

# BHASVIC

## EDUCATIONAL VISITS POLICY

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# **EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITY: POLICY, PROCEDURES AND GUIDELINES**

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# EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITIES POLICY

## 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. It has been updated to include national guidance for the management of outdoor learning, off-site visits and learning outside the classroom published by the Outdoor Education Advisers' Panel [OEAP] <http://oeapng.info>. OEAP guidance is hugely comprehensive, is updated regularly and their website should be the principal point of reference for staff planning educational visits.
- 1.3. The purpose of this document is not to restrict or constrain activities offsite, but support them by providing guidelines which will hopefully ensure that educational visits continue to take place in as safe a manner as possible.
- 1.4. The college supports the provision of opportunities for students to take part in college activities in order to complement and enhance their learning experience as an intrinsic element of its mission to "Change Lives Through Learning". However, considerations for the health and safety of students and staff participating in these activities is the college's overriding concern. To this end, it is essential that college activities adhere to the procedures set out below and in accompanying college policies and guidance documents.
- 1.5. In planning an educational visit the organisers should make a realistic assessment as to whether or not the particular activity represents the most sensible way of fulfilling the learning objectives and this will involve weighing up its cost-effectiveness.
- 1.6. The College's procedures are also designed to ensure that all its students can participate in these activities for the purpose of equality of opportunity, and reasonable adjustments will be made wherever possible to enable students to take part.
- 1.7. The College's procedures 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 negligence can be claimed. Should there appear to be conflicting advice then, normally, the more stringent safety precaution options should be followed. For further guidance, the **Assistant Principal [Director of Resources] as Educational Visits Co-Ordinator [EVC]** should be consulted.

## 2. SCOPE

- 2.1. All staff at the College, including temporary staff and volunteers have responsibility to follow the College's policy and procedures correctly.
- 2.2. All educational visits, 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 effectively and in such a way as to minimize risks to staff, students and others affected by the activities undertaken.
- 3.2. To enable inclusion for all students in educational visits, where practicable.
- 3.3. To provide the key resources 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 organization of Educational Visits and Out of College Activities, and that these are updated regularly. The Governing Body should ensure that the Principal and the Educational Visit Co-ordinator (EVC) are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities. The Governing Body has statutory responsibilities which include extra-curricular activities such as visits. In respect of those visits that specifically require the governors' consent, the governors will need to satisfy themselves that administration for the visit follows College guidance. See section 3.2a "Underpinning Legal Framework" of <http://www.oeapng.info/> for details of relevant law.

**4.2 The Principal** has responsibility for ensuring that this policy and accompanying procedures are fully implemented.

**4.3 The Educational Visits Co-Ordinator [EVC]** has responsibility for ensuring that this policy and accompanying procedures are adhered to and all relevant legislation is complied with.

**4.3.1** The EVC's approval is required for ALL visits.

**4.3.2** The EVC should provide advice to staff involved in the planning and administration of visits in line with the college's statutory obligations. See 3.2a "Underpinning Legal Framework" of <http://www.oeapng.info/> for further details.

**4.4 The Trip Leader** has responsibility for ensuring that the policy and procedures are followed. The planning and management of all visits/trips should be conducted in line with the advice and guidance documents published in the General Office/Trips section of the Staff Intranet, especially the following:

- "Planning a Trip" Guide
- "Flow chart for planning a residential trip"
- "Flow chart for planning a non-residential trip"
- Relevant exemplar risk assessment documents

**4.4.1** The Trip Leader should liaise with other key figures, especially the EVC [4.3] and Designated Persons for Safeguarding [4.5] prior to and during the trip/visit as required.

**4.4.2** In addition, the trip leader must give full consideration to the **Procedures and Guidelines** set out in **Appendix 1** of this policy which provide more detail than the outline responsibilities in 4.4.3.-4.4.6. below.

