



SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT

**POLICY FOR TAKING GROUPS AWAY ON EXCHANGE /
RESIDENTIAL VISITS**

| | |
|----------------------------------|----------------------------------|
| Issue Date: November 2007 | Issue Number: 01 |
| Review Date: January 2009 | Written By: James Simpson |

1. General Policy Aims

Visits, both day and residential, are an integral part of life at Soar Valley Music Centre. They serve to provide experiences that will aid the acquisition of new skills and attitudes, and a better understanding of the wider world.

This policy aims to ensure that these visits are done safely and the correct procedures are undertaken whilst planning and managing the visits.

2. Guidelines

It is the responsibility of all staff who attend any residential on behalf of Soar Valley Music Centre to have read and to follow the residential guidelines, in order to minimise risks.

- Set up a meeting with Centre staff to establish their 'ground rules' and take copies of certificates etc
- Where possible visit site beforehand to assess risk, (using standard form) identify appropriate equipment and staffing, do a plan of the building and environment (including for activities undertaken) and that this is communicated to all staff once approval has been gained from senior management prior to the residential taking place.
- A risk assessment of activities will need to be carried out when they are being supervised by Music Centre staff. Where the visit is to a Public Venue, business, activity centre, theme park etc. then the Health and Safety is the responsibility of the provider of the service (this does not apply to work placements).
- The risk of moving students is the responsibility of the staff, but the actual journey and travelling risks are with the coach/rail providers. Where there is a pedestrian element there needs to be a risk assessment for that element of the visit. Risk assessments are to be specific to the groups being taken.
- Staff are responsible for the behaviour of the students and staff should sit at strategic points during the journey i.e. on a coach a members of staff should be at the back, and in the middle in order that effective supervision can take place. All sitting at the front of the coach is not recommended.
- Meeting with young people and other staff prior to the residential in order to establish relationships.
- Ensure that there are sufficient first aiders/appointed persons and first aid equipment available.

- Contacts:
 - Emergency contacts for young people
 - Emergency contacts for staff
 - Line manager (coordinator) contact

3. Information & Communication

- Regular planned meetings with clear staff roles and written responsibilities.
- Staff team list with roles issued to team.
- Contact details as above.
- Clear ground rules agreed prior to the residential taking place that are recorded and distributed.
- A letter specific to the activity to be sent to the parent or guardian informing them of the activity, time, cost and any special requirements. This must include a paragraph on acceptable behaviour, and actions that will be taken if a student refuses to comply with staff requests.
- Information on young people in relation to medical and dietary requirements plus any background information which may impact on the health and safety of other young people and/or staff.
- A photograph or image of all students must be taken with you on the visit.
- Ensure all relevant paperwork gets to senior manager and authorization received.

Staff

- The Development Manager is available to offer appropriate support to all staff involved.
- All staff identified must be suitably qualified, experienced and informed.
- All staff must be police checked
- Sufficient number of staff for the amount of young people with the appropriate gender split.

4. Organisational/information issues

- Identification of staff well in advance, including a clearly defined lead, with discussion and agreement of roles and responsibilities. Staff teams need to meet regularly and agree ground rules/practice.
- Protocols pre-organised, eg consent forms, medical forms, accident books, etc
- Terms and conditions equal for staff who participate and be clarified
- Petty cash – clear boundaries on use and access required
- Staff selected and matched to responsibilities based on knowledge and experience

The organizer of the event shall ensure only activities classified as “Adventurous” are licensed under Adventures Activities Licensing Regs 1996, are offered contracts.

5. Written Procedure

Standard

The outcome required when the procedure has been undertaken and completed. This may include a timescale for completion of steps within the Procedure.

