

POLICY TITLE:	Leisure Activities, Holidays and Educational Trips
Policy Number:	ECS 40
Applies to:	All services
Version Number:	01
Date of Issue:	23/08/2018
Date of Review:	31/06/2020
Author:	Quality Team
Ratified by:	Debra Murray: Quality Improvement Lead: Social Care
Responsible signatory:	Kath Bridon: Operations Director
Outcome:	Children and young people are supported to safely experience a range of suitable leisure activities Children and young people who live permanently in residential care are enabled to experience holidays away from the home
Cross Reference:	ECS 01 Safeguarding Children OP08 Safeguarding Adults ECS 16 Governance & Monitoring ECS 39 Overnight stays and social visits H&S 08 Adventure activities, educational and other trips
EQUALITY AND DIVERSITY STATEMENT	
Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.	

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, e-mail RARHelpdesk@priorygroup.com.

Leisure Activities, Holidays and Educational Trips

1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Education and Children's Service facility will have local procedures in place where necessary, which explain how this policy is applied and put into practice at site level.
- 1.2 Template **ECS LP 40** is provided for this purpose and includes a key content checklist.
- 1.3 This policy should be used in conjunction with the related policies listed on the preceding page where applicable.

2 AIMS

- 2.1 Children and young people are supported to safely experience and engage in a range of suitable leisure activities
- 2.2 Children and young people who live permanently in residential care are enabled to experience holidays away from the home.

3 SCOPE

- 3.1 This policy should be used in conjunction with policy H&S 08 Adventure Activities and educational/other visits.

4 RESPONSIBILITIES

- 4.1 Site/service managers are responsible for ensuring that each leisure activity in which children and young people participate has been suitably risk assessed.
 - 4.1.2 This includes risk assessing the venue, the activity itself, and reviewing the child/young person's Individual Risk Assessment in the context of the proposed activity.
- 4.2 Site/service managers are responsible for ensuring that each holiday in which children and young people participate has been suitably risk assessed, and reviewing the child/young person's Individual Risk Assessment in the context of the proposed holiday.
- 4.3 The site/service manager must ensure that for all leisure activities and holidays that appropriate consent has been gained in writing from the relevant people, including placing authority representatives and those with parental responsibility.
 - 4.3.2 For leisure activities, this may be in the form of the admissions consent documents, which are reviewed annually.

5 LEISURE ACTIVITIES

- 5.1 Colleagues are expected to communicate with children and young people to discover their likes, dislikes and interest in relation to leisure activities, and to seek to support and develop their interests.
- 5.2 Colleagues should seek to engage children and young people in a wide range of leisure activities, which may include sports, outdoor activities, and domestic activities such as cooking, gardening, craftwork, artwork and reading.
- 5.3 Where relevant, colleagues should encourage development by supporting children and young people to engage in community groups linked to their interests, or which are run specifically

for children and young people, such as the Scouts, Brownies and Guides.

- 5.4 Where a child or young person has an interest in learning to play a musical instrument it is expected that colleagues will help them to pursue this interest through, in liaison with their placing authority, parents/carers, ensuring access to the relevant instrument and lessons, encouraging practice, and supporting participation in relevant bands/orchestras.
- 5.5 For every leisure activity there should be a clear plan, and a thorough Risk Assessment which includes:
- (a) Venue(s)/location(s)
 - (b) Planned activities
 - (c) Equipment needs, including PPE
 - (d) Full contact details of those leading the activity
 - (e) Mobile contact details for the child/young person and colleagues for the duration of the activity
 - (f) Expected time of return
 - (g) Transport arrangements
 - (h) Arrangements for contact in the case of unexpected events occurring
 - (j) Arrangements should the child/young person wish to return sooner than planned

6 HOLIDAYS

- 6.1 Where holidays are being considered and planned colleagues are expected to consult with children and young people to discover their likes, dislikes and interest in relation to holidays, and to ensure that holiday plans are tailored realistically to the needs and preferences and abilities of the children and young people involved.
- 6.2 For every planned holiday there must be a clear detailed plan, and a thorough Risk Assessment which includes:
- (a) Venue(s)/location(s)
 - (b) Planned activities
 - (c) Equipment needs, including PPE
 - (d) Sleeping arrangements
 - (e) Mobile contact details for the child/young person and colleagues for the duration of the activity
 - (f) Expected times of arrival/departure
 - (g) Transport arrangements and contingencies
 - (h) Arrangements for contact in the case of unexpected events occurring
 - (j) Arrangements should a child/young person wish to return sooner than planned
 - (k) Security
 - (m) Health/medical arrangements
 - (n) ID/Passport security if applicable
 - (p) Language/Interpretation provisions if applicable
 - (q) Safeguarding arrangements
 - (r) Staffing arrangements (including rota cover, breaks, supervision, competency, training and leadership)

7 EDUCATIONAL TRIPS (see also H&S 08)

- 7.1 Educational trips should be aligned to curriculum activities, and colleagues must ensure that plans are tailored realistically to the needs and abilities of the children and young people involved.
- 7.2 For every planned educational trip there must be a clear detailed plan, and a thorough Risk Assessment which includes as applicable:
- (a) Venue(s)/location(s)
 - (b) Planned activities
 - (c) Equipment needs, including PPE

- (d) Curriculum links/lesson plans
- (e) Sleeping arrangements
- (f) Mobile contact details for the child/young person and colleagues for the duration of the activity
- (g) Expected times of arrival/departure
- (h) Transport arrangements and contingencies
- (j) Arrangements for contact in the case of unexpected events occurring
- (k) Arrangements should a child/young person wish to return sooner than planned
- (m) Security
- (n) Health/medical arrangements
- (p) ID/Passport security if applicable
- (q) Language/Interpretation provisions if applicable
- (r) Safeguarding arrangements
- (s) Staffing arrangements (including rota cover, breaks, supervision, competency, training and leadership)

8. MONITORING

- 8.1 Site/service managers will include the monitoring of arrangements for leisure activities and holidays within routine site monitoring as outlined in the Governance policy ECS 16.

9 REFERENCES

9.1 References:

Care Standards Act 2000,
 Children Act 2004,
 Equality Act 2010,
 Education and Inspections Act 2006
 Children's Homes Regulations 2015,
 Children's Homes (Wales) Regulations 2002
 DfE (2015) Residential Special Schools: National Minimum Standards
 Scottish Government (2005) National Care Standards: School Care Accommodation Services
 Welsh Assembly (2002) National Minimum Standards for Children's Homes
 The Education (Independent School Standards) (England) Regulations 2014
 DfE (2018) Keeping Children Safe in Education: Statutory guidance for schools and colleges

Associated Forms:

ECS LP 40 [Leisure activities and holidays](#)