



# Offsite Visits Policy

*Part of the BYO Health and Safety Policy Suite*

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Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

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Approved By	Hassan Kingsley, Governor
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## 1. Purpose and Scope

This policy ensures the safe planning and delivery of all offsite visits for children (under 18) and young adults (18-24) organised by Britannia Youth Organisation CIC.

**Important:** All offsite visits are **closed sessions** requiring completed consent forms and registration - they are NOT open access activities.

**Key Principle:** Offsite visits provide valuable experiences but require enhanced planning and safety measures beyond our regular activities.

**Safeguarding Integration:** All offsite visits must follow our **Safeguarding Policy Framework** and **Child Protection Procedures** alongside health and safety requirements outlined in our **Health and Safety Policy**.

**Activity Planning:** This policy works alongside our **Standing Operating Procedure for CYP Events** for comprehensive activity planning.

## 2. Types of Offsite Visits

### 2.1 Standard Trips

- Local day visits
- Educational visits, museums, parks
- Sports events as spectators
- Community events
- Most trips we organise

### 2.2 Complex Trips (Requiring Additional Approval)

- Overnight trips
- Overseas visits
- Activities with higher inherent risk (climbing, water sports, etc.)
- Residential experiences
- Trips involving vulnerable participants requiring enhanced safeguarding

## 3. Roles and Responsibilities

### 3.1 Board of Directors

- Approve complex trips and budget
- Ensure adequate insurance coverage
- Oversight of safeguarding compliance

### 3.2 Designated Safeguarding Lead (DSL)

**Joshua William Hall**

- Mobile: 07925 328 728
- Email: joshuahall@britanniayo.com

**Deputy DSL: Hassan Alexander Kingsley**

- Mobile: 07597 874 222
- Email: hassankingsley@britanniayo.com

#### **Responsibilities:**

- Approve all trips from safeguarding perspective
- Lead incident response
- Ensure safeguarding procedures are followed
- Coordinate with external agencies if needed

### 3.3 Trip Leader

- Overall responsibility for trip safety and management
- Complete comprehensive risk assessment
- Ensure consent forms collected
- Maintain safeguarding awareness throughout trip
- Follow **Code of Conduct Policy** standards

### 3.4 Supporting Staff

- Assist with supervision and activities
- All must have current DBS checks as per **Recruitment, Selection and Onboarding Policy**
- Follow **Code of Conduct Policy** requirements
- At least one first aider present

**Professional Standards:** All staff on trips must meet the standards outlined in our **Code of Conduct Policy** and have appropriate vetting as detailed in our **Vetting and DBS Policy**.

## 4. Planning Requirements

### 4.1 Standard Trips

#### **Minimum Requirements:**

- Comprehensive risk assessment completed (including safeguarding risks)
- Consent forms for all participants
- Adequate supervision ratios
- Emergency contacts available
- DSL approval
- Insurance confirmation

**Timeline:** Plan as far ahead as practical - minimum 2 weeks for adequate preparation

### 4.2 Complex Trips

#### **Additional Requirements:**

- Board approval
- Enhanced planning and risk assessment
- Specialist safeguarding advice if needed
- Additional insurance considerations
- External venue safeguarding checks

**Timeline:** Allow adequate time for proper planning - typically several months for overseas or residential trips

**Risk Assessment:** All risk assessments must include safeguarding considerations as outlined in our **Health and Safety Policy** and consider specific venues and activities.

