



EDVENTURES | POLICY SUITE

Conditional Food and Transport Arrangements

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Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
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Approval signature	_____

1. Purpose

Edventures is committed to ensuring that any food, refreshments, transport or accommodation it provides or arranges are appropriate, safe, inclusive and managed in accordance with relevant legal and operational requirements.

This policy establishes the arrangements for assessing, approving, delivering and monitoring these additional services.

The policy is conditional. It does not require Edventures to provide catering, transport or accommodation as part of its standard activities.

2. Scope and responsibilities

This policy applies to all Edventures workers, instructors, contractors and third-party providers involved in the provision or arrangement of food, transport or accommodation.

It covers independently organised climbing clubs, wellbeing experiences, outdoor activities, expeditions and other Edventures programmes.

The Owner and Operations Lead, Edward Fairnington, is responsible for:

- Determining which additional services are included in each booking.
- Approving appropriate providers and operating arrangements.

- Ensuring relevant risk assessments and checks are completed.
- Confirming that required licences, registrations, insurance and qualifications are in place.
- Maintaining records of approval, incidents and corrective actions.
- Ensuring participants and parents or carers receive accurate information.

Responsibilities may be delegated to a suitably competent session leader or contractor, but overall management accountability remains with the owner.

3. Confirmation of service arrangements

Before each programme or booking, Edventures will establish whether it:

- Provides food or refreshments.
- Arranges external catering.
- Provides or arranges passenger transport.
- Provides or arranges overnight accommodation.

The arrangements will be recorded in the booking documentation or programme plan.

Where none of these services is provided, participants and parents or carers will be informed that they are responsible for their own food, drinks and travel to and from the agreed activity location.

Where accommodation is not included, participants are responsible for making their own accommodation arrangements where relevant.

Edventures' duty of care during its agreed period of supervision remains unaffected by these exclusions.

4. Food and refreshments

Where Edventures provides or arranges food or refreshments, the Owner and Operations Lead will assess the nature, scale and risks of the provision.

The assessment will consider:

- Food hygiene and safe handling.
- Suitability and reliability of suppliers.
- Relevant dietary requirements, allergies and intolerances.
- Storage, preparation, transportation and serving conditions.
- Cleanliness, handwashing and contamination prevention.
- Appropriate food labelling and allergen information.
- Waste disposal and environmental considerations.
- Emergency arrangements for allergic reactions or food-related illness.

Food must not be supplied where Edventures cannot establish that it can be handled and served safely.

4.1 Food business registration

Before beginning food provision, Edventures will determine whether its activities constitute a food business requiring registration with the relevant local authority.

Where registration is required, Edventures will complete it at least 28 days before food operations begin and maintain any applicable food safety management arrangements.

Occasional provision is not automatically exempt from food hygiene law. Advice will be obtained from the relevant local authority where the position is unclear.

4.2 Food safety competence

Workers handling or serving food must have suitable instruction, supervision and competence for their duties.

Where an external food safety qualification or course is necessary or required for the role, Edventures will verify completion before assigning food-handling responsibilities.

Edventures does not provide in-house food safety qualification courses or instructor training.

Records of relevant qualifications and competence checks will be retained securely.

4.3 Allergies and dietary requirements

Relevant allergy and dietary information will be collected before food provision and shared only with workers who require it to manage participant safety.

Food allergen information will be checked against supplier information and the ingredients used.

Reasonable precautions will be taken to prevent cross-contact between allergens. Edventures will not describe food as allergen-free unless this can be reliably substantiated.

Where a participant has a known severe allergy, an individual support or emergency plan will be agreed where necessary, in accordance with the Medical Needs and Medication Procedure.

Participants and parents or carers will be informed promptly if an identified dietary need cannot be safely accommodated.

5. Transport arrangements

Where Edventures provides or arranges transport, the Owner and Operations Lead must approve the arrangements before travel takes place.

Transport arrangements will be proportionate to the number, age, needs and vulnerability of participants, the journey length and the activity risks.

5.1 Transport provider checks

Before using a transport provider, Edventures will verify, as applicable:

- The operator's legal authority and licensing to provide the service.
- Appropriate vehicle insurance, including passenger use.
- Vehicle roadworthiness, maintenance and statutory inspection arrangements.
- Driver licensing and competence.
- Appropriate passenger capacity and seat belts or child restraints.
- Accessibility and any additional participant support requirements.
- Emergency contact and breakdown arrangements.
- Safeguarding arrangements for children and adults at risk.
- Relevant third-party approval under EDV-POL-009.

