

LONGLEY PARK SIXTH FORM COLLEGE

VISITS, TRIPS & OFF SITE ACTIVITY POLICY

1. INTRODUCTION

Educational visits and journeys have an important part to play in the College both as an essential part of the delivery of the curriculum and as part of the programme of extra-curricular activities.

The following policy and procedures are intended to support staff and not unduly constrain the organisation and safe conduct of the wide range of activities which the College wishes to provide for students. The intention behind this document is to help staff to plan and organise visits and journeys so that not only will visits and journeys achieve educational objectives but that all reasonable care will have been taken to ensure the safety and well being of all participants, and where reasonably practicable, risks can be reduced to an acceptable level.

The procedures set down in this document must be followed in planning and undertaking visits and journeys if staff and students are to be covered by insurance from the College against all claims whether or not negligence can be claimed. Should there appear to be conflicting advice the more stringent safety precautions should be followed. For further guidance consult the Principal or Vice-Principals who, if necessary, will consult the College's insurers.

2. CATEGORIES OF EDUCATIONAL VISITS

Educational visits are divided into two categories:

2.A ROUTINE VISITS (EV3)

Comprising of:

a. Community visits applying to:

Students completing tasks (but not work experience) in the community as part of the curriculum requirement e.g. assignments relating to any course or volunteer opportunities.

(Students could be unaccompanied by a member of staff, but must be briefed in advance, going to an area/areas within named local boundaries to carry out exercise(s) which involve them in individual or small groups in different locations to collect a range of data. Students may work without direct supervision. Where agreeing to meet students at a venue rather than taking them in College transport, parental consent must still be sought.

b. Short visits for curriculum activities undertaken by students with their teacher. Students should formally be dismissed at the end of the session either in College or at some location determined by group leader.

c. Group Day educational visits:

i.e. visit by a group of students accompanied by a member(s) of staff to specific locations e.g. conferences

(If a student wants to remain at a location after the scheduled departure time they must bring written consent from parents/guardians).

For all routine visits, any risks surrounding the travel, venue or associated tasks will be considered in the risk assessment.

2B

Non Routine visits (EV4)

- Residential – or any over night(s) stay
- Field study/Outdoor trip
- Outdoor pursuits, any overnight stay e.g. Field Study Course, Residential.
- Hazardous activities.
- Overseas visits.
- Activities on the part of staff or students that are considered to be of greater risk than normal.
- Work Shadowing.

Hazardous activities include some of the following:

Activity in conjunction with Public Services & Armed Forces	Ice-skating
Airborne activities (exc. commercial)	Orienteering (Mountainous)
Angling	Pony Trekking and Horse Riding
Camping	Rowing
Canoeing	Sailing
Climbing – rock, wall, winter	Sail-boarding
Cycling	Skiing – snow and artificial slopes
Fell Walking	Sub-aqua swimming
Field Studies (inv. any of these activities)	Water Skiing

Whilst this list is no means exhaustive group leaders should, if in any doubt about the nature of any particular activity consult the Principal or Vice-Principal(s) who may seek alternative advice. Several of the above may require extra insurance.

(Work Shadowing does not fall within the work experience regulations and therefore, the educational visits procedure applies when organising work shadowing schemes for students)

Work experience is covered under separate documentation including CRB's, workplace safety checks, induction process and engaging workplace employees in policies and practices. If you are considering work placement activities, please see your DTL in the first instance for approval, and then refer to PCo & REI for information on policies and procedures.

3. ORGANISATION AND PLANNING

The College believes that educational visits have an important part to play in the student's course of study. The visit should be designed to complement the student's studies within the curriculum (and may be an integral part of the curriculum) or assessment criteria.

When planning a visit care should be taken to minimise the disruption to other courses. This is particularly important at the start of the year when students are settling in to College, and during November and January when resit examinations may be taking place.

Trips will not normally be approved during the period from Easter to Half Term as this is such an important time in terms of preparation for examinations and assessment

The following have been drawn up using advice from the DFEE document "Health and Safety of Pupils on Educational Visits" published in December 1998.

- The Principal should keep a record of visits taking place. Records of visits should be retained for five years.
- Information about an accident or incident should remain on file for a period of 10 years, or longer if the incident dictates this. Data protection applies and only permitted personnel will have access to these records.

Whatever the type of visit, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them, this will be carried out formally through risk assessments and application of control measures where identified. In practice, the Principal – who is responsible for agreeing visits – will often delegate the detailed planning to the organiser of the visit (group leader). The Principal must be satisfied that the person planning the visit is competent to do so and has the necessary relevant experience or capacity to carry this out, this will be ascertained through the CMT/governor approval process and through consultation with the health and safety officer.

The Principal will ask for a follow up report on the outcomes of the visit.

For residential visits at home or abroad or for potentially hazardous activities the Governing Body (Chair or Vice-Chair can act for Governing Body) should satisfy itself that the visit has been planned effectively so that risks are minimised.

- Any member of staff undertaking a visit which involves overnight stays should check with the student services manager/Principal to see if any of the students involved are on the 'at risk' register.
- Staff organising visits which involve a student missing College and having to pay a substantial sum of money must ensure the student gets permission from teaching staff before any money is paid. (EV1 form)
- Students should 'seek permission' to attend through the EV1 form
- Teaching staff should not be put in an embarrassing position of not being able to object to a student attending a visit because the student has spent a considerable sum of money.
- Any conflict between a student and a member of staff about a student attending a visit should be referred to the appropriate Directors of Teaching & Learning.

