



SCOTTISH YOUTH PARLIAMENT

Guidance on Trips and Residential Visits

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Introduction

This Guidance is based on the Scottish Government’s ‘Going Out There’¹ framework (hereafter referred to as ‘the framework’), which provides user-friendly processes compliant with health and safety legislation, and aims to increase opportunities for all Scotland’s children and young people to access their learning through off-site visits and the outdoors, improving learning outcomes for all. The framework is supported by tools, resources and accompanying examples of good practice for the planning and evaluation of different levels of visits including a series of generic consent forms and risk assessments which can be adapted to individual circumstances by Visit Leaders².

The range of activities³ covered in the ‘Going Out There’ framework is:

- Routine and Expected visits - regular activity as part of normal everyday practice (including local off-site visits on foot, by private hire or public transport), which will generally be to local venues, involve easily managed activities, happen on a regular basis, and be completed within the normal session times.
- One-off Day visits - might include an annual trip to a visitor attraction or attending an event, and are more likely to extend beyond the normal session time.
- Residential Activities - any form of overnight stay regardless of the type of accommodation.
- Overseas Visits - any form of visits or overnight stay outside of the UK.
- Adventure Activities - these can be part of any of the above categories of visit.

One of the key messages in ‘Going Out There’ is that visits and trips can provide *“An enjoyable, creative, challenging learning journey which helps children and young people learn by experience and grow as confident and responsible citizens who value and appreciate their local area and the wider environment of Scotland, as well as further afield”* (p. 4).

The ‘Going Out There’ framework has been adapted for this guidance for the Scottish Youth Parliament (SYP). SYP is committed to promoting the wellbeing and protection of young people whatever activities they are involved in and that the spaces they are in are safe and that the people they are in contact with are trustworthy.

For the purpose of this SYP guidance, the terms ‘trips’, ‘visits’, and ‘events’ may be used interchangeably to refer to any in-person activity involving young people which is organised by the Scottish Youth Parliament.

¹ <https://education.gov.scot/resources/going-out-there-health-and-safety-guidance-on-leaving-the-school-grounds/>

² For the purpose of this Guidance ‘off- site visits and the outdoors’ have been used inter-changeably by ‘day or residential trips or visits’.

³ <https://www.goingoutthere.co.uk/category/type-of-visit/>

Effective Practice in Managing Trips / Events

The SYP Board (the employer - hereafter referred to as 'the Board') has adopted the good practice exemplified in the framework which allows them to fulfil their responsibilities under the Health and Safety at Work Act 1974 and enables staff to plan and manage safe practice in the different levels of trips. This is underpinned by the Board:

- Supporting the CEO and Senior Management Team (SMT) in the application of this guidance.
- Enabling the CEO and the SMT to identify and deploy staff with the right competences and experience for leading different levels of trip or event.
- Supporting employees in the delivery of activities by ensuring that the identification and assessment of the risks involved in participating in any trips or events have been completed prior to participation, and that proportionate control measures are understood and implemented to deal with the risks identified.
- Ensuring risk assessments are in place for trips / events, and that these are implemented.
- Ensuring staff have been trained and given opportunities to develop their knowledge, skills and confidence in planning, organising and leading day or residential trips / events.
- Providing, if necessary, staff with access to resources of relevant and competent technical advice.

The Board's Responsibilities - Supporting the CEO and the Senior Management Team

The Board will monitor the effectiveness of their management and delivery of trips and events, including systems-monitoring and on-the-ground monitoring. The Board's arrangements for planning, approval, monitoring, training and audit will support the CEO in assisting staff to lead trips / events with increasing confidence and competence in relation to:

- Clarifying their role in approval of trips / events.
- Identifying and deploying appropriate staff as Event Leaders.
- Health and Safety requirements.
- Enabling the development of staff knowledge, skills and confidence in planning, organising and leading trips / events.

Types of Trips / Events and Deploying Staff

For ***Routine in-person one-day trips / events*** - trips / events in the local area or to local facilities e.g. SYP National Office or Scottish Parliament. No additional competencies over and above those of a competent and appropriate SYP staff member should be required.

For ***Residential trips / events*** - in consultation with the relevant SMT member, the CEO should decide who is competent to lead. However, staff may need experience of routine one-day trips/events and of assisting with Residential visits before acting as the Event Leader.

For *Overseas trips / events* - the CEO should decide who is competent to lead. However, normally, staff will need experience of the above two types of trip / event, and of assisting on an Overseas trip/ event before taking the leadership role.

Approval for Trips / Events

Whilst the Board ultimately has health and safety responsibilities, approval of trips and events is delegated to the CEO.

Support and Development for Event Leaders

The ‘Event Leader’ is a member of SYP staff who is responsible for leading the detailed planning, delivery, and evaluation of an SYP-led trip or event.

SYP’s arrangements for planning, approval, monitoring, training and audit should enable Event Leaders to be clear about their role and to feel supported and confident in it. Where development needs are identified, these should be fulfilled.

Age of consent

In Scotland, under data protection law, children and young people aged 12 or over are presumed to be mature enough to provide their own consent to participate in activities unless there is any reason to think that they do not have capacity to do so⁴. Therefore, all young people involved in SYP trips / events should be asked to sign a consent form ahead of their participation.

Additionally, in line with Part 1 of the Age of Legal Capacity (Scotland) Act 1991⁵ and Part 1 of the Children (Scotland) Act 1995⁶, parents/carers of children and young people under the age of 16 are required to give consent for their child or young person to participate in SYP trips/events. Therefore, parents/carers of young people under the age of 16 must be asked to complete a consent form ahead of their child or young person’s participation in SYP-led trips/events.

Young people over the age of 16 can consent to their own participation in SYP activities.

The Event Leader and SYP staff will be expected to follow SYP’s Child Protection and Vulnerable Adults Policies when gathering consent for participation in SYP trips / events.

