

Residential visits organised by the LFB for young people

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1 Introduction

- 1.1 This policy covers the requirements for planning and carrying out a residential visit for young people.

2 Identification of roles

- 2.1 It is important to identify key roles among youth leaders and these should be decided upon and designated prior to organisation of the trip commencing. These should include:
- **Group leader** – Has overall responsibility for the group, all decision making and is the first point of contact for communications.
 - **First aider** – Is responsible for administration of medication and first aid. Further details of the role are in Section 7.
 - **Mess leader (where required)** – Is responsible for food purchase, preparation, service, clearing up, disposal and hygiene. Further details of the role are provided in Section 12.

3 Selection of the venue

- 3.1 When selecting a venue for a residential visit for young people, the following requirements must be met:
- There must always be separate bedrooms/tents for male and female participants.
 - There must always be separate bedrooms/tents for male and female staff members/volunteers.
 - Participants and staff members/volunteers must not share the same bedroom/tent.
 - There must always be separate toilet and shower facilities for males and females.
 - There must always be separate toilet and shower facilities for staff members.
 - There must be adequate heating and ventilation provision.
 - The venue must be large enough to safely accommodate all members of the group, and for every person to have a separate bed.
 - Staff members and young people should always be accommodated in the same building/camping area in order to ensure adequate supervision of young people.
 - Consideration must be given to the suitability of the venue for accessibility and inclusivity (e.g. site and activity accessibility and inclusivity, accessible toilets/shower facilities, inclusive catering etc) There must always be drinking water readily available.
- 3.2 In addition to the above requirements, consideration must also be given to the following:
- Staffing ratios.
 - Safeguarding requirements.
 - First aid provision.
 - Transport/minibus access.
 - Cooking/catering facilities.
- 3.3 Prior to making a booking, you must ensure the company is not the subject of any litigation or notices in respect of the London Fire Commissioner (LFC) and is solvent. Consultation with general counsel and finance departments will be required for these checks.

- 3.4 All group members are responsible for making eco-friendly choices and reducing waste in order to protect and preserve the environment. Consideration should be given to energy efficiency, recycling, limiting food waste, reusable products and plastic consumption.

4 Residential visit information meeting

- 4.1 An information meeting for parents/caregivers and the young people participating should be held at least four weeks prior to the residential event taking place.
- 4.2 The information covered in the meeting must include, but is not limited to:
- Venue location.
 - Accommodation details.
 - Proposed timings.
 - Travel arrangements.
 - Proposed activities.
 - Health and safety (inc. first aid).
 - Safeguarding.
 - Accessibility and inclusivity.
 - Proposed kit list.
 - Catering and dietary requirements.
 - Behaviour expectations.
 - Emergency procedures and contingency planning.
 - Relevant documentation (e.g. consent forms).
 - Insurance.
- 4.3 The meeting is also an opportunity for the parents/caregivers and young people to ask questions.

5 Personal safety and administration

- 5.1 Where possible, the group leader should visit the venue in advance of the trip to familiarise themselves with the layout of the site, ensure that the accommodation is appropriate and check that security and safety measures are in place.
- 5.2 Venue risk assessments must be obtained from the venue management in advance of the visit and should inform visit planning and preparation by the group leader, including LFB risk assessments and control measures detailed in the section below.
- 5.3 Upon arrival, staff must familiarise all group members with the venue evacuation procedures including location of emergency exits, fire extinguishers, break glass call points and the assembly point in the event of an evacuation.
- 5.4 All staff and participants must be aware of the assembly point at the venue and the emergency contact number in the case of an emergency.
- 5.5 The group leader will be responsible for ensuring everyone is accounted for in the event of an emergency. The group leader must hold the register of all group members to cross-reference when confirming their presence at the assembly point.

6 Health and safety

- 6.1 The following checks must be in place prior to any residential visit taking place. These must be carried out by the group leader:
- Risk assessments must be carried out on the following, where appropriate:
 - Transport.
 - Venue and accommodation.
 - Activities.
 - Young people .
- 6.2 All activities must be undertaken in accordance with the parameters set within the risk assessment.
- Where the proposed activities are provided by a registered organisation, risk assessments for those activities must be obtained by the group leader prior to the visit taking place. Once received, the risk assessments should be submitted to Health and Safety, with sufficient time for health and safety advisors to make comment.
 - Where the proposed activities are provided by LFB, risk assessments must be devised by the group leader and submitted to Health and Safety, with sufficient time for health and safety advisors to make comment.
 - Evacuation and emergency plans for all venues should be viewed prior to the visit taking place.
 - A qualified first aider (FAAW) must be in attendance for the entirety of the residential visit.
- 6.3 The duty youth manager must be notified of any first aid/medical emergencies, safeguarding matters or behavioural issues. The contact details for the 'on duty' duty youth manager can be found in the Daily Bulletin, or by contacting Brigade Control.