4. PROCEDURES FOR ORGANISING VISITS (ROUTINE)

Organising staff should firstly seek approval from (i) Directors of Teaching & Learning who takes this proposal to CMT and Principal on form EV3. The form should be completed as fully as possible. Please note there is a legal requirement (under the 'Management of Health and Safety at Work regulations' 1992) for the completion of a risk assessment form, prior to fully being signed and agreed by the Principal. See Risk Assessment information.

Approval must be granted at least two weeks prior to the date of the event. (Please remember that CMT meets once a week on a Tuesday)

4a.

COMMUNITY VISITS

- Organisers need to check that the parental consent has been signed and where a parent has not signed the consent form, consent should be checked through CIS or student files. No consent means no visit allowed.
- Tasks/exercises completed by all students should be carefully monitored by staff to ensure that they are appropriate to the needs and abilities of the individuals concerned.
- Students should seek permission for leave of absence from other lessons and obtain details of work that will be missed. Organiser should collect these EV1 forms prior to leaving to check that permission has been granted.
- Students should be informed of "Streetwise Student Visits" before all visits which must include details of appropriate meeting points and emergency contact numbers in case they become separated from the group. This leaflet is provided as EV6.
- List of names of those participating in the visit must be up-dated at the time of departure and copies left with College reception, security staff and registers. This information will be sent to the DTL or principal for the final agreement for the trip to be allowed.

The Principal, Vice-Principal(s), Directors of Teaching & Learning when authorising such visits, will need to decide, in light of all particular circumstances, the level & type of supervision required based on location(s) and nature of the visit.

4b.

GROUP DAY VISITS

- A staffing ratio of not exceeding (1:15) is usually required. At least two teaching staff members should normally accompany the party with an appropriate mix of gender but the Principal/Vice-Principal(s) may exercise discretion.
- All points relating to community visits also apply.
- Parents must be informed where students are involved outside normal college hours ideally through a letter home. Information must contain departure times/places, venue of event, return times and drop off points and contingency numbers in case of delay/accident.
- College mobile phones can be borrowed for these occasions. Contribution costs will be required for all staff or student non related visit calls.
- All monies should be collected and banked before the date of departure. See Finance office for details
- Insurance cover should be checked with the Estates and Operations Manager. All queries or hazardous activities must go through this channel.

4C. NON ROUTINE VISITS

Residential, Overnight Stays, Field Studies, Hazardous Activities, Outdoor Pursuits and Overseas Visits.

1. Permission for any of the above visits must be sought as early as possible through completion of EV4 form and certainly no less than 3 weeks.
 2. Approval by Directors of Teaching & Learning of the EV4 form must be obtained before CMT & the Principal are approached and no commitment should be made to third parties before formal approval is obtained.
 3. Estates and Operations Manager should check all risk assessments for any hazardous activity. A copy of the Risk assessment should be passed on by the trip leader to the E and O manager prior to the approval
 4. Applications for permission must include full details of the event (including risk assessment) and will be used by the Principal, Vice-Principal(s) when seeking approval of the Governing Body or Chair of the Corporation.
- Once permission is obtained a letter should be sent to all parents/carers of students involved seeking consent for their son/daughter to take part and an opportunity for parents and carers to attend a meeting is good practice; this may include the following: (letter or meeting documentation). Dates, intended itinerary, costs, methods of payment: estimated arrival and departure times at destinations address and telephone numbers of accommodation, emergency procedures, and assessment of any safety issues, details of unsupervised time, names, qualifications and responsibilities of supervisors.

Parents/Guardians must also be informed of/given:

- Date and time for parents' meetings whenever this is appropriate.
- A request for details of any special medical or dietary considerations (via consent form).
- Details of insurance arrangements.
- A detailed list of kit requirements for the visit.
- Exchange details of host families.

Group organisers must check the insurance cover for the visit through Facilities/Finance Managers. A separate insurance package may need to be arranged through the College's insurers – unless similar insurance benefits are offered as part of the package. If in doubt consult the Facilities/Finance Manager.

For all European visits, an EHIC card should be sought by the students.

A list of names, addresses and telephone numbers of parents/guardians must be compiled (EV2 form) and updated at the time of departure. For the duration of the visit a copy of this EV2 form will be maintained at all times in college reception, security and at the home of the designated link person. This information will need to be provided to the DTL or principal when applying for the final sign off.

Group organisers will carry at all times a list of emergency numbers EV2 form including those of:

- The college
- Relevant members of the College Management Team (home telephone numbers) or designated link person.

All adults accompanying the party should meet to discuss details of the itinerary, standards of discipline, unsupervised time, safety precautions, and everyone's overall and individual responsibility to the party

(including the nomination of deputy leader). Once agreed this should be written down and a copy given to each member of staff/supervisor and one to the designated member of the College Management Team.

Students should then meet with the leaders and made fully aware of the issues agreed above.

Ensure each supervisor has a list of party members.

Arrangements should be made to ensure that when students are unaccompanied, there is always at least one teacher on duty at the base used by the party or some other agreed point where they may readily be contacted if necessary. Details of this will be given to students through EV6 "Streetwise Student Visits".

