



## Mentor Wise Trips, Activities, Sleepovers and Retreats Policy

We are committed to reviewing our policy and good practice annually.

## **Introduction**

These guidelines bring together the various policies and procedures that apply to any person taking a group of mentees away on a trip, to an event and activities, to a retreat and sleepovers.

Any person taking a group away has a duty of care as well as a legal responsibility under the Children Act for the safety and well-being of the children at all times.

As Mentor Wise we recognise our responsibility to protect children from abuse, exploitation, and negligence, applying zero tolerance and creating a safe environment for them.

## **Legal framework:**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely the:

1. Children Act 1989
2. United Nations Convention of the Rights of the Child 1991
3. Children Act 2004
4. Safeguarding Vulnerable Groups Act 2006
5. Working together to safeguarding children 2010
6. Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children: HM Government 2015
7. Working together to safeguard children: statutory guidance on inter-agency working to safeguard and promote the welfare of children: HM Government 2018

## **We recognise that:**

- As Mentor Wise we recognise our responsibility to protect children from abuse, exploitation, and negligence, applying zero tolerance and creating a safe environment for them.
- Trips, activities, sleepovers and retreats require properly structured planning, organisation. Therefore, the event must be well planned.

- Participants and parents/guardians must read and sign the relevant Parent Consent Form and must be aware of possible procedures and sanctions.
- At least one of the responsible adults should be trained in First Aid.
- The event must be promoted effectively to all pupils, who should be well-informed about the nature and purpose of the trip or activity and able to participate appropriately in the trip or activity.

### **Guidelines to Follow before Activities, Trips, Retreats and Sleepovers:**

- The mentees have been well-informed about the event and what it consists of.
- The event has been planned and arranged properly.
- Participants and parents/guardians have read and signed the relevant Parent Consent Form and are aware of possible procedures and sanctions.
- Check that the children are well informed about the event.
- Make sure to have the contact details of the parents/guardians.
- Always visit an area/place before you take a group there.
- Check the safety of the area.
- Write safety instructions with phone numbers.
- Know the children's medical details, normal behaviour, responsibility level etc.

### **Supervision:**

1. The level of supervision should take account of:
  - a) The age and ability of the young people;
  - b) The activity being undertaken;
  - c) Children's growing independence;
  - d) Children's need for privacy;
  - e) The geography of the venue being used;
  - f) The risk assessment.
2. There must be enough qualified people remaining to supervise the group safely.

3. At least one of the responsible adults should be with the children at all times, or at least within very easy reach.
4. The children must at all times know the whereabouts of at least one of the responsible adults in case of emergency.
5. If the activities involve ‘adventure activities’, we will consider the need for instructors and lifeguards.

#### **Accommodation:**

- Accommodation and social arrangements must not expose young people to inappropriate situations.
- Children must not share rooms with adult staff members.

#### Transportation:

- The meeting time and point must be determined, and both the parents and the mentees should be notified.
- The transportation for the event must be decided and arranged if necessary.

#### **What to do in an Emergency:**

If an emergency occurs on a trip, retreat, sleepover, and activity the following points need to be considered.

- Establish the nature and extent of the emergency as quickly as possible.
- Summon the emergency services.
- Establish the names of any casualties and get immediate medical attention by the first aider adult if necessary.
- Ensure that the rest of the group is safe and looked after.
- Notify the police if necessary.
- Notify and inform the parents.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times, and contacts after the incident.

## Monitoring

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