⁴ GIRFEC - information sharing - <https://www.gov.scot/publications/getting-right-child-girfec-practice-guidance-4-information-sharing/pages/22/>

⁵ Age of Legal Capacity (Scotland) Act 1991 - <https://www.legislation.gov.uk/ukpga/1991/50>

⁶ Children (Scotland) Act 1995 - <https://www.legislation.gov.uk/ukpga/1995/36/part/1>

Roles and Responsibilities

Chief Executive Officer and Senior Management Team

The CEO and, where delegated, the relevant SMT member, must sign off on all trips and events. They should ensure that:

- The Event Plan has been completed and has been approved by the appropriate SMT member or CEO, depending on the level of trip/event.
- Event Leaders are allowed sufficient time to organise trips/events properly.
- The Event Leader and staff have been trained.
- The trip/event has suitable aims and effective ways of achieving them.
- The Event Leader and accompanying adults have suitable experience, competencies and, where required, qualifications and Disclosure Scotland checks for the trip/event.
- An appropriate risk assessment has been completed and proportionate safety measures are in place.
- The Event Leader is competent to manage and monitor the risks throughout the trip/event.
- Appropriate child protection procedures are in place, and that all staff and volunteers are clear they must follow SYP's Wellbeing and Child Protection Policy and/or Vulnerable Adults Policy where they have a concern or are unclear if there is a wellbeing or child / adult protection concern.
- The trip/event budget has been approved in line with available funding.
- Support Workers should be informed of their MSYPs' involvement in any trip/event.
- Parents / carers have been appropriately informed.
- Participants have been briefed and issued with a Code of Conduct for the trip/event.
- SYP staff and other accompanying adults in a supervisory role are appropriately recruited and briefed.
- The ratio of other accompanying adults to participants is appropriate and in line with the trip/event risk assessment.
- The Board has approved the trip/event, if appropriate.
- Dependent on the type and level of trip/event, first aid provision has been considered.
- Arrangements have been made for the medical needs and additional support needs of all the participants⁷.
- Where relevant, the administration of medicines has been followed.
- The mode of travel and travel arrangements are appropriate.
- There is adequate and relevant insurance cover in place.
- Suitable contact arrangements are in place.
- The emergency arrangements are in place and an On Call Staff Member (normally a Manager or Senior Manager) has been agreed, and arrangements have been communicated to those who need to know.
- There is a contingency plan, with clear lines of responsibility, which will cover incidents such as adverse weather, travel delays including a late return home.

⁷ https://consult.gov.scot/supporting-learners/guidance-on-healthcare-needs-in-schools/supporting_documents/00513141.pdf

The Event Leader

All staff have a common law duty of care to young people on trips/events. In practice this means they should:

- Ensure the supervision of young people throughout the journey, trip, event, or residential stay according to professional standards and common sense.
- Take reasonable steps to avoid exposing young people to foreseeable danger and to act as any reasonably prudent parent would
- Do their best to ensure the health and safety of everyone in the group.

The Event Leader has responsibility for:

- Preparing the complete Event Plan, ensuring this is signed off by the CEO and/or delegated member of SMT as appropriate, depending on the level of the event.
- Delivering the trip/event in line with the agreed budget and funding available, and following SYP reporting processes.
- Following policies and guidelines.
- Being trained in child protection and vulnerable adult policies and procedures.
- Having overall management responsibility during the visit - even if they are not physically supervising a part of the visit.
- Ensuring adequate insurance cover is in place.
- Ensuring good communication with parents/carers, participants, and accompanying staff and/or other volunteers.
- Ensuring a Code of Conduct is in place for participants.
- Matching the visit to the needs and abilities of all participants, being mindful of equality and inclusion.
- Obtaining sufficient information about participants to deal with any medical, behavioural, or additional support needs.
- Ensuring adequate first aid provision will be available.
- Ensuring that any outside provider has relevant information about participants.
- Appointing and briefing additional SYP staff, contractors / volunteers, and other adult support as necessary and appropriate.
- Being able to control, lead, and instruct participants of the relevant age range.

SYP Trip / Event Staff

All SYP staff who are supporting the planning and delivery of the trip / event must:

- Be trained in child protection and vulnerable adult policies and procedures.
- Understand the limits of their role.
- Be made aware of the Event Plan and any relevant risk assessments.
- Understand how they can ensure the health and safety of everyone in the group.
- Follow the instructions of the Event Leader and help with control and discipline.

- Inform the Event Leader if concerned about the health or safety of participants at any time during the visit.

Contractors and Volunteers

Volunteers and contractors, including (for example) parents /carers, former MSYPs, and BSL interpreters, who are attending SYP trips / events in a supervisory role, have an important role in supporting and enabling events / trips. They should be carefully selected and be briefed and prepared for their role. Volunteers / contractors at trips and events must:

- Be briefed in child protection and vulnerable adult policies and procedures.
- Understand the limits of their role.
- Only intervene in emergency situations where a member of SYP staff is not available.
- Be made aware of the Event Plan and any relevant risk assessments.
- Understand how they can ensure the health and safety of everyone in the group.
- Not be left in sole charge of participants unless they have an SYP PVG and it has been previously agreed (except in emergencies).
- Follow the instructions of any member of SYP staff.
- Inform the Event Leader if concerned about the health or safety of participants at any time during the trip / event.

Parents/Carers

Parents/carers should be able to make an informed decision on whether their child/ young person should participate in any trip/event, and will need to:

- Be informed of the nature of the trip / event.
- Give consent⁸ (see toolkit).
- Give medical consent for any young person under the age of 16, including up to date information about their child's emotional, mental/psychological and physical health.
- Be asked to provide any other significant information about their child / young person that SYP needs to be aware of, such as health and medical conditions or information relating to room sharing.
- Provide the Event Leader with emergency contact number(s).
- Prepare their child for the trip/event, including reviewing and signing the Code of Conduct.
- Be aware that if their child's behaviour causes a risk to themselves or others, they may be responsible for their return, including any additional cost.

Support Workers

Support Workers are employed by or are volunteers with the local authorities and national voluntary organisations SYP works with. The roles and responsibilities of Support Workers are outlined in the Support Worker guidance document. Where Support Workers are attending an

⁸ <https://www.goingoutthere.co.uk/wp-content/uploads/2023/04/Routine-and-Expected-Visit-Parental-consent-worked-example.pdf>

SYP-led event and SYP is responsible for booking and allocating accommodation, the guidance on page 16 will be followed

Participants

In agreement with parents/carers, the Event Leader, and the participants, participants will:

- Be a positive role model for SYP.
- Not take unnecessary risks.
- Follow the instructions of the Event Leader, other SYP staff, and other staff or volunteers, including those at the venue.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone else, and tell the Event Leader, another SYP staff member, or venue staff about it.
- Comply with the Code of Conduct.