5. COLLEGE VISITS AND TRANSPORT

GENERAL

In planning visits special consideration should be given to planning transport. The main factors to consider include:

- Luggage and overloading
- Type of minibus, legislation and restrictions
- Passenger safety.
- Competency and training of the driver(s) to drive the proposed vehicle and whether the driver holds the appropriate and valid license. Midas qualification is required for LPSFC drivers.
- Number of driving hours required for the journey and the length of the driver's day including non-driving hours.
- The need for other drivers (supervision).
- Type of visit and likely road and traffic conditions, weather and estimated journey time and distance (including designated stops).
- Appropriate Insurance cover.

NB: Organisers should satisfy themselves that all travel arrangements, including the hire of private coaches or buses are suitable for the nature of the visit. The Driver is responsible for the vehicle during the visit, when using college minibus/cars when hiring private coaches the driver will be liable, but the lead organiser must ensure safety. See 5a below.

Supervision on transport should be considered as part of the risk assessment. The group leader should make the party aware of risks involved and standards of behaviour appropriate to any means of transport and journey. Where possible the group leader should ensure that parties are pre-booked and travel as a group. In the event of an accident/breakdown the group remain the responsibility of the group leader and his/her first priority must be their safety. The risk assessment must explore what actions are to be taken if the teacher is required to escort a student or other staff member to hospital, which would result in the group being split up or unsupervised.

5a. **COACH HIRE**

Coaches must be hired from reputable companies, who have the necessary PSV licenses.

The college will maintain a list of approved bus companies whose details have been checked. This is maintained by the Estates and operations manager and admin and must be consulted prior to booking. Only organisations held on this approved list can be used..

5b. **PRIVATE CARS**

Teachers and others who drive pupils in their own car must ensure their passengers safety, that the vehicle is roadworthy and that they have the appropriate license and insurance cover for carrying students. The college will require staff to provide copies of driving licence, MOT and insurance documentation as part of the preparation for a visit. Please refer to 'driving own vehicles on college business policy'

Volunteers driving students should be carefully vetted by the College for their suitability and provide driving licence, MOT and insurance documentation.

Group leaders who wish to use parents or volunteers to help transport students in their own cars, must ensure that they are aware of their legal responsibility for the safety of the students in their cars. Getting students to drive other students on College business is not permitted.

5c. **TRANSPORT IN COLLEGE MINIBUS**

This is covered by the College Minibus regulations.

Refer to 'driving on college business policy' concerning this usage.

5d. **INSURANCE**

The group leader must ensure well before the group departs that adequate insurance arrangements are in place.

Parents should be notified which responsibilities the College accepts and the scope of any Insurance cover the College is to arrange.

It is the responsibility of the trip leader to check the insurance offered by a Tour Company and take out additional insurance if required. This will be organised through admin when consulting the 'approved' list.

NB: Additional cover may be necessary for students with medical conditions. The estates and operations manager may be able to advise on this. All medical conditions must be known and supplied via the risk assessments and parental consent forms. The estates and operations manager and finance officers will be able to liaise with the insurance requirements.

6. ADVENTURE/OUTDOOR/HAZARDOUS ACTIVITIES

When planning to use adventure activities facilities offered by a commercial company or by a local authority the group leader must complete EV5 and check:

- Whether the provider is legally required to hold a license for the activities it offers and, if so that the provider actually holds a license.

[Relevant legislation in the Activity Centres (Young Persons Safety) Act 1995 and the Adventure Activities Licensing Regulations 1996]

The provider should be able to give information on what activities are licensed and the group leader can check on the license status of a provider from:

The Adventure Activities Licensing Authority
17 Lambourne Crescent
Llannishen
Cardiff
CF4 5GG
Tel: 01222 755715
Fax: 01222 755757
Website <http://www.aala.org>

A licensed provider does not necessarily have to hold a license for all its activities. Many of the activities that students take part in will be covered by health and safety legislation alone. However the following activities – where undertaken by young people under 18 years old unaccompanied by a parent – need a license when commercial companies sell them, or when local authorities provide them with or without a charge.

- Caving
- Climbing
- Trekking
- Water sports
- Weather reports should be regularly checked and reviewed

(see appendix for further details)

6a.

ADVENTURE ACTIVITIES USING NON-LICENSING PROVIDERS

Not all providers are required to hold a license. The College providing for its own students is exempt. If proposing to use a non-licensable provider, the trip leader should obtain assurances in writing from the provider that:

- All risks have been assessed.
- Staff are competent (hold the relevant NGB awards or have taken part in NGB in-house training).
- Equipment is appropriate and that its safe condition is checked regularly.
- Clear management of safety systems.
- Appropriate provision of first aid.
- Emergency procedures are in place.
- Appropriate staff to student ratio's

Trip leaders should check and agree the provider's arrangements for supervision and recreation during the evenings and between adventure activities.

The College trip leaders retain ultimate responsibility for pupils at all times during adventure activities even if the group is under instruction by a member of the provider's staff. Students must be clear on the role of the College staff and the provider's staff.

6b.

COLLEGE-LED ADVENTURE ACTIVITIES

If a member of the College staff is to organise and instruct students on adventure activities they must complete a risk assessment.

