

The Sulgrave Club

Off-Site Activities

Procedures

Introduction

Off-site activities are those activities arranged by or under the support of The Sulgrave Club that take place outside the boundaries of The Sulgrave Club at 287 Goldhawk Road, London W12 8EU.

Staff arranging or otherwise involved in off-site activities should familiarise themselves with the recommendations, advice and procedures as published online by the Department for Education (2018): [Health and safety on educational visits](#).

The Club Manager will appoint a group leader to be responsible for overall control of the activity. This will normally be a Youth Worker employed by The Sulgrave Club.

Approval

Where staff are proposing to arrange an off-site activity the approval of the Club Manager must be obtained before any commitment is made. Sufficiently detailed proposals must be provided by the member of staff to allow for an informed decision to be made.

Where the off-site visit involves high-risk activities, the group being away for a period of more than 24 hours, an overnight stay, an activity on or near water, or a journey by sea or air, the Club Manager will seek the approval of the Management Committee before sanctioning the activity, at least 4 weeks prior to the trip.

Preliminary Visit

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

Ratio

An activity must have sufficient accompanying adults in order to provide the appropriate minimum ratio. There will always be at least two adults with a group.

- Minimum ratio 1:7 with children and young people of any age.

These are the basic requirements and should not automatically be taken as providing appropriate supervision; they should be amended to suit the actual trip and the associated hazards.

Risk Assessments

Risk Assessments will be prepared for all aspects of a trip which The Sulgrave Club are organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres will be the responsibility of the centre. However, it is the responsibility of the Youth Worker in charge to check that the risk assessments are in place.

Risk assessments should be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments should be altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and children are considered. All supervising adults going on the trip should be made aware of, and understand, the control measures introduced as a result of the risk assessment. They should be asked to signify their understanding and acceptance of the control measures required.

Transport

Transport by public transport should be carried out in accordance with the regulations of the transport provider.

Transport by coach or minibus must provide a forward-facing seat for each member of the group with functioning seat/lap belts.

Parental Consent

The parents of children taking part in an off-site activity must be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal Youth Club session it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Where the activity extends beyond the normal Youth Club session written permission from the parent must be obtained.

Costings

Prior to organising an off-site activity staff should ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on The Sulgrave Club, e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities may be contributed to by parental contributions. The timetable for the payment of contributions should allow for the Club Manager to make a decision about the financial viability of the activity in reasonable time.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

Emergency Procedures

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the Club Manager's number (and must not be an answer phone).

Before a group leaves on an outing the Club Manager should be provided with a list of the names of those participating, children and accompanying adults (with emergency contact numbers for each), together with a programme/timetable for the activity. For visits lasting 24 hours or more, those that involve an overnight stay, that involve adventurous activities or are taking place on or near water, this information should be supplied at least one week prior to the visit.

The safety of the group, and especially the children, is of paramount importance. During the activity the Youth Worker in charge must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of The Sulgrave Club, the Youth Worker in charge should discuss with the Club Manager the possibility of excluding the child from the activity.

Consultation and Commitment to Review

The Sulgrave Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers, and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and young people through a Youth Forum.

The employees' and volunteers' representative is Nick Sazeides.

This policy was updated, reviewed, and approved by the Management Committee of The Sulgrave Club at their bi-monthly meeting on Tuesday 20th May 2025.

Review date: May 2026