



Young Bristol
Works for young people

YOUNG BRISTOL RESIDENTIAL ACTIVITIES POLICY

Last Reviewed: August 2021

Next Review Due: August 2025

1) Introduction

Young Bristol recognises that residential activities are a crucial element in the provision of positive activities to young people. They provide opportunities for young people to participate in activities, and to develop deeper and stronger trusting relationships with their peers and with adults than would be possible in a shorter day or evening activity.

Young Bristol wishes to provide residential activities where appropriate in its programmes, and this policy sets out the arrangements to ensure that these are safe and of high quality.

2) Policy – Statement of Intent

This policy aims to ensure that residential activities provided by Young Bristol are safe and of high quality, that young people and their parents or carers are suitably prepared and informed about the activities, and that unreasonable demands are not placed on staff and volunteers while providing them.

3) Young Bristol's Responsibilities

3.1) Approval

No residential activity may take place without the approval of the Young Bristol (YB) Chief Executive, which must be in writing (email is acceptable). It is the responsibility of the YB Chief Executive to ensure that the Activity Leader complies with all requirements of this policy.

3.2 Parent / Carer Consent and Information

The Activity Leader must provide information in writing to the parent / carer of every young person attending the activity, and must obtain consent from them, also in writing. No young person may attend an activity if this consent is not obtained. The information provided to parents / carers must include as a minimum :

- Dates and times of the activity
- The venue(s) for the activity
- Travel arrangements (e.g. minibus, train etc)
- Sleeping arrangements (e.g. camping, hostel etc)
- Eating arrangements (e.g. self catering, YP cooking for themselves, eating in canteens etc. This may include a menu, or at least assurances that dietary needs can be met)
- An outline of the activities which will take place
- Communication arrangements (see below)
- Cost of the activity

Information obtained from the parents / carers must include as a minimum :

- Consent to the young person attending the activity
- Consent to any photos / video taken during the activity being used by YB for promotional purposes
- Information on any dietary requirements for the young person
- Details of any disabilities, conditions, allergies, special needs or cultural needs that might affect the event
- Details of any medication currently being taken
- Doctor's name and address
- Consent to YB staff authorising any necessary medical treatment in the event that the parent / carer cannot be contacted

3.3) Communication Plan

A communication plan must be in place for the duration of the activity. As a minimum, this must specify :

- Whether, and if so how, young people will be able to contact their parents / carers during the activity (e.g. are mobile phones allowed? Will they have email access? Are there certain times of day that they can call?)
- Whether, and if so how parents and carers will be able to contact young people during the activity
- How parents / carers can contact the Activity Leader during the activity (this may be via the Leaders mobile, at the activity venue, or via the YB office)
- How the Activity Leader will contact parents /carers in the event of any problem or emergency (e.g. mobile phone or via the YB office? Do the right people have lists of contact details? What happens out of hours?)

3.4) Risk Assessment

A risk assessment must be carried out and recorded in writing for the activity. This should be recorded in the Operations manual and stored on the risk assessment database. The Activity Leader must ensure that all staff and young people are aware of the risk assessment as far as it applies to them, and that all control measures specified in the risk assessment are in place.

3.5) Sleeping Accommodation

Separate sleeping accommodation must always be provided for adults and young people.

The Activity Leader should plan to provide separate sleeping accommodation for male and female participants. There may be extreme cases where this is not possible, for example expedition type trips where small mixed groups need to share a tent. In this case, the Activity Leader must inform parents and young people in advance of the activity that this may be the case, and gain their consent.

3.6) Duty Staff

The Activity Leader must ensure that sufficient staff are on duty at all times, including overnight, to meet the needs of the group, and deal with any incidents that may occur. The number of staff required is not fixed, and will depend on factors such as the age and nature of the young people, and the risks involved with the location and type of activity (see risk assessment above).

Unless indicated by the risk assessment, it will not usually be necessary for duty staff to stay awake through the night, but the Activity Leader must ensure that young people know who is on duty, and how to find them if necessary.

3.7) Off-site Support and Escalation

Throughout any residential activity, an on-call YB Manager should be available to the residential staff to provide advice and support in the event of any incident or difficulty. This should be a manager who is not on site at the activity, and for longer activities may be more than one Manager on a rota basis. In the event of any incident during a residential activity, the escalation procedure will be :

- a) Duty staff on the activity attempt to resolve the situation.
- b) If duty staff cannot resolve the situation, or are concerned that there is a risk of further incidents occurring, they should contact the Activity Leader, who together with the staff team on the activity will attempt to resolve the situation. If necessary, this may involve contacting parents / carers, and removing young people from the activity.
- c) If the Activity Leader with the staff on site cannot resolve the situation, or are in any way concerned about the outcome, they should contact the on-call manager, who will provide advice and support, and if necessary mobilise, or authorise the use of other resources to resolve the situation.
- d) If the situation cannot be resolved by the above, the YB Chief Executive should be informed. In the case of serious incidents, the YB Chief Executive should be informed immediately. A serious incident is defined as :
 - Any incident which involves any of the emergency services
 - Any injury which requires any professional medical attention, or a fatality
 - Any damage to a third party's property which may result in a claim against Young Bristol

3.8) Drugs, Alcohol and Smoking

No adult or young person is permitted to have or use any illegal drugs on any Young Bristol activity. Any breach of this rule by an adult will be considered gross misconduct. Any young person found with any illegal drugs will be removed from the activity.

Nobody under the age of 18 will be permitted to drink alcohol on any residential activity. It should be made clear to all participants that this is a firm rule. If a young person is found to be drinking or in possession of alcohol, the sanctions to be applied will be at the discretion of the Activity Leader, but will usually include removal from the activity.

All staff must be sober and must not consume any alcohol while on duty. Staff who are off duty may drink in moderation, but this should be done discreetly and away from young people, ideally off-site or in a staff-only area. All staff must be completely sober and able to work when they are next on duty. Any drunken behaviour around young people will constitute a disciplinary offence.

It will be at the discretion of the Activity Leader whether to allow young people to smoke during a residential activity. If smoking is to be permitted, consideration should be given to providing a smoking area which takes into account legislation and any specific rules at the residential venue. If smoking is not permitted, any adults who smoke should do so discreetly and away from young people. Under no circumstances should any staff member give cigarettes or tobacco to a young person, or buy them on their behalf.