## 5. Staffing Requirements

### 5.1 Staff Ratios

#### Standard Ratios:

- **Children (under 18):** 1:6 - higher supervision than regular activities
- **Mixed age groups:** Apply most restrictive ratio
- **Higher risk activities:** Enhanced ratios as appropriate
- **Minimum 2 staff** on every trip regardless of numbers

### 5.2 Staff Requirements

#### All staff must have:

- Enhanced DBS clearance as per **Vetting and DBS Policy**
- Basic safeguarding training as outlined in **Safeguarding Policy Framework**
- Understanding of **Code of Conduct Policy** requirements
- Emergency contact procedures training

#### Trip Leader must have:

- Experience in group management
- Safeguarding training
- Understanding of emergency procedures

#### Additional Requirements:

- **First Aid:** At least one current first aider
- **Specialist activities:** Relevant qualifications as needed
- **Safeguarding:** DSL or trained deputy available for complex trips

## 6. Risk Assessment

### 6.1 Comprehensive Risk Assessment Required

Must cover:

**Physical Safety:**

- **Transport:** Vehicle safety, journey planning
- **Venue:** Basic hazards, emergency procedures
- **Activities:** Equipment safety, supervision needs
- **Weather:** Backup plans if needed

**Safeguarding Considerations:**

- **Participant vulnerability:** Individual needs and risks
- **Staff deployment:** Appropriate supervision arrangements
- **Environmental factors:** Isolated locations, changing facilities
- **Third-party providers:** Safeguarding policies and staff vetting
- **Emergency procedures:** Safeguarding incident response

**Health and Safety Integration:** Risk assessments must follow procedures outlined in our Health and Safety Policy and consider both physical and safeguarding risks.

### 6.2 Practical Approach

- Use venue-provided risk assessments where available
- Verify third-party safeguarding policies
- Visit venue beforehand if unfamiliar or higher risk
- Keep paperwork comprehensive but manageable
- Update for significant changes
- Include safeguarding risk factors



## 7. Consent and Medical Information

### 7.1 Essential Consent Forms

**Must include:**

- Participant details and emergency contacts
- Medical conditions, allergies, and medications
- Specific activity permissions
- Transport arrangements
- Photography consent as per **Photography and Videography Policy**
- Emergency medical treatment consent
- Data sharing consent as per **Data Protection Policy**

### 7.2 Safeguarding Information

**Additional considerations:**

- Special dietary requirements
- Communication needs
- Behavioral support plans
- Any safeguarding considerations (with appropriate confidentiality)
- Contact restrictions (if applicable)

### 7.3 No Consent = No Participation

- No young person can join a trip without completed forms
- No exceptions - even for last-minute participants
- Parents/carers must be contactable during trip

**Data Protection:** All personal information collected must comply with our **Data Protection Policy** regarding storage, use, and sharing.

## 8. Transport Arrangements

### 8.1 Vehicle Requirements

#### **Minibuses:**

- Appropriate licence holder
- Basic vehicle checks
- Insurance coverage
- Emergency equipment

#### **Private Cars:**

- Business insurance coverage
- Valid MOT and appropriate licensing
- Background checks on drivers
- Safeguarding considerations for one-to-one transport

#### **Public Transport:**

- Group arrangements and travel cards
- Supervision during travel
- Emergency procedures

#### **Coach Hire:**

- Reputable operator with appropriate insurance
- Driver background checks where possible

### 8.2 Safety and Safeguarding

- Seatbelts used at all times
- Emergency contact details with driver
- Plan route and have alternatives
- Avoid one-to-one transport situations where possible
- Staff deployment to ensure appropriate supervision

## 9. Emergency Procedures

### 9.1 Emergency Contacts (Always Available)

**Emergency Services: 999**

**BYO Emergency Contacts:**

- **DSL:** Joshua William Hall - 07925 328 728
- **Deputy DSL:** Hassan Alexander Kingsley - 07597 874 222
- **BYO Office:** 0121 448 7378

**External Agencies:**

- **Birmingham Children's Services (MASH):** 0121 303 1888
- **LADO:** 0121 675 1669
- **Police Non-Emergency:** 101

### 9.2 Incident Response

**Serious Incident (Including Safeguarding):**

1. Ensure immediate safety of all participants
2. Call 999 if medical emergency or immediate danger
3. Contact DSL immediately for safeguarding concerns
4. Secure scene and preserve evidence if needed
5. Contact parents/guardians as appropriate
6. Complete incident report
7. Do not return until DSL approval
8. Follow up with appropriate agencies

