

**Date: 21 March 2017**  
**For: Employees/volunteers, referrers, members**



## **Trips and Visits Policy**

### **Introduction**

Ride High regards trips and visits as a valuable part of the service it provides to our members. Such trips and visits are vital in helping our members undergo new experiences, while developing their independence and broadening their knowledge. Residential trips in particular are seen as an important part of the Ride High programme as they give our members the opportunity to travel further away from home within a safe environment, to learn new skills, and to gain experience in looking after themselves and those around them.

We recognise that our members may not have the opportunity to take part in many trips or visits outside school. We therefore aim to arrange trips and visits for as many of our members as possible. These might be visits to places and events of interest, whether or not equestrian-related, or residential trips to activity centres and riding schools. We try to identify a wide range of destinations as we recognise the needs and interests of our members as a whole are varied. Attendance on trips and visits is not compulsory but given the benefits of attendance for our members, we encourage all to attend at least one during each year that they attend Ride High.

### **Organising trips and visits**

It is essential that Ride High plans each trip or visit fully, and well ahead of time. The planning procedure involves the following steps:

- Identifying a group leader and support members of staff/volunteers. The group leader must be a Ride High staff member and there must always be at least two adults on all trips and visits. There must be sufficient support members of staff and volunteers for the number of members attending; as a minimum, the adult: member ratio should be 1:6.
- Full liaison with the destination venue so that the arrangements for the trip or visit are clear, and confirmed in writing.
- Reviewing Ride High's generic risk assessment for trips and visits, together with any specific risk assessment for the particular trip or visit or for the actual venue, so that any potential dangers that could pose a threat to the members, staff/volunteers or members of the public are identified. If risks

are identified, appropriate action must be taken. Ride High may be given a risk assessment prepared by the owner or manager of the venue and this may be used to supplement Ride High's own risk assessment(s). However, it is the group leader's overall responsibility to assess the risks both prior to and throughout the trip or visit.

- Arranging funding (if appropriate) for the trip or visit.
- Making appropriate transport arrangements.
- Identifying the members who will be attending and discussing the trip or visit with them.
- Contacting the parents/carers of the relevant members to provide them with full written information about the trip or visit including: dates; times; the name and address of the destination; planned activities; any cost implications; the Ride High staff and volunteers going on the trip or visit, with contact details; the procedures for dealing with misbehaviour during the trip or visit.
- Obtaining written consent from the parent/carer of each member attending, including consent where appropriate to the administration of medication or medical treatment, to the proposed transport arrangements, and/or to the taking of photographs of their child whilst on the trip or visit; the parent/carer should also be asked to provide information about allergies, dietary needs and any other requirements of their child during the trip or visit. Only upon receipt of a written consent form can Ride High confirm the member's attendance.

### **Emergency details**

The group leader must take the following for each member attending the trip or visit:

- The parent/carer's consent form;
- Emergency contact details as provided by the parent/carer;
- Any prescribed medication provided by the parent/carer and referred to in the consent form.

### **Travel arrangements**

More often than not we will travel to and from trips and visits using the Ride High vehicles. The driver of the vehicle(s) will have the appropriate licence and will be fully insured. Occasionally we will use public transport to get to and from trips and visits. The members and their parents/carers will be informed of the method of transport in advance.

**Training and awareness**

A copy of this Policy will be shown to all employees and volunteers and each must sign the list attached to the original to indicate (s)he has read and understood it. It will also be made available to all referrers and members and/or their parents/carers.

**Approval and review**

This Trips and Visits Policy was approved at a Board Meeting of the Trustees on 21 March 2017. It will be reviewed each September thereafter, or more frequently if appropriate.

Signed.....

Date.....