

# **SECTION 8**

## **KEEPING SAFE WHEN OUT AND ABOUT**

### **Planning an Event**

- Staffing
- Forms
- Safety
- Equipment
- Transport
  - a. Responsibility of Organisers
  - b. Consent
  - c. The Driver
  - d. Seat Belts in Cars
  - e. Vehicle and Insurance
  - f. Escorts
  - g. Hiring Transport
    - Minibuses, buses and Coaches – Summarised Guidance

### **Residential Visits**

- PCC Authorisation
- Accommodation and Activities
- Sleeping Arrangements
- Parental Consent
- Staff and Volunteers
- Safeguarding

## **PLANNING AN EVENT**

Planning an event which is:

- held in a venue which is not used on a regular basis
- lasts longer than 2 hours
- involves transport
- necessitates paying a charge
- may involve additional adults.

## **STAFFING OF EVENT**

All events should have an adult of each sex present.

A sensible ratio of adults should be involved in order to maintain safety. This may vary according to activity and should still allow the children/ young people some freedom in being responsible for their own activities.

### **Suggested ratios:**

5 years – 10 years	1: 6	with a minimum of 3 adults
10 years – 18 years	1: 8	with a minimum of 3 adults

## **FORMS**

Event consent form and health form to be completed by parents / guardians of all children/ young people

Health form to be completed by ALL adults and placed in a sealed envelope in case needed. This can then be returned unopened after the event.

Health forms should be kept for 8 weeks after the event after which time they should be shredded. Should an incident occur which requires treatment then that particular health form should be kept for **3 years**

## **SAFETY**

A full risk assessment should be completed and all leaders briefed.

One leader should have a current First Aid Qualification i.e. Appointed Persons or First Aid Qualification from a recognised body. This leader should be responsible for the First Aid and should record any incidents. Both adults and children (whatever age) should be briefed about safety issues before beginning the event.

### **Additional safety measure if event is to include any water activity,**

#### **Including paddling.**

Further permission should be obtained from parents / guardians allowing this to take place and indicating the competency of their child in the water. It is also helpful if a member of the party has a life saving qualification.

### **Put in place a Home contact system - if event is taking place out of home parish**

The following:

- list of names and addresses of all participants and any needs
- timetable of event
- expected time of return

should be left with a responsible person who would be able to respond appropriately in the case of an emergency. It is not advisable for this person to be related to any of the participants.

## **EQUIPMENT**

This will vary according to the event. The following should be included with the leader's equipment.

- First aid box
- Folder containing health forms
- Details of event
- Telephone number of home contact.
- Mobile phone or money / phone card.
- Additional cash for emergencies.

## **TRANSPORT**

The leader should ensure that all transport used complies with legal requirements, including the wearing of seat belts. Vehicles used to transport participants must be correctly licensed for carrying passengers.

### **Responsibility of organizers**

Those organizing outings requiring the use of private cars or minibuses are responsible for ensuring that drivers are aware of this procedure. Approved drivers must be recruited according to the Safer Recruitment procedure. This will include the requirement for a satisfactory Criminal Records Bureau (CRB) disclosure if the driver is carrying children or adults at risk regularly. To ensure that this procedure is adhered to, you are advised to obtain from those people who are recruited to transport children or adults at risk in their cars or drive minibuses a sight of their driving licence and their insurance certificate

## **Consent**

Children and young people may not be taken out in transport without the prior consent of their parents or carers. Adults at risk should give permission to being transported themselves, and discretion used in consulting first with their carers.

Care must be taken when assisting children or adults at risk to board and alight vehicles, both to ensure the road is safe to do so, and in following the guidelines on physical contact.

## **Transport in private cars**

### **The driver**

All those who drive children or adults at risk on church organized activities should normally be over 25 and should have held a full current driving licence for over two years. Any driver who has an endorsement of 6 points or more on their licence must inform the Parish Safeguarding Officer. Any driver who has an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway may not transport children or adults at risk.

### **Seat belts in cars**

Only cars fitted with seat belts (both front and rear) can be used, and the numbers of people transported must not exceed the number of seat belts available. All car passengers are required to wear safety belts in the front and rear seats. All children up to 3 years old must be carried in a child restraint. Rear-facing baby seats must not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically. Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) must use baby or child seats, or booster cushions for older children. All passengers aged 13 years or older must wear an adult seat belt if available.

## **The vehicle and insurance**

All cars that carry children or adults at risk must be comprehensively insured. The insured person must make sure that their insurance covers the giving of lifts during church activities. It is the responsibility of car owners to check that their vehicle is insured for the transportation of children or Adults at risk. While the transportation of passengers without reward (i.e. for petrol money only) would normally be covered under "social/domestic use", vehicle owners must check with their insurers. Additional cover can very often be included for a small extra charge.

All cars that carry children or adults at risk must be clean and in a road worthy condition.

## **Escorts**

Another responsible adult should accompany the driver, to assist with any emergencies. If a driver has to transport one child or adults at risk on his or her own, best practice is for the child or Adults at risk to sit in the back of the car.

## **Hiring Transport**

### **Use of a coach.**

Every passenger must have their own seat. A seat belt must be fitted to each coach seat and worn by any child aged between three and sixteen years. It should be a three point seat belt, the minimum requirement is a lap belt.

## **Minibuses, buses and coaches**

Full guidance is available from the Department of Transport at [http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_4022498](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498).

## **Summarised Guidance**

### **Seat belts in minibuses, buses and coaches**

It is compulsory for passengers aged over 13 years to wear a safety belt if provided when travelling in a minibus, bus or coach. The legislation that requires baby/child seats and booster cushions to be used in cars does not apply to minibuses, buses and coaches – i.e. commercial companies do not have to provide this equipment. However, a school or local authority (and

therefore assume a church) contracting vehicles to carry children in their care should ensure that the children are provided with a safe journey. It is therefore recommended that only minibuses with fitted seat belts (both front and rear) should be used, and all children and adults must use the seat belts.