**4.4.3 During planning and preparation the Trip Leader should:**

- seek advice from the EVC at the very beginning of the planning stage;
- obtain authorisation for planning from the EVC and Deputy Principal;
- follow the regulations, guidelines and policies in this policy which is based on OEAP National Guidelines;
- be aware of child protection issues;
- ensure that adequate first-aid provision will be available;

- with guidance from the EVC, undertake and complete a comprehensive risk assessment of activities;
- plan the itinerary with a realistic timetable;
- liaise with the college finance department and the EVC to ensure efficient financial management, choice of contractors, and contractual relationships;
- inform and communicate with parents;
- if travelling abroad: organise a meeting for parents [either physically or on-line], obtain copies of passports and if within Europe, EHIC cards [for those for whom these are still live and applicable] and new GHIC cards [NB for relevant guidance on the GHIC from 2021 onwards check GOV.UK: <https://assets.nhs.uk/nhsuk/cms/documents/ghic-application-form-december-2020.pdf>];
- ensure that accompanying teachers and other supervisors are fully aware of what the proposed visit involves and clearly agree their roles;
- have enough information on the students proposed for the visit to assess their suitability for the activities involved including when not directly supervised;
- for residential trips, the list of student attendees should be checked with the Guidance Management Team to ascertain whether any student has particular vulnerabilities, including mental health needs which may not have been assessed as a medical need. Risk assessments need to be updated accordingly
- ensure that the group's teachers and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- ensure the group supervisors have details of relevant College contacts;
- consider stopping the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality;

#### **4.4.4. At the start of the visit the Trip Leader should:**

- have the emergency contacts and medical information of all students with them on the visit all the time;
- give each supervising adult a register of the students' names and mobile numbers, and point out those with special needs;
- remind students of the College code of conduct and the specific rules for the trip/visit;
- take a first-aid kit;
- be aware of relevant health problems within the group e.g. asthmatics should have their inhalers with them;
- take a college mobile phone and give the number to all members of the group;
- take a roll call before leaving college or at first meeting point;
- inform the reception/EVC of absentees.

#### **4.4.5. During the visit the Trip Leader should:**

- ensure that the venue is suitable for the visit to continue;
- decide on and inform all group members the location of a meeting place if anyone is lost or in an emergency;

- ensure that students obey College rules regarding alcohol, smoking and drugs.
- in the case of an overnight stay the group should be made aware of the safe means of escape in case of fire and where the group should assemble;
- the duty rota should be made known to all staff and students for the length of the visit;
- take roll calls as appropriate;
- revise timetable if appropriate;
- reduce hazards by ensuring structured activities and group procedures;
- count equipment in and out.

**4.4.6. After the visit the Trip Leader should:**

- inform the EVC and College Health and Safety Officer of any accidents /incidents requiring medical treatment at the earliest possible opportunity [including within the duration of the trip if appropriate] so that legally required reports can be made. An incident report should be completed and counter-signed by the person who had the accident.

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 trip/visit. 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 **Other Teachers and College Staff** must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to health or safety of the students in their charge is unacceptable.

4.7 **Parents/Carers** have a responsibility to sign a document/consent form affirming that they have understood what the trip/visit may involve, the activities which will be undertaken and the authority which the supervising teachers will have to deal with problems and emergencies. They have a responsibility to inform the Trip Leader of any factors which may affect the safety of their young person whilst participating in a trip/visit.

4.8 **Students** have a responsibility carefully to adhere to the code of conduct and rules of the trip/visit. All students should comply with requests from staff and should not take actions which may put themselves or others at risk. In addition, they should:

- 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. 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 be sent home at their own expense. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.

## **5. STAFF ONLY VISITS**

- 5.1 Staff only visits should, wherever practicable, be blocked into the visits/trips week defined at the start of the academic year and visits will need to be agreed by CQT and the Corporation if the trip/visit involves travel outside of the UK. In advance of any planning and development organisers should ensure the visit complies with the following criteria:
- 5.2 The trip/visit, where in receipt of college funds and/or using college resources, should have a clear staff development/curriculum value for the participants/college and, where appropriate, have clearly stated aims and objectives in relation to the associated curriculum/work areas of the participants.
- 5.3 To comply with risk assessment requirements, the recognized group leader should provide hard copy evidence to the EVC that they have undertaken a risk assessment in advance of the trip.
- 5.4 An outline itinerary must be presented with the residential/non-residential trips form as a prerequisite for approval.
- 5.5 The planning of the trip/visit should show due consideration to other curriculum activities, such as exams, staff INSET etc.
- 5.6 Approval for individual staff participation in trips/visits will be given after consideration of the impact of staff absence from the individual programme area and cross-college perspectives. Final decisions will be at the discretion of the Principal.
- 5.7 As a consequence of participation in trips/visits, a member of staff should not normally be absent from college for more than one week in any one block during term time.