Prior to a planned trip / event, any participant whose behaviour may be considered to be inappropriate or a danger to themselves or to someone else may be stopped from going on the trip / event. The aims of the trip / event for these participants should be fulfilled in other ways wherever possible.

On-Call Staff Member

The On Call Staff Member is normally an SYP Manager or Senior Manager. They have a key role in supporting SYP trips / events and the Emergency Procedure. It is their role to ensure that:

- They are available to be contacted 24/7 throughout the duration of the trip / event.
- They know who to contact if an accident or incident is of a serious nature.
- Information regarding a trip / event and attending participants is kept in a secure but accessible location.
- If a trip / event is returning outside normal hours, or involves an overnight stay, that trip / event information is readily accessible.

The Event Leader must ensure the phone number for the On Call Staff Member is shared with participants and their parent/carers in advance of the trip/event.

See page 20 for further details about the On Call Staff Member responsibilities.

Planning Trips and Events

Preparing an Event Plan

Whatever type of trip or event is being undertaken, time given for preparation should ensure good planning, maximise the potential benefits of the experience, and help minimise the risk from any incidents. An Event Plan⁹ needs to be in place for all SYP trips / events.

The SYP Event Plan outlines who is to do what, and when. The amount of content and detail in the Event Plan will be determined by the nature of the trip. It is sufficient for Routine trips / events to be covered by an Event Plan which is reviewed on an annual basis.

The Event Plan will, as well as keeping everyone safe, help to ensure a successful and meaningful trip / event by focussing on the benefits of the activities and clearly setting out the aims and objectives. The Event Plan will form the basis of the information required by the CEO or delegated SMT member for granting approval. The Event Plan can be thought of as being in three parts:

1. Prior to the visit
2. During the visit
3. Following the visit

Risk Assessments

Under the Health and Safety at Work Act 1974, the Board has a legal responsibility to ensure risk assessments are in place for all trips / events, and to have a system that ensures these are being implemented. The Board is also responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, for the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants on trips / events. The Health and Safety Executive (HSE)¹⁰ provides very helpful advice on risk assessments and makes clear that:

- The focus should be on how the real risks arising from such trips / events are managed rather than a focus on paperwork or over protectiveness.
- There is a need for a proportionate and sensible approach for planning and organising trips and events.
- Those managing trips / events should streamline the planning process and authorisation arrangements for trips / events that involve everyday risks
- HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

⁹ Examples of Event Plans for each type of visit and what should be included can be found within the 'Going Out There' Toolkits section for each type of visit - <https://www.goingoutthere.co.uk/wp-content/uploads/2023/04/Routine-and-Expected-Visit-plan-generic-template.pdf>

¹⁰ A range of generic risk assessments and sample specific risk assessments can be found within the Toolkit section as well as on the HSE website - <https://www.hse.gov.uk/services/education/school-trips.pdf> and <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Exposure to real risks should be offset against the benefits of undertaking the trip / event. The risk assessment should be adequate and proportionate. It should only deal with significant and foreseeable risks. It does not require the use of technical formulae, and professional health and safety expertise should only be needed in the more complex or specialist cases.

The risk assessment process should identify suitable levels and methods of supervision required. Consideration should be given to keeping parents/carers informed about the supervision arrangements and sleeping accommodation. There may be times during a trip / event where the participants come under the care of a third party (e.g. a coach driver or outdoor instructor). In these circumstances, however, it must be realised that the Event Leader still retains ultimate responsibility. If any concerns arise, the Event Leader should discuss them directly with the third party in the first instance and then withdraw the group from the care of the third party if the problems are not resolved.

Ratios

It is important to have a suitable ratio of adult supervisors to participants for any trip / event. Supervision ratios should be appropriate for the nature and aims of the trip / event, and for the age and stage of the participants, and should be agreed in the context of a risk assessment.

The factors to consider in the risk assessment include:

- The participants, including Event Leader and other accompanying adults.
- Gender of staff and other accompanying adults.
- Previous experience (of participants and accompanying adults).
- Participants with additional support needs, including medical and behavioural issues.
- The venue.
- The activity.
- Getting there.
- The time of year.
- Length of trip / event.

The establishment of ratios is best determined through discussion between the CEO and Event Leader. The CEO is ultimately responsible for ensuring and approving an appropriate ratio of adults, including Event Leader, Event Staff, and other contractors / volunteers, for young people taking part.

Generic Risk Assessments

Generic, identified, and specific risk assessments should be completed for all trips / events, thus enabling the development of staff knowledge, skills, and confidence in planning, organising and leading trips / events.

Generic risk assessments provide an overview of the foreseeable risks that might be met on a trip / event with the aim of managing risks so that they are acceptable. In general, 'acceptable'

would be free from significant risk of death or permanently disabling injury.¹¹ Event Leaders should use a generic risk assessment as a starting point and add any significant and foreseeable risks specific to their trip / event. This should take into account:

- The aims and benefits of the trip / event.
- The participants, including Event Leader and other accompanying adults.
- Participants with additional support needs, including medical and behavioural issues.
- Procedures that encourage participation.
- The venue.
- The activity.
- Getting there.
- Time of year.
- Any third-party risks and/or links to third-party provider risk assessments if required (for example, for trips/events where SYP is not responsible for the programme, the third-party trip / event organiser risk assessment would be referred to in SYP's risk assessment).

Individual Risk Assessments

Where a participant has a medical condition or other support requirements e.g. a transgender young person or a young people with a disability or complex medical condition, an individual risk assessment should be completed in conjunction with the young person and their parents/carers, including medical advice if appropriate for any trip / event. The findings of the risk assessment should be agreed and understood by all participants including relevant accompanying adults.

Dynamic Risk Assessment

Despite the best planning, the unexpected may happen during a trip / event, and Event Leaders have to be prepared to change and adapt as required. Experience and training will enable sound judgements to be made. The Event Leader and accompanying adults should monitor the risks throughout the trip / event and take appropriate action as necessary. This is called dynamic risk assessment and includes knowing when and how to apply contingency plans where they are needed. It also includes heeding advice and warnings from those with specialist expertise or local knowledge (especially with regard to higher-risk activities). The actions taken as a result of dynamic risks assessment should be recorded after the action taken and used to inform future planning.

The ability and competence of front-line staff to plan and manage a dynamic situation in a safe and appropriate way is the key contributor to safe and successful practice.

¹¹ <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Planning Routine in-person one-day trips / events

These trips / events are by their nature low risk activities and should be quick and easy to risk assess. Higher risk activities require more detailed risk assessments which record how the risks will be reduced to an acceptable level. The findings of the risk assessment and the relevant precautions or controls should be agreed with and understood by all participants including Event Staff and other accompanying adults (and parents/carers where appropriate).

Planning Residential trips / events

For Residential trips / events, specific information has to be provided in writing to parents/carers, and should include:

- The activities and the learning objectives.
- The venue.
- Domestic and sleeping arrangements.
- Medical provision and first aid.
- Supervision arrangements.
- Travel arrangements.
- Insurance cover.
- Code of conduct and behaviour expectations, including sanctions.

In addition to written information, Event Leaders should consider holding a meeting where these points can be discussed. The nature of the trip / event, the age and experience of the participants and the length of trip / event will affect this decision. Communication with parents/carers should include making them aware of procedures for dealing with misbehaviour or behaviour that gives Event Leaders cause for concern.

A residential establishment is required to have risk assessments in place for their own premises. There is no need for Event Leaders to request copies of these risk assessments unless SYP has exclusive use of the premises.

As part of the planning stage, the Event Leader should, if possible/appropriate, make a pre-visit and consider whether the accommodation:

- Fits with the aims and objectives of the trip / event.
- Suits the needs and requirements of all participants (including those with additional support needs).
- Is suitable for the gender mix and demographics of the group, considering any protected characteristics.
- Provides adequate security and privacy for all participants.
- Complies with appropriate safety standards for the nature of the trip/event.

The Event Leader should obtain a floor plan showing the location of the group's rooms. Ideally, the rooms should be close together with the accompanying adults' quarters located to enable adequate supervision.

Event Leaders are responsible for recording significant and foreseeable risks specific for their visit. This should take into account of:

- The age of participants. All young people under 16 must be accompanied by an adult (parent/carer/Support Worker) when travelling. SYP will be responsible for the young person when they arrive.
- Child Protection.
- The participants, including Event Leader and other accompanying adults.
- Participants with additional support needs.
- The venue.
- The accommodation (in terms of how it affects the group).
- The activity.
- Getting there.
- Time of year.
- Use of electronic equipment including taking photographs.
- Smoking and vaping.
- Alcohol or drugs.
- Allocation of rooms.
- Medication.
- First Aid provision.
- Rest time.

Supervision at residential trips / events

Residential trips / events entail additional requirements for supervision of children and young people. Consideration should be given to the following:

- Establishing ratios (taking into account the need to provide 24-hour responsibility).
- Gender of the accompanying staff and of participants.
- Vetting accompanying adults.
- Periods of remote supervision.
- A supervision rota, with identified hand-over arrangements, to ensure that it is clear at all times who has supervisory responsibility.

Access to medical provision at residential trips / events

When considering the location of a Residential trip / event, it is an important part of the risk assessment to consider:

- First Aid training and experience of Event Leader and other staff.
- Access to first aid provision on site.
- The type of medical facilities that are available.
- How quickly medical care can be accessed.
- The aims and objectives of the visit.
- The age and demographics of the participants.

- Any known medical needs.
- Mental health first aid provision and availability of signposting resources.

Event Leaders need to take these factors into account when deciding the level of first aid provision that is required. Where the risk assessment determines the risk is low, it may not be necessary to provide a trained first aider among the accompanying staff. By contrast, if the risk assessment indicates a raised or high level of risk, it will be necessary for one or more of the accompanying staff to hold a first aid certificate.

Sleeping arrangements

SYP normally uses the following types of accommodation:

1. Hotels - single, twin, or triple rooms with one bed per person.
2. Youth hostels - accommodation in these centres is normally in dorm-style rooms of around four to six participants, with bunk beds or single beds. At youth hostels, we might not always have exclusive use.
3. Activity centres - the buildings tend to be exclusive use, although SYP might not have exclusive use of the grounds surrounding the building. Accommodation in these centres is normally in dorm-style rooms of around four to six participants, with bunk beds or single beds.

Principles underpinning sleeping arrangements

These are driven by cost, practicality, and available accommodation. The risk assessment, whilst being proportionate and having safeguards in place to minimise to risk, must consider the following principles:

- A Code of Conduct will be in place, including sanctions. The Event Leader has the authority to send people home if they feel this is necessary to ensure the safety of themselves or others. This should be outlined in the Code of Conduct and rules for the trip / event.
- The Code of Conduct will specifically detail the expected behaviour during residential stays e.g. bullying, harassment, alcohol, drugs in bedroom, parties in bedroom, sexual activity.
- Where possible, young people will have a choice whether they will share a bedroom. There may be very good reasons why a young person may not want to share.
- No-one should be sharing a bed.
- Accommodation will be allocated in advance, ensuring where possible:
 - Participants will be allocated to rooms by age group (under 16, 16-17, and 18+).
 - Each room will be single gender.
 - Participants will be sharing a room with other young people from their area / group, and/or who they already know.
 - Each corridor will be single-gender, with participants aged 16 or over in a different corridor from those who are aged under 16.
 - There will be at least one member of staff in each corridor or near at hand.

- Participants will have access to a bathroom on their corridor, if en-suite bathrooms are not available.
- SYP has exclusive use of corridors.
- Parents/carers and participants will be informed in advance of the sleeping arrangements, including whether their child / young person will be sharing a room, how many people will be in the room, and who they will be sharing a room with.
- All participants must sign up in advance and will be asked:
 - Their name, date of birth, and gender.
 - Their preference for anyone they do/do not want to share a room with.
- Requests to swap rooms will be considered by staff to limit risk of this being done without discussion.
- Overnight, young people will be told not to leave their rooms unless there is an emergency e.g. if there is a fire alarm / safety reason, and will be given instructions to contact a named member of staff by phoning them.
- Participants will be given a password for anyone trying to get into their room.
- Wherever possible a separate bathroom should be designated for the staff/accompanying adults use and another for young people.
- Bathing facilities (ie, showers) should have separate, lockable cubicles.
- Under no circumstances should staff/Support Worker use communal showers at the same time as young people.
- There will always be an On Call Staff Member (normally a Manager or Senior Manager) who is not at the event and is on call for the duration of the event and until they have been informed by the Event Leader that everyone is home safely.