7 First aid/medical issues

- 7.1 The first aider must be made aware of any persons within the group with health/medical conditions, allergies and/or injuries, as declared on the consent forms, prior to the residential visit taking place. The first aider must also be made aware of any young person that does not have the required permission for medication to be administered in the parent/caregiver's absence.
- 7.2 The first aider is responsible for recording any first aid administered to any member of the group. An example template is provided in Appendix 1.
- 7.3 The first aider is responsible for carrying a basic first aid kit, and ensuring it is regularly restocked and ready for use.
- 7.4 The first aider is responsible for the appropriate storage of any medication belonging to a young person and recording the name, strength and dosage of the medication, instructions as to how the medication must be taken, and time and date it was taken or administered. An example medication log can be found in Appendix 2.
- 7.5 With the exception of any medication with special storage needs, all medication taken on the residential event must be contained in a lockable portable medicine box for which the first aider will be responsible. A full list of contents, the specified recipient, dosage and frequency must also be recorded and contained within the portable medicine box. The lockable medicine box must be kept secure and managed by the first aider.

- 7.6 The group leader must also be aware of the location of the medicine box and have a spare key for access in the event that the first aider is not available to administer medication at the appropriate time.
- 7.7 Consideration must be given to providing adequate storage for medication with special storage requirements e.g. Insulin requires storage in a fridge.
- 7.8 When administering any medication, the first aider must ensure that the correct dosage of medication is administered.
- 7.9 In the case of potentially infectious illness (e.g. Covid-19, salmonella, flu, conjunctivitis, chicken pox etc) the individual(s) concerned should, where possible, be isolated to reduce the risk of spreading the illness. A specified staff member should be identified to administer care and treatment to the affected person(s) and that staff member should limit, as far as possible, the level of contact with other members of the group to reduce the risk of further spread of the illness/infection. Medical advice should be sought and, if required, arrangements should be made for the individual(s) to return home at the earliest opportunity.
- 7.10 Where any emergency aid is required to treat a young person, the parent/caregiver must be informed of the situation at the earliest practicable opportunity.

8 Finance

- 8.1 When planning a residential visit with young people, appropriate financial planning must be considered and approved prior to any publication about the proposed visit takes place. An example financial planning template has been included within Appendix 3.
- 8.2 Budget considerations should include:
- Accommodation.
 - Food/catering.
 - Travel/transport.
 - Fuel.
 - Activities.
 - Specialised clothing/equipment.
 - Equipment hire.
 - Health and safety/security.
 - First aid resources.
 - Administrative costs.
 - Marketing/publicity.
 - Staffing costs.
 - Subsistence allowance.
 - Inspection visit costs.
 - Contingency funds.

- 8.3 During the planning stage, consideration must be given to how the residential visit will be financed. Some of the options to consider include:
- Funding from the department budget.
 - Grants/sponsorship.
 - Local funding streams.
- 8.4 Where possible, requests for contributions from parents/caregivers should be minimised to ensure the residential visit is accessible to all young people.

9 Supervision

- 9.1 For any residential visit there must be sufficient volumes of staff to ensure appropriate supervision of the young people for the duration of the visit.
- 9.2 The minimum ratio of adults to young people attending any residential visit must be one adult to every five young people (with a minimum requirement of two adults). However, the ratio should be determined by a number of different factors, such as the size and composition of the group, ages of the participants, specialist needs or requirements of group members, and the proposed activities.
- 9.3 Where possible, male and female staff members should be in attendance during the residential visit.

10 Special considerations

- 10.1 When planning a residential visit it is necessary to take into consideration any special requirements, considerations or adaptations any individual in the group may need, such as dietary requirements, medical conditions, allergies, accessibility requirements and neurodiversity. Information about any special considerations should be collected via the visit consent form, prior to the residential visit taking place. All personal information should be managed in accordance with Policy number 351 - Data protection and privacy policy and associated legislation (Data Protection Act 1998). An example template for a visit consent form can be found in Appendix 4.
- 10.2 It is important to discuss a young person's specific requirements with the parent/caregiver prior to the residential visit taking place to ensure that the appropriate support is provided, and their individual needs can be met.