## **6. MONITORING AND REVIEW OF POLICY AND PROCEDURES**

- The EVC will advise on matters relating to trips and visits
- This policy and procedures will be reviewed every three years, or as necessary.

## **7. 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
- Student Management Policy
- Substance Misuse by Students Policy
- Whistleblowing Policy

## APPENDIX 1: BHASVIC PROCEDURES AND GUIDELINES FOR EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITIES

**N.B.** The Outdoor Education Advisers Panel [OEAP] is now the key reference organisation for educational visits and their website should be consulted in relation to all BHASVIC educational visits and trips by key stakeholders.

### 1. Planning and Preparation

- 1.1 **The importance of detailed planning** and preparation to secure the success and safety of a visit, journey or activity cannot be overstated. Such planning is a prime responsibility for any party leader and will depend to a large extent on the leader being able to anticipate all the potential risks, dangers and difficulties which could arise, and then making plans to avoid and eliminate them as far as possible. It is important that planning and preparation take place as early as possible to ensure ample time for all the procedures to be completed before the visit.
- 1.2 Staff organizing the trip/visit should consider the following planning questions:
- What is the aim of the trip/visit?
  - Where does it fit into the students' curricular or staff development needs?
  - Is the aim of the visit being achieved in the most efficient and effective manner?
  - Could the activity be undertaken as effectively on the College site or nearby?
  - What are the skills/competencies required of the accompanying staff?
  - What relevant skills are required of the provider [see 1.4 below]?
  - Does the proposed provider/facility provide good value for money?
  - Particular consideration should be given to the environmental impact of a trip/visit, especially a residential trip. The 2021 Carbon Trust audit estimated that c.14% of BHASVIC's carbon footprint is accounted for by flights to foreign trip destinations. Given the College's aim to be carbon neutral by 2030 please consider whether:
    - Flight travel for the trip can be replaced by alternative travel methods;
    - Alternative destinations are available;
    - Part of carbon cost of travel can be offset by student charges.
- 1.3 A **residential visit/trip** should ideally be organized to take place during the enrichment period designated as such by the **Curriculum and Quality Team** [CQT] before the start of the academic year. Trips/visits may be organized at other times of the academic year and may run in to holiday periods. Trips/visits will normally be submitted for approval to the relevant Head of Faculty in the first instance. Any trip/visit that potentially extends beyond one teaching day in the normal academic timetable should be submitted to CQT for consideration. Approval for staff participation in trips/visits will be given by CQT after the consideration of the impact of staff absence.
- 1.4 **Using external providers and facilities:** When planning an off-site visit, the suitability of the venue should be researched, and checks made that facilities and third party provision will meet the group's needs and expectations. This is an essential element of risk-benefit management and is critical in deciding how the students will be supervised effectively. See section 4.2b "Residential visits" of [www.oeapng.info](http://www.oeapng.info)

### **Provider or Facility?**

**A Provider** means any third-party person or organisation contracted to organise and/or deliver all or part of a Visit or Activity, and/or supervise Participants.

**A Facility** means a publicly accessible venue or resource, which will form part of a visit but where the college team will remain in charge and deliver any activities. For example: public transport providers, museums and galleries, theme parks, theatres, accommodation.

1.5 **Researching a Provider:** When choosing a suitable provider, the following should be considered:

- Do the values and ethos of the provider match the leader's expectations?
- Is there a clear understanding about the responsibility for supervision at all times during the visit?
- What are the respective roles of provider staff and college staff?
- What provision will be made for any special needs?
- How flexible is the programme to meet changing circumstances?
- To what extent will the provider be able to be involved in evaluation of the visit's learning objectives?
- Will the group need any specialist equipment?
- Are there any staff training needs?
- Will participants need to be prepared or trained?