Before the trip commences the college should satisfy themselves that:

- Trip leader and other supervisors are competent to act as leaders and/or instructors of students in the activity.
- Competencies should be demonstrated by holding the relevant NGB award where it exists.
- Group leader is competent in safety procedures and the planning of adventurous visits
- An appropriate risk assessment has been completed.
- Supervision will be appropriate, and ratio's of student to staff are appropriate.
- There is adequate first aid provision and equipment within the group.
- Emergency procedures include activity specific measures and that supervisors are competent to carry them out.
- Equipment is appropriate and in good condition and maintained regularly.

NB: If the College chooses to employ rather than contract with, an unlicensed freelance provider of adventure activities, who would otherwise need a license to trade – we take full legal responsibility for all aspects of the activity. If the provider, in the employment of the College provides licensable facilities to the students (pupils) of another college (school), we will need a licence:

- When a group on an adventurous activity, e.g. D of E Award, and they are required to work without direct supervision particular attention needs to be given to the information provided to students and parents/carers before supervision is withdrawn.

The trip leader must be satisfied that the group has the necessary skills and experience to be left without direct supervision. Students need to be familiar with all equipment used or taken for activities without direct supervision. The condition and suitability of any equipment, particularly safety equipment, taken and used during these activities should be assessed regularly.

6c.

COASTAL VISITS

The trip leader should bear the following points in mind when assessing the risks of coastal activity:

- Tides, rip tides, swollen waters and weak embankments, timing and exit routes should be checked.
- Ensure group members are aware of warning signs and flags.
- Establish a base (on the beach) to which members of the group may return if separated.
- Look out for hazards – e.g. barbed wire, sewage outflows etc.
- Cliff tops can be very dangerous and groups should always keep to marked pathways.
- Weather conditions are known, and checked regularly prior to the visit. Any possibility of harm or change in weather may result in action taken to cancel the trip at any time.

6d.

SWIMMING

Swimming and paddling in the sea or other natural waters are potentially dangerous for groups and

therefore they should only be allowed as formal and supervised activities preferably in recognised bathing areas, which have official surveillance i.e. qualified lifeguard.

(Swimming at a local pool would require an initial risk assessment).

6e.

FIELD STUDIES AND RESIDENTIAL VISITS

Field Studies associated with a range of subjects might take students to industrial sites and other urban areas as well as into the countryside and to the coast. The scope of field studies means that the trip leaders, who will usually be subject specialists, should also be competent to lead and instruct students within the urban and non-urban environment at minimal risk.

6f.

RESIDENTIAL VISITS

Issues the trip leader needs to consider:

- Rooming of students including sleeping/bathroom facilities.
- Must be at least one teacher of each gender for mixed groups.
- Verbal instructions are issued for identifying a fire escape and route from their bedrooms
- Displays of emergency procedures are pointed out
- Ensure there is appropriate safe heating and ventilation available.
- Ensure groups are aware of layout of the accommodation, i.e. fire precautions / exits, its regulations and routine and everyone can identify key personnel.
- Security arrangements.
- Safety arrangements e.g. fire alarms, balconies, electrical connections, windows etc.

The supervision ratio for residential visits should be negotiated with the Principal.

7. VISITS ABROAD

Trip leaders must comply with the College's Visits Policy. Advice given elsewhere in this document will apply but there are some additional factors, which may have to be considered. All visits must be planned with suitable time frames allowed to ensure checks, passports, vaccinations and collection of monies is feasible and not rushed.

7a.

ORGANISING YOUR OWN VISIT

The Principal or group leader may decide to organise a package abroad without the help of an outside body. Package organisers have responsibilities under Directive 90/314/EEC which is implemented in the UK by the Package Travel, Package Holidays and Package Tour regulations 1992 (The Package Travel regulations). These apply to packages sold or offered for sale in the UK. They define a package as any combination of any two of: accommodation, transport or other tourist services not ancillary to transport. Most package arrangements come within the scope of the regulations unless they are 'occasional' or part of an education course programme as compared with a leisure activity such as ski-ing. At the time of the DFEE publication (Health & Safety on Educational Visits – Dec. 1998) the legal position of packages arranged as part of an educational course is subject to the effects of a future judgement in the European Court of Justice.

7b.

ORGANISING OWN TRANSPORT

Trip leaders should ensure that drivers taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those en route. Note that in EU countries regulations exist about driving hours, breaks, rest periods and tachometers. Group leaders need to check drivers have the necessary licenses to drive abroad.

Factors to be considered:

- Whether College minibus can be driven abroad – see Estates and Operations Manager
- Awareness of different legislation in countries abroad.
- Special documentation that may be required for minibuses taken abroad.
- Awareness of right-hand driven traffic. This is especially important where passengers are entering/exiting transport from the roadside rather than the kerbside.
- Carrying capacity, loading and trailer requirements of the minibus.

7c.

USING A TOUR OPERATOR

Trip leaders should ensure any tour operator used is reputable and ascertaining this should form part of the risk assessment. The group organiser must use an ATOL (Air Travel Organisers Licensed) agent and/or a “bonded” tour organiser. If using a package organiser based abroad the group leader must ensure the package organiser satisfies the requirements of the national legislation implementing the directive.

7d.

PLANNING AND PREPARATION

If an exploratory visit cannot be made to the location the group leader should gather as much information as possible on the area to be visited and the facilities available from the provider, travel agents/tour operators, and national travel offices in the UK, internet, books, and magazines or by consulting other educational establishments who have visited previously.

