



EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITIES POLICY

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1. Policy Statement

- 1.1. The purpose of the policy is to establish clear College guidelines regarding Educational Visits and Out of College Activities.
- 1.2. An Educational Visit and Out of College Activity is defined as any visit or activity that is organised by College staff.
- 1.3. The College recognises that while all educational visits have an element of risk, they are a most valuable element of the students' experience. Educational visits are integrated into the provision within most curriculum areas across the college, and as such, many students will at some point in their programme of study participate in such activities. Clear and robust policies and practices and their application are critical to safeguard all concerned.

The policy and procedures relating to visits are intended to support and not unduly constrain the proper organisation and safe conduct of the wide range of activities which the College wishes to provide for students. The intention behind this policy is to help plan and organise visits and trips so that not only will visits and trips achieve educational objectives but that all reasonable care will have been taken to ensure the safety and well-being of all participants. Throughout all planning and participation both staff and students are expected to respect the law, culture and religion of the country being visited.

- 1.4. The procedures that form part of this policy must be followed in planning and undertaking visits and trips 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 then more stringent safety precautions should be followed. For further guidance the Assistant Principal (Director of Resources) as Educational Visits Co-ordinator, should be consulted.

2. Scope

- 2.1 All staff at the College, including temporary staff and volunteers have responsibility to correctly follow the College's policy and procedures.
- 2.2 All trips, regardless of length or distance travelled, fall under the scope of this policy.

3. Policy Aims

- 3.1 To ensure all educational visits are managed in such a way as to minimise risks to staff and students and others affected by the activities undertaken, including inclusion for students where practicable.
- 3.2 To provide the key resource for staff to plan and manage educational visits with due regard to College policy.

4. Roles and responsibilities

- 4.1 **The Governing Body** is responsible for ensuring that the College has appropriate policies and procedures in place for the organisation of Educational Visits and Out of College Activities, and that these are updated regularly.
- 4.2 **The Principal** has responsibility for ensuring that this policy and accompanying procedures are fully implemented.
- 4.3 **The Educational Visits Co-ordinator** has responsibility for ensuring that this policy and accompanying procedures are adhered to and all relevant legislation is complied with.

4.4 **The Trip Leader** has responsibility for ensuring that the policy and accompanying procedures are followed, as well as giving consideration to the following:

- The visit/trip should have a clear educational value and have clearly stated aims and objectives.
- A residential visit/trip should ideally be blocked into the enrichment period designated as such by the Curriculum Quality Team (CQT) before the start of the academic year, but may run into the holiday period. Approval for staff participation in visits/trips will be given by CQT after consideration of the impact of staff absence.
- All residential visits/trips will have a minimum staff to students ratio of 1:12 and this may be reduced by negotiation with the Educational Visits Co-ordinator where high risk activities are involved, or where any participant has disabilities or a specific learning need requiring support to enable inclusion.
- All residential visits/trips involving a mix of male and female participants should normally have at least one male and one female member of staff in attendance. Additionally, a standby member of staff representing the gender range should ideally be identified to avoid cancellation of visits/trips should a member of staff be forced to withdraw.
- The ratio of staff to students for non-residential visits/trips should be a minimum 1:24. However, where high risk activities are involved, the ratio may be reduced by negotiation with the Educational Visits Co-ordinator.
- It is considered desirable for a male and female member of staff to accompany students on non-residential visits/trips, although it is recognised that numbers/commitments of staff will not always make this possible.
- During residential trips, if any non-staff persons will be frequently engaging with students or have access to students between the hours of 0200 and 0600, ensure that students or relevant persons are supervised by a member of BHASVIC staff. At all times, reasonable adjustments should be made to reduce the risk of harm to students occurring by any person involved in the running of the trip who is not a member of BHASVIC staff.
- Staff using the minibus must comply with all the minibus regulations
- A mobile phone must be taken on all visits and trips by at least one accompanying member of staff and this must be switched on at all times, where allowed (concession is made to theatre trips for example). This number must be communicated to parents and the College.
- To comply with risk assessment requirements, the recognised trip leader will undertake and write up a full Risk Assessment of all the activities to be undertaken and will give a copy to the General Office at least one week prior to the trip/visit. Risk Assessments must be adhered to at all times during the visit and variations should not be made to procedures without a secondary full Risk Assessment detailing the reasons for the variation being made.
- All accidents resulting in medical treatment **MUST** be reported to the College and the H&S Officer at the earliest possible opportunity so that legally required reports can be made. An Incident Report must be completed by the trip organiser and signed by the person who had the accident.
- Safeguarding incidents or concerns which occur during the trip should be risk assessed and, depending on the risk of any harm occurring to students, a designated person at College should be consulted for advice.
- Where a student has disclosed a learning need and/or disability, or a particular medical need, the group leader will need to instigate Risk Assessment procedures well in advance of the trip or visit – as early as possible. This is to allow for full consideration of the risks involved, the adjustments necessary, and consultation with all relevant parties (including parents and students as appropriate). In these cases the trip leader will need to check identified support needs of all students expressing an interest in participating in the trip early in the planning process, and consult with the Head of Study Support in compiling the Risk Assessment.
- For residential trips, the list of student attendees should be checked with the Guidance Management Team via the Curriculum Coordinator, to ascertain whether any student has particular vulnerabilities, including mental health needs, which may not have been assessed as a medical need. In cases where a student does have a relevant vulnerability the Trip Leader will need to instigate Risk Assessment procedures well in advance of the trip or visit – as early as possible. This is to allow for full consideration of the risks involved, the adjustments necessary and consultation with all relevant parties (including parents and students, as appropriate). In these cases the Trip Leader will need to check identified support needs of all students

expressing an interest in participating in the trip early in the planning process and consult with relevant Guidance staff in compiling the Risk Assessment.

- Students must obey College rules regarding alcohol and drugs whilst taking part in College trips and visits. No drugs are permitted under any circumstances (other than medicines prescribed for personal use and simple treatments to relieve obvious medical symptoms). Consuming alcoholic drinks is not encouraged and is only allowed for those above the legal purchasing age and in moderation and only with the express permission of the trip leader. Within this general guidance the trip leader may set their own rules which students must obey. Parents must be informed of the alcohol policy prevailing for any particular trip in advance of the trip and must also be advised that students breaking these rules may be sent home at their own expense.
- Students should be made aware of College insurance cover and advised that if they feel this is inadequate for their requirements then they should make their own arrangements for additional insurance.
- It is important to ensure that any trip /activity can be shown to give good value for money. Those requiring financial assistance should be supplied with procedures required for the appropriate bursaries.
- Overseas travel by staff not involving students, must adhere to the staff overseas travel procedure

4.5 Designated Persons for Safeguarding have a responsibility to advise and support the Trip Leader, or other member of staff, in any safeguarding incidents that occur during the trip, and it is the responsibility of the Trip Leader to report any such incidents to the Designated Persons for Safeguarding as soon as possible after the incident occurring. As members of the Guidance Management Team, designated persons also have a responsibility to inform the Trip Leader of any students who may be a cause for concern or who may be vulnerable whilst away on a residential trip. In cases where a student has vulnerabilities, designated persons should seek to support the student in accessing the trip through advice to the Trip Leader and involvement in the risk assessment for that student.

4.6 Parents / Carers have a responsibility to inform the Trip Leader of any factors which may affect the safety of their child whilst participating in a College trip.

4.7 Students have a responsibility to carefully adhere to the code of conduct and rules of the trip. All students should comply with requests from staff and should not take actions which may put themselves or others at risk of harm.

5. MONITORING AND REVIEW OF POLICY AND PROCEDURES

5.1 The Assistant Principal (Director of Resources), as Educational Visits Co-ordinator, will advise on matters relating to trips and visits.

5.2 This policy and procedures will be reviewed every three years, or as necessary.

6. RELATED DOCUMENTS

- Child Protection Policy
- Complaints Policy
- Data Protection Policy
- Disability Statement
- Disciplinary (Capability and Misconduct) Policy and Procedures
- Equality and Diversity Policy
- Health and Safety Policy
- Instruments and Articles of Governance
- Race Equality Policy
- Risk Management Policy
- Safeguarding Policy and Guidelines
- Staff Code of Conduct and Model of Professional Behaviour
- Staff Overseas Travel Procedure
- Student Management Policy
- Substance Misuse by Students Policy
- Whistleblowing Policy