

## **Policy 6**

# **Outdoor and Off Site Working Policy 2025/2026**

## **Introduction**

This Outdoor and Off-Site working Policy provides a clear statement about the youth work procedures and responsibilities for all Reach staff and contractors. It describes how the procedures will be implemented to support the delivery of quality youth work opportunities for young people while engaging in alternative education programmes/projects facilitated by Reach the community.

This document is divided into six sections.

### **6.1 Transporting Young People**

- Provides clear guidance for all Reach staff and Contractors to follow when transporting any young person/persons as part of a Reach youth engagement opportunity

### **6.2 Procedures of undertaking hazardous activities**

- Provides clear guidance for all Reach staff and Contractors to follow when undertaking hazardous activities with any young person/persons as part of a Reach youth engagement opportunity

### **6.3 Community working procedures**

- Provides clear guidance for all Reach staff and Contractors to follow when working with any young person/persons in the community as part of a Reach youth engagement opportunity

### **6.4 Residential procedures**

- Provides clear guidance for all Reach staff and Contractors to follow when working with any young person/persons on a residential as part of a Reach youth engagement opportunity

## 6.5 Emergency Procedures

- Provides clear guidance for all Reach staff and Contractors to follow when working with any young person/persons on any project and incurs an emergency situation as part of a Reach youth engagement opportunity

## 6.1 Transporting Young People

This section describes the guidelines for transporting young people in all mediums (by car, by public transport, by private hire car etc.). Transportation will occur to take young people to and from projects facilitated by Reach and on occasion to and from projects facilitated by other agencies

### 6.1.1 Transportation by car

When taking young person/persons by car you must follow the following guidelines:

- Ensure all young people are wearing seat belts
- All staff/contractors should have relevant business insurance
- The condition and upkeep of the vehicle is the responsibility of the owner; they must ensure the vehicle has a current MOT, regular services, breakdown cover and road tax (Annual copies of car insurance and breakdown cover will be requested from staff, and we will utilise <https://www.gov.uk/check-vehicle-tax> to check tax and MOT status.)
- All staff will take an initial driver assessment led by qualified personnel to be deemed as 'safe and comfortable' for driving on work business. All staff are expected to complete a driver training assessment within 3 months of starting with the company. Staff are expected to pass this assessment with a 'safe and comfortable' status. If they do not meet this standard, then they are not to carry students until this level is achieved through further training. The training and assessment will be funded by the Company. Failure to reach the required standard within the required time may result in a termination of employment if the member of staff is still in their probationary period or may result in capability action being taken against the member of staff, which could include dismissal (see Company's Capability Procedure).

- All staff will undertake an annual classroom road safety workshop led by qualified personnel
- Ensure that all road laws (including the Highway Code) are kept to.
- Ensure that an emergency procedure is in place in case of accident or breakdown by following the emergency procedures in section 6.2
- Ensure all safety equipment as supplied by Reach including first aid box, fire extinguisher, fire blanket, breakdown triangle and x4 reflective jackets are stored safely in the boot at all times and the break glass hammer is stored in the driver's side door, emergency procedure sheet must be visible to all in the drivers cabin. This should be checked monthly
- Ensure that daily checks are carried out on the vehicle before use and logged on our google form
- Ensure the vehicle is available for inspection by Reach Director/safety staff at any time and for independent safety checks at our designated garage
- All "repair as soon as possible" and time sensitive MOT advisories must be enacted by staff (we can utilise <https://www.gov.uk/check-vehicle-tax> to check on MOT test outcomes)
- Performing a breath or drug test during work hours when requested to do so for the purpose of prevention of drink/drug driving failure to do so could result in disciplinary action being taken
- Ensure the highest safety standards for students/young people at all times. This includes getting in to, when in transit, when on site and on exit from vehicles and when leaving the vehicle ensure they are chaperoned at all times
- Staff must ensure that their location services and Life360 are turned on throughout their working day to enable us to locate them easily in case of breakdown or abscond of a young person
- Students/young people must not be permitted to be unattended in Reach cars, have access to the keys of Reach staff cars at any time or be permitted to sit in the driver's seat. Staff must avoid using petrol stations for filling up whilst on duty.
- Ensure that the Reach Risk Assessment guidelines are followed (See Policy File)
- Ensure that no possessions are in the car that put any student at risk i.e. sharps, tablets, medication, matches and documents that identify where you live.
- To ensure staff are fully informed and complying with the Highway Code, they will be made aware it is a requirement in law for them as road users to carry a pair of category 2 or 3 sunglasses so their vision isn't compromised by sunlight.

