

Leisure and Activities Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 6 - The quality and purpose standard
- Regulation 12 - The protection of children standard#

This HND Children's Care Ltd Policy provides general guidance on planning activities, including outdoor activities.

NOTE: The term 'Group Leader' is used throughout, it means the member of staff with overall responsibility for the activity.

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1. Pre-Activity Planning and Authorisation:

An individual risk assessment is completed for each activity that is undertaken with children when required.

As soon as it is known an activity or series of activities are likely or necessary, the manager



must be consulted and should oversee and approve all arrangements or delegate another person to act on the manager's behalf. All arrangements must be recorded and signed off by the home manager or delegated person.

If only one member of HND Children's Care Ltd staff is taking part, it is always assumed that person is in charge or responsible for the activity. Where more than one member of staff is taking part, one person must be the designated staff (or person in charge) and other staff should be given other responsibilities / roles, as necessary. These other responsibilities must be overseen by the designated staff and approved by the manager.

The designated staff member should complete a risk assessment (see 'Risk Taking and Assessments Procedure and Transporting Children Procedure'), which must be 'signed off' by the manager. If an activity is perceived as a high risk, then it should not be engaged in, however, the decision ultimately lies with the home's manager. If it is decided by the manager that the child may still participate in the activity, then they may be held accountable for this decision. Alternatively, it is advised that for a high-risk activity (i.e., rock climbing, bungee jumping etc.), the consent of the individual holding parental responsibility is sought and that appropriate risk assessments and insurances are in place.

Activity risk assessments need to be reviewed by the home manager and keyworker regularly, and / or when changes are required.

The designated staff must prepare and produce a route, timetable or schedule for the activity, including dates, times of travel, vehicle(s) to be used, the location of planned breaks, places / locations to be visited and people to be visited.

The designated staff must identify the children who will be taking part in the activity and consider what arrangements or plans must be made, taking account of:

- Care plan, placement plan or other relevant plans.
- Recent / relevant events / incidents.
- Group dynamics, staff / child relationships.
- Safeguarding concerns.
- Violent or other offending behaviour.
- The healthcare or mental health needs of the children.
- Level of risk associated with drug / alcohol etc. misuse.
- Level of disability and associated special needs.

A list of staff or other responsible adults who are likely to take part must be drawn up. At least one member of staff should be known to the child(ren) taking part and there must be one member of staff from each gender for mixed groups. Where this is not possible the manager must approve the alternative arrangements, ensuring that the best interests of the child are accounted for; in these circumstances the staff / adult's taking responsibility for the child(ren) must be provided with relevant information about the individual to enable the activity to be undertaken safely.

The designated staff must ensure the child / staff ratios are adequate to meet the needs of



the children and the risks posed. For example, where there is a risk of violence, hazardous activities are undertaken, or remote locations are used.

Where there is a risk of confrontational or violent behaviour, the designated staff / manager must ensure that staff undertaking the activity are suitably trained and are familiar with procedures and guidelines contained in this manual relating to behaviour management, incidents and the use of physical intervention.

The designated staff must ensure that parent(s) have been consulted / informed, and consents obtained.

2. Insurance:

Adequate Public Liability Insurance is in place.

Normally, children's holidays are insured fully under the company insurance policy for any holiday within the United Kingdom. Also, any resort or destination will be approached to confirm they too have Public Liability Insurance cover.

Holidays outside of the United Kingdom or hazardous activities will require additional insurance. In these circumstances, the designated staff should consult the manager. When using public facilities e.g., leisure centre or hazardous activities staff should ask to see a valid copy of the current insurance certificate.

3. Financial Arrangements and Meals:

The designated staff must decide what financial arrangements are necessary and agree them with the manager. The manager must decide how finances will be recorded.

The designated staff must ensure that adequate arrangements are made for meals, breaks, taking account of the dietary, healthcare and cultural needs / choices of the children and staff.

4. Transport Arrangements:

For detailed procedures, see '[Transporting Children Policy](#)'.

5. Prepare Children:

As soon as practicable before the activity is due to start, the children should be notified of the following: and this must be recorded.

- The intention to involve the children in the planning.
- An explanation of the proposed activity, including its aims and objectives.
- Expectations about their behaviour and the implications of poor behaviour.
- Appropriate and inappropriate personal contact including sexual activity.
- Emergency procedures and safety precautions.
- Rendezvous procedures.



- Dangers e.g., coastal visits, mountain walking.
- What clothing they will require.

6. Adventurous Activities:

If an activity holiday is proposed, the name of the organisation, activities involved type of accommodation, address and phone number of organisations should be obtained.

There are a number of checks which must be made on activity holidays. These must be undertaken by the designated staff unless the holiday has been arranged by the child's school, the school should be asked to confirm that these checks have been made, and that sufficient staff or subcontracted staff will be present to supervise the children.

7. Accommodation:

7.1. Accommodation (Indoors):

- The immediate accommodation area should be exclusively for the group's use.
- There should be heating and appropriate ventilation.
- The accommodation must be safe i.e., locks on doors.
- The accommodation must have a fire alarm.
- The whole group must be made aware of the layout of the accommodation.
- There must be adequate space for storing clothing.
- There must be adequate lighting (take a torch).
- There should be recreational accommodation / facilities wherever possible.

7.2. Accommodation (Outdoors):

The above should be taken into consideration. For camping, there are numerous additional considerations to be considered, e.g., safety issues, sleeping arrangements, security, cooking safety, fire. All concerns should be part of the risk assessment.

8. Sleeping Arrangements:

Wherever possible, there should be separate male and female sleeping / bathroom facilities for and staff. If this is not possible, a rota system must be implemented.

Wherever possible, staff should supervise the children at night (and remain in gender-specific rooms).

A rota should be devised to ensure the maximum supervision possible. The on-call person should not retire until the children have been settled for at least one hour.



Individual / group needs must be taken into consideration at night e.g., a child may prefer not to sleep in a dormitory setting. Are there any safeguarding issues? Sleeping arrangements must reflect the fact that staff have considered the individual needs of and associated risks to children on the activity. Sleeping arrangements must be detailed in the plan and approved by the manager.

Security arrangements must be implemented at night. Wherever possible, a child should be prevented from absconding.

9. Absence Whilst on an Activity:

If a child becomes absent or missing it will be necessary to follow the procedures set out in 'Absence - Missing Children Policy'.

End.