### **Permit to drive**

When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence or take the appropriate driving test. Drivers with entitlement to drive cars prior to 1 January 1997 (shown as group A, B for automatics on an old style licence or as category B and D1 not for hire or reward on a new style licence) can drive a minibus provided they are over 21 and under 70, the minibus has a maximum of 17 seats including the driver's, and is not being used for hire or reward.

This minibus entitlement remains valid in the UK and on temporary visits abroad until the licence is next renewed. When this happens, the minibus entitlement can only be issued by making a special application which involves meeting higher medical standards. Minibus entitlement is normally renewed for 3 years.

If minibus entitlement is not renewed, or the car licence was obtained after 1 January 1997, the driver may drive a minibus with a maximum of 16 passenger seats provided: it is driven on behalf of a non commercial body for social purposes but not for hire or reward the driver is aged over 21 and under 70 years the driver has held a car licence (category B) for at least 2 years the driver is providing his/her service on a voluntary basis; and the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers When driving a minibus under these conditions, no payment must be received other than out of pocket expenses; no trailer can be towed; and minibuses may only be driven in the UK. If payment is needed, for example to cover the costs of the trip as a whole, then the driver will need a permit.

**Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards.**

## **Transport**

Transport, travel or escort arrangements to or from church activities are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the PCC if church workers organize them. It must be clearly understood by all concerned at which point responsibility for the child is passed from parent to church worker and at which point it is returned to the parent.

Drivers need to have appropriate insurance and to comply with the law in relation to seat belts, child seats and booster cushions. Children must travel in the back seats of cars. Appropriate arrangements, for example regarding insurance and driving qualifications, must be made by those driving minibuses on behalf of the church. Transporting children or adults at risk on behalf of a church is a regulated activity and those undertaking it need to be recruited according to the safer recruitment principles if this has not already been done.

## RESIDENTIAL

## VISITS

### Parochial Church Council Authorisation

- A detailed description of the holiday or trip should be presented to the Parochial Church Council, so that permission may be given by the PCC, and the holiday covered by the parish insurance.
- If there are to be any potentially hazardous activities undertaken this description should include a risk assessment, with adequate insurance provision; or alternatively, a written assurance from the activity centre that it has carried out its own risk assessment and has adequate insurance.

### Risk Assessment: Accommodation & Activities

- The proposed accommodation should be visited or a detailed scale plan/ layout be obtained of the premises where the overnight stay is taking place, in order to arrange suitable sleeping accommodation.
- On arrival, leaders should carry out a further risk assessment of the accommodation to ensure the environment is safe for all parties present.
- All staff/volunteers should familiarise themselves with the Emergency Procedures where they are staying.
- Any health and safety hazards or other concerns should be reported and dealt with immediately.
- Where other organisations are hosting, obtain a copy of the organisation's own safeguarding policy.

### Sleeping Arrangements

- Male and female children should have separate sleeping and washing facilities which are private to them.
- Adults should have separate accommodation, but in close proximity to the children they are supervising.
- All children should be made aware of who to go to if they have a problem during the night.

- There should be a rota of staff/volunteers to remain awake, at least until everyone is settled and to ensure that all doors and windows are shut and the premises are secure.
  - Note: For camping trips special arrangements may be necessary to ensure the site is secure at night.
- No images/video footage should be made in an area of personal privacy e.g. toilet or sleeping quarters.

### **Parental Consent**

- Each child should have the written consent of a parent/carer in order to attend the trip/activity.
- It is important that parents have full information before giving consent. This should include as a minimum:
  - Aims and objectives of the trip and activities
  - Date of the trip and its duration
  - Details of venue including arrangements for accommodation and supervision
  - Travel arrangements
  - Name of group leader and contact numbers
  - Information about financial, medical and insurance arrangements
- More stringent safeguards must be put in place before a child under the age of 8 is taken away on residential activities without his or her parent or guardian being present.

### **Staff and Volunteers**

- All trips should have a group leader who will have overall responsibility for supervision of the trip/visit.
- All leaders and staff/volunteers should be recruited according to the Safer Recruitment Practice and must be DBS checked.
  - Occasional helpers who have not been safely recruited can be used on day trips, but should work under the direct supervision of a named leader. These helpers should not work on trips involving overnight stays.
- Mixed groups should have sufficient adult staff of both genders involved to maintain a gender balance.

- Minimum ratios of leaders/staff/volunteers to children should be strictly followed, or exceeded, (See Adult to Child Ratios Information Sheet) and these should be increased as necessary for children with special needs or behavioural difficulties.
- Every group should be led by at least two adults, however small the group.
- There should be at least one qualified First Aider and a complete First Aid kit available.
- Children aged 16 and 17 can act as 'helpers' but should not count towards ratios of staff and volunteers to children.
- All leaders should carry a mobile phone, with the phone numbers of all staff/volunteers saved on it.
- The group leader should carry a list of details of all children at all times, including emergency medical information and contact details for parents.
- Leaders should not consume alcohol or smoke on the trip, even when off duty.

### **Safeguarding**

- All leaders and staff/volunteers should have completed Diocesan Safeguarding Training and know who to go to if abuse is disclosed, or they have any other safeguarding concern.
- Leaders should report all serious incidents to the parent/carer and DSA/statutory agencies as necessary and written records should be made as soon as possible after the incident and submitted to the PCC/insurers and the DST.
- Ground rules should be agreed by the entire group regarding unacceptable behaviour, and appropriate boundaries.