

A2 Safeguarding on Trips and Residentials

Planning guidance · Risk considerations · Response procedures for overnight activities

Purpose

Overnight and residential activities create specific safeguarding risks: reduced visibility, informal social environments, unsupervised time, and proximity to participants over extended periods. This document provides planning and response guidance for any project involving overnight stays.

Read this document alongside A1 (Safe Travel) for transport and pre-departure requirements, and R3 (Child Protection Measures) Section 8 for accommodation-specific requirements when under-18s are involved.

1. Before the Residential Begins

- Complete the R0 risk assessment, including specific residential risk items.
- Complete the A1 pre-departure checklist.
- Complete R2 Form D (Medical and Health Information) for all participants.
- Conduct a confidential needs assessment for any participant with SEND (Special Educational Needs and Disabilities) or additional support requirements. SEND may include, for example, learning disabilities, autism, sensory impairments, or mental health conditions. The needs assessment ensures that safeguarding measures are effective and accessible for the participant. See R4 for adults at risk; R3 Section 8 and R0 for children with additional needs.
- Confirm supervision ratios are appropriate for the group: see R3 Section 3 for ratios involving under-18s.
- Brief all staff and volunteers on: DSL contact details; reporting procedure; overnight duty arrangement; room check-in protocol.
- Share the night-time and emergency procedure with all participants in plain language (and in their language if not English).

2. During the Residential

2.1 Supervision and visibility

- Two adults present at all times when participants are in group settings. Never one adult alone with a group of participants unsupervised.
- One staff member or volunteer is on call overnight. Their name and contact details are given to all participants before bedtime.
- Evening curfew and lights-out time agreed with participants in advance and consistently applied.

2.2 Wellbeing check-ins

Build daily brief, structured wellbeing check-ins into the residential schedule. A wellbeing check-in is a short, informal one-to-one or small group conversation with a trusted team member that gives participants an opportunity to raise any concerns or difficulties. It is not a formal safeguarding interview.



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Wellbeing check-ins are particularly important in longer residentials, in multi-national groups where language and cultural differences may create barriers to raising concerns formally, and for participants identified in the needs assessment as potentially requiring additional support.

Any concern raised during a check-in follows the normal reporting procedure: write it down, report to the DSL.

2.3 Alcohol and substances

- Alcohol is not provided or permitted to participants under the age of 18 under any circumstances.
- The organisation's policy on alcohol for adult participants is [Insert]. Apply consistently throughout the residential.
- Any concern about substance misuse is reported to the DSL immediately.

2.4 Night-time procedures

- No participant enters another participant's room after lights-out without a documented, DSL-approved exception.
- No staff or volunteer enters a participant's room at night without knocking, waiting for a response, and (unless an emergency) having another adult present.
- For under-18s: specific night-time provisions in R3 Section 8 apply.

3. Safeguarding Response During a Residential

The standard response procedure (I3) applies. Additional considerations for residential contexts:

- Concerns may be raised at night or during unstructured social time. All staff and volunteers must know how to reach the DSL at any time during the residential.
- If a concern arises that requires the alleged perpetrator to step back from participant-facing activity, this must be managed carefully in a residential context where everyone is living in close proximity. Discuss immediately with the DSL.
- Where a safeguarding concern involves a participant leaving the residential early for safety reasons, this is managed by the DSL in coordination with the participant's parents or emergency contact (if under-18) or the participant themselves (if an adult).

References

A1 Safe Travel — pre-departure checklist and accommodation standards. R3 Section 8 (Child Protection Measures) — accommodation requirements for under-18s. R4 — adults at risk needs assessment. R0 — risk assessment. I3 — response flow charts. O3 — data handling.

Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.



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