

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						



Trips and Visits Policy

Introduction

Ride High regards trips and visits as a valuable part of the services it provides to members. Such experiences help members develop confidence, independence, resilience, social skills and wider knowledge through new and enriching opportunities.

We recognise that some members may have limited access to educational, recreational and cultural experiences outside school and their local community. We therefore aim to provide a broad range of trips and visits that are inclusive, accessible and appropriate to the needs, interests and abilities of our members.

Attendance on trips and visits is voluntary. However, because of the significant developmental and wellbeing benefits associated with participation, Ride High actively encourages attendance where appropriate.

Ride High is committed to ensuring that all trips and visits are planned and delivered in accordance with current safeguarding requirements, health and safety legislation, equality legislation, data protection requirements and relevant guidance on educational visits.

Principles

All trips and visits will:

- Have a clear purpose and benefit for members.
 - Be planned and managed in a way that safeguards the welfare of all participants.
 - Be inclusive and accessible wherever reasonably practicable.
 - Take account of members' individual needs, including SEND, medical conditions, disabilities, allergies, behavioural needs and cultural or religious requirements.
 - Be supported by suitable risk assessment and emergency planning.
 - Comply with Ride High's Safeguarding Policy, Health and Safety Policy, Data Protection Policy and all relevant procedures.
-

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						

Roles and Responsibilities

Senior Management

Ride High's leadership team is responsible for ensuring that:

- Appropriate approval processes are in place.
- Suitable staffing and resources are available.
- Adequate insurance arrangements are maintained.
- Staff and volunteers receive appropriate guidance and support.

Group Leader

Every trip or visit will have an appointed Group Leader who must be a Ride High employee.

The Group Leader is responsible for:

- Planning and coordinating the visit.
- Undertaking and reviewing risk assessments.
- Ensuring suitable staffing levels and supervision arrangements.
- Ensuring safeguarding arrangements are in place.
- Liaising with parents/carers and external providers.
- Managing emergencies and incidents during the visit.
- Maintaining records relating to the trip.

Staff and Volunteers

All staff and volunteers attending a trip or visit are responsible for:

- Following Ride High policies and procedures.
- Maintaining appropriate professional boundaries.
- Supervising members effectively.
- Reporting any safeguarding, welfare, behavioural or health and safety concerns immediately to the Group Leader.

Volunteers must only undertake duties appropriate to their role, experience and level of supervision.

Planning and Organising Trips and Visits

Ride High will ensure that all trips and visits are planned appropriately and proportionately.

Planning should include:

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						

1. Appointment of a Group Leader and supporting staff/volunteers.
2. Confirmation of the visit's objectives and activities.
3. Liaison with the destination venue and any external providers.
4. Assessment of safeguarding, health and safety and welfare considerations.
5. Confirmation of funding arrangements, where applicable.
6. Transport arrangements.
7. Identification of participating members.
8. Consideration of individual needs and reasonable adjustments.
9. Communication with parents/carers.
10. Emergency and contingency planning.

Where external organisations deliver activities, Ride High will seek assurance that:

- Appropriate safeguarding measures are in place.
- Relevant insurance cover is maintained.
- Competent and suitably trained staff are used.
- Appropriate licences, qualifications and safety standards are met.

Risk Assessment

All trips and visits must be supported by a suitable and proportionate risk assessment.

The assessment should:

- Identify significant foreseeable risks.
- Consider the venue, activity, transport and individual participants.
- Take account of safeguarding, medical and behavioural risks.
- Identify control measures to reduce risk to an acceptable level.
- Be reviewed where circumstances change.

Existing venue, provider or transport risk assessments may be considered as part of the planning process. However, Ride High retains responsibility for ensuring that risks have been properly assessed and managed.

Risk assessments should focus on genuine and significant risks and be proportionate to the nature of the activity.

Staffing and Supervision

There must always be a minimum of two responsible adults on any trip or visit.

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						

Staffing ratios will be determined through the risk assessment process and will take account of:

- The age, needs and number of members.
- The nature of the activity.
- The environment and location.
- The presence of members requiring additional support.