7e.

STAFFING RATIOS

Will vary according to the activity but the following should be taken into consideration, the student numbers and gender; the location and the efficient use of resources. There should be enough adults in the group to cover an emergency. Mixed gender groups should have one male and one female member of staff. There must always be at least two members of college staff within the supervisory team, someone must always be nominated as the ‘on duty’ contact.

Other factors to be considered:

- Language
- Culture
- Drugs, alcohol usage
- Food and drink
- Security
- Money
- Use of phones to contact home

It is advisable for staff to organise a briefing meeting for parents depending on the nature of the visit.

7f. **VACCINATIONS**

The group leader should find out whether vaccination is necessary and ensure all members of the group have received it in good time (Check whether the country to be visited requires proof of vaccination).

7g. **INSURANCE**

Group leaders must ensure the group has comprehensive travel insurance, and that the visit is covered by the College Insurance Company.

7h. **PASSPORTS/VISAS**

Trip leaders should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning a trip. It is advisable to take photocopies of the group's passports for emergency use.

If the group contains students whose national or immigration status or entitlement to a British passport is in doubt it is advisable to make enquiries of the Home Office's Immigration and Nationality directorate concerning the requirements of immigration rules and the right of re-entry. Students who are not nationals of any EU Member States may need a visa to travel from the UK to another Member State.

7i. **EMERGENCY MEDICAL FACILITIES**

Some are available through reciprocal health care arrangements in European Community countries to EU nationals. Form E111 from DSS must be completed by the student's parents. (Available from Post Offices) or replaced by the current EHIC card. This can be found on www.ehic.org.uk or by contacting 08456062030.

It is advisable to take a contingency fund to pay for medical treatment if required. Some countries demand payment before treatment takes place and money has to be claimed back later.
Further info on Health advice: www.dh.gov.uk

Trip leaders are responsible for all of the group's paperwork, which should include the medical details of all participants. Medical info can be translated into the language of the country being visited.

The following information should be retained at College:

- The itinerary and contact number of the group leaders.
- List of group members and their details
- Contact names, addresses telephone numbers of parents (next of kin)
- Copies of parental consent forms and medical consent forms
- Copies of travel documents, insurance documents, medical papers

7j. EMERGENCIES

Trip leaders should ensure that all members of the group know what action to take if there is a problem. Trip leaders and other members of staff should have addresses and telephone numbers of the nearest British Embassy/Consulate. Please see the emergency section 8

7k. CONTACTS AT HOME

The college requires the home contact to have a valid passport and visa so that they can go to the area being visited in the event of an emergency.

7l. EXCHANGE VISITS

For an exchange visit to be considered the Principal will have to be satisfied that the issues surrounding the safety of students whilst in the care of host families have been properly considered in a formal Risk Assessment.

Students must be made aware in writing of the ground rules, which underpin the Exchange. The group leader should ensure that a good personal relationship is built up with the host school. Satisfactory paring arrangements need to be developed. Students with host families should have easy access to their teachers, usually by telephone.

8. EMERGENCY PROCEDURES

Teachers in charge of students during a visit have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation. Normally a member of the college group should be a qualified First Aider, however some venues may include a provision for this within their personnel (this should be explored within the risk assessment)

Emergency procedures are an essential part of planning a visit. If an accident happens the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who needs to know of the incident.

In an emergency the trip leader will take charge and ensure emergency procedures are in place and back up cover is arranged. Consideration to contingency planning if the group is required to split up or be left whilst the staff member accompanies student(s) to the hospital must be explored through the risk assessment. Trip leaders should liaise with the representative of the tour operator if one is being used.

The College contact's main responsibility is to link the group with the College, the parents and provide assistance as necessary. The named contact should have all the necessary information about the visit and be available to take care and assist for the duration of the visit.

8a.

EMERGENCY PROCEDURES FRAMEWORK

Everyone involved in a College trip including supervisors, students and their parents should be informed in writing of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

8b.

EMERGENCY PROCEDURES DURING THE VISIT

If an emergency occurs on a College visit the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure all students are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and all group members are following emergency procedures.
- Ensure that a member of staff accompanies casualties to hospital and that the rest of the group is adequately supervised at all times and kept together.
- Notify the police if necessary.
- Notify the British Embassy/Consulate if an emergency occurs abroad.
- Inform the College contact. The college contact number should be accessible at all times during the visit.
- Details of the incident to pass onto the College should include the nature, date and time of the incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken; action to be taken (and by whom).
- Notify insurers, especially if medical assistance is required (this may be done by the College contact).
- Notify the provider/tour operator (this may be done by the College contact).
- Write down accurately and as soon as possible all relevant facts and witnesses details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report as soon as possible. Contact HSE inspector if appropriate.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquires should be referred to the designated media contact (usually the Principal).
- No one in the group should discuss legal liability with other parties, nor admit any liability.

8c.

EMERGENCY PROCEDURES FRAMEWORK FOR COLLEGE BASED STAFF

Prior to any visit, the name and college and home telephone numbers of the college contact should be identified. It is advisable to arrange a second college contact as a reserve. In the event of an incident, all involved should bear in mind that telephone lines may become busy and that alternative numbers to ring will be useful.

The main factors for the College contact to consider include:

- Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from College.