### 6.1.2 Transportation by public transport

When accompanying young person/persons by public transport you must follow the following guidelines:

- Ensure all young people are wearing seat belts, seated correctly and following the safety information given by the transport company
- Ensure that the public transport company have all relevant insurances
- Ensure that the young person/persons are aware of behaviour expectations before setting off
- Ensure that the young person/persons are aware of the procedures of what to do in an emergency
- Ensure that an emergency procedure is in place in case of accident or breakdown by following the emergency procedures in section 6.5 of this document
- Ensure that the Reach Risk Assessment guidelines are followed

#### **6.1.3 Transportation by Taxi**

When accompanying a young person/persons by Taxi you must follow the following guidelines:

- Ensure all young people are wearing seat belts, seated correctly and following the safety information given by the taxi company
- Ensure that the Taxi company have all relevant insurances
- Ensure that the young person/persons are aware of behaviour expectations before setting off
- Ensure that the young person/persons are aware of the procedures of what to do in an emergency
- Ensure that an emergency procedure is in place in case of accident or breakdown by following the emergency procedures in section 7.5 of this document
- Ensure that the Reach Risk Assessment guidelines are followed

## **6.2 Procedures of Undertaking Hazardous Activities**

This section describes the guidelines for procedures to be followed when undertaking hazardous activities as part of a Reach engagement opportunity. These activities may take place during a school programme, youth centre trip or as part of a partner agency project or during a residential.

**6.2.1** When undertaking any hazardous activity as part of any Reach engagement opportunity you must follow the following guidelines:

- Produce a Risk Assessment that enables you to minimise risk posed
- Ensure the young person/persons are aware of the activities they will be engaging in
- Carry a basic first aid box with you which will include, bandages, eye wash and antiseptic wipes
- Ensure full details of the trip and those in attendance are given to the Director before the session
- Helmets must be worn on all activities involving cycling, boarding and scootering. Paddling/entering the sea or any water is not permitted without a lifeguard present.
- If working with a partner agency to deliver who is specialised in the delivery and facilitation of the hazardous activities follow their guidelines, procedures and instruction at all times

## **6.3 Community Working Procedures**

This section describes the guidelines for procedures to be followed when undertaking community working as part of a Reach engagement opportunity.

**6.3.1** When undertaking any community working as part of any Reach engagement opportunity you must follow the following guidelines:

- Produce a Risk Assessment that enables you to minimise risk posed
- Produce a Travel Risk Assessment for journey to and from venue
- Ensure the young person/persons are aware of the activities they will be engaging in
- Carry a basic first aid box with you which will include, bandages, eye wash and antiseptic wipes

**6.3.2** If working with a partner agency in the community, ensure that you have an effective Service Level Agreement that states the working agreement between all agencies.

**6.3.3** When working in a partner agency building you must follow all the H&S regulations, Emergency Procedures and guidelines associated to the venue.

## 6.4 Residential Procedures

This section describes the guidelines for procedures to be followed when undertaking a Residential as part of a Reach Engagement Opportunity.

**6.4.1** When facilitating any residential activity as part of any Reach engagement opportunity you must follow the following guidelines:

- Produce a Risk Assessment that enables you to minimise risk posed
- Produce a Travel Risk Assessment for journey to and from venue
- Ensure the young person/persons are aware of the activities they will be engaging in
- Carry a basic first aid box with you which will include, bandages, eye wash and antiseptic wipes
- Hand in your Removal Pack (Risk Assessment, behaviour contract, emergency contact details and procedures, permission forms, medical forms) to the Director before you facilitate Residential
- Ensure you have enough staff to allow for adequate rest between waking shifts. Agree this with staff and management before you facilitate residential
- If working with a partner agency to deliver that is specialised in the delivery and facilitation of the residential activities follow their guidelines, procedures and instruction at all times
- Ensure you have adequate insurances in place & separate parental consent forms returned

## 6.5 Emergency Procedures

**6.5.1** Contact the Duty immediately to inform of situation and gain instruction.

**6.5.2** Follow the Risk Assessment procedures set out in Reach document.

**6.5.3** Follow the Emergency Procedures as listed below:

- If needed contact 999/112 and ask for service required
- Identify emergency and contact Duty to inform
- Remain with group to calm and instruct
- Co-ordinate effective plans to keep remainder of the group safe from harm

**6.5.4** Once 6.5.1 is completed, Duty will do the following:

- Contact relevant emergency contacts and inform of situation
- Where possible the Leadership Team will aim to get to the scene as soon as they can
- Duty will keep regular contact with you at all times
- Duty will work with partner agencies to ensure minimal impact to those involved
- Duty will arrange emergency transportation where necessary

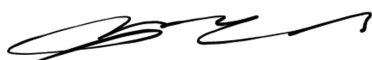
## **6.6 Non-Adherence**

Any breaches of this policy will be dealt with under the grievance policy and or disciplinary procedure as appropriate

Any further questions regarding guidelines in this policy then please contact one of the leadership team.

To ensure the effectiveness of this document our 'Outdoor and Off Site Working' policy will be reviewed annually.

Signed:



Date: 02/09/2025

Dan Palmer

Founder / Director