11 Travel

- 11.1 Travel to and from the residential visit should be planned and booked well in advance of the visit taking place. The travel arrangements should be communicated to the parents/caregivers as soon as they are confirmed. An appropriate time to do this would be at the residential visit information meeting. This should include the mode of transport, drop-off and pick-up times.
- 11.2 Travel planning must include the transportation of the young people, staff members and volunteers, luggage and any accompanying equipment.
- 11.3 Seatbelts must be worn at all times when the passenger carrying vehicle is in transit.
- 11.4 The specified maximum number of passengers in any vehicle used to transport the group must never be exceeded.
- 11.5 If minibus transport is being used, the driver must have the required D1 category on their driving licence and be an LFB approved driver.

- 11.6 If the vehicle is subject to a penalty fixed notice or parking fine during the residential visit, it is the responsibility of the driver to ensure that these are dealt with appropriately and any associated fines are paid within the required timeframe.

12 Food and hygiene

- 12.1 For self-catered residential visits, the menu should always be planned in advance of the residential visit taking place. The menu should provide all group members with a well-balanced meal and include healthy eating options. Different dietary needs and allergies must also be catered for.
- 12.2 For self-catered residential visits, one staff member should be appointed as the mess leader for the duration of the visit. This person will be responsible for the purchasing the food prior to and, if required, during the residential visit. They will also be in charge of the food preparation, food service, clearing away post-service, washing up and food disposal.
- 12.3 The mess leader must hold a Level 2 Award in Food Safety and Hygiene.
- 12.4 The mess leader will be responsible for hygiene in the kitchen and all areas where food preparation, food service, clearing up and food storage takes place.
- 12.5 A Control of Substances Hazardous to Health (COSHH) risk assessment should be completed by the mess leader to understand the risks and controls required for each cleaning product used.

13 Activities

- 13.1 All proposed activities must be covered by a suitable risk assessment, which must be carried out in advance of the residential visit taking place.
- 13.2 All activity instructors must be suitably qualified for the activity they are leading. Please check with the relevant governing organisation for further details on the qualifications required.
- 13.3 Consent for the young person to participate in the proposed activities must be obtained from the parent/caregiver prior to the residential visit taking place. An example template can be found in Appendix 4.
- 13.4 Age restrictions apply to some activities. Check whether these apply before booking activities to ensure the activity schedule is appropriate for the young people participating.
- 13.5 A balanced programme of activities should be planned to include a variety of activities, rest periods, meal and water breaks.
- 13.6 It is possible that groups may need to engage in unplanned contingency activities that are not organised by the venue, or part of the proposed schedule. Where it is necessary to engage in such activities (e.g. game of rounders), a dynamic risk assessment should be undertaken by the group leader and appropriate control measures put in place where necessary.

14 Equipment and clothing

- 14.1 The use of equipment must be planned prior to the residential visit taking place to ensure its suitability. All equipment must be in good working order and meet any specific regulations of the proposed activity.
- 14.2 An equipment inventory of all items belonging to LFB should be clearly listed and equipment should be checked out and checked back in after use. Any LFB equipment defects must be reported to a staff member.

- 14.3 Any loaned or hired equipment must be treated with respect and returned to the owner immediately after use. Any equipment defects must be reported to a staff member.
- 14.4 All LFB kit and equipment should be appropriately cleaned and dried before being stored upon return from the residential visit. Provision for drying wet canvas should be considered.
- 14.5 Spare items of appropriate clothing and equipment should be taken in case of loss or damage (e.g. waterproof clothing, personal protective equipment (PPE), footwear, sleeping bags etc).
- 14.6 The young people and their parents/caregivers must be advised about the recommended clothing, footwear, and equipment they should bring with them to the residential visit. A recommended kit list should be available for distribution at the residential visit information meeting. It is also important to highlight items that are prohibited (e.g. drugs, alcohol etc) and not recommended (e.g. cash, mobile/electronic devices, jewellery etc). A sample kit list is provided in Appendix 5.

15 Emergency procedures

- 15.1 When planning a residential visit the parents/caregivers are required to provide details of two different persons that can be contacted in case of an emergency. This information must be collected on the consent form, prior to the residential visit taking place.
- 15.2 The group leader must ensure that they have details of the emergency contact information for everyone attending the residential visit.
- 15.3 Parents/caregivers should be informed that if they wish to contact their young person in an emergency they should contact the group leader and not their young person directly. This is so that the group leader can minimise distress to the young person(s) concerned by managing how, when and where they are informed and provide appropriate support where necessary. Contact telephone numbers for the group leader and the venue, where appropriate, must be provided to the parents/caregivers prior to the visit taking place.
- 15.4 In the event of an emergency, the group leader must notify the 'on duty' duty youth manager who will provide advice and guidance on managing the emergency and informing parents/caregivers. The duty youth manager will liaise with the officer of the day to ensure the appropriate action is taken and the relevant officers are informed.
- 15.5 Where hospital treatment is required, a staff member should accompany the injured person (this should not be the group leader). The accompanying staff member should keep the group leader informed of the condition of the injured person(s) at regular intervals.
- 15.6 It may be necessary to terminate the residential visit early due to extreme weather conditions or circumstances out of the group leader's control. All parents/caregivers must be notified of the situation and provided with details about the new collection arrangements.