- Contacting parents; Contact numbers need to be available at all times while the group is on the visit. The College contact should act as a link between the group and parents. Parents should be kept as well as informed as possible at all stages of the emergency.
- Liaise with the Principal or nominated SMT member.
- The contact should act as a link between the group and the College and arrange for the group to receive assistance if necessary.
- Liaise with the media contact. If a serious incident occurs, the College contact should liaise with the designated media contact as soon as possible.
- The reporting of the incident using the appropriate forms if necessary.

Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Any relevant incidences should be reported immediately, to the college estates and facilities manager

8d. **MEDIA CONTACT**

The media contact (usually the Principal) should liaise with the College contact, the group leader and where appropriate the Emergency Services. In the event of an emergency all media enquires should be referred to the media contact. The name of any casualty should not be given to the media.

8e. **AFTER A SERIOUS INCIDENT**

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other students or staff have been affected. It may be helpful to contact local community support services to seek professional advice on how to help individuals and the college as a whole to cope with the effects of a tragedy.

9. POST-VISIT PROCEDURE

After any off-site activity the group leader will complete an "Off-Site Activity Feedback Form" (EV7). This should be completed and returned to the Principal or other designated member of staff.

This form is used to report any incidents or issues arising from the visit and must be returned immediately if there is anything to report so that the college is fully aware of any matters requiring attention.

Subsequent activities and Risk Assessments will be undertaken in the light of any follow-up actions identified by this process.

10. RISK ASSESSMENT (R.A)

In practice, risk assessments, which employers are legally required to do are usually carried out by the trip leader. A RA should be completed well before the visit and be approved by the Principal, Vice-Principal or Directors of Teaching & Learning. The trip leader must complete the risk assessment once the visit in 'principle' has been agreed by CMT, and then present this to the principal / CMT before the trip can be agreed to progress any further.

A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. But some specialised information for some visits may be necessary and the Principal/Vice-Principal/Directors of Teaching & Learning)

should ensure that the person assessing the risks is competent to do so. The principal / CMT should pass the RA to the nominated College Estates and Operations Manager if they require any further clarification before agreeing the visit.

A formal RA of the risks that might be met on a visit should have the aim of preventing the risks or reducing them where reasonably practicable. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained or reduced then the visit must not take place.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the trip leader put the safety measures in place?
- What steps will be taken in an emergency?

The person carrying out the RA should record it and give copies to all teachers on the visit, with details of measures they should take to avoid or reduce the risks. The Principal/Vice-Principal/ Directors of Teaching & Learning should also be given a copy so that approval, as necessary can be given with a clear understanding that effective planning has taken place. Approval for a visit cannot be given before this process is completed satisfactorily. The appointed College Estates and Operations Manager should also agree the visit assessment where applicable.

Frequent visits may not require a separate risk assessment every time. Nevertheless, it is essential not to become complacent. An updated and signed assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place.

Trip leaders and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary, and can include aborting the visit if applicable.

Trip leaders should ensure that tour operators have carried out the necessary risk assessments. The trip leader should take the following factors into consideration when assessing the risks:

- The type of visit/activity and the level at which it is being undertaken.
- Location routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratio of teachers and supervisory staff to students.
- The group's competence and fitness for the activity.
- Any medical or special educational needs of students.
- Quality and suitability of available equipment.
- Season conditions, weather, and timing.
- Emergency procedures.
- How to cope should a student be unable/unwilling to continue.
- The use of personal protective equipment (PPE) if applicable.
- The need or method for assessing risks throughout the visit if applicable.

For all non-routine visits a pre-visit is usually required in order to undertake an effective Risk Assessment. Some visits may require a check by the relevant DTL or health and safety nominee prior to the trip commencing, this person will feedback the relevant information to the decision making panel and the trip leader.

APPENDIX A - RESPONSIBILITIES

STAFF

Under Health and Safety legislation, employees must:

- Take reasonable care of their own and others health and safety.
- Co-operate with their employers over safety matters.
- Carry out activities in accordance with their training and instructions.
- Inform employers (Principal) of any serious risks.

These duties apply to all college visits. Teachers and other staff in charge of students also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

TRIP LEADER

The designated group leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should be appointed or approved by the Principal/Governing body.

The group leader should:

- Obtain the appropriate permission (from Principal, Vice-Principal(s) or Directors of Teaching & Learning) before any off site visit takes place.
- Follow the visit procedure and complete all appropriate documentation.
- Review visits and advise [Principal, Vice-Principal, Directors of Teaching & Learning] where adjustments may be necessary.
- Consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Co-ordinate and have responsibility for the collation of all relevant documentation, before, during and after the visit.

PARENTS

Parents should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

Parents will need to:

- Provide the group leader with emergency contact number(s) and any medical information.
- Sign the Consent Form.
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit (usually via the consent form).

RESPONSIBILITIES OF STUDENTS

- The group leader must make it clear to students that they must not take unnecessary risks.

- Follow the instructions of the group leader and other supervisors including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- If abroad be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

NB: Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, or may result in them being sent home early from the trip. The curriculum aims of the visit for these students should be fulfilled in other ways wherever possible.

