**Out and About Policy**

Team Motivate will predominantly be based at Barking and Dagenham College (Rush Green Campus), however there will be occasions where the young people enter into the local community (with supervision), for example, going to a nearby park or supermarket. Sometimes it may also involve using public transport and accessing other local amenities such as the cinema.

When completing registration, parents will be required to give consent for their child to access the local community. In the event of a full day or residential trip, parents will be given notification of the trip (including all necessary details) and will need to provide permission for that specific outing.

For all outings the following procedures must be followed:

1. Accurate lists of young people and staff must be completed and copied for all staff on the outing.
2. All senior members of staff must ensure that they take a charged mobile telephone for emergencies.
3. Allocated staffing ratios must be maintained at all times.
4. Copies of registration forms containing contact numbers, allergies etc. must be taken.
5. A qualified first aider must be present and a suitable first aid box must be taken.
6. Relevant medication and medical details must be taken. All medication must be held by a senior member of staff.
7. The young people must be counted before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups, a designated person in charge must be assigned and that person is responsible for counting the young people at regular intervals.
8. Toilet facilities must be provided for the young people at regular intervals.
9. Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
10. Public transport will be used by members of Team Motivate. Staff will need to map out routes prior to any outing. Young people will be encouraged to retain their freedom pass/oyster card for each session and will be responsible for looking after these (unless otherwise directed).
11. A risk assessment must be undertaken of all outings prior to any young person participating in the outing.
12. All staff must be aware of this, and related policies, prior to participating on any outing.