred Provider. A list of Preferred Providers is available from Transport and Services Section. 0115 9340701

EMERGENCY PROCEDURES.

The organiser should have emergency procedures, including those in the immediacy of an incident. The procedures, with telephone numbers for use in emergency, throughout the visit, by those on visit and those in the sports service, should be clearly outlined in written guidelines for visits.

The written guidelines should contain an immediate action checklist for use by the group leader in emergency, and for the Sports Service staff.

Procedures should be reviewed regularly with the help of people from all agencies involved in any incident

Named senior officers of the Sports Service should be accessible at all times in the event of an incident and an emergency contact point should be set up which relays information to them. Where necessary, a rota of staff on call in case of an emergency should be drawn up and disseminated. Procedures should be tested.

The written guidelines should emphasise the importance of good communication with parents before, during and after a visit.

NCC activities are covered by public liability insurance cover and this must be clarified with the insurance team 0115 9774902 before the trip. (Including personal accident) as well as what needs to be provided by the parents. The means by which insurance cover is obtained, and claims made, should be made known. Guidance could stress that compensation after the event is no substitute for prevention by careful risk management. Details of insurance should be provided in the consent form sent to parents.

Counselling services, media liaison (press office) and communications systems personnel will be made available to draw the onus of response away from the organiser.

an emergency occurs the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a supervisor accompanies the casualty to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- notify the British Embassy/Consulate if an emergency occurs abroad;
- inform the sports service contact.

REPORTING ACCIDENTS AND INCIDENTS.

All accidents/incidents must be reported on the accident report form.

Appendix attached

Advice and guidance is available from

[David Hounsell](#)

Health and Safety Advisor Phone: 01623 434561 Mobile: 07852 255749 david.hounsell@nottsc.gov.uk		Team: Occupational Safety & Health Health & Safety Human Resources Resources
Areas of work:	Health and safety advice and training	Based at: Lawn View House Station Road Sutton in Ashfield Nottinghamshire NG17 5GA [view map]
Job type:	Personnel/HR/Training	
Line manager:	David Grove	

[David Grove](#)

Senior Health & Safety Advisor Phone: 01623 434 558 david.grove@nottsc.gov.uk		Team: Occupational Safety & Health Health & Safety Human Resources Resources
Areas of work:	To be completed	Based at: Lawn View House Station Road Sutton in Ashfield Nottinghamshire NG17 5GA [view map]
Job type:	To be completed	
Line manager:	Peter Roddis	

Mr Peter Roddis

Service Manager Phone: 0115 97 73445 Mobile: 07753625621 peter.roddis@nottsc.gov.uk		Team: Occupational Health Human Resources Resources
Areas of work:	Health & Safety, Occupational Health	Based at: 39-41 Loughborough Road Loughborough Road West Bridgford Nottingham NG2 7LJ [view map]
Job type:	Senior/Executive	
Line manager:	Jack Markiewicz	

Any incident report form must be passed to this department. They will report to HSE as appropriate.

It is good practice to study reports of incidents in order to identify what consequent action may be necessary to limit recurrence, including the amendment of procedures. A named officer or adviser, who can effect an urgent response, if necessary, will limit the risk of similar incidents happening elsewhere.

STAFF

All those leading activities/coaching must have the relevant national governing body qualification. At least level 2 for the head.

Criminal Records Bureau Disclosures

All staff and volunteers on working with young people must be CRB cleared to an enhance standard. Where a CRB is returned with a disclosure the individual must not be appointed until the positive disclosure process has been completed, copy attached in appendix or available:-

All contractor staff likely to have access to young people as part of their normal duties should be CRB-checked.

INDUCTION OF STAFF.

The induction process offers the ideal opportunity to raise awareness of the department's arrangements for the safe transporting of children and young people.

As a minimum, those responsible for planning induction should ensure that new staff are:

- Informed of their responsibilities with regard to safeguarding children
- Informed of the Policy for transporting Children.
- Informed where they may get advice regarding the specialist equipment used by disabled children
- The requirement to provide documentation in relation to their vehicle i.e. driving licence and up to date car tax, MOT and insurance (if their vehicle is part of casual car user scheme

RESIDENTIAL VISITS.

A good rule of thumb ratio is 1 adult for every 10 young people. Issues for the group leader to consider include the following:

- the group should ideally have adjoining rooms with adults' quarters next to the young peoples'
- the leader should obtain a floor plan of the rooms
- reserve for the group's use in advance;
- there must be at least one adult from each sex for mixed groups;
- there must be separate male and female sleeping/bathroom facilities for young people and adults;
- the immediate accommodation area should be exclusively for the group's use;
- ensure there is appropriate and safe heating and ventilation;
- ensure that the whole group are aware of the lay-out of the accommodation, its fire

Precautions/exits (are instructions in English or otherwise clear?), its regulations and routine, and that everyone can identify key personnel;

- security arrangements - where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- the manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people.
- locks on doors should work in the group's rooms but appropriate access should be available to organisers at all times.
- there should be drying facilities;
- there should be adequate space for storing clothes, luggage, equipment etc, and for the safe keeping of valuables;
- adequate lighting - it is advisable to bring a torch;
- there should be provision for young people with special needs and those who fall sick;
- balconies should be stable, windows secure, and electrical connections safe;
- where possible young people should not be lodged in ground floor rooms;
- the fire alarm must be audible throughout the accommodation;
- there should be recreational accommodation/facilities for the group;
- the hotel/hostel should be able to meet any particular cultural or religious needs of the group;
- there should be an appropriate number of group supervisors on standby duty during the night.

Go through the fire drill as soon as possible after arrival.

TRAVEL ABROAD.

Passports

Some states may not allow in a traveller whose passport will expire within a few months of entry. The organiser should personally check the passports of all supervisors and young people to obviate the risks of anyone being turned back from the borders of the venue country or any countries being traversed en route. The organiser should contact the UK embassy or consulate of the relevant country or countries for details.

Collective Passports

These can be held for an approved group of usually five to fifty British nationals under 18 years of age travelling abroad in the charge of a responsible leader. The leader and deputy leader must be over 21 years old and hold a valid standard United Kingdom passport. An application costs £42 and should be submitted at least four weeks before the collective passport is needed. Young people who are not British nationals cannot be named on the collective passport.

Visa Exemption

Only a school group taking part in an educational visit and not for other youth groups are visa exemptions available from the Home Office on 020 8760 8773 or the British Council on 020 7389 4004.

Appendix

FURTHER GUIDANCE

Department for Education and Skills

Health & Safety of Pupils on Educational Visits (HASPEV), and supplement
<http://www.teachernet.gov.uk/visits>

Health & Safety: Responsibilities & Powers
<http://www.teachernet.gov.uk/responsibilities>

Guidance on First Aid for Schools <http://www.teachernet.gov.uk/firstaid>

Supporting Pupils with Medical Needs: A Good Practice Guide
<http://www.teachernet.gov.uk/medical>

Work experience: A guide for secondary schools 2002

Work Experience: A guide for employers 2002

Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service. DfES May 2002.

Safety Education Guidance Leaflet
<http://www.teachernet.gov.uk/safetyeducationguidance>

Chief Medical Officer Advice on Farm Visits: A Department of Health Press Notice 12 April 2000.

HSE

Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996 (HSC £9)

A Guide to Risk Assessment Requirements -
<http://www.hse.gov.uk/pubns/indg218.pdf>

Avoiding ill health at open farms: Advice to teachers AIS23 new edition 28 June 2000 of advice mentioned in *HASPEV*).

Five Steps to Risk Assessment . (<http://www.hse.gov.uk/pubns/indg163.pdf>)

Adventure activities centres; five steps to risk assessment (£4.50)

The New General Teaching Requirement for Health and Safety, QCA/HSE, 1999

Managing Health and Safety in Swimming Pools revised edition 1999. HSG 179 £10.50

Reducing Risk Protecting People 2001

Preparing Young People for a Safer Life (issued with Cheshire County Council and The Institute of Occupational Safety and Health – tel: 0116 257 3100). This has a model risk assessment for a sponsored walk.