Key Procedural Steps

These are essential compulsory actions undertaken by all relevant staff to ensure consistency of service

Monitoring and Evaluation

The checks on implementation and appropriateness of the procedure steps. This includes identification of staff responsible for monitoring and evaluation.

| Critical Area: | | |
|--|---|---|
| <i>STANDARD</i> | <i>KEY PROCEDURAL STEPS</i> | <i>MONITORING & EVALUATION</i> |
| <p>1. Visits organised either directly or indirectly by Soar Valley Music Centre must demonstrate that the activities in some way reflect the core values of the organisation. The objectives of the residential must be clearly stated at the planning stage.</p> <p>2. The safety of all young people and staff on visits funded directly or indirectly by Soar Valley Music Centre</p> | <p>1.1 Ideas for visits should be submitted to the Senior Management at least two months before the intended visit. They will decide if these ideas are suitable for further development. See Appendix 1</p> <p>2.1 Lead Soar Valley Music Centre Staff will assess generic risks to health and safety arising from visits. Organisers of activities shall assess the specific risks pertinent to that activity. The assessment shall include potential risks to staff and clients undertaking the activity with special consideration to young people and clients with disabilities. Paperwork that needs to be with senior management includes – risk assessments, details of staff, young people, residential setting, programme, transport and any other information the lead Organiser feels relevant. See appendix 1-Planning the visit.</p> | <p>Manager – with support from staff who have experience of organising and delivering residential activities.</p> <p>Line manager to monitor and ensure relevant information is collated and correct procedures put into place.</p> |

| Critical Area: | | |
|-------------------------------|---|--|
| <i>STANDARD</i> | <i>KEY PROCEDURAL STEPS</i> | <i>MONITORING & EVALUATION</i> |
| 3. Ensure reflective practice | <p>2.2 A residential will only take place once a member of senior management has signed a confirmation document. See Appendix 3</p> <p>3.1 An evaluation of the visit including details of any incidents must be submitted to senior management no later than 14days after the residential has taken place. See Appendix 3</p> | <p>Senior Management to receive all paperwork and make informed decisions on validity of visit taking place. Senior management will decide necessary action from information detailed in the report.</p> |

6. Related Documents

- Health & Safety Policy
- First Aid Policy
- Accident Reporting Policy
- Risk Assessment Template
- Checklist for Activities / Residentials

7. Appendix 1

Planning the Visit

Outline proposal to line manager for approval. These should include:

- Objectives of visit.
- Date, duration, venue.
- Group details – staff and young people.
- Resources needed – estimate of costs.



Planning:

- Venue. Is it suitable for the group?
- What are the transport options?
- Who would lead and who would assist the group?
- Who is paying for residential?
- Risk assessment and exploratory visit.



Substantive proposal to Senior Management:

- Details of dates,
- Risk assessment
- Emergency procedures
- Transport
- Insurance
- Detailed budget
- Group membership – with contact details.
- Staff details.



Short Visit:

- Obtain approval and parental consent
- Visit to assess risks using standard form.



Residential Abroad:

- Obtain approval from Senior management
- Brief parents and young people
- Visit site and carry out risk assessment.

Evaluate



8. Appendix 2

Confirmation from Senior Management for visit to go ahead.

To be completed by senior management –

Name of group _____

Name of group leader _____

1. **I have studied this application and am satisfied with all aspects including planning, organisation and staffing of the visit.** Approval is given.
 - a) Please ensure that I have all relevant information including a final list of all group members including staff, details on parental consent, and a detailed itinerary at least **7 days** before your party is due to leave.
 - b) Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than **14 days** after the party returns.

Signed: _____ Date: _____

Full Name of Manager: _____

Details may be given to other members of senior management.

9. Appendix 3

Evaluation of the visit to be completed by the group leader for future reference.

| | |
|--------------------------------|--|
| Group: | |
| Leader: | |
| Number in group: | Boys: Girls: Supervisors: |
| Date of visit: | |
| Venue: | |
| Commercial organization | |

Please comment on the following features:

| | Rate 1-10 | <i>Comment</i> |
|---|------------------|----------------|
| 1. The centre's pre-visit organisation | | |
| 2. Travel arrangements | | |
| 3. Content of programme | | |
| 4. Instruction | | |
| 5. Equipment provided | | |
| 6. Safety of environment | | |

| | Rate 1-10 | <i>Comment</i> |
|--|------------------|----------------|
| 7. Accommodation | | |
| 8. Food | | |
| 9. Evening activities | | |
| 10. Centre Staff – How friendly, helpful etc. | | |
| 11. Any other comments – including “close calls” not involving injury / damage. | | |

Signed: _____ Date: _____

Leaders Full Name _____

To be kept on file in the office.