The Trip Leader/EVC will check a provider's accreditation status on <http://lotcqualitybadge.org.uk> which is the Learning Outside the Classroom (LOtC) Quality Badge. Where the visit involves certain adventure activities, within scope of the Adventure Activities Licensing Regulations 2004, then the provider is required by law to hold a licence from the Adventure Activities Licensing Authority (AALA). <http://www.hse.gov.uk/aala/>. Where the provider has no external accreditation, the EVC will refer to [www.oeapng.info](http://www.oeapng.info) section 3.2f "Adventure Activity Licensing Regulations" If a provider does not hold a suitable accreditation which covers all aspects of their provision, the EVC will gain assurances using form HAZ "Hazardous activity information" about relevant aspects of their operation. It is not necessary to look for such accreditation or assurances from facilities that are open to the public (e.g. public swimming pools) and where no arrangements are made for them to provide activities, instruction, teaching or supervision. However, the leader will still need to satisfy themselves about the suitability of such facilities for this particular group.

1.6 **Researching Facilities, Venues and Accommodation:** Wherever reasonably practicable, it is good practice to carry out a preliminary visit to any unfamiliar facility or venue. This will enable the Trip Leader or EVC to ask an appropriate person at the venue to complete to address the following questions:

- Will the venue or facility be suitable to meet the planned aims and objectives of the visit?
- Are there any particular hazards or threats which need to be considered in your risk-benefit assessment and emergency procedures?
- Will the venue be able to cater for the full range of group needs, including any special needs?

Where a preliminary visit is not reasonably practicable, and where the venue has not been used on a previous visit in the past 3 years the leader and EVC should gather sufficient information to make an adequate assessment of the venue, facilities or provider.

1.7 **Risk Assessments:** Risk Assessments will be the responsibility of the Trip Leader [or other competent person appointed by the EVC] and should be completed and submitted for approval by the EVC with Section 1 of the paperwork. [See exemplar Risk Assessments on Staff Intranet]. They should run alongside management of student and staff adherence to the Code of Conduct associated with the trip/visit. It is good practice to actively involve all participating staff and students in the risk assessment process and not consider risk assessments to be dry documents.

1.7.1 Generally, risk assessments will be comprehensive but not complex. In most cases technical formulae or expert health and safety advice will not be required. However, where such advice is necessary the Trip Leader/EVC will refer the risk assessment to the College Health and Safety Officer and/or the guidance published by OEAP: <http://oeapng.info>.

1.7.2 A formal assessment of the risks that might be met on a visit should have the aim of preventing risks or reducing them. 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, then the visit must not take place.

1.7.3 The College's risk assessment proforma must be used as a minimum to record the risk assessment. While the risk factors of outdoor and educational visits and travel could never be contained in a single list, the following need to be considered:

#### **The Students**

- Age
- Ability and knowledge
- Degree of self-discipline
- State of health
- Disposition to carelessness
- Susceptibility to accidents and ill health
- Learning difficulties and disabilities

#### **The Activity**

- Group size
- Supervision
- Controls organised by third parties
- Physical activities (demands)
- Experimentation-demonstrations

#### **The Location**

- Indoor/Outdoor
- Time of day
- Environmental and weather conditions
- Space and organisational layout
- Presence of hazards such as water, electricity etc.
- Accessibility
- Political situation

### **The Journey**

- Distance
- Mode of Travel (air,sea,rail,road)
- Route
- Vehicle safety
- Stopping points

### **The Supervisors/Instructors**

- Experience
- Familiarity with location/students/activity
- Age
- Training
- Physical ability
- Skills/Languages

### **Third Party Agents**

- Safety rules and safety policy
- Emergency procedures
- Maintenance of equipment
- Testing of systems and routines
- Accreditations

### **General Considerations**

- What should happen if things go wrong
- Authority to change or cancel activities<sup>30</sup>
- Communications (Sufficient mobile phones for trips should be provided by the College. However, when considering communications, staff should be aware that mobile phones cannot be relied upon as the only means of communication. Buddy systems, whistles, radios and check point systems must be considered)
- The necessity for food, drinks and maps

- 1.7.4. Copies of the risk assessment should be copied to all teachers/supervisors on visit and discussed as a team activity as part of the planning of the activity.
- 1.7.5. Any trip should be preceded by completion of a new risk assessment and/or examination of an existing risk assessment, where the trip has previously been undertaken, to ensure the controls defined remain valid.
- 1.7.6. Risk assessments for all residential visits and for any activities that involve significant risk should be forwarded by the Educational Visits Co-ordinator to the Health and Safety Officer for his consideration at an early stage in the trip planning so that discussions and revisions can take place if necessary. All risk assessments will be retained by the Educational Visits Co-ordinator. The qualifications of group leaders for any activity should be checked to ensure that they are suitable, sufficient and relevant to lead that activity. At the same time, staff should be aware that they should consider the fitness of staff and students for an activity at the time of the activity and should design/pace the activity accordingly.