On arrival the Event Leader should:

- Carry out a fire drill as soon as possible to ensure all participants are aware of the lay-out of the accommodation and its fire precautions/exits.
- Check the accommodation to ensure it is safe and fit for purpose.
- Check for any potential hazards (balconies, electrical connections, access to other rooms etc.) and if necessary, establish control measures to deal with these. Where the hazards are extreme or cannot be managed adequately, consideration has to be given to insisting on alternative accommodation.
- Ensure all participants are aware of the system to ensure their overnight security.
- Ensure participants are aware how to get help if required during the night.

Planning Overseas trips / events

Section 11 in ‘Going Out There’ should inform the necessary preparations for Overseas trips / events¹². The process of informing parents/carers and participants will need to start well in advance of the visit. In some instances, this may be one or two years prior to departure. Parent/carer specific information should be provided in writing to parents/carers and to participants, including:

¹² <https://www.goingoutthere.co.uk/category/contents/11-overseas-visits/>

- The purpose of the trip / event.
- The proposed itinerary and the learning objectives.
- The venue.
- The costs.
- Passport and visa arrangements.
- Domestic and sleeping arrangements.
- Health, first aid, and medical provision.
- Supervision arrangements.
- Travel arrangements, including time of travel and sleeping arrangements for overnight travel.
- Insurance cover.
- Behaviour code, as outlined in the code of conduct, including sanctions.

Sufficient time should be given to enable participants to be informed and hold discussion about:

- The aims, objectives and benefits of the trip / event.
- The different legal requirements and cultural differences, if the trip/event is in a foreign country. These may include e.g. LGBTQ+ laws, women's safety, and how to contact the foreign office for advice.¹³
- The UK Government foreign travel advice for the country being visited.¹⁴
- Any advice on the NHS Fit for Travel website¹⁵ to ensure awareness of any medical / health requirements (including vaccinations).
- The nature and likely demands of the visit.
- The domestic and sleeping arrangements.
- The supervision arrangements, including which adult is responsible for them.
- The standards of behaviour expected at all times and including sanctions.
- What to do in the event of an accident/incident.
- Everybody's role in ensuring the safety and wellbeing of all participants, including e.g. language barriers; homesickness; culture shock.
- Use of electronic equipment including taking photographs.
- The Code of Conduct including sanctions.

It is the responsibility of the Event Leader to prepare a specific risk assessment for all aspects of an Overseas trip / event for which they are taking direct responsibility. The standard of Health and Safety applying to Overseas trips / events, regardless of location, activity or event, should strive to reflect that of the UK wherever possible. Where it is not possible to guarantee parity of standards, such as fire safety in accommodation, every effort should be made to mitigate or manage the exposure to risk. Parents/carers and participants should be informed about any anticipated differences in standards. It is very difficult to do this without a pre-visit, or comprehensive researching of any relevant information available from: travel agents, tour operators, the Foreign, Commonwealth and Development Office, Embassies, The British Council, and/or from other leaders who have undertaken similar trips.

¹³ www.gov.uk/guidance/lesbian-gay-bisexual-andtransgender-foreign-travel-advice

¹⁴ <https://www.gov.uk/foreign-travel-advice>

¹⁵ <https://www.fitfortravel.nhs.uk/home>

Event Leaders are responsible for recording significant and foreseeable risks specific to their trip/event. This process should, where possible, involve accompanying adults and participants. In addition to considerations for Residential trips / events risk assessments (see page 14), this should take into account:

- The participants, including Event Leader and other accompanying adults.
- The venue and accommodation.
- The culture and language.
- The food and drinking water.
- Possible medical emergencies.
- The activities.
- Transport (to get there and in-country).
- Time of year.
- Weather.

The findings of the risk assessment and the relevant precautions/controls should be agreed and understood by all participants including accompanying adults (and parents/carers where appropriate) and be reflected in the Event Plan.

The CEO in discussion with Event Leaders should ensure that adequate levels of supervision can be maintained should any situation arise during the trip/event which requires the undivided attention of one or more staff member.

In some circumstances, tour operators provide leaders/guides for the duration of the visit or for specific parts of a visit. Whilst this may influence decisions about ratios, consideration has to be given to the importance of accompanying adults knowing participants. As part of the risk assessment, careful consideration has to be given to establishing leader to participant ratios.

Risk assessments for Overseas trips / events may also need to take the following in to account:

- Increased risk of illness (staff and/or participants).
- More complex travel arrangements.
- Possible delay in staff on 'stand by' being able to join group.
- Inefficient communications systems.

Tour operators are responsible for risk assessing the aspects of the trip for which they are responsible. SYP staff should refer to this third-party trip / event organiser risk assessment in their risk assessment for the trip / event.

Health and Safety

Incidents and Accidents

The Health and Safety Executive offer the following advice on incidents and accidents¹⁶:

“Accidents and mistakes may happen on visits - but fear of prosecution has been blown out of proportion leading to a fear of taking children and young people off-site and outdoors. HSE has made prosecutions in rare cases where there was evidence of recklessness or a clear failure to follow sensible precautions. However, it is important that Employers and leaders do not interpret this as meaning that to avoid prosecution they must eliminate even the most trivial risks. Employers and leaders are expected to deal with risk responsibly and proportionately. If an incident on a visit leads to the death or serious injury of someone, HSE will normally investigate. Most serious accidents on visits involve underlying management failures and HSE always looks for these underlying causes. HSE does not investigate incidents in response to civil claims. If things do go wrong during a trip, provided sensible and proportionate steps have been taken, it is highly unlikely that there would be any breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.”

It is essential that all participants are advised of the protocol if involved in an accident or incident. It is good practice to inform participants that in an emergency situation the use of electronic devices to send messages, take photographs or video will be prohibited until advised otherwise by the Event Leader. This is to ensure that relevant information is passed on to the appropriate people in a timely and organised manner.

On Call Staff Member

Prior to departure on any trip / event, the Event Leader should leave information with a pre-arranged ‘On Call Staff Member’. This information should include:

- All participants’ names.
- Visit location and itinerary.
- Expected timings.
- Transport arrangements.
- Emergency contact details for all participants, including Event Leader and other accompanying adults.
- Medical information regarding participants.
- Event Leader phone number.
- Other accompanying adult phone numbers.
- Contact details for venues / travel company.
- Copy of insurance documents (where relevant).
- Photocopies of participants passports (where relevant).

¹⁶ <https://www.hse.gov.uk/>

Where appropriate, this information should also be carried by the Event Leader and other accompanying adults (as appropriate) at all times.

Emergency procedures

Emergency procedures are an essential part of planning a trip / event, and staff should follow SYP's own emergency planning procedures, which includes a definition of an emergency or serious incident.

As iterated previously, Event Leaders and other accompanying adults have a common law duty to act as a normal caring parent/carer would. They should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

It is essential that all participants are advised of the protocol if involved in an accident or incident. It is good practice to inform participants that in an emergency situation the use of electronic devices to send messages, take photographs or video will be prohibited until advised otherwise by the Event Leader. This is to ensure that relevant information is passed on to the appropriate people in a timely and organised manner

Communicating with Parents / Carers

When young people become SYP members (MSYPs) or join an SYP working group, parents/ carers should be informed about the range of activities that form part of the programme. It should be explained that parents will be kept informed about the general plans for Routine in-person one-day trips/events, but that they will not necessarily be informed every time their child attends an in-person visit.

For any visit which cannot be classified as Routine and Expected, parents/carers must have been appropriately informed, in order that they will know where participants will be, and have prepared them for the experience. Further guidance on providing information to parents can be found within the relevant visit section¹⁷.

Parents/carers of young people who are not MSYPs or involved in an SYP working group must be informed of any plans relating to SYP-led trips / events, and a consent form must be completed.

Parental and Medical Consent for the Trip / Event

Parental consent must be obtained for a Residential trip/event and/or for an Overseas trip/event, and for one-day trips/events that involve a higher level of risk and safety management (eg, trips/events involving adventurous activities). The process of informing parents and gaining consent should be kept as simple as possible and must not be restrictive¹⁸.

¹⁷ <https://www.goingoutthere.co.uk/wp-content/uploads/2023/04/Routine-and-Expected-Visit-Parental-consent-worked-example.pdf>

¹⁸ A summary of visit types, with recommendations regarding parental consent and medical information, can be found in the matrix on Visit Approval, Medical Information and Parental Consent within the Toolkits section of the 'Going Out There' website. Recommendations for good practice can be found within Section 8 'Routine and Expected Visits'. <https://www.goingoutthere.co.uk/toolkits/>

Detailed information has to be provided regarding the visit to enable parents/carers to give informed consent. As part of the consent form, parents/carers should be made aware of, and agree to, the procedures for dealing with misbehaviour. Up-to-date emergency information should be requested. As outlined on page 9, parents/carers must:

- Give medical consent for any young person under the age of 16, including up to date information about their child's emotional, mental/psychological and physical health.
- Be asked to provide any other significant information about their child / young person that SYP needs to be aware of, such as health and medical conditions or information relating to room sharing.
- Provide the Event Leader with emergency contact number(s).

Preparing/involving Participants

It is good practice to prepare participants so that they understand and the aims and nature of the trip / event. Risk education is an important aspect of young people's development and participants should take part in planning, implementing and evaluating their own contribution to visits where possible. Consideration should be given to ensuring that participants understand:

- The nature and demands of the trip/event.
- The supervision arrangements, including which adult(s) is responsible for them.
- The standards of behaviour expected at all times and not just during activities.
- The use of electronic equipment.
- What to do in the event of an accident/incident.
- Their role in ensuring the safety and wellbeing of all participants.
- The Code of Conduct and associated sanctions.

Inclusion

Where it is reasonably practicable, all young people should be able to access the opportunity to participate in trips/events.

Event Leaders should be aware of, and follow, their Employer's equality and inclusion arrangements. An establishment or organisation is less likely to discriminate if it plans a trip considering the need to include all participants irrespective of their protected characteristics rather than if it arranges a trip and then tries to adapt it to make it inclusive. In the early planning stages, it is important to consider how accessible any trip is in terms of cost, venue, activities etc.

Whilst it is not necessary for every participant to be able to take part in every activity, it is necessary to make reasonable adjustments and consider alternatives to make the visit more inclusive. In some circumstances, additional staff or other adults may be required to allow an individual to participate - this needs to be taken into account in the early planning stages when considering staffing and costs, and must not be an additional cost to SYP as a result of any individual choosing to participate.

An individual risk assessment may be required to ensure some participants are able to participate. See page 13 for details.

There may be unforeseen issues which arise in the run up to a trip which have not been apparent in the early planning stages. Examples of this include mental health, gender/sexuality, medical conditions etc. Reasonable steps should be taken to ensure that individuals can participate, but each situation will be different and require a different solution. Involving young people and their parents/ carers in any decision making is essential.

In rare circumstances, it may be required to withdraw an individual from a trip where the risks of participation outweigh the benefits. This decision should be reached in consultation with the young person, parents/carers and only where it is not possible to make reasonable adjustments.

First Aid

Access to first aid¹⁹ should form part of the Event Plan. For many everyday activities, there is no need for a qualified first aider as there is easy access to professional help and other staff who have been first aid trained. If difficulties in accessing professional help are anticipated, then further consideration is required.

A suitably stocked first aid kit should be taken on all trips/events.

All adults in the group should know how to contact the emergency services and have the means to do so. They should be aware of the limitations of mobile phones in remote locations.²⁰

For Overseas trips / events, the Event Leader should refer to the Fit for Travel and UK Government websites during the planning stages for additional guidance relating to first aid provision and emergency procedures in the destination country.²¹

Electronic Equipment

Electronic devices can, on occasion, be of benefit to an excursion. However, electronic devices can also be a hindrance. It is therefore important that the establishment or organisation has clear guidance on the use, or not, of electronic equipment, such as smartphones, tablets, smartwatches or action cameras. The safeguarding of all participants is paramount and guidance for participants and parents needs to reflect the importance of this.

Consideration should be given to the following:

- What are the ages of the participants?
- What are the benefits versus risks?
- How can the risks be reduced?
- If electronics are allowed, what are the set parameters?
- How are the rules and consequences clearly communicated in advance to parents/carers?

