



# **HOLIDAYS AND OUTINGS POLICY**

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## **Outings and activities**

The frequency of meals out, trips and activities should be addressed via the service user's support plan, taking into account issues such as health, social inclusion, their individual choice and their finances.

Staff should ensure support is being delivered according to the support plan. This will address any potential for abuse (e.g. staff making decisions rather than service users about outings, or deciding that it may be easier to go out for a meal rather than supporting someone to prepare it).

Staff should always look for ways of reducing the cost of any staff activity or transport costs. This principle should always be applied to helping service users get value for money.

## **Staff costs**

Service users are not expected to pay for the costs of staff food or refreshments when on duty in the service user's home. This includes tea, coffee etc.

Where staff are accompanying a service user out for a meal or a trip, it is anticipated that the service user will pay the cost of the meal or trip for the staff member/s accompanying them. The support plan will record individual's specific decisions around this. If a service user has been assessed as lacking the capacity to make such decisions around financial expenditure, then a best interest decision should be recorded in the support plan about such expenditure.

If a service user does not wish to, or is unable to afford to pay for staff meals; then staff should, wherever possible still support the individual to eat out. In these circumstances staff should sit with the service user and politely turn down an offer of food from waiting staff.

If a service user is paying for a staff meal, the staff member should always try to have the cheapest meal option and no more than one drink. This should be agreed with the individual service user before the trip takes place and documented in running records.

## **Transport**

Service users should be supported to use public transport where appropriate and feasible, and supported to access bus passes etc.

Where staff use their own cars, they must have appropriate insurance cover – i.e. business insurance.

If staff use their own cars, service users may be asked to pay a mileage contribution of 31p per mile. This must be agreed beforehand with a member of the leadership team and must be in an individual's support plan. Staff must never accept this contribution directly from the service user. They should make a record on their timesheet of the mileage and the service user will be invoiced by head office for it and will pay the staff member.

## **Holidays**

In advance of any holiday, the proposed costings must be worked out, identifying any staff costs, e.g. holiday, transport, subsistence etc. Agreement on how these are to be met must be reached in advance of the holiday and documented.

The amount of daily support hours must also be agreed in advance of the holiday. This is likely to be more than the service user is normally funded for, so it should be established who will pay the cost of this.

Service users should be supported to explore a range of holiday options. This may be with family or friends, on their own, or where there are no other options available or the service user chooses, with direct support from JRH Support staff.

Service users should be assisted to budget for holidays and make realistic choices regarding what they can afford or where they may need to reduce expenditure on day-to-day expenses in order to be able to budget appropriately.

Service users are expected to pay for flights and basic accommodation costs for a support worker. However, staff should ensure that value for money is sought.

Service users should NOT be expected to pay for all food or drinks for support staff whilst on holiday. Acknowledgement of the usual costs for staff of providing their own meals and drinks should be balanced with any additional cost of having to buy them 'away from home'.

Agreement regarding an appropriate level of contribution from the service user should be made as part of the holiday arrangements. This may vary depending on whether the service user wants to eat out and needs support to do so or whether the staff member would be able to cook for themselves etc.

## **Holiday File**

Prior to going on holiday with service users, Team Leaders should prepare a 'Holiday File' and make sure all relevant staff are aware of it and it's taken on the holiday

The file should include the following:

- Support plans and risk assessments
- Incident forms
- Financial transaction sheets
- Running records sheets (if not able to write these remotely)
- Addresses and contact details of local hospitals, emergency dentists
- Emergency contact details of next of kin

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