

**16-18 APPRENTICES WORKING
AWAY WITH OVERNIGHT
STAYS - EXPECTATIONS**

Young Apprentices (16-18) Working Away with Overnight Stays - Expectations (inclusive of driving and travel to work purposes)

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CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

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ELT SIGN-OFF: Marie Haworth, Vice Principal Quality, Teaching, Learning & Student Support

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Purpose and Principles

- **Duty of care:** We will ensure, so far as reasonably practicable, the health, safety, and welfare of any apprentice under 18 during travel, work, accommodation, and downtime. ①
- **Safeguarding first:** Overnight stays trigger enhanced safeguarding planning (supervision, boundaries, privacy, escalation routes). ②③
- **Proportionality:** Controls will be proportionate to risk (higher-risk sites/activities require more stringent measures). ①

Roles and Responsibilities

- **Line Manager** – Leads planning, completes risk assessment, confirms working time compliance, appoints trained trip supervisor(s), and ensures consent documentation is in place. ①
- **Trip Supervisor (Responsible Adult)** – Delivers daily briefings; monitors working time/rest; ensures curfew compliance; is first point of contact 24/7; records incidents/concerns. ①
- **Apprentice** – Follows instructions, reports concerns, observes code of conduct and curfew. ①
- **Training Provider** – Confirms off-the-job training and study time are protected and is assured of workplace risk management. ①

Legal and Regulatory Baseline

- **Young worker status (under 18)**
A “young person” is anyone under 18; a “child” is anyone below Minimum School Leaving Age. Employers owe the same H&S duties to young people as to adults, with specific additional considerations for inexperience, immaturity, and lack of risk awareness. ①
- **Working time limits (16–17 year olds)**
Maximum 8 hours/day and 40 hours/week; 30 minute break if working more than 4.5 hours; 12 hours’ daily rest; two consecutive days’ weekly rest. Night work is restricted to generally no work between 10pm–6am (limited exceptions with adult supervision and compensatory rest). Keep records for compliance. ④⑥
- **Working time limits (18 year olds)**
Follow rules for an adult. No more than 6 working days in every 7 or 12 in every 14; 20 minute break if working more than 6 hours. Maximum 48 hours average week. ⑤
- **Apprentice employment basics**
Apprentices are employees and must receive at least the applicable National Minimum Wage for apprentices, time for off-the-job training, and standard employee rights. ⑦

- **Health & Safety: risk assessment duty**
Before the trip, the employer must assess and control risks specific to young people, including travel, accommodation, lone working, tools/equipment, hazardous agents, unfamiliar sites, and supervision levels (Appendix A). ⑧
- **Apprentice safety responsibilities**
For apprentices under 18, employers retain primary H&S responsibility; training providers should satisfy themselves risks are controlled but do not need to duplicate the employer's assessment. ①
- **Safeguarding**
A person under 18 is a child in safeguarding terms and should receive protections accordingly; however, supervising an employed 16–17year old at work is generally not “regulated activity” (so an Enhanced DBS with Children’s Barred List is usually not applicable solely by virtue of supervising an apprentice). ⑨
- **Driving & travel for work**
Driving for work is an H&S managed activity (journey/driver/vehicle risk assessment). 17+ may drive if fully licensed and insured (company or grey fleet). Lone working/fatigue risks must be managed (Appendix A) ⑩⑪
- **Alcohol & under-18s**
It is illegal for under 18s to buy alcohol or drink in licensed premises, except that 16–17s may consume beer/wine/cider with a table meal and with an accompanying adult (they still cannot buy it). Employers should adopt a no-alcohol rule for under 18s on work trips. ⑫⑬

Planning and Approval

- **Risk Assessment**
Use the risk assessment to consider (Appendix A): **Journey** risks, fatigue, late arrivals, remote locations, lone travel; controls include travel time windows, breaks, pre-booked transport, and emergency contact cards. ⑩⑪ **Accommodation** risks, safety, privacy, safeguarding (separate rooms; same-sex proximity), curfews, staff presence, fire safety, supervision ratios, and procedures for illness/night emergencies. ①⑭ **Worksite hazards**, prohibited tasks or equipment for young workers, physical/chemical/biological exposures, manual handling limits, required PPE, tool supervision, buddying. ① **Working time plan**, daily/weekly schedules respecting 8/40 limits, daily/weekly rest, and restricted night hours; include compensatory rest if a lawful exception applies. ⑮⑯
- **Parental/Guardian Engagement and Consent**
Obtain written consent from a parent/guardian (Appendix B) for under 18s covering itinerary, accommodation, supervision, medical info, emergency treatment consent, and behaviour code. (While a 16–17 year old can often consent themselves, good safeguarding practice is to obtain parental consent for residential/overnight activities.) ② Where travel is international or may trigger border checks, carry a parental authority letter with contact details. ⑰

- **Supervisor vetting and Ratios**
Supervising a 16–17 year-old apprentice in the workplace is not normally regulated DBS activity, so Enhanced with Barred List checks are not usually applicable unless the role/situation otherwise qualifies (e.g., school, care settings). ⑩⑱ Maintain appropriate supervision ratios (at least two responsible adults available on trips with young people; one-to-one situations avoided where practicable). Zero tolerance of harassment/bullying; apprentices must have confidential routes to report any concerns. ②
- **Insurance and Documentation**
Confirm employers' liability and public liability cover extends to off-site work and overnight stays, and motor insurance is valid for any business driving (including grey fleet). ⑩⑪ Carry itinerary, contacts, medical info, consent, risk assessment, accommodation confirmations, and emergency procedures. ①

Travel, Accommodation and Supervision

- **Travel**
Pre-book safe routes/times; avoid late night arrivals; provide tickets and emergency contact details. If the apprentice drives, confirm licence, insurance, vehicle condition, and fatigue controls. ⑩⑪
- **Accommodation**
Use reputable accommodation with 24/7 contact. Under 18s must not share rooms with adults; ensure single occupancy for under 18s or share only with another same-sex under 18 apprentice with prior parental awareness. Define a curfew and check procedure. ⑭
- **Supervision**
Identify a named Trip Supervisor to be available 24/7 and perform daily welfare checks. Maintain clear boundaries (no socialising in apprentice bedrooms; hold meetings in public areas). Clear rules on lone working, social media, visitors and off duty time (Appendix B). Any safeguarding concern is reported immediately to the workplace and provider. ①②

Expenses, Pay and Record Keeping

- Pay travel time/allowances per contract; do not make deductions from pay to recoup travel/accommodation arranged for the apprentice contrary to agency rules. Provide written details of any costs/arrangements. ⑦⑳ Keep risk assessment, consent forms, itineraries, working time records, incident logs, and supervisor briefings. ⑮

References

- ① [Young people at work: The law - HSE](#)
- ② [Safeguarding Young People: Information for Employers](#)
- ③ [Child Protection Policy](#)
- ④ [People under 18 - Pay and hours for young workers - Acas](#)
- ⑤ [Employment rights - Apprentices - Acas](#)
- ⑥ [Check your rights at work if you're under 18 - Citizens Advice](#)
- ⑦ [Employing an apprentice: Pay and conditions for apprentices - GOV.UK](#)
- ⑧ [Safer activities and events | NSPCC Learning](#)
- ⑨ [Regulated activity with children in England and Wales - GOV.UK](#)
- ⑩ [Employers - driving and riding safely for work - Overview - HSE](#)
- ⑪ [Advice for drivers visiting the UK | The AA](#)
- ⑫ [Alcohol and young people - GOV.UK](#)
- ⑬ [The Exemption regarding Alcohol Consumption by 16- and 17-Year-Olds: What the Law Allows - The Licensing Guys](#)
- ⑭ [An NSPCC guide for hospitality employers](#)
- ⑮ [People under 18 - Pay and hours for young workers - Acas](#)
- ⑯ [Check your rights at work if you're under 18 - Citizens Advice](#)
- ⑰ [Children travelling to the UK](#)
- ⑱ [Regulated activity with children in England and Wales - GOV.UK](#)
- ⑲ [Hiring Apprentices: Do Supervisors Need DBS Checks? | Care Check](#)
- ⑳ [Employment agencies and businesses: Travel and accommodation for work-seekers - GOV.UK](#)

Risk Assessment: For Young Apprentices working away with overnight stays and potential driving

Apprentice Name:					Time away from home:						Date completed:			
Operation/Task:					Named Trip Supervisor:									
Location/Area:					Type of License with licence number:						Date licence awarded:			
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility			
			S	L	R		S	L	R					
1.1	Working Hours	Fatigue/loss of concentration				No more than 8 hours a day No more than 40 hours per week 12 hours of rest daily 2 consecutive rest days No work between the hours of 10pm and 6am								
1.2	Travel	Mode of transport/delays/accidents				Plan safest route Avoid travelling and arriving late in evening Schedule breaks every 2-3 hours if driving								
1.3	Accommodation	Location/access/security/welfare				Safe area Reputable company Single room Fire safety								
1.4	Welfare	Illnesses/medications/basic needs				Medical information Food and soft drinks available No alcohol Communication lines available to contact home Privacy								
1.5	Resources	Training/induction/availability				PPE provided Equipment stored safely Training up to date								

Apprentice Name:					Time away from home:						Date completed:			
Operation/Task:					Named Trip Supervisor:									
Location/Area:					Type of License with licence number:						Date licence awarded:			
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility			
			S	L	R		S	L	R					
1.6	Driving (if applicable)	Inexperience/behaviour/maturity/type of vehicle				Clean full licence Training received Driving restrictions in place Driver assessment undertaken Suitable vehicle Planned route and time Weather checked								

- KEY:**
- | | |
|----------------------------|-------------------------------------|
| S = Severity Rating | L = Likelihood of Occurrence |
| 1. Negligible | 1. Improbable |
| 2. Minor Injury | 2. Remote 1 – 10% |
| 3. Major Injury (RIDDOR) | 3. Possible 10 – 50% |
| 4. Fatality | 4. Probable 50 – 90% |
| 5. Multiple Fatality | 5. Almost certain 90%+ |

RR = Risk Rating

	5	5	10	15	20	25
5	5	10	15	20	25	
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	

Likelihood

- | | |
|----------|---|
| R | Unacceptable risk, plan out or add further controls |
| O | Acceptable only if no other method viable and with high level controls in place |
| Y | Acceptable with suitable controls |
| G | Acceptable, no further action required |

RA Prepared by Trip Supervisor (Name): _____

Signature: _____ Date: _____

RA Prepared/Approved by Employer (Name): _____

Signature: _____ Date: _____

RA Agreed by apprentice (Name): _____

Signature: _____ Date: _____

Parent/Guardian Information & Consent for Overnight Work Trip (Under-18 Apprentice)

Apprentice full name:

DOB:

Trip dates/locations:

Accommodation (name/address/phone):

Trip Supervisor (24/7):

Contact No:

I confirm I am the parent/legal guardian of the above young person and:

1. I have received trip details, risk controls, accommodation, and supervision arrangements.
2. I give consent to travel and overnight stays for work purposes on the above dates.
3. Medical: Conditions/allergies/medications:
GP Practice and Contact No.:
4. I authorise emergency medical treatment if required when I cannot be contacted promptly.
5. I understand the company's **no-alcohol** policy for under-18s and behaviour expectations.

Signature:

Date:

Contact No:

Under 18 Code of Conduct Agreement

Trip dates/locations:

Accommodation (name/address/phone):

Trip Supervisor (24/7):

Contact No:

I agree to the following workplace rules whilst I am on an overnight work trip:

- Curfew: ____ pm; check-in with Trip Supervisor each evening/morning.
- No alcohol, vaping, or illicit substances.
- No visitors to rooms; meet with other staff in public areas only.
- Use buddy system when off-site; keep phone on and charged.
- Report any concern immediately to Trip Supervisor.

Signature:

Date:

Young Apprentices (16-18) Working away with overnight stays - Expectations (inclusive of driving and travel for work purposes)

Employer Checklist

- Read and understood Employer Expectations
- Checked insurance covers activity
- Undertook a Risk Assessment for the specific occasion
- Gained Parental/Guardian consent
- Issued under 18 Code of Conduct (Rules/expectations/curfews)
- Pre booked safe routes and travelling times
- Booked reputable and appropriate accommodation
- Named a trip supervisor
- Evidenced all relevant records and expenses

Young Apprentices (16-18) Working away with overnight stays - Expectations (inclusive of driving and travel for work purposes)

Key Points

Employers have a heightened duty of care when arranging overnight stays or work-related driving for young people (under 18s). This responsibility centres on ensuring robust planning, safeguarding, and legal compliance. A thorough risk assessment must be completed in advance, addressing travel, accommodation, work activities, and working time limits, with appropriate controls in place to reduce risks linked to inexperience and vulnerability. Parental or guardian consent should be obtained as best practice, alongside clear supervision arrangements, suitable staff ratios, and confirmation that insurance and key documentation cover all aspects of the activity.

Travel and accommodation must be carefully managed to prioritise safety and welfare.

Journeys should be pre-planned to minimise fatigue and risk, and any young person driving must meet legal and safety requirements. Accommodation must meet safeguarding standards, ensuring appropriate room arrangements, curfews, and monitoring. Employers should also adopt a strict no-alcohol rule for under 18s on work trips as part of safeguarding and duty of care. A named supervisor should be available at all times, maintain professional boundaries, conduct regular welfare checks, and ensure any concerns are reported immediately through established safeguarding procedures.

Employers must also ensure fair and transparent financial arrangements, including appropriate payment for travel time and avoidance of unlawful deductions. Comprehensive record keeping is essential, with documentation such as risk assessments, consent forms, itineraries, and incident logs retained to demonstrate compliance, support safeguarding, and provide accountability. Overall, these measures ensure that young people are protected while participating safely in work-related activities.