



# HACS

Hillingdon Autistic Care & Support  
Registered Charity Number 1066859

## **OFF-SITE TRIPS POLICY**

Prior to children and young people accessing the Recreation services, permission to attend day trips and short outings will be requested from parents/carers via personal information forms. Children and young people who do not have permission for off-site trips are not permitted to leave the site during the session.

A journey form will must be completed (see Master Forms) before each trip is authorised to take place. The Chief Executive, Designated Safeguarding Lead or a Duty Safeguarding Officer must sign the journey form to give final approval.

A risk assessment for Day Trips has been conducted (See Master Forms) and will be reviewed annually. This includes risks associated with minibus/vehicle journeys. Where possible, a pre-visit for the purposes of on-site risk assessment will be completed before the trip is arranged. Where this is not possible, a member of the management team will contact staff at the venue to identify potential risks and hazards.

A register of children in each vehicle will be taken as the children are boarding and alighting.

The supervisor of each group will ensure that Client Profiles (with photographs) are taken on the trip for all clients. In the absence of a photograph, staff should take a photo using the HACS Recreation mobile as an interim measure, before the trip starts.

A trained first aider must attend each trip with a first aid kit.

If the trip involves eating lunch, each child will bring their own lunchbox, and lunchboxes will be stored in one box along with the snack.

The trip will be evaluated at the staff meeting, held each afternoon, to assess "what worked" and "what did not work".