



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

TRIPS & VISITS POLICY

Effective from: 01/09/2025

Review by: 01/09/2026

Trips & Visits Policy

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For: Old Farnley & District Community Association trading as Farnley Community Centre

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1. Policy Statement

Old Farnley & District Community Association, trading as Farnley Community Centre, recognises that trips and visits provide valuable opportunities for learning, enjoyment and community engagement. This policy sets out the arrangements for planning and managing trips to ensure the health, safety and welfare of all participants.

2. Scope

This policy applies to all trips, visits, outings and external activities organised under the name of the charity. It covers service users, staff, volunteers and trustees.

3. Responsibilities

Trustees will:

- Approve this policy and review it annually.
- Ensure adequate resources are allocated for safe trip management.

Trip Leader (appointed for each trip) will:

- Be responsible for overall planning and supervision.
- Complete a written risk assessment prior to the trip.
- Ensure appropriate staff/volunteer ratios are in place.
- Obtain parental/guardian consent for children and carers' consent for adults at risk.
- Carry emergency contact details and medical information.

All staff and volunteers will:

- Follow the instructions of the Trip Leader.
- Supervise participants and ensure their safety.
- Report incidents, accidents or concerns immediately.

4. Risk Assessment & Planning

- A risk assessment must be completed before each trip and approved by the Chair of Trustees.
- Travel arrangements, venues, activities, and participant needs must be considered.
- Contingency plans must be in place for emergencies or cancellations.

5. Supervision & Ratios

- Staffing ratios will be based on the needs of the group and nature of the trip.
- Extra support will be provided for children, older people, and adults with additional needs.

- A minimum of two adults must accompany any group trip.

6. Consent & Information

- Written consent will be obtained for all children and adults at risk.
- Participants and carers will be provided with information about the trip in advance.
- Medical needs, allergies and emergency contacts will be collected and carried securely by the Trip Leader.

7. Transport

- Only reputable transport providers with appropriate insurance and safety checks will be used.
- Seat belts must be worn at all times.
- Where volunteers use their own vehicles, appropriate insurance and MOT must be confirmed.

8. Emergencies

- The Trip Leader will carry a charged mobile phone and emergency contacts.
- In the event of an accident or emergency, 999 must be called immediately.
- Incidents must be reported to the Chair of Trustees as soon as possible and recorded.

9. Insurance

The charity's insurance will cover trips and visits. Specific activities may require additional cover, which must be arranged in advance.

10. Monitoring & Review

This policy will be reviewed annually or following any significant incident, change in legislation, or feedback from trips.

11. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2025.
- Next review due annually.
- Policy owner: Chair of Trustees (Peter Allison).