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**Supporting Independence with Day Trips and Outings Policy**

**[Date of Issue]**

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| Policy Lead: | [Policy Lead] |
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# Introduction

[Company Name] believe that it’s important that the people in their care remain as independent as possible and that they have equity of access to outside visits and excursions. Staff should take every available opportunity to support people who want to involve themselves in activities outside of the service. This will help them maintain their independence, support personal interests and help them stay connected with their wider community.

# Policy Statement

This policy sets out the values, principles and key procedures in relation to the organisation of day trips and outside activities for those in [Company Name]’s care. Activities should support each person’s independent wants, wishes and needs and no-one should be forced to attend a trip that they do not want to be part of. Day trips should be inclusive. No client should be discriminated against or unable to access a day trip because of a disability or because they may lack mental capacity, and staff should make every effort to include those with severe or complex needs.

# Scope

This policy and the procedures apply to all staff who support the people in their care while working for [Company Name]. It may particularly affect staff, clients and managers. Other stakeholders, such as commissioners, external health providers and the NHS, may also be impacted by policy changes. The Registered Manager has overall responsibility for ensuring that the principles within this policy are observed.

# Procedure

Outings can take a variety of forms:

* Individual or small-group trips:

These may be with a single member of staff as an escort, or with family or friends. Sometimes such trips can take the form of several clients deciding that they want to go out together. **[Delete as appropriate]** Spontaneous ideas for trips should be supported wherever possible, but most day trips require some planning and arrangement mostly due to staffing requirements and client availability.

* Group trips: [**Delete if not appropriate**]

Our service supports the arrangement of occasional group trips to shows, to the theatre, lunch, to dances, to the seaside, etc. A group trip can range from just a few clients to a larger group, according to the interest in the event planned. In general, individual day trips are preferred to larger group trips as the service is keen to support the individual preferences and needs of people in our care wherever possible. We are keen to support people to maintain links with their family and friends and to fulfil their spiritual and cultural needs. Holidays and short breaks are encouraged, as are accompanying small groups of clients to lunch at local pubs and restaurants.

# Planning

When planning a day trip, staff should consider accessibility issues for disabled clients; these may include:

* physical access at the destination
* getting around at the destination
* sensory requirements, such as hearing loops for client with hearing difficulties
* medication needs
* need for rest
* arrange for appropriate dietary requirements
* arrange appropriate transport
* assess any risks to individuals or to the group and how they will be managed.

Staff should contact the destination as part of the planning process and discuss any special needs or access arrangements.

Where necessary, staff should assist clients in preparing for their day trip in a timely manner and that appropriate arrangements have been made so that they can enjoy their day without worry or concern.

[Company Name] must ensure that they have the correct insurance in place to take clients out for day trips or for longer periods where applicable.

# Escorts

Staff or volunteers on should be provided with a mobile phone loaded with the number of the service in case of emergencies.

Where a single member of staff is escorting a client, it must be remembered that they are functioning as a lone worker and should be appropriately experienced to do so. Staff should be competent in fulfilling the role. They should know the client they are escorting, and be fully aware of their care needs, including any special needs or requirements.

Safety, the provision of effective care to meet the person’s needs and good communication between all parties should be considered at all times before and during the escort period. All care provided while on a day trip, as with care provided in the service, should be intended to support the independence, dignity, and choice of clients.

# Training

All staff will be offered training to cover basic information about escort duties and the support of social activities. Staff should be trained in aspects of personal safety and security, especially those who may function as a lone worker.

# COVID-19

Staff should carry out a full risk assessment prior to any visit and read the latest government guidance in order to best protect clients and staff. It is important that you read it before carrying out any risk assessments: <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

# Monitoring

Compliance with this Policy will be monitored through routine auditing as well as client, visitor and staff feedback.

# Related Policies

* Advocacy and Decision-Making Policy
* Care and Planning Policy
* Lone Worker Policy
* Mental Capacity Act and DoLS Policy
* Positive Behaviour Support Policy
* Safeguarding Policy

# Legislation and Guidance

**Relevant Legislation**

* Care Act 2014
* Health and Social Care Act 2008
* Mental Capacity Act 2005

**Guidance**

* Care Quality Commission (Registration) and (Additional Functions) and Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012 (Amendment to Parts 4 and 5)
* Covid-19 Latest gov.uk guidance
* Mental Capacity Act Code of Practice online: <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

# Summary of Review

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| --- | --- |
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| Reason for Review |  |
| Were changes made? |  |
| Summary of changes |  |
| Target audience | Care staff, Managers |
| Next Review Date | [Date of Review] |