16 Safeguarding and child protection

- 16.1 Policy number 305 - safeguarding children at risk policy must be followed at all times. Staff members and volunteers should be familiar with all safeguarding policies, procedures and legislation to ensure the safety and wellbeing of all young people attending the residential visit.
- 16.2 All staff members and volunteers must be compliant with annual safeguarding training to ensure their knowledge and skills are kept up to date.
- 16.3 All accompanying adults must have an enhanced Disclosure and Barring Service (DBS) check to ensure their suitability for working with children and young people.

- 16.4 Any concerns regarding a young person's safety and well-being must be reported to the group leader as soon as possible, in accordance with the procedures set out in Policy number 305 - safeguarding children at risk policy.

17 Code of conduct

- 17.1 A behaviour agreement should be put in place for the duration of the residential visit, outlining the standards and expectations required whilst on the visit. This should be discussed with the young people and their parents/caregivers prior to the residential visit taking place.
- 17.2 Any unwanted behaviour should be dealt with appropriately and in a timely manner. It may be necessary to request the parent/caregiver collect the young person early from the residential visit, if their behaviour is deemed completely unacceptable.

18 Drugs and alcohol

- 18.1 The use of illegal drugs will not be tolerated at any time and any persons found using, supplying or in possession of any such substance will be reported to the police and removed from the residential visit at the earliest opportunity, and will be subject to disciplinary action.
- 18.2 Smoking will only be allowed in designated smoking areas, at times agreed by the group leader. Any person smoking outside of those areas or times will be asked to safely extinguish their smoking materials and may face disciplinary action. Smoking is not permitted during any activity.
- 18.3 Alcohol is not to be consumed by any group member throughout the duration of the residential visit.

Appendix 1 - First aid record form

Date of injury	Time of injury	Name of injured person	D.O.B of injured person	Venue/location where injury occurred	Description of injury (e.g. how the injury happened and type of injury sustained)	Description of first aid administered	Name and signature of first aider
							Print name: Signature:
							Print name: Signature:
							Print name: Signature:
							Print name: Signature:

Please note that an Injury/Accident Event Report MUST also be completed if a physical injury has been sustained.

Appendix 2 - Example medication log

Name of young person	Date of birth	Medication name	Medication instructions and dosage	Date administered	Parent/caregiver permission received	Time(s) administered	Staff signature
					YES/NO	1)	1)
					YES/NO	2)	2)
					YES/NO	3)	3)
					YES/NO	4)	4)
					YES/NO	1)	1)
					YES/NO	2)	2)
					YES/NO	3)	3)
					YES/NO	4)	4)
					YES/NO	1)	1)
					YES/NO	2)	2)
					YES/NO	3)	3)
					YES/NO	4)	4)

Appendix 3 - Residential visit budget planning

This is an example budget plan for a 4-night residential visit for 15 young people and 5 adults

Expenditure description	Unit cost	No. required	Total cost
Accommodation (£10 per person per night)	£40	20	£800
Food (£8 per person per day)	£32	20	£640
Transport (2 x 16 seater minibus)	£250	2	£500
Fuel (diesel)	£180	2	£360
Instructor-led activities (4 x multi-activity)	£80	20	£1600
Social activities (ten-pin bowling)	£9	20	£180
Equipment hire (harnesses & hard hats)	£5	20	£100
Clothing hire (waterproof jackets and trousers)	£12	20	£240
Health and safety (2 x first aid kits)	£85	2	£170
Miscellaneous (cleaning products, bin bags, torches)	N/A	N/A	£95
Administration (marketing)	N/A	N/A	£150
Contingency fund	N/A	N/A	£500
		TOTAL	£5335

To determine the cost per person, divide the total cost by the number of young people.

This example assumes that the staff members will not be expected to contribute towards the cost of the visit.

Therefore, the calculation for the cost per young person will be $£5335 \div 15 = \mathbf{£355.67}$

Appendix 4 - Residential visit consent form

This form should be completed for each person attending a residential visit. A parent/caregiver should complete this form for any young person under the age of 18 years.