¹⁹ <https://www.hse.gov.uk/firstaid/>

²⁰ <https://www.hse.gov.uk/firstaid/faqs.htm#first-aid-box>

²¹ <https://www.fitfortravel.nhs.uk/home/> / <https://www.gov.uk/foreign-travel-advice>

- How are the rules and consequences clearly communicated in advance to participants?
- Does the trip insurance cover electronic equipment? If not, how is this clearly communicated to parents/carers in advance?
- If electronic devices are only to be used during supervised times, how will this be managed safely and securely?
- If photos and videos are allowed, has consent from all participants (including accompanying adults) been obtained? If any individual has not given consent, how will this be managed?
- Is specific guidance on use of action cameras required? Continual videoing may knowingly or unknowingly, compromise the safeguarding of both user and participant.
- Risks and benefits of use of electronic devices in relation to an accident/ incident.
- Use of data and roaming charges. SYP is not responsible for covering the additional costs of these. Participants and parents/carers need to be made aware that these charges can be high and easily accrued if not considered.

Security and Terrorism

With increasing terrorism-related incidents, both within the UK and overseas, it is important to consider how to minimise risk and to ensure that in the event of an incident all participants know what actions to take.²² Consideration should be given to:

- Location and venues to be visited - could the trip / event aims be fulfilled without visiting a high-risk location?
- Use of public transport - if this is an integral part of the experience, could this be done outside peak periods?
- Group identity - although group identity through hoodies, caps, backpacks etc. can make supervision easier, there is concern that this could make groups more vulnerable to an opportunistic terrorist attack. Event Leaders should consider the benefits and risks and make an informed decision about where and when any group clothing/accessories should be worn.
- Procedures for what to do in the event of a security alert/incident/ evacuation of a venue, etc. These should be discussed and agreed with all participants.
- Protocol for use of electronic devices - clear guidance around use of electronic devices if caught up in an accident/incident should be agreed, to minimise the likelihood of unnecessary stress and anxiety for parents/carers.
- Informing participants and parents/carers that if they choose not to travel due to concerns about safety and security they will not be entitled to a refund unless the Government has advised against travel. Event Leaders should regularly consult the UK Government webpage on ‘Terrorism and national emergencies’²³ and the Foreign, Commonwealth & Development Office (FCDO) web pages²⁴ for up-to-date information regarding terrorism threats in the location to be visited and, if required, alter plans to reduce risks.

²² <https://www.gov.uk/terrorism-national-emergency>
<https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad>

²³ <https://www.gov.uk/terrorism-national-emergency>

²⁴ <https://www.gov.uk/foreign-travel-advice>

Insurance

The Event Leader must ensure, well before the group departs, that adequate insurance arrangements are in place covering all planned activities. It is important to establish the level of insurance cover that is provided by the Scottish Youth Parliament's insurer. This may come in varying levels. It is essential to check the level of insurance cover and any exclusions - this is particularly relevant in regard to terrorism, pandemics, civil unrest, and any natural disaster. In many circumstances, cancellation as a result of this type of event/incident will not be covered by insurance. It is essential that insurance arrangements, and potential financial risk, are clearly communicated to participants and parents/carers to enable an informed decision to be made about participation.

SYP will include group insurance within the planning / costs of any SYP-led trip/event. However, some insurance companies will not cover certain medical / additional needs, and this should be considered by the Event Leader during the planning stage.

Some participants may also need to obtain an additional medical letter from their GP to confirm fitness to travel - this comes at an extra cost (normally between £30 - £60) which would need to be covered by parents/carers.

Using an External Provider

If an off-site trip involves an external provider (e.g. outdoor activity provider, residential centre), the Event Leader should establish the level of insurance provided by their own Employer in order to determine whether additional insurance is required. Service providers such as transport operators are all subject to regulation and inspection, and Event Leaders can use them in the same way any member of the public would without the need to check insurance.

Information for Parents/Carers

If the trip/event involves a travel company, the Event Leader should establish the level of insurance provided by their own Employer in order to determine whether additional insurance is required. If the Employer provides adequate cover, the Event Leader will not need to obtain additional insurance through the travel company. If additional cover is required, the travel company will be able to advise on insurance requirements. Parents/carers should be given details of insurance cover. For Routine in-person one-day trips / events this can be done on an annual basis. For other categories of trips/events, details of the level of insurance cover should be included in the trip/event specific information provided to parents/carers.

It is important to highlight insurance arrangements should an individual choose to withdraw from a trip/event. In some circumstances, participants and/ or parents/carers may decide not to take part and, unless the Government is advising against travel, this 'disinclination to travel' would not be covered by insurance. Similarly, cancellation due to terrorism, pandemics, civil unrest and any natural disaster may not be covered by insurance, and parents/carers need to be made fully aware of the level of cover and financial risks involved. Parents/carers need to be advised about any specific additional cover they may want to arrange such as loss of personal belongings or cancellation.

Supervision and Accompanying Adults

Additional Supervision Considerations

The Event Leader has overall responsibility for supervision during a trip/event. Breaks from this responsibility during the trip/event need to be clearly identified, with clear handover arrangements, and co-ordinated by the Event Leader.

All adults who are in a supervisory role have a duty of care for the group at all times. There is no break from this responsibility during the trip.

There are numerous methods of supervising groups, but general consideration should be given to the following:

- Establishing rendezvous points.
- Carrying out regular head counts.
- Wearing easily identifiable clothing (see note on this in 'Security and Terrorism' section on page 24).
- Having a buddy system.
- Splitting large groups into smaller groups with an identified leader for each subgroup.
- Participants have contact details for all relevant staff (including the home contact), and a copy of the itinerary for the trip/event.
- Ensuring staff have contact details (phone number) for all participants [in their group].

Gender of Accompanying Adults

With a mixed gender group, it is preferable to have a gender mix of accompanying adults. However, there are many circumstances where this is not possible or essential. Consideration of this should be part of the event planning and risk assessment process. Parents/carers and participants should be informed of, and have given consent to, the staffing arrangements.

Parents / Carers and other non-SYP adults attending trips / events

There may be occasions where a participant with additional support needs requires a non-SYP adult to attend with them. This will be discussed with the participant, their Support Worker, and their parent/carer (as appropriate) to agree an individual plan including an individual risk assessment. There are some examples below of situations where a parent/carer/other adult may need to attend. Each of these requires an individual risk assessment. For example:

1. A young person who is deaf/has hearing loss and who requires BSL interpreters for a full weekend residential. It would be imperative to involve the young person, the interpreters as well as the parents/carers in the risk assessment process to ensure the young person's wellbeing and safety.
2. A neurodivergent young person who has never stayed away from home before and the parent/ carer has concerns about them staying on their own. The parent would only be responsible for their child and therefore would not meet the criteria for a PVG check.

3. A wheelchair user requires one-to one support. It would be imperative to involve the young person as well as the parents/carers in the risk assessment process to ensure the young person's wellbeing and safety.

Vetting Accompanying Adults

Parents/carers and other volunteers are often an essential part of supervision ratios. When they assist on visits they are called 'accompanying adults'.

The main decision that has to be made is whether an accompanying adult needs to be vetted. The essential factor in this decision is whether the accompanying adult is doing 'regulated work'. This term is explained in Chapter 2 of the Disclosure Scotland guidance under 'Protection of Vulnerable Groups' (PVG).²⁵ If an accompanying adult is carrying out regulated work, then they must be vetted. There is a five-step assessment process in order to determine whether or not someone is doing regulated work. This five-step process must be applied in all cases. In those cases where an application to join the PVG Scheme is not required, a basic disclosure could be used instead. Event Leaders should know and follow SYP's child protection arrangement in these matters.

Using an External Provider

All external providers must have risk assessments in place. Depending on the nature of the trip/event and activities to be undertaken, the Event Leader needs to consider whether they need sight of these. For example, there is no need for Event Leaders to request copies of risk assessments from external providers such as museums and swimming pools where there is normal public access. It is not necessary to ask for risk assessments from transport providers.

There is also no need to request copies of risk assessments from external providers of Adventure Activities where the provider has an AALA (Adventure Activities Licensing Authority) licence, but the Event Leader may wish to refer to these in the overall trip/event risk assessment.

It would be prudent to discuss safety arrangements and precautions with the provider for activities or venues of a less routine nature.

The term 'external provider' can include museums, activity providers, residential centres, tour operators etc. Good communication with any external provider is essential to ensure that the trip/event matches expectations and runs according to plan. The following steps can assist with this process. In the planning stage the Event Leader should consider:

- Using a reputable provider.
- Liaising with the provider to discuss the aims and the needs of the group.
- Establishing whether the provider requires to be vetted.
- Checking adequate insurance is in place.

²⁵ <https://www.mygov.scot/pvg-scheme/>

Prior to the trip/event the Event Leader should consider:

- Liaising with the provider in order to find out what is expected of them or their group (e.g. where to go, what to bring, etc.).
- Providing any relevant information to the provider such as the group's age-range, relevant medical conditions, additional support needs, competence.
- Confirming whether risk assessments are in place.
- Compliance with the SYP'S Wellbeing and Child Protection Policy.
- The Event Leader retains ultimate responsibility for participants at all times during trips/events, even when the group is under instruction by staff from the provider. Event Leaders should remember that they are still expected to act as a normal caring parent and must raise any concerns about the activity with any third party providers.

Transport

Supervision on Transport

When planning transport, consideration should be given to the following:

- SYP's Sustainability Policy.
- Preparing participants for the journey.
- The comfort and safety of participants.
- The driver should not normally be responsible for supervision, but the nature and number of participants should determine if additional supervision is required.
- The Event Leader and driver should ensure that this guidance is being followed.
- The Event Leader must give careful thought to planning transport. It is important to ensure that the travel plan is suitable for the age and nature of the participants.
- The length, nature and complexity of the journey and implications for supervision etc.
- Selecting the right mode(s) of transport, including use of public transport and taxis.
- Using a reputable transport provider.
- Contingency plans.
- The time of year and weather.
- The needs of any participants with limited mobility.

The Event Leader is responsible for the party at all times including maintaining good discipline whilst travelling, and during any unsupervised periods (e.g. motorway services, ferries etc.). The level of supervision that is necessary should be considered as part of the risk assessment, taking into account:

- The age and nature of the participants.
- The mode of transport and the implications for supervising participants.
- The length, nature and complexity of the journey.
- Service providers such as transport operators are all subject to regulation and inspection and Event Leaders can use them in the same way as any member of the public. There is no requirement to obtain risk assessments from transport providers.

Hiring Coaches and Buses

Coaches and buses should be hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Compliance with the various legal requirements is their responsibility not the hirer's.

When planning a long journey, Event Leaders should ensure they agree a plan in advance with the company for driver hours and rest periods. Event Leaders are responsible for immediately raising any concerns over driver behaviour (eg, speeding, tiredness, aggressive driving, attitude etc.) with the driver in the first instance, their employer, and the On Call Staff Member. If there is no satisfactory resolution, consideration has to be given to stopping the journey.

The driver should not normally be responsible for supervision of participants, but the nature and number of participants should determine if additional supervision is required.

The Event Leader must ensure coaches have suitable seatbelts and that participants are advised to use them at all times (unless instructed otherwise by the Event Leader). The driver should ensure that this guidance is being followed.

Where SYP is hiring a minibus to be driven by a member of SYP staff:

- This must be approved by the CEO.
- The staff member must have completed any necessary checks and training, and have proof of these, with copies of any relevant documentation on their staff file.
- The staff member must have demonstrated to the CEO or a delegated member of SMT that they can drive the vehicle safely.
- Any other appropriate protocols as determined by SYP have been followed.

Use of Private Cars

Staff members and others who drive participants in their own car must ensure their passengers' safety in line with legal requirements. This includes:

- Ensuring that front and back passengers wear properly adjusted seat belts
- Having appropriate seating in place for children

If private cars are being used to transport young people, the following points should be considered:

- Parents/ carers should be informed of the arrangements, to enable them to make an informed decision.
- Drivers should be carefully selected and vetted (unless in an emergency).
- It is advisable that the driver is not put in a position where they are alone with a participant. In the event this is required, the young person (under the age of 16) should sit in the back seat.
- The Event Leader should arrange a central dropping point for all participants rather than individual home drop offs.
- Ensuring that the vehicle is roadworthy and has a valid MOT.
- Ensuring that there is appropriate insurance cover for carrying the participants. This will require cover for business purposes. SYP would cover the cost of this.