The minimum ratio will normally be 1 adult to 6 members. However, higher levels of supervision may be required following assessment of the risks and individual needs of participants.

At least one member of staff should hold an appropriate first aid qualification where required by the risk assessment.

Safeguarding

Safeguarding remains the responsibility of Ride High throughout the trip or visit.

The Group Leader must ensure that:

- All staff and volunteers understand safeguarding procedures.
- Members know how to seek help or report concerns.
- Appropriate supervision is maintained at all times.
- Any safeguarding concerns are recorded and reported in accordance with Ride High's Safeguarding Policy.
- Residential accommodation and sleeping arrangements are risk assessed and appropriately supervised.
- Staff and volunteers maintain professional boundaries at all times.

In the event of a safeguarding concern during a trip or visit, the Group Leader must consult with Ride High's Designated Safeguarding Lead (DSL) as soon as practicable.

Medical Needs and First Aid

Prior to the visit, Ride High will obtain relevant information regarding:

- Medical conditions.
- Allergies.
- Dietary requirements.
- Disabilities or additional support needs.

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						

- Emergency contacts.

Any medication required during the visit must be:

- Supplied by the parent/carer where appropriate.
- Clearly labelled.
- Accompanied by written instructions and consent where required.

The Group Leader will ensure that medication, emergency healthcare plans and relevant medical information are readily accessible during the visit.

Appropriate arrangements for first aid and emergency medical treatment will be made according to the nature of the visit.

Information for Parents and Carers

Parents/carers will receive appropriate information before the trip or visit, including:

- Dates and timings.
- Destination details.
- Planned activities.
- Travel arrangements.
- Costs (where applicable).
- Staffing arrangements.
- Emergency contact arrangements.
- Behaviour expectations.
- Any specific equipment, clothing or medication requirements.

Ride High will obtain written or digital consent before a member participates in a trip or visit.

Consent will include agreement for:

- Participation in the visit.
- Emergency medical treatment where necessary.
- Administration of medication where appropriate.
- Transport arrangements.
- Photography or filming where applicable.

Parents/carers are responsible for notifying Ride High of any changes to medical, behavioural or contact information before the visit takes place.

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						

Transport

Transport arrangements must be suitable for the nature of the visit.

Where Ride High vehicles are used:

- Drivers must hold the appropriate licence.
- Vehicles must be appropriately insured, maintained and roadworthy.
- Seatbelts must be worn where fitted and legally required.

Where public or third-party transport is used, Ride High will ensure reasonable checks are undertaken regarding safety and suitability.

Parents/carers will be informed in advance of transport arrangements.

Behaviour

Members are expected to behave in a safe, respectful and responsible manner throughout the trip or visit.

Where behaviour presents a significant risk to the safety or wellbeing of the member or others, Ride High reserves the right to:

- Require additional support arrangements.
- Exclude a member from a particular activity where justified by risk assessment.
- Arrange for a member to return home early where appropriate and safe to do so.

Any action taken will be reasonable, proportionate and, where possible, discussed with parents/carers.

Emergency Procedures

The Group Leader must carry or have secure access to:

- Participant lists.
- Emergency contact details.
- Medical information and healthcare plans.
- Consent documentation.
- Details of staff and volunteers attending.

In the event of an emergency, the Group Leader will:

Date of issue	2018	Reviewed	Sept 2026	Next review	Sept 2028	Approved by	Children's Committee
For	Employees, volunteers, students, visitors, members, referrers						

1. Safeguard all participants.
2. Seek emergency assistance where required.
3. Notify Ride High management as soon as practicable.
4. Communicate with parents/carers as appropriate.
5. Record and report any incidents in accordance with Ride High procedures.

Data Protection

Personal information collected for trips and visits will be processed in accordance with UK data protection legislation and Ride High's Data Protection Policy.

Only information necessary for the safe management of the trip or visit will be collected, shared and retained.

Monitoring and Review

This Trips and Visits Policy is approved by the Children's Committee, a sub-committee of the Board of Trustees.

The policy will be reviewed every two years, or sooner where there are:

- Changes in legislation.
- Changes in safeguarding requirements.
- Significant incidents or learning arising from trips and visits.
- Changes to Ride High's operational practices.