* denotes delete as applicable.

Name of residential visit

Date from Date to

Participant first name Participant surname

Address

.....

..... Postcode

Date of birth

Medical conditions YES/NO*

If YES, please provide details

.....

Allergies YES/NO*

If YES, please provide details

.....

Currently taking medication YES/NO*

If YES, please provide details

.....

Disability YES/NO*

If YES, please provide details

.....

Neurodiversity YES/NO*

If YES, please provide details

.....

Emergency contact details

1) Name Phone number

Relationship to participant

2) Name Phone number

Relationship to participant

Consent

I (Parent/caregiver name) consent to
(Participant name) taking part in the
residential visit and associated activities.

I give consent for basic first aid to be administered, if required. YES/NO*

I give consent for prescribed medication to be administered, in accordance with the medication label
instructions. YES/NO/NA*

I give consent for emergency medical assistance to be obtained, if required. YES/NO*

Parent/caregiver signature

Parent/caregiver name

Date

Participant signature

Participant name

Date

Appendix 5 - Sample kit list

Clothing for a residential visit should be warm, practical and comfortable. It is likely that clothing will get wet and muddy.

Please be aware that participants will be required to carry their own bag, so consideration should be given to the type of bag to bring.

There are no laundry facilities available and therefore consideration should be given to the quantity of each item to bring.

Clothing	
Essential	Optional
<ul style="list-style-type: none"> • Uniform (where appropriate) • T-shirts • Sweatshirts/hoodies • Trousers/leggings/jogging bottoms • Shorts • Underwear • Trainers • Walking boots • Flipflops/sliders • Waterproof jacket • PJs/nightwear • Swimming costume/shorts 	<ul style="list-style-type: none"> • Waterproof trousers • Water shoes • Beanie hat • Sun hat • Gloves • Scarf • Thermal clothing
Other Items	
Essential	Optional
<ul style="list-style-type: none"> • Sleeping bag • Sleeping mat • Pillow • Sun protection • Towel • Toothbrush • Toothpaste • Washing items (e.g. shower gel, shampoo, conditioner etc) • Hairbrush/comb • Deodorant • Water bottle • Torch and spare batteries • Day rucksack • Spending money • Prescribed medication (if required) • Bin liners (for dirty/wet clothing) 	<ul style="list-style-type: none"> • Sunglasses • Insect repellent • Hand sanitiser • Hair accessories • Sanitary products • Mug • Plate • Bowl • Cutlery • Book • Pen • Paper

Please do not bring any valuable items with you (e.g. electronic devices, jewellery etc).

All items are brought at your own risk. LFB does not accept any liability for items that are lost, stolen or damaged.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	17/09/2008	SDIA		HSWIA		RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 10, para 14.1 and 14.2	Changed Child Protection Policy to Safeguarding Children Policy.	08/04/2009
Pages 3 and 4	New section inserted (Residential event information meeting para 3.1 to 3.4).	19/03/2013
Page 5 and 6	Two new sections inserted .(Security and administration para 4.1 to 4.6). and (Medical issues para 6.1 to 6.15).	19/03/2013
Page 8	New section inserted (Special considerations para 9.1 to 9.3).	19/03/2013
Pages 10,11,12	The following sections have been removed (Health and first aid para 6.1 to 6.18), (Emergency procedure para 7.1 to 7.6), and (Special considerations 8.1 to 8.3). New section inserted (Emergency procedure para 14.1 to 14.6)	19/03/2013
Pages 14, 15	The following sections have been removed (Risk assessment para 12.1 to 12.2) and (Residential event information meeting para 16.1 to 16.3).	19/03/2013
Throughout	Road traffic accidents/RTAs updated to road traffic collisions/ RTCs as requested by Andy Roe.	11/09/2013
Page 25 and 26	Subjects list and Freedom of Information Act exemptions tables updated.	29/01/2015
Throughout	Top Management Review changes.	08/06/2015
Throughout	Major changes made throughout, please read policy to familiarise yourself with content. Reviewed as current.	04/01/2016
Throughout	Owner title and departmental names changed to reflect the changes in organisational structure and governance (the abolition of the London Fire and Emergency Planning Authority). Role to rank changes made (GM changed to GC).	21/05/2020
Throughout	Reviewed as current with minor changes made.	21/05/2020
Throughout	Major changes made throughout, please read policy to familiarise yourself with content. Reviewed as current.	15/11/2024

Subject list

You can find this policy under the following subjects.

Youth Services	Events
Security	Young people
Prevention and Protection	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification