



GIRL ON FIRE

22. Off-Site Visits, Transport And Residential Activities

Owner: Director/course manager | Conditional: trips, lifts or overnight activity

No off-site or residential activity proceeds until the director approves an activity-specific plan, competent staffing, safeguarding arrangements, emergency contacts, relevant insurance and risk assessment. Confirm providers' suitability, accessibility, first aid and site conditions. Obtain informed permissions and brief participants/carers.

Transport must be planned, insured and lawful. Verify appropriate driving entitlement and vehicle arrangements; assess lone adult/child transport and keep journey records. Staff may not offer improvised personal lifts. Choose supervision based on age, needs, activity and setting, with contingency cover.

For overnight stays, approve accommodation, room allocation, privacy, personal care boundaries, staffing cover, overnight emergency arrangements and reporting routes. Do not infer that ordinary workshop arrangements cover residential safeguarding. Assess any childcare registration or other regulatory requirements before offering the activity.

Keep emergency information accessible to authorised leaders. Report incidents, account for everyone at transitions and review after the activity. Do not advertise trips or residential places until these arrangements are confirmed.