- 1.7.7. Although it will be frequently appropriate, and even necessary, for a member of staff to ask questions of a student/students in order to ascertain whether an activity is viable, no student/students should ever be placed in a position of responsibility for the decision that is eventually made.
  - 1.7.8. All risk assessments should consider whether the environment is suitable for someone to be in the area on their own – which would be very rare – and under what circumstances. The group leader should make this clear to all supervisory staff, who should be aware that injured students, whatever or wherever the activity, should not be left unattended.
  - 1.7.9. Should accidents or incidents happen to students, their emotional state as well as their physical condition should be taken into account both at the time and afterwards, to ensure there is no ongoing trauma.
  - 1.7.10. Changes to risk assessment should not generally be made. In the rare event that it may be necessary and possible (e.g. due to unforeseen circumstances or in an emergency situation where not changing the assessment may increase the risk etc.), then only authorised staff can do this. They must then ensure that they can put sufficient additional controls in place to ensure that the activity is still of low risk. These must be documented at the time and detailed to the Educational Visits Co-ordinator on return to College.
  - 1.7.11. Group leaders should assure supervisory staff that the College will fully support them in cancelling an activity, if in their view the risks are too high at the time. The College will expect staff to err on the side of caution in this decision.
  - 1.7.12. One of the risks that should be taken into account is that students may not always do what has been discussed. It is established in health and safety regulations that lack of experience and immaturity of young people must be taken into account in risk assessments. Staff should be mindful of this.
- 1.8. **Visits Abroad.** [see also General Office Guide to Trip Planning] Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this document applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK. College visits abroad can be made in a number of ways.
- 1.8.1. **Organising your own transport.** Group 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. EC regulations require the fitment and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. These regulations apply for most drivers of school/college passenger vehicles when undertaking an international journey. Different licence requirements would normally apply for driving abroad. DETR can provide advice on the relevant transport legislation. Factors to consider when travelling abroad include:
    - the need to be aware that different legislation and regulations may apply for drivers' hours and record-keeping purposes, particularly in non-EU countries;
    - EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats on journeys through EU countries and some countries outside the EU. In other countries, drivers must observe the domestic rules of the countries being visited. Advice on domestic rules may be obtained from the relevant embassies of the countries concerned;
    - special documentation is required for minibuses taken abroad;
    - all group members should be aware of unfamiliar right-hand drive traffic. The passenger doors on UK minibuses and coaches may not open on the kerb side in countries where travel

is on the righthand side of the road. Extra care will be necessary when the group is climbing in and out of the vehicle. Detours may be necessary to ensure safety;

- carrying capacity and loading requirements;
- 1.8.2. **Using a Tour Operator.** Before using a tour operator, group leaders should ensure it is reputable. Ascertaining this should form part of the risk assessment. The Civil Aviation Authority licenses travel organisers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence of ATOL). The licence is a legal requirement and provides security against a licence holder going out of business. A travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the group leader must check whether or not the whole package being supplied is covered by the ATOL. If it is not, the organiser must show evidence of other forms of security to provide for the refund of advance payments and the costs of repatriation in the event of insolvency.
- 1.8.3. **Planning and Preparation.** It is good practice that an exploratory visit to the location should always be made. If this is not possible, the group leader should gather as much information as possible on the area to be visited/facilities from:
- the provider;
  - the Foreign & Commonwealth Office's Travel Advice Unit;
  - other schools who have used the facilities/been to the area;
  - the local authority/schools in the area to be visited;
  - national travel offices in the UK;
  - embassies/consulates;
  - travel agents/tour operators; •
  - the Internet, books and magazines.
- 1.8.4. **Staffing the visit.** Staffing ratios for visits abroad are difficult to prescribe, as they will vary according to the activity, the location, and the efficient use of resources. A ratio of 1 adult to 12 pupils is a general rule of thumb [see 6.9], but group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. At least 2 of the adults should be teachers. There should be enough adults in the group to cover an emergency. Mixed gender groups should have at least one male teacher and one female teacher.
- 1.8.5. **Preparing students for visits abroad.** Factors to consider for visits abroad include:
- language – particularly common phrases;
  - culture e.g. body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender etc.;
  - drugs, alcohol-usage;
  - food and drink – group members should be warned of the dangers of drinking tap water in certain countries. In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish;
  - money – how to carry money and valuables discreetly e.g. money belts, zip armllets
  - how to use their mobile phone abroad.