Adventure activities centres: five steps to risk assessment (£4.50)

Adventure Activities Industry Advisory Committee (AAIAC): *Statement of Risk Perception in Adventure and Outdoor Activities*

Others

Information about safeguarding children, including advice re staff suitability, is available on the Nottinghamshire Safeguarding Children Board web page.

www.nottinghamshire.gov.uk/nscb

Information about adventure activity providers covered by the Adventure Activities Licensing Scheme <http://www.aala.org.uk>

The Wales Tourist Board, the Scottish Tourist Board and the British Activity Holiday Association (see next) provide voluntary inspection schemes to complement licensing for providers of activities that are out of scope of licensing

The British Activity Holiday Association, 22 Green Lane, Hersham, Surrey, KT12 5HD. Tel/Fax: 01932 252994. www.baha.org.uk

Get Safe for Summer - Amateur Swimming Association. www.asa-awards.co.uk

Safe Supervision for Teaching and Coaching Swimming. Amateur Swimming Association and others. 2nd edition 2001 Tel: 01509 618700. Advice on ratios in *HASPEV* paragraph 187, which are pupil year-based, should be read in conjunction with the competence-based ratios in *Safe Supervision*

The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994) <http://www.lifesavers.org.uk/>

Minibus Safety: A Code of Practice - RoSPA and others 2002
www.rospa.com/pdfs/road/minibus.pdf

Safety on School Trips A Teachers and the Law Booklet - The Professional Association of Teachers. Revised edition 2002

Educational Visits - NASUWT 2001

Guidance published by the National Governing Bodies (NGBs) for various adventure activities as in *HASPEV*. NGBs also maintain leader training and assessment programmes.

Safe and Responsible Expeditions and Guidelines for Youth Expeditions - Young Explorers' Trust, c/o RGS-IBG Expedition Advisory Centre. £5 inc. p & p or free from website: <http://www.rgs.org/eacpubs>

The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to

anyone planning an overseas expedition. Tel 020 7591 3030 <http://www.rgs.org/eac>

The Independent Schools' Adventure Activities Association (ISAAA) offers help, support and technical advice to any Independent School www.malcol.org/isaaa/

The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines <http://www.theaward.org/>.

Guidance is produced by many of the voluntary youth organisations

Guidelines for Off-Site Educational Visits and Activities in the United Kingdom Nottinghamshire CC September 2001 has a section on camping pages 75-79.

Safe Kids Campaign Report 2000, Child Accident Prevention Trust

Transport for London provides free transport for school groups on the underground, buses, Thameslink and the Docklands Light Railway. The advice line for the scheme is 0207 918 3954 and the website is at www.tfl.gov.uk/schoolparty. The general travel advice line can offer information on route planning and station layouts. Apart from its commitment to the safety of its passengers Transport for London does not offer specific advice on health and safety for school groups but refers them to HASPEV and HSE risk assessment guidance.

The Waterways Code (leaflet) and *The Waterways Code for Boaters* (video) are available from British Waterways - hq@britishwaterways.co.uk - tel: 01923 201120

The Suzy Lamplugh Trust has produced a range of guidance on personal safety, including booklets, videos and training courses <http://www.suzylamplugh.org>

The OCR (Oxford Cambridge RSA) 'Off-Site Safety Management Scheme' provides a training course aimed at those who organise off-site visits. It is exam-based and teachers can combine it with practical experience:
<http://www.ocr.org.uk/schemes/ownbrand/examined/offsite/Offindex.htm>

Appendix

It is the driver's responsibility to ensure that every child travelling in his/her car is properly restrained.