**Missing Participant:**

1. Immediate search of area with adequate supervision of other participants
2. Contact venue security/management
3. Call police if not located within 15 minutes
4. Inform DSL and parents immediately
5. Consider safeguarding implications
6. Coordinate with police and parents

**Safeguarding Incident:**

1. Follow Child Protection Procedures immediately
2. Ensure safety of all participants
3. Contact DSL without delay
4. Preserve evidence appropriately
5. Consider immediate risk to other participants
6. Coordinate with statutory agencies as required

**Incident Reporting:** All incidents must be reported following procedures in both our **Health and Safety Policy** and relevant safeguarding procedures.

## 10. Safeguarding During Visits

### 10.1 Ongoing Safeguarding

**Continuous vigilance for:**

- Changes in participant behavior
- Signs of distress or harm
- Inappropriate interactions between participants
- Concerns about staff conduct
- Environmental risks to vulnerable participants

### 10.2 Managing Safeguarding Concerns

**If concerns arise:**

- Follow **Child Protection Procedures** immediately
- Contact DSL for guidance
- Ensure immediate safety of all participants
- Document concerns appropriately
- Consider impact on trip continuation

**Peer-to-peer incidents:**

- Follow **Managing Allegations of Peer-to-Peer Abuse** procedures
- Separate participants if necessary
- Ensure appropriate supervision
- Contact parents/carers as required

**Professional Conduct:** All staff must maintain professional boundaries as outlined in our **Code of Conduct Policy** throughout the visit.

## 11. Specific Activity Guidance

### 11.1 Water Activities

- Qualified lifeguard present
- Swimming ability checked on consent forms
- Additional supervision for non-swimmers
- Enhanced safeguarding considerations for changing facilities

### 11.2 Adventure Activities

- Qualified instructors required
- Appropriate safety equipment
- Weather conditions assessed
- Additional risk assessment for vulnerable participants

### 11.3 Overnight Trips

- **Enhanced safeguarding measures required**
- Separate sleeping arrangements with appropriate supervision
- 24-hour supervision arrangements
- Clear behavior expectations as per **Code of Behaviour Policy**
- Detailed risk assessment including safeguarding factors
- Board approval required

## 12. Inclusion and Accessibility

### 12.1 Making Trips Accessible

- Consider accessibility when choosing venues
- Make reasonable adjustments as per **Equality, Diversity and Inclusion Policy**
- Additional support staff if required
- Clear communication about what's involved
- Individual risk assessments for specific needs

### 12.2 Financial Accessibility

- Keep costs reasonable
- Payment plans available
- Hardship fund consideration
- No young person excluded due to financial hardship alone

### 12.3 Supporting Diverse Needs

- Cultural and religious considerations
- Communication support needs
- Medical and health requirements
- Behavioral support plans

## 13. Digital Safety and Communications

### 13.1 Photography and Videography

- Follow **Photography and Videography Policy** requirements
- Obtain specific consent for trip photography
- Consider social media implications
- Protect participant privacy

### 13.2 Digital Communications

- Follow **Digital Safeguarding Policy** guidelines
- Appropriate use of social media during trips
- Emergency communication protocols
- Protection of participant personal information

**Digital Safety:** All digital activities during visits must comply with our **Digital Safeguarding Policy** and **Social Media Policy**.