ADULT VOLUNTEERS

Non-teacher adults should be clear about their roles and responsibilities during the visit. Non teacher adults acting as additional supervisors must:

- Do their best to ensure health and safety of everyone in the group.
- Not be left in sole charge of students except where it has previously been agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline.
- Speak to the group leader or teacher supervisors if concerned about the health and safety of pupils at any time during the visit.
- Where possible CRB procedures should be explored.

GOVERNORS/PRINCIPAL

Employers should have a written procedure for arranging visits, which should be followed. This will normally include procedures for the approval of certain types of visit. Although the employer is responsible for health and safety, decisions about visits are usually delegated to the Principal. The Principal's agreement must be obtained before a visit takes place.

Management of Health and Safety at Work regulations 1992 made under the 1974 Health and Safety Act requires employers to assess the risks of activities, introduce measures to control these risks and to inform employees about these measures.

The Principal (or their delegate) should ensure that:

- All necessary actions have been completed before the visit begins and a final check has been agreed by the DTL/Principal.
- Risk assessments have been completed and appropriate safety measures are in place.
- Staff are suitably competent and trained for the visit and the visit has been organised competently.
- The ratio of supervisors to students is appropriate.
- The visit procedures have been followed.
- Details of students and relevant contact numbers are known and left with college contact.

APPLICATION FOR APPROVAL OF VISITS FLOW CHARTS

READ COLLEGE POLICY FOR VISITS, TRIPS AND OFFSITE POLICY



COMPLETE FORM EV3 AND SUBMIT TO DTL



DTL WILL SEEK CMT AND VICE-PRINCIPAL/PRINCIPAL PERMISSION FOR VISIT IN PRINCIPLE



CARRY OUT RISK ASSESSMENT AND SEND TO PRINCIPAL FOR PERMISSION.
(See relevant Form RA2)



OBTAIN PARENTAL CONSENT AND CHECK STUDENTS HAVE PERMISSION



GET STUDENTS TO COMPLETE EV1 AND RECORD APPROVAL/NON APPROVAL



ARRANGE VISIT – COLLECT MONIES



WARN STUDENTS ABOUT POTENTIAL RISKS (EV6)



COMPLETE FORM EV2
(Copy to reception, security, registers and college contact)



GAIN FINAL CHECK FROM DTL OR PRINCIPAL
(DTL/Principal to keep copy)



VISIT

(Trip Leader must have emergency contact numbers with them at all times)



EVALUATE VISIT EV7

(In the event of any accident/incident – write a report on the incident and complete accident form).

APPLICATION FOR APPROVAL OF VISITS FLOW CHARTS

APPLICATION FOR APPROVAL OF NON ROUTINE VISITS

READ COLLEGE POLICY FOR VISITS



COMPLETE FORM EV4 S AND SUBMIT TO DTL



DLT WILL SEEK CMT/VICE-PRINCIPAL/PRINCIPAL PERMISSION FOR VISIT IN PRINCIPLE



CARRY OUT RISK ASSESSMENT (RA2) AND COMPLETE FORM EV5



SEND TO PRINCIPAL FOR PERMISSION



GOVERNOR APPROVAL MAY BE REQUIRED



OBTAIN PARENTAL CONSENTS AND CHECK STUDENTS HAVE APPROPRIATE PERMISSION
(Form EV1)



RECORD APPROVAL/NON APPROVAL



ARRANGE VISIT – COLLECT MONIES



WARN STUDENTS ABOUT POTENTIAL RISKS (EV6) AND INVITE PARENTS TO BRIEFING



COMPLETE FORM EV2
(Copy to reception, security, registers and college contact)

APPLICATION FOR APPROVAL OF VISITS FLOW CHARTS



GAIN FINAL CHECK FROM DTL OR PRINCIPAL 7 DAYS PRIOR TO TRIP



VISIT

(Comply with policy about contacts with College, Student's Parents etc.
Be aware of emergency procedures).



EVALUATE VISIT (EV7) WITHIN 14 DAYS OF RETURN

(In the event of any accident/incident – write a report on the incident and complete accident form).

Before students take part in education visits, trips or speakers, they must 'seek permission' from all the tutors whose lessons they would miss. Students should complete all relevant sections and take the form to their subject tutors and then personal tutor for completion before giving it back to the trip leader. The trip leader will then ascertain whether they should allow the student to take part in the proposed activity.

**STUDENT'S NAME &
STUDENT NUMBER**

PROGRESS TUTOR GROUP

EDUCATION VISIT TO

DATE(S)

Trip Leader

Subject	Lessons Affected Block/Times	Subject Tutor Initials	Tutor's Recommendations	
			Yes/No	Comment/work arrangements

Recommendation: Approved
 Not Approved
 Referred to Principal/vice-Principal/Director of Teaching & Learning

Signature: Date:
 Trip leader

APPLICATION FOR APPROVAL OF ROUTINE EDUCATION VISIT

TRIP LEADER	
EDUCATION VISIT	
DATE(S)	
NUMBER OF STUDENTS	
OTHER STAFF	
STAFF/STUDENT RATIO	
EDUCATIONAL OBJECTIVES OF VISIT	
LINK TO ASSESSMENT CRITERIA AND SYLLABUS WHERE APPLICABLE.	
CLASSES AFFECTED CROSS COLLEGE/NO OF STUDENTS	
TRANSPORT ARRANGEMENTS (Departure and Return Times) Means of Transport	
ACCOMMODATION (if applicable)	
COST PER STUDENT	
DIRECTOR OF TEACHING & LEARNNG - APPROVAL	Date
CMT/Approval in Principle	Date
APPROVAL/NON APPROVAL (Subject to satisfactory Risk Assessment)	
	PRINCIPAL Date
DTL/Principal final check sign off	Date