	Front seat	Rear seat	Responsibility
Driver	Seatbelt must be used if fitted		Driver
Children under 3 years of age	Appropriate car seat or restraint must be used	Appropriate car seat or restraint must be used	Driver
Child aged 3 to 11 years and under 1.5 m (approx 5 ft in height)	Appropriate child restraint must be used if available. If not, an adult seatbelt must be used	Appropriate child restraint must be used if available. If not, an adult seatbelt must be used if available	Driver
Child aged 12 or 13 or younger. Child 1.5 m (approx 5 ft) or more in height	Adult seatbelt must be used if available	Adult seatbelt must be used if available	Driver
Adult passenger (from 14 years)	Seatbelt must be used if available	Seatbelt must be used if available	Passenger

Appendix

Transport Checklist

Coach Hire

- Must use a reputable company
- The vehicle must be roadworthy and have seatbelts
- The company insurance is valid and covers the transportation of all age groups
- Ensure the appropriate number of seats are available and do not book a 53 seater for 15 participants
- A risk assessment has been completed
- Parental consent has been obtained for the participants to travel
- Staff must be over 18 and hold a current first aid qualification, carry a first aid kit and have been CRB checked
- There must be a minimum of two staff (one can include the driver) preferably one male and one female for mixed sex groups
- Ratio of children to staff/responsible adults must not exceed 10:1 if over 11 and 6:1 if under 11
- All staff must avoid one to one situations with participants
- Ensure participants have appropriate equipment, clothing, footwear, food and drink with them needed for the journey and the activities before departure
- Depart in enough time to allow for traffic congestion
- Participants are supervised throughout the journey ensuring that they sit in their seat, wearing the seatbelt at all times
- All equipment, bags and belongings are stored in the overhead lockers or under the seat
- Staff are responsible for counting the participants on and off the coach
- Rest stops must be made every 1 hour 30 minutes
- A mobile phone must be available to a member of staff

Mini Bus Hire

- The company must be registered with British Vehicle Rental and Leasing Association
- The vehicle must be roadworthy and have seatbelts
- The driving licence of the driver is valid
- The insurance is valid and covers the transportation of all age groups
- A risk assessment has been completed
- Parental consent has been obtained for the participants to travel
- Staff must be over 18 and hold a current first aid qualification, carry a first aid kit and have been CRB checked
- There must be a minimum of two staff (one can include the driver) preferably one male and one female for mixed sex groups
- Ratio of children to staff/responsible adults must not exceed 10:1 if over 11 and 6:1 if under 11
- All staff must avoid one to one situations with participants

- Ensure participants have appropriate equipment, clothing, footwear, food and drink with them needed for the journey and the activities before departure
- Depart in enough time to allow for traffic congestion
- Participants are supervised throughout the journey ensuring that they sit in their seat, wearing the seatbelt at all times
- All equipment, bags and belongings are stored in the overhead lockers or under the seat
- Staff are responsible for counting the participants on and off the coach
- Rest stops must be made every 1 hour 30 minutes

Transporting Participants by Car

- The vehicle must be roadworthy and have seatbelts
- The driving licence of the driver is valid
- The MOT, tax and insurance are valid and cover the transportation of all age groups
- A risk assessment has been completed
- Parental consent has been obtained for the participants to travel
- Ensure participants have appropriate equipment, clothing, footwear, food and drink with them needed for the journey and the activities before departure
- Depart in enough time to allow for traffic congestion
- Participants are supervised throughout the journey ensuring that they sit in their seat, wearing the seatbelt at all times
- All equipment, bags and belongings are stored in the appropriate area/boot
- Staff must be over 18 and hold a current first aid qualification, carry a first aid kit and have been CRB checked
- Ratio of children to staff/responsible adults must not exceed 10:1 if over 11 and 6:1 if under 11
- All staff must avoid one to one situations with participants

Walking Participants to a Venue

- A risk assessment has been completed
- Participants must wear coloured bibs, appropriate clothing and footwear
- Staff must be over 18 and hold a current first aid qualification, carry a first aid kit and have been CRB checked
- Ratio of children to staff/responsible adults must not exceed 10:1 if over 11 and 6:1 if under 11
- Before crossing any roads, ensure the group are together and concentrating, wait for an appropriate opportunity to cross, ensuring that all participants do so quickly and safely
- All staff must avoid one to one situations with participants
- Parental consent has been obtained for the participants to travel