

Residential Visits Policy - Information for Parents/Guardians

Last updated: October 2023

At The Access Project, we believe in providing educational opportunities for students to learn about higher education requirements. Occasionally, students may have the chance to participate in overnight residential trips.

Ensuring Safety and Well-being

- Staff Precautions: All accompanying staff have undergone enhanced DBS checks and receive pre-trip briefings on effective interaction, safeguarding, and safety protocols.
- Risk Assessment: Before any trip, thorough risk assessments are conducted, ensuring safety measures are in place.
- Consent and Information: Parents/guardians receive detailed trip information and are required to provide consent and essential health details before the trip.
- Code of Conduct: Students are given guidelines and briefed on safety protocols and expected behaviour during the trip.

Safety Measures during the Trip

- Supervision: Staff-student ratios are maintained at 1:10, ensuring adequate supervision. There will always be a minimum of two staff members on a residential trip. Male and female students will not share a bedroom, and staff gender is considered when organising trips.
- Student conduct: Staff maintain high standards of behaviour, ensuring appropriate interactions and reporting any concerns immediately.
- Emergency Procedures: Trained staff and a designated safeguarding team are available throughout the trip. Clear protocols for emergencies are in place.

Medical and Safeguarding Protocols

- First Aid: There will always be a first aider on a residential trip. Medicine is accessible under the supervision of a designated staff member.
- Confidentiality: Medical records are securely maintained by a designated lead first aider.
- Safeguarding: Our team follows strict safeguarding procedures, recording and addressing any incidents promptly and professionally.

Serious Incidents

- Misbehaviour: Serious instances such as fighting, substance abuse or possession of unsafe/illegal items will result in immediate contact with parents/guardians and, if needed, the involvement of relevant authorities.

We prioritise the safety and well-being of your child throughout their participation in our residential visits. If you have any questions or concerns, please contact us at stayingSAFE@theaccessproject.org.uk.