## 14. Post-Visit Procedures

### 14.1 Immediate Follow-up

- Equipment returned and stored
- Any incidents reported following **Health and Safety Policy**
- Safeguarding concerns followed up appropriately
- Basic feedback collected
- Learning points noted for future trips

### 14.2 Incident Follow-up

- Complete incident reports for all accidents or concerns
- Follow safeguarding procedures where applicable
- Communication with parents/carers as appropriate
- Review and learning for future visits

## 15. Approval Process

### 15.1 Standard Trip Approval

1. **Trip Leader** completes comprehensive planning
2. **Risk Assessment** reviewed by DSL (including safeguarding aspects)
3. **Consent forms** collected and verified
4. **Staffing arrangements** confirmed with appropriate vetting
5. **Final check** with DSL before departure

### 15.2 Complex Trip Approval

1. **Initial discussion** with DSL/Board including safeguarding considerations
2. **Enhanced planning** with specialist advice if needed
3. **Board approval** for significant trips
4. **Final safeguarding approval** by DSL



## 16. Reporting Concerns

### 16.1 During Visits

If you have concerns during a visit:

- Report to Trip Leader immediately
- Contact DSL if safeguarding concerns
- Use emergency procedures if immediate risk
- Document concerns appropriately

### 16.2 After Visits

- Report any concerns to DSL
- Use **Complaints Policy** if dissatisfied with trip management
- Follow **Whistleblowing Policy** if concerns about organizational response

**Alternative Reporting:** If you feel unable to report through normal channels, see our **Whistleblowing Policy** for alternative options.

## 17. Insurance and Legal Requirements

### 17.1 Insurance Coverage

- Public liability insurance for offsite activities
- Vehicle insurance for group transport
- Activity-specific insurance for higher risk activities
- Professional indemnity coverage

### 17.2 Legal Compliance

- Health and Safety requirements as per **Health and Safety Policy**
- Safeguarding legislation compliance
- Transport regulations
- Activity licensing where required
- Data protection compliance

## 18. Record Keeping

### 18.1 Essential Records

- Comprehensive risk assessments
- Consent forms
- Staff deployment records
- Incident reports if any
- Insurance certificates
- Safeguarding documentation (where applicable)

### 18.2 Data Protection

- Store personal information securely as per **Data Protection Policy**
- Share only on need-to-know basis
- Retain records according to retention schedule
- Protect participant confidentiality

## 19. Related Policies

This policy should be read alongside:

- Safeguarding Policy Framework
- Child Protection Procedures
- Adult Safeguarding Procedures
- Health and Safety Policy
- Standing Operating Procedure for CYP Events
- Code of Conduct Policy
- Code of Behaviour Policy
- Managing Allegations of Peer-to-Peer Abuse
- Digital Safeguarding Policy
- Photography and Videography Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Whistleblowing Policy
- Complaints Policy

## 20. Review and Monitoring

This policy will be reviewed annually and after any serious incidents. We will:

- Learn from experiences and incidents
- Update based on feedback from participants and staff
- Ensure compliance with changing legislation
- Balance safety requirements with practical delivery
- Maintain focus on both physical safety and safeguarding

### Document Control:

- This policy balances safety and safeguarding requirements with practical delivery
- Focus on comprehensive planning while keeping young people safe
- Regular review ensures continued effectiveness and compliance

### Reviewed by:



**Hassan Kingsley**

Date: 24/06/2025

Next Review Date: 24/06/2026

*This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.*

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# Trip Consent Form

Britannia Youth Organisation CIC

Please complete all sections clearly and return before the trip departure date

## Trip Information

Trip:

Date:

 

Time:

 

Return time:

 

Destination:

Transport:

## Participant Details

Participant name:

Age:

Date of Birth:

Address:

# Emergency Contacts

---

## Primary Contact

Name:

Relationship:

Phone:

Alternative Phone:

## Secondary Contact

Name:

Relationship:

Phone:

Alternative Phone:

# Medical Information

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## Medical Conditions/Allergies

Please list any medical conditions, allergies, or health concerns

## Medical Conditions/Allergies

List any medications the participant is current taking

## Medical Conditions/Allergies

Any dietary restrictions, allergies, or special requirements

## Swimming ability

## GP Name and Practice:

## Additional Information

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### Special support needs:

Any additional support, accessibility needs, or considerations

### Emergency contact restrictions

Any restrictions on who can be contacted or information shared

### Communication needs:

Any restrictions on who can be contacted or information shared

## Consent

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I give permission for my child to attend this trip and understand that:

- ☐ BYO will supervise appropriately following our safeguarding and safety policies
- ☐ Emergency contacts will be used if needed
- ☐ Medical treatment may be sought if required in an emergency
- ☐ Staff will take reasonable care but cannot guarantee against injury or accident
- ☐ Photography may be taken as per BYO's Photography and Videography Policy
- ☐ My child may be excluded from activities if behaviour becomes unsafe
- ☐ Transport arrangements are as detailed above
- ☐ Information will be handled according to BYO's Data Protection Policy
- ☐ Safeguarding procedures will be followed if concerns arise

## Parent/Guardian

Parent/Guardian Signature:

sign here

Date:

dd/mm/yyyy



Print Name:

Relationship to child:

## For BYO Use Only

☐

Risk assessment completed

☐

Staff ratio met

☐

All consents collected

☐

Emergency contacts available

☐

Safeguarding considerations reviewed

☐

Insurance confirmed

Trip Leader:

Date:

dd/mm/yyyy





# Comprehensive Trip Risk Assessment

Britannia Youth Organisation CIC

Complete this assessment thoroughly before every offsite visit - safeguarding and safety depend on it

## Trip/Activity Overview

Trip/Activity:

Date:

dd/mm/yyyy



Transport:

Trip Leader:

Number of Participants:

Ages:

E.g. 12-18

Number of Staff:



## Transport Risks

☐ Vehicle roadworthy and insured

☐ Driver qualified and checked

☐ Journey planned

☐ Safeguarding considerations for transport arrangements

**Transport Notes:**

Detail any specific arrangement, risk identified, or additional measures taken....



## Venue Risks

☐ Venue suitable for group

☐ Emergency exits identified

☐ First aid facilities available

☐ Safeguarding policies of venue checked

☐ Venue staff background checks confirmed

### Venue Notes:

Detail venue-specific risks, accessibility considerations, safeguarding arrangements



## Activity Risk

☐ Equipment safe and appropriate

☐ Supervision adequate

☐ Participants briefed

☐ Instructor qualifications checked

☐ Safeguarding considerations for activities

### Activity Notes:

Describe specific activities, equipment used, supervision arrangements, and any special considerations...



## Participant Risks

☐ Medical needs identified

☐ Behaviour plans in place

☐ Emergency contacts available

☐ Individual safeguarding considerations reviewed

☐ Support plans in place

### Participant Notes:

Detail any specific participant needs, vulnerabilities, medical requirements, or support arrangements...



## Environmental Risks

☐ Weather appropriate

☐ Backup plan available

☐ Appropriate clothing advised

☐ Safeguarding implications of environment considered

☐ Support plans in place

### Environmental Notes:

Weather conditions, backup plans, environment hazards, clothing requirements...

**Specific safeguarding considerations:****Risk:**

Describe the safeguarding risk...

**How Managed:**

Describe how the safeguarding risk will be managed...

**Risk:**

Describe the safeguarding risk...

**How Managed:**

Describe how the safeguarding risk will be managed...

**Risk:**

Describe the safeguarding risk...

**How Managed:**

Describe how the safeguarding risk will be managed...



## Emergency Procedures

☐ Emergency contacts available

☐ First aid kit taken

☐ Mobile phone charged

☐ Staff know emergency procedures

☐ Venue emergency procedures understood

☐ Safeguarding incident procedures understood

☐ DSL contact details available

## Assessment Approval

Assessment completed by:

Date:

dd/mm/yyyy



Approved by DSL:

sign here

Date:

dd/mm/yyyy



### Document Control:

- This assessment balances safety and safeguarding requirements with practical delivery
  - Focus on comprehensive planning while keeping young people safe
  - Regular review ensures continued effectiveness and compliance

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