Transport will not proceed where essential legal or safety requirements cannot be verified.

5.2 Edventures-operated vehicles

Edventures will not operate passenger transport without first establishing the applicable licensing, insurance and operator requirements.

A normal driving licence or a Section 19 permit must not be assumed to authorise commercial transport. The legal position must be checked against the proposed vehicle, payment arrangements and business activity.

Any approved Edventures-operated journey must have a documented driver and vehicle assessment.

5.3 Passenger supervision and journey management

Where Edventures is responsible for transporting participants, arrangements must address:

- Passenger registers and headcounts before departure and after arrival.
- Safe boarding and disembarkation locations.
- Use of seat belts and legally required child restraints.
- Suitable supervision during the journey.
- Participant behaviour and safeguarding.
- Safe collection and handover.
- Accessibility, medical needs and emergency medication.
- Delays, breakdowns, accidents and unexpected route changes.

For children, transport arrangements must be consistent with the Safeguarding Policy, including authorised collection and independent departure arrangements.

An instructor must not be expected to drive and simultaneously provide supervision that requires their attention away from the road.

5.4 Personal transport

Where Edventures does not provide transport, parents, carers and adult participants remain responsible for making their own travel arrangements.

Edventures' supervision begins and ends at the times and locations stated in the booking terms, subject to its safeguarding and emergency responsibilities.

6. Accommodation and overnight activities

Accommodation must not be provided or arranged without a separate written assessment and approval.

This includes camping, bunkhouses, hostels, residential centres and other overnight facilities.

The Owner and Operations Lead will assess:

- Fire precautions, evacuation arrangements and emergency access.
- Security, building access and supervision.
- Sleeping arrangements, privacy and safeguarding.
- Toilets, washing facilities and accessibility.
- Medical requirements and emergency medication.
- Overnight staffing and duty arrangements.
- Staff suitability and safeguarding checks.
- Food and drinking-water provision.
- Communication with parents or carers.
- Missing-person and emergency procedures.
- Appropriate insurance and provider responsibilities.

Overnight supervision arrangements must be documented and communicated to all relevant workers.

Where a third party provides accommodation, its responsibilities must be established in writing.

Accommodation must not be used where material safety or safeguarding concerns remain unresolved.

7. Third-party providers

External catering, transport and accommodation providers will be assessed and approved in accordance with EDV-POL-009.

Edventures will verify relevant documentation, including licences, registration, insurance, qualifications, safeguarding arrangements and risk assessments as appropriate to the service.

The provider's responsibilities and Edventures' responsibilities must be clearly recorded.

Where a provider is unable to demonstrate appropriate standards, alternative arrangements will be sought.

8. Emergencies and incidents

Workers must take immediate action to protect participants in the event of food-related illness, allergic reaction, transport incident, breakdown, missing person or accommodation emergency.

In a serious emergency, workers must contact the emergency services on 999.

The relevant first aid, safeguarding, medical and emergency procedures must be followed.

The Owner and Operations Lead must be notified as soon as practicable.

Incidents and near misses will be documented under the Edventures Incident and Accident Reporting Procedure.

Where relevant, Edventures will notify the provider, insurer, local authority, regulator or other responsible organisation.

9. Records and confidentiality

Edventures will maintain records appropriate to the services provided, including:

- Booking-level service declarations.
- Food provision and allergen assessments.
- Supplier and contractor checks.
- Relevant food safety competence evidence.
- Transport and journey assessments.
- Accommodation assessments.
- Emergency and safeguarding arrangements.
- Incidents, corrective actions and approvals.

Personal information, including medical and allergy information, will be processed in accordance with the Edventures Privacy Policy, Data Retention Schedule and Data Security Procedure.

Information will be restricted to those who need it for legitimate operational or safety purposes.

10. Monitoring and review

The Owner and Operations Lead will review this policy annually and following:

- A significant incident or near miss.
- A change in legislation or official guidance.
- Introduction of a new food, transport or accommodation service.
- A material change to an existing provider or operating arrangement.

- An identified failure in risk management or safeguarding arrangements.

Lessons learned will be documented and reflected in future arrangements.

11. Approval

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