- 1.8.6. **Briefing meeting for parents.** Parents should ideally be given the opportunity to meet the teachers and others who will be taking the students overseas either by a live or on-line meeting.
- 1.8.7. **Vaccinations.** The Trip Leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements.
- 1.8.8. **Insurance.** The Trip Leader must ensure that the group has comprehensive travel insurance.
- 1.8.9. **Foreign legislation.** The Trip Leader needs to check relevant legislation, particularly on health and safety e.g. fire regulations.
- 1.8.10. **Language abilities.** It is strongly recommended that the leader or another learns enough of the language to know what to say in an emergency.
- 1.8.11. **Visas/passports.** The Trip Leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip. Photocopies of the group's passports should be taken for emergency use. Otherwise, there can be problems if someone other than the designated leader has to accompany an injured pupil back to the UK. Some states may not allow in a traveller whose passport will expire within a few months of entry. The Trip Leader or EVC should personally check the passports of all supervisors and pupils to obviate the risks of anyone being turned back from the borders of the venue country or any countries being traversed en route. The EVC or the group leader should contact the UK embassy or consulate of the relevant country or countries for details.
- 1.8.12. **Nationality.** If the group includes pupils whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry. Students who are not British nationals will normally need a visa to travel to another EU member state unless visa exemption has been secured for them. Details of visa exemption, which is available only for members of a school group taking part in an educational visit, are available from the Home Office. Students who are not nationals of any EU member state may need a visa to travel from the UK to another member state. However, they may receive visa exemption if they are members of a school group. Details and forms are available from the Central Bureau for Educational Visits and Exchanges. Students other than EU nationals may require separate passport and may need to use separate passport control channels from the rest of the group.
- 1.8.13. **Care orders and wards of court.** If a student is subject to a care order, foster parents will need to ensure that the Social Services Department consents to any proposed trip. If a student is a ward of court, the Principal should seek advice from the court in relation to school journeys and activities abroad well in advance.
- 1.8.14. **Emergency Medical Facilities.** Some of these are available through reciprocal health care arrangements in European Community countries to EU Nationals. From 2021 European Health Insurance Card (EHIC) is replaced by the Global Health Insurance Card [GHIC]. Students and staff with an existing EHIC card can continue to use it until its expiry but then must replace it with the GHIC which is free and allows you to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. It is advisable to take a contingency fund as sometimes treatment must be paid for in advance and money has to be claimed back later. Doctors abroad can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a student unless assured that the group leader had parental authorisation to agree to such

treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

1.8.15. **Paperwork.** The group leader should ensure that they obtain and take with them:

- travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag; • a copy of the contract with the centre/hotel etc., if appropriate; • medical papers e.g. EHIC and significant medical histories;
- parental consent forms and permission to group leader to authorise emergency treatment on parental behalf;
- the phone numbers and addresses, at home and in college, of the deputy principal and of the college contact;
- the names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace);
- copies of a list of group members and their details;
- details of insurance arrangements and the company's telephone number;
- the name, address and telephone number of the group's accommodation;
- location of local hospital/medical services.

Information retained at the college:

- Full details of the visit should be retained at college while the visit is in progress. This should include: The itinerary and contact telephone number/address of the group;
- a list of group members and their details;
- contact names, addresses, telephone numbers of the parents and next of kin;
- copies of parental consent forms;
- college emergency contact numbers.

It is the Trip Leader and the EVC's responsibility to ensure this information is available at all times. This is particularly important if the visit takes place when the school is closed.

- During the visit It is advisable for students to carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation/meeting point, or to take them to the police station.
- They should also carry the group leader's name and the duty contact's phone number.
- If students are to undertake any activities unaccompanied they should be in groups of at least 3. Particular caution needs to be exercised before leaving students unaccompanied in a foreign country where inevitably much will be unfