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**City of Bradford Metropolitan District Council**

**Daytime Activities Provider List**

**Reference: BMDC/DN47192**

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**2.1 SPECIFICATION**

**For Independent Travel Training**

**1. Background:**

* 1. It is our intention to offer Independent Travel Training as part of the Daytime Activities offer to people who need this support.
  2. This document sets out the specific requirements for any Independent Travel Training offer provided by organisations on the Daytime Activities Provider List (DAPL).

**2. Scope:**

2.1 The service described in this document will be delivered under and is subject to the existing DAPL service specification and DAPL contract terms and conditions.

2.2 Due to the specific nature of this support within the Daytime Activities offer the remainder of this document sets out in some detail the specific requirements to be placed on DAPL providers who wish to offer Independent Travel Training.

2.3 In all other respects the DAPL service specification and DAPL contract terms and conditions as published in the procurement opportunity documents will apply.

**3. The Service:**

3.1 The provider will implement a training plan developed through an assessment of need undertaken by a member of the Social Worker team as part of a persons’ wider support plan. It will seek to add value by developing stepping stones to full independence such as learning a single regular journey first (e.g. from home to a day activity).

3.2 Staff employed by or designated as Travel Trainers within the provider organisation must be able to evidence:

* Completion of a formal Travel Training Course or
* At least one year previous experience of delivering Travel Training to adults with a learning disability.

3.3 The safeguarding of travel trainees during the travel training process will be paramount and an assessment of their ability to travel independently and safely upon completion of the independent travel training will be a part of an initial assessment undertaken by the provider.

3.4 Travel Trainers should have the skills to form relationships with vulnerable adults who have additional needs, including learning needs. Travel Trainers will also form positive relationships with parents / carers and settings e.g. day centres, colleges and other activity providers.

3.5 Travel Trainers will support the trainee to develop safer decision making skills, using a range of measures such as, contacts in case of difficulties, places of safety, who to go to for help, appropriate behaviour on public transport, in the context of safeguarding.

3.6 Travel Trainers will be equipped (by the Provider) with a mobile phone with relevant supporting applications, including access to bus timetables, a metro bus pass or equivalent (this will not constitute an additional charge to the Council). Travel Trainers will have with an appropriate identification badge.

3.7 Where a Travel Trainer is suddenly and unexpectedly unable to work with a specific client for reasons such as illness, or absence from work for any reason, the provider organisation will be required to make alternative arrangements to deliver the travel training or, if this is not possible, will make alternative travel arrangements for the affected person via a vetted transport provider, with reference to the safeguarding of the client. Enhanced Disclosure and Barring Service checks will be required for any individual working directly with people accessing the travel training service.

**Responsibility of the Travel Trainers:**

3.8 Travel Trainers will accompany trainees on a one to one basis on transport (public), to and from their chosen day activity and other destinations as determined in their support plan.

3.9 Travel Trainers will be responsible for the trainees safety during journeys.

3.10 In all cases the Travel Trainer will be expected to make their own way to the travel training start point e.g. the trainees’ home and travel via public transport to the required destination. The Travel Trainer will then undertake the return journey at an agreed time in accordance with the trainees support plan.

3.11 Where there is gap between the outward and homeward journeys this time will not be funded as part of the Independent Travel Training package.

3.12 Travel Trainers will not deviate from the agreed journey pattern and support plan, unless authorised to do so by the referring Social Work Team.

3.13 If a person being supported goes missing whilst in the care of a Travel Trainer, the provider will put processes in place to report the matter to the relevant services, including the Police, the parent / carer.

3.14 Journeys undertaken can take place across the city, on occasion this will include areas bordering the city and not part of the Bradford district.

3.15 The provider will ensure that all areas of the City can be serviced by Travel Trainers.

**Performance indicators and Outcomes:**

3.16 The provider will employ an appropriate outcome monitoring tool in order to demonstrate the progress made by individual participants.

3.17 The outcome monitoring tool will reflect the participants’ (and the parent / carer of the person being supported where applicable) self-assessment of their progress as well as an assessment by the provider / Travel Trainer of progress, specifically in reference to independent travel to and from day activity venues.

**Referral/Identification:**

3.18 Providers will make referrals for travel training to the Social Work Team as appropriate.

3.19 The Social Work Team will consider if the appropriateness of the referral and where deemed appropriate will undertake the necessary changes to an individuals’ support package to initiate the changes.

**4.0 Contract Monitoring:**

4.1 Will be as per the current arrangements under the DAPL service specification and DAPL contract terms and conditions.

**5.0 Levels of Support and Funding:**

5.1 The provider will be expected to undertake their own assessment of need and report this back to the referring Social Work team who may then revise the support package.

Travel Training session may be split to accommodate two or more journeys e.g. home to day activity venue and return later in the day, use of the sessional hours should be maximised for the benefit of the trainee.

5.2 A review of the supported persons progress should take place after ten travel training sessions and the level of ongoing support required confirmed or adjusted with approval of the referring Social Work Team.

5.3 If during a programme of travel training its identified that further adjustment to the level and number of sessions and individual may need to achieve their travel goals a joint review will be undertaken by the Travel Trainer and Social Work Team and the support package adjusted.

**Funding:**

5.4 Independent Travel Training will be funded under the existing DAPL arrangements at £16.48 per hour. (see 2. Specification, section 3. Pricing)