

GUIDANCE *** PROCEDURE

Title:	Children and Young People Excursion	
Practice / Business Area:	Protecting Vulnerable People	
Department Responsible:	Corporate Development Department	
First Published:	20/01/10	
Last Reviewed:	14.02.2020	
Next Review Due:	14.02.2022	This document applies to employees of the:
Version Number:	06	Chief Constable
SOUTH WALES POLICE PROCEDURE OBJECTIVE:		
To reduce harm to children and young people on excursions run by South Wales Police and thereby build up trust and confidence between police and our communities.		
GENERIC RISK ASSESSMENT:		
Information relating to GRAs can be found in the Risk Assessment document.		
PROCEDURE:		
ROLES AND RESPONSIBILITIES		
All identification and implementation of all children and young people excursions is an issue for all South Wales Police personnel with officers and staff having specific roles and duties to undertake.		
Chief Officers		
Chief Officers have strategic responsibility for this children and young people excursions guidance document.		
Corporate Development Department Document		
The Corporate Services Department manages this strategic responsibility on behalf of Chief Officers		
Planning visits		
It is essential that formal planning takes place before embarking upon any excursion. This involves considering the dangers and difficulties which may arise and making plans to reduce them. Please press the hyperlink above to obtain list of factors that must be taken into consideration.		
Financial Planning		
The group leader must ensure that parents and responsible adults have early written information about the cost of the trip. Parents and young people must be given enough time to prepare financially for the trip.		
First Aid		
On any excursion the group leader must be qualified and have a good working knowledge of first aid, ensuring that adequate first aid material is readily available.		
Other considerations when considering first- aid must include:		
<ul style="list-style-type: none"> • <i>The numbers in the group and the nature of the activity</i> • <i>The distance of the nearest hospital.</i> 		

Preparing Young People

Young people who are involved in excursion planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to young people is an important part of preparing for an excursion. Young people must clearly understand what is expected of them and what the trip will entail.

Participation

The group leader in charge must ensure that the young people are capable of understanding the proposed activity. They must not be coerced into activities of which they have a genuine fear.

Young people whose behaviour is such that the group leader in charge is concerned for their safety, or for that of others, must be withdrawn from the activity. The group leader in charge must consider whether such young people must be sent home early. Parents and young people must be told in advance of the visit about the procedure for dealing with misbehaviour, how a young person will be returned home safely and who will meet the cost.

Transport and Young People

Pupils using transport on a visit must be given an appropriate safety briefing on any H&S considerations that are relevant to that journey.

Young People with Special Educational or Medical Needs

Every effort must be made to include young people with special needs. Special attention must be given to appropriate supervision ratios, and additional safety measures need to be addressed at the planning stage and included in the Risk Assessment.

Communicating with Parents

Before residential visits, or when young people are to engage in adventurous activities, parents must be encouraged to attend a briefing meeting where written details of the proposed visit must also be provided. There must be alternative arrangements for parents who cannot attend. Discussions must include Early Return of the young person and remaining in communicado with them.

Medical Consent:

Obtaining medical consent must form part of the parental consent form.

Emergency Procedures and Framework

Group leaders in charge of young people during a visit have a duty of care to make sure that the young people are safe and healthy. They also have a common law duty to act as a reasonable prudent parent would. Group leaders must not hesitate to act in an emergency and to take life saving action in extreme situations.

Media Contact

In the event of an emergency or any incident which may draw media interest all media enquiries must be referred to the Force Incident Manager in the PSC who will contact the on call Communications Department member of staff.