NON ROUTINE VISITS – APPLICATION FOR APPROVAL OF EDUCATION VISIT IN PRINCIPLE

GROUP LEADER

EDUCATION VISIT

DATE(S)

NUMBER OF STUDENTS

OTHER STAFF

STAFF/STUDENT RATIO

EDUCATIONAL OBJECTIVES OF VISIT
link to assessment criteria and syllabus
where applicable

TRANSPORT ARRANGEMENTS
(Departure and Return Times)
Means of Transport

ACCOMMODATION
(if applicable)

COST PER STUDENT

DIRECTOR OF TEACHING & LEARNING
approval Date

* CMT/APPROVAL IN PRINCIPLE Date

APPROVAL/NON APPROVAL

PRINCIPAL Date

* Please note that this approval enables you to discuss the proposed visit with students and parents but no firm commitment should be made to third parties until the Principal has approved the full Risk Assessment.

GOVERNOR APPROVAL (IF APPLICABLE)	Date

Final DTL/Principal sign off	Date
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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT - FORM RA2

DEPARTMENT/SCHOOL/UNIT		REF NO.	
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TASK/OPERATION BEING ASSESSED	
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PURPOSE/METHOD OF WORK

SPECIFIC LEGISLATIVE REQUIREMENTS

LEVEL OF SKILL/TRAINING REQUIRED

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK

MANUAL HANDLING RISK
<p>Has a manual handling risk been identified? YES/NO</p> <p>Is the risk considered to be Low/Medium/High</p> <p>Is a further detailed assessment required? YES/NO</p>
<p>If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.</p>

PERSONAL PROTECTIVE EQUIPMENT REQUIRED
<p>Is training and instruction required YES/NO</p> <p>Is there need for special accommodation YES/NO</p> <p>Is there need for test/examination YES/NO</p> <p>Is all P. P. E. compatible YES/NO</p>

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed ----- Post/Title -----

Date -----

APPLICATION FOR APPROVAL OF NON-ROUTINE EDUCATION VISITS

(Not all sections will be relevant to every proposed visit). This form is to be completed after approval in principle has been given and will provide further information before Principal/Governor approval is given.

TRIP LEADER

STUDENT GROUP

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should obtain parental consent also medical and relevant documentation.

One copy of this Form to be retained in College and one copy by trip leader. The Principal/Vice-Principal should be informed of any subsequent changes in planning, organisation and staffing.

1. Purpose of the visit and specific educational objectives:

.....

.....

.....

2. Places to be visited: (Itinerary) Attached relevant info

.....

.....

.....

3. Date of Departure: Time:

Date of Return : Time:

4. Transport arrangements (include the name of Transport Company):

.....

.....

.....

5. Include all that apply

6. Organising Company/Agency (if applicable) and attach company info/website location
 [Include licence reference number if the body is registered with the Adventure Activities Licensing Authority] or ATOL ref.

Name:

Address:

.....

Telephone/Fax:

Licence No (if registered):

7. Proposed cost and financial arrangements (e.g. deposit/instalment) Include breakdown of total cost.

.....

.....

8. Insurance arrangements for all members so the proposed party (including voluntary helpers) include name of insurance company. (see Facilities manager or Finance Manager for details of College insurer)

Insurance Cover:

Policy No:

Address:

.....

9. Accommodation to be used (Please include all if multiple accommodations are to be used) & attach relevant details or known location)

Name:

Address:

.....

Telephone/Fax:

Name of Head of Centre (if applicable)

10. Details of programme of activity/itinerary:

.....

.....

.....

11. Details of any hazardous activity and the associated planning, organisation and staffing:

.....

12. Names, relevant experience and specific responsibilities of staff accompanying the party:

13. Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

14. Name, address and telephone number of the contact person who holds all information about the visit in the case of emergency:

15. Size and Composition of Group

Male Students: Female Students:

Adults to Student Ratio:

Leader to Participant Ratio:

16. Existing knowledge of places to be visited and whether an exploratory visit is intended:

17. Information on parental consent/medical information.

Information on whether the group leader has received all consent forms duly completed and signed.

Signed:

(Please attached copy of information sent to parents, the Parental Consent Form and Risk Assessment Form) and trip details if a package(s) are to be used..

18. Any other notes (e.g. students with Special Needs either educational/medical).

PRINCIPAL/GOVERNOR

I/We have studied the application and am/we are satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

- a. Please ensure that I have relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
- b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns. In respect of a RIDDOR reportable incident, this information must be supplied immediately.

Signed: Dated:
Principal / Governing Body

STREETWISE STUDENT VISITS

The College organiser will provide a briefing to all students taking part on any off-site activity. This may also include the following information:

Advice covering staying in groups, handling money, personal security, dealing with the public and strangers and what to do if you get lost.

Details of group contact mobile phone numbers and emergency meeting arrangements.

College phone number and College contact.

Reminders concerning notifications to group leaders of medication, allergies, medical conditions etc.

Reminder that all students are expected to act responsibly and maintain the good name of the College.

