

Manchester Diocesan Board of Education

## **Guidelines:**

### **Planning a residential for young people**

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# Guidance notes on: Planning a residential for young people

These guidelines do not constitute an exhaustive list of things you should consider when planning a residential but will highlight good practice and hopefully make the planning process as simple as possible. Some trips require more planning than others depending on length, location and activities and this needs to be borne in mind when consulting these guidelines. It is a good idea to include young people in the various stages of planning to encourage a sense of ownership and enthusiasm. Please note that these guidelines are written for use when planning trips within the UK ONLY.

## Contents

### 1. Planning a residential check list

### 2. Initial planning and preparation

- a. Creating a planning document
- b. Site visit
- c. Pre-trip meetings for parents/guardians

### 3. Finer details

- a. Staffing
  - CRB
  - Volunteers
  - Gender balance
  - Ratios
  - Responsibilities
  - Supervision
  - Contact information
- b. Participants
- c. Transport
- d. Finance and costing
- e. Consent

### 4. Legalities & good practice

- a. Child protection
- b. Risk assessment
  - Preliminary
  - On-going
- c. Insurance
- d. Contingency plans

### 5. Emergency procedure

- a. Emergency procedure framework
- b. Medical emergencies
- c. First aid
- d. Post trip procedure

### 6. Example forms and documents

- a. Risk assessment form
- b. PCC/Management committee approval form
- c. Consent forms
- d. Programme Outline Sheet

### 7. Further resources

# 1. Planning checklist

This should not be viewed as an exhaustive checklist and it is quite possible that additional preparations will need to take place depending upon your specific activity. We have tried however to include the main tasks that will need to be undertaken.

- Have you planned the trip in accordance with the health and safety and child protection policies of your organisation? (4a)
- Have you obtained the approval of your PCC or management committee to run the activity and has it been minuted in their records? (4d)
- Has the site for the residential been visited with access, safety, accommodation and sleeping arrangements checked? (2b)
- Have catering/food arrangements been made, taking into account extra costs and dietary requirements? (2b)
- Have you made the necessary checks in relation to food hygiene? (2b)
- Are travel arrangements in place and required licenses and insurance confirmed? (3c, 4a, 4b, 4c)
- Has a full risk assessment been carried out for site, travel and activities? (4b)
- Have steps been made to reduce any foreseeable risks? (4b)
- Have you the necessary insurance for participants whilst on site, during travel and for all activities? (4c, 4d)
- Have full briefings, including times of departure and return, been made available for participants and their parents/guardians? (2c, 3b)
- Have consent and medical forms been collected for all participants? (3e, 5b)
- Are staffing ratios covered adequately including an appropriate balance of genders? (3a)
- Have all staff undergone an Enhanced CRB Disclosure (including relevant activity staff)? (3a)
- Is there a qualified first aider in your leadership team? (3a, 5c)
- Do you have a complete first aid kit? (5c)
- Have staff and participants been made aware of ground rules, appropriate boundaries and emergency procedures? Are they familiar with the contents of the risk assessment? (2c, 3a, 3b, 3c, 4e, 5a, 5b)
- Have all young people been given a card to carry with them which details the address of the place at which they are staying and the contact details of one or more leaders? (3b)
- Are there adequate copies of emergency contact details, consent and medical information on hand? (5a)
- Do parents have the emergency contact numbers of staff members? (2c, 5)

## 2. Initial planning and preparation

### a. Creating a planning document

It can be helpful to create a simple document which outlines:

- Aims and Objectives of the trip
- Venue, time and place of departure and return
- Transport arrangements
- Activities
- Supervision and staffing
- Finance
- Insurance
- Emergency contact numbers

This document can be used to approach your PCC or management committee for funding or approval and can also help inform parents of your plans.

[It is also good practice to create a working programme of events for the weekend so that not only your staff, but also the youth group will be aware of where they need to be, and when meals times are etc. You will be able to assemble a **kit list** for your group once you've finalised your programme- remember to make this available as soon as possible.]

*A sample planning form is included in section 6.*

### b. Site visit

As part of your planning it is important that you visit the residential centre and any other planned sites at least once. If it is impossible to do a site visit due to distance or expense, we suggest you contact a previous user of the site and ask them for details of their experience there.

Check:

- Accommodation  
Sleeping arrangements (there should be separate sleeping areas for mixed groups and leaders should have separate accommodation which is immediately adjacent to the young people i.e. not in a separate building)
- Catering (including appropriate food hygiene arrangements)
- Fire regulations
- Site rules
- Health and safety information for the centre and any spaces to be used for activities.
- Disabled access and facilities
- What equipment is supplied or available for hire at the activity centre and which equipment must be provided by the young people.
- Washing Facilities
- It is important that you undertake an initial risk assessment during this visit

### c. Pre-trip meetings for parents/guardians

Once you have an outline of the residential activity it is advised that you hold a meeting for parents/guardians. You should make them aware of the points covered in your planning document. Providing a copy of the document you created is an easy way of doing this. It also gives parents/guardians a chance to process information, get an idea of costs and raise any questions or concerns well in advance of the departure date.

### 3. Finer details

#### a. Staffing

- All leaders and volunteers should have an Enhanced Criminal Records Bureau Disclosure before participating in the trip.
- If using external instructors for activities you will need to see enhanced CRB disclosures if they will at any point have unrestricted, unsupervised access to young people without a minimum of two members of your youth team present.
- For mixed sex groups there should be both male and female leaders present.
- It is recommended that for residential visits there should be a minimum 1:8 ratio of leaders to young people.
- All leaders should be aware of their responsibilities: e.g. the designated first aider; the person responsible for money; the person responsible for certain young people; the person designated for child protection issues; who is overall leader/ line manager etc.
- It is a good idea to subdivide large groups into smaller ones led by a minimum of two adult leaders.
- Staff should have parental/guardian's consent, young people's medical details and emergency contact information with them at all times.
- All staff should have a copy of the risk assessment for the residential and should be familiar with its content.

#### b. Participants

- Young people should be briefed as to the details of the trip and involved where possible in setting ground rules and having input into the programme.
- Young people should be briefed on the expected levels of behaviour and subsequent disciplinary procedures.
- Young people should be given a card to carry with them which details the address of the place at which they are staying and the contact details of one or more leaders. This can be essential if someone is separated from the group.
- Young people should be made aware of the hazards identified in the risk assessment and informed of how they can stay safe.

#### c. Transport

##### Coach:

- Check coach company insurance covers your group adequately.
- Always hire coaches fitted with seat belts.

##### Cars:

- Check with your insurer that correct insurance is in place for transporting young people.
- It is important that drivers are adequately covered with their own insurers and that the appropriate arrangements are made with them beforehand.
- Always have a second adult in the car when young people are passengers.

#### Trains:

- It is a good idea to make the relevant train company aware that you will be using their service. Make sure they know your group size and intended time of travel. They may advise you on your travel arrangements according to peak travel times. Large unannounced groups of passengers can sometimes cause problems if tickets have not been booked or reserved in advance.

#### Mini-bus:

- Mini-bus drivers should hold a category D1 driver's license (please check you have the correct license as further training may be required). Many mini-bus companies require you to hold a current MiDAS certificate which is renewable every three years. Please ensure you have the correct licenses or certificates as it *may* affect insurance. It is strongly recommended that drivers of mini buses obtain a copy of '*The mini bus drivers handbook*' produced by MiDAS (ISBN 0 9522439 2) for further information on all aspects of driving a mini-bus. Always check the maintenance and reliability of hired or borrowed buses as well as liability and insurance on the vehicle. It is always advisable to have two drivers per mini bus.

See [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) for further information

#### d. Finance and costing

- Arrangements relating to costs should be given as far in advance as possible as well as any plans to fundraise or subsidise.
- Details of any deposits required should be made available and receipts given. Full accounts should be kept as standard.
- How monies should be paid and to whom should be made clear.
- It is a good idea to provide guidelines on the appropriate level of young people's spending money required for the trip.

#### e. Consent

- Written parental/guardian consent is required for all participants under 18.
- Full contact and medical information should be obtained from parents/ guardians and details of expected conduct from all participants made known.
- Separate consent forms will be required for any potentially hazardous activities e.g. rock climbing, swimming, abseiling and water sports etc.
- Consent should only be obtained once parents/ guardians are fully briefed on the full details of the residential and collected six weeks in advance of departure date.

## 4. Legalities & good practice

#### a. Child protection

- In addition to holding an Enhanced CRB disclosure, all leaders should be familiar with The Diocese of Manchester's child protection guidelines: *Children First* and their organisation's child protection policy.
- Your child protection co-ordinator should be made aware of your trip see: [http://www.manchester.anglican.org/youth/pdf/Children\\_First\\_Feb\\_05.pdf](http://www.manchester.anglican.org/youth/pdf/Children_First_Feb_05.pdf)
- Ideally all youth leaders should have had child protection training prior to the trip. Training can be supplied by The Diocese of Manchester. Contact Su Foster (Child Protection Officer) on (01704) 540516.

## **b. Risk assessment**

It is of paramount importance that the residential is assessed for risk. A government handbook on risk assessment is available at: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

There are five main steps to assessing risks:

- (1) Identify the hazards
- (2) Decide who might be harmed and how
- (3) Evaluate risks and decide on precautions
- (4) Record findings and implementations
- (5) Review assessment and update if necessary

Having identified the above, the person carrying out the risk assessment should be competent to do so.

Risk assessment is ongoing and does not end when the trip begins. Changes in planned activities, weather conditions, staff or any other variable which may bring young people into an unexpected hazardous or difficult situation must be continually assessed for risk. It is often a good idea to hold nightly staff briefings to assess anything which may pose a risk during the continuation of the trip.

## **c. Activities**

- If participating in outdoor activities please check that the centre and all instructors have correct insurance and licenses. Caving, climbing, trekking and water-sports, for example, all require licenses for any participating under 18s.
- It is recommended that you receive from the centre written confirmation that risks are assessed, instructors are qualified and competent, equipment is safe, that there is adequate first aid provision and that safety checks are in place.
- Remember that separate parental consent is required for any young person participating in such activities.

## **d. Insurance**

- Ensure that you have valid insurance for both on and off-site activity. You must check that any venue or activity centre you use also has it's own insurance. Your insurers will often only insure you if the centre you use has correct insurance cover too. Do not assume you have public liability insurance! It is always a good idea to contact your insurers directly and talk through your plans rather than rely on your reading of your policy documentation.
- Provide details of insurance to parents prior to departure.
- Ensure that your PCC or management committee has given its approval of the residential and that it is minuted.

## **e. Contingency plans**

- Have an emergency fund or credit card available and keep all receipts for insurance purposes. Ensure that all monies are accounted for.
- Have your line managers contact number available at all times.
- Carry all contact details for all staff and young people.

## 5. Emergency procedure

### a. Emergency procedure framework

- Before departure agree an emergency procedure with staff and participants. There should be clearly defined roles of responsibility. The group leader should know who to contact in case of emergency e.g. senior management contact (this may be your line manager or another nominated adult), insurance company, roadside assistance, hospitals etc.
- Leaders should at all times carry details of contact and consent information for all young people under their care. Remember to make the necessary arrangements if the group is sub-divided into smaller groups off site.
- In any emergency make sure all group members have support, even if only one member is directly affected.

### b. Medical emergencies

- Ensure that you have awareness of, and directions to, the nearest 24hr accident and emergency hospital.
- Ensure that you have valid consent for procedures in medical emergencies.
- Be aware that young people who are 16+ and deemed competent to make an informed decision can give consent for their own medical treatment (although ideally parents would be involved in the decision). See *12 key points on consent: the law in England* or the *Seeking consent: working with children* booklet produced by the department of health, available from their website [www.dh.gov.uk](http://www.dh.gov.uk).

### c. First aid

- Carry personal profile forms for each child regarding medication, allergies and previous medical history.
- Carry an appropriately equipped first aid box.
- All leaders should know where the first aid kit is located.
- There should be at least one qualified first aider in your leadership team although this is minimal cover and it is recommended that you have two or more.

### d. Post-trip procedure

- There should be written records of any accidents or emergencies that occur. These should be kept and stored in a secure place.
- Follow up any incidents after the trip and ensure support is in place where required.

## **6. Example forms and documents**

These documents should be viewed as a guide only. It is important that their suitability is assessed in relation to your specific activity.

- a. For risk assessment form see: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)**
- b. PCC/Management approval form**
- c. Consent forms**
- d. Programme Outline Sheet**

**Name of Organisation:  
PCC/Management Committee Approval Form**

Name of project \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Mode of transport \_\_\_\_\_

Date/Time from \_\_\_\_\_ to \_\_\_\_\_

Estimated cost \_\_\_\_\_

Adult to young person ratio \_\_\_\_\_ Age range \_\_\_\_\_

Activities to be undertaken \_\_\_\_\_

Leader(s) in charge \_\_\_\_\_

Position \_\_\_\_\_

Relevant qualifications \_\_\_\_\_

\_\_\_\_\_

Other leaders \_\_\_\_\_

and relevant \_\_\_\_\_

qualifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of line manager \_\_\_\_\_

Date \_\_\_\_\_

**Name of Organisation:**

**Consent Form for Visits, Day Trips and Residential Trips**

**A. Details of Event**

Name of Group \_\_\_\_\_  
Event \_\_\_\_\_  
Mode of transport \_\_\_\_\_  
Date/Time from \_\_\_\_\_ to \_\_\_\_\_  
Estimated cost \_\_\_\_\_  
Activities \_\_\_\_\_  
Leader(s) in charge \_\_\_\_\_

**B. Details of Young Person**

Full name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

**C. Medical Details of Young Person**

Doctor \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ National Health Number \_\_\_\_\_  
Date of last anti-tetanus injection (if known) \_\_\_\_\_

1. Does s/he have any medical conditions or recurrent illness e.g. asthma, hay fever, migraine, fits/ faints or any disability etc? Yes  No   
Details: \_\_\_\_\_
2. Is s/he taking any medicine or undergoing any treatment etc. that needs to be continued during the event? Yes  No   
Details: \_\_\_\_\_
3. Is s/he known to be allergic or sensitive to anything (e.g. penicillin, aspirin other medicines, food etc.)? Yes  No   
Details: \_\_\_\_\_
4. Has s/he been in contact with any infectious disease within the last three weeks? Yes  No   
Details: \_\_\_\_\_
5. Does s/he have any specific dietary requirements? Yes  No   
Details: \_\_\_\_\_
6. Is there any other medical information relating to your child that the leaders of this event should be aware of? Yes  No   
Details: \_\_\_\_\_

**D. Parental Consent and authorisation**

I give consent for the young person named in part B to participate in the above-mentioned trip and, having read the information sheet, agree to her/his participation in any or all of the activities described. I acknowledge the need for acceptable responsible behaviour on her/his part.

I understand that while involved s/he will be under the control and care of the group leader and/or other adults approved by the organisation and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by him/her during, or as a result of, the activity.

I understand that should my child require emergency treatment owing to illness or injury and I am not available to give my consent, the doctor or surgeon concerned can decide on appropriate treatment, if my child's health or safety is at risk.

In the event of illness or accident requiring emergency hospital treatment, I authorise the Leader(s) named on part A of this form to sign on behalf any written form of consent requiring by hospital authorities, if the delay to obtain my own signature is considered inadvisable by the doctor or surgeon concerned.<sup>1</sup>

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Parent/Guardian

**Emergency Contacts**

<p><b>Parent/Guardian Name:</b></p> <p>Home Tel:</p> <p>Mobile Tel:</p> <p>Work Tel:</p> <p>Relationship:</p>
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<p><b>Additional Contact Name:</b></p> <p>Home Tel:</p> <p>Relationship:</p>
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<sup>1</sup> The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent to treat a child. However, it can be of comfort to medical staff to have general consent in advance from parents or have a leader on hand to sign forms.

**Name of Organisation:**

**Planning Summary Sheet**

*(This is not an exhaustive list of things to consider. Please amend as necessary)*

**Group Leader**

**Contact Number**

**Aims and objectives  
of Trip**

**Venue  
Name and Address**

**Time, Date and Place  
of Departure**

**Time, Date and Place  
of Return**

**Transport  
Arrangements**

**Activities**

**Supervision and  
Staffing**

**Finance**

**Insurance**

N.B. This sheet can be a useful summary for parents during the initial planning stages of the event.

## 7. Further resources

*Worth Doing Well: Guidance and Good Practice for Churches and other Organisations*, Bradshaw, Jarvis, Jebson and Ross-Barker, Methodist Publishing House, 2002

Children First Document:

[http://www.manchester.anglican.org/youth/pdf/Children\\_First\\_Feb\\_05.pdf](http://www.manchester.anglican.org/youth/pdf/Children_First_Feb_05.pdf)

The Methodist website for Youth Workers has lots of helpful information and resources:

[www.mayc.info](http://www.mayc.info)

Methodist educational trips guidelines

[http://www.mayc.info/uploads/documents/educational\\_trips.doc](http://www.mayc.info/uploads/documents/educational_trips.doc)

Methodist health and safety notices

<http://www.mayc.info/temp/HealthspampSafetyspNotices.doc>

Amaze has produced a robust handbook which covers many areas of youth work, including planning residentials in great depth see their website:

<http://www.amaze.org.uk/resources.asp>

Food Planning Chart:

<http://www.youthspecialties.com/free/foodintro.php>

NHS on Medical Consent

[http://www.dh.gov.uk/dr\\_consum\\_dh/groups/dh\\_digitalassets/@dh/@en/documents/digitalasset/dh\\_075159.pdf](http://www.dh.gov.uk/dr_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_075159.pdf)