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**Policy on Outings**

Document Details

Version 1

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A handwritten signature in black ink, appearing to be "M. Hall", is written over a light blue rectangular background.

SIGNED

Date 18/08/2013

Scheduled Review July 2015

Spectrum Days Charity Number: 115 1711 Company Address: Spectrum Days Old Coach Road Droitwich Spa Worcestershire WR9 8BB Tel: 07972704378  
[emailspectrumdayscic@gmail.com](mailto:emailspectrumdayscic@gmail.com) website: [www.spectrumdays.co.uk](http://www.spectrumdays.co.uk) Policy on Outings

## Policy Statement

Trips into the community are a vital aspect of service delivery. However they must be appropriate to the individual/group and the venue must be accessible. An open minded approach to inclusion is supported, though staff do sufficient ground work to ensure a positive experience for all. This provides a feeling of belonging to the community and the community understanding and awareness of disability

For all outings the following procedures must be followed:

- Regular trips off site are part of routine and are shown on the timetable. For anything over above this carers will be informed through the Days/home. If a Tr does not want their son/daughter to take part in a particular outing, then all attempts will be made to accommodate them at the centre. If this is not possible then the carers will be asked to keep them at home.
- Staffing ratios will be maintained at:  
1:1 for members who require pushing.  
1:2 for members who are unsteady or have no road skills.  
Additionally, where possible carers/carers should be encouraged to join in and volunteers will supplement staffing levels. All key staff have basic first aid training/ epilepsy training. Medical information, medication, the Centre mobile and contact details of carers are taken on every outing.
- Food and drinks must be provided at similar times to those in the centre and additional drinks should be offered if the weather is warm.
- Transport must be fully insured; drivers' details satisfactory and all seats must have seat belts and wheelchairs should be clamped securely. The maximum seat/wheelchair capacity of the vehicle must not be exceeded.

At the conclusion of each outing the member of staff in charge of the outing will assess the success of the outing, noting the following:

- Any particular problems with transport
- Any particular problems with the venue (e.g. nowhere to shelter during rain)
- Any particular problems with specific members (illness, distress, etc)
- Benefits of the visit
- Comments from carers
- Recommendations for future visits.

When further outings are planned the manager will take account of comments while making plans.