



## Summer Trip Policy

### Introduction

Our vision is to create thriving communities with a mission to improve the quality of life for our residents. Providing summer trips option to our tenants will provide recreational time away from the regular life. With this it also helps the older Tenants to interact with wider tenants group and will help to fight isolation. The trip will also provide a platform for tenants to know each other hence lead to greater community cohesion.

### Purpose

This policy provides the guideline for all the tenants and staff on summer trip promotion, qualification and selection process, risk and what SHA cannot do during the trips.

Allocation of places will be based on the following criteria:

- a. Applicants must be living in SHA owned or managed property
- b. Applicants (Tenants) cannot be in rent arrears more than 4 weeks unless a payment plan is in place and honoured.
- c. Applicants cannot be in legal dispute with SHA
- d. Priority will be given to residents who have not attended a trip in the last 2 years
- e. Otherwise places will be awarded on a first come first served basis
- f. We will accept one application per household
- g. We will accept a maximum of 6 people per application
- h. People will be allowed to apply to more than one trip but allocation will be based on maximising the number of households participating

### Residents

- a. Who live by themselves and are over 60 can take 1 extra person with them
- b. Of any age that live by themselves and have access/disability needs can take 1 extra person to provide care during the trip.

The purpose of this criteria is to enable access to as many residents as possible.

### Procedure

SHA will promote the trips at least 6 weeks prior to the trip to all the tenants and allow the tenants to return the completed application within 4 weeks.

Once SHA has received the completed and signed application form we will short list residents for attendance on the trips.

Once SHA has allocated places:

- SHA will write to all residents 2 weeks before departure (or earlier if possible) to let them know whether they have a place and on which trip.
- Once residents have received notice of a place they will have to provide a deposit of £10 per adult and £5 per child to secure their place. The deposit will be refunded a week after the day of the journey if the place has been taken up. If the resident does not attend for the trip they will lose their deposit. If a place is cancelled less than 7 days before the date of the trip the deposit will be lost. The deposit is necessary as trips are always oversubscribed but go about 20% empty due to people booking but not attending on the day.
- Tenants must arrive on time for the coach. We cannot delay the coaches which will leave on time.
- Residents will need to arrange their own food and drink for the day;
- All children (under 16) must be accompanied by adults; a maximum of 4 children to one adult.
- All tenants will be responsible for their own children.
- All tenants are required to conduct themselves appropriately i.e.in a way that does not cause nuisance or offence to others.
- Tenants must return to coaches at the time given. SHA will strictly maintain departures time. If any tenant fail to return to the coaches on time they will be liable to arrange their own transportation for return.
- All tenants will need to respect other visitors to the area we are visiting.
- Tenants have to accept responsibility for any damage they might cause to coaches and they will be liable to pay for any damages. (Spitalfields HA will not be liable for any damages).

## **RISK ASSESSMENT**

The driver may remove any passenger whose behaviour prejudices safety or is in breach of the Public Service Vehicles Conduct Regulations.

Residents should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.

Any accident or incidents that results in a physical injury should be reported to the SHA staff, Spitalfields will not be liable for any cost arising from medical treatment or related to such kind nor to arrange treatment.

SHA will provide a qualified First Aid worker for the trip –a risk assessment will be carried out prior to the trip taking place.

Should any tenant or a member of their family act in a dangerous or disorderly manner SHA will ban them from any future excursions.

### **WHAT SPITALFIELDS HOUSING ASSOCIATION CANNOT DO**

Our staff are not permitted provide any care or medical assistance on the trips. If a resident needs a carer they will need to bring the carer with them. Staff also cannot provide the deposit for any residents nor keep coaches waiting if residents are late to arrive either from London or on the return journey.

Please note that all participants need to adhere to the guide set out above.

**Responsibility:** The responsibility for implementing this policy is with Residents Involvement Team. Tenants will be responsible for the items identified as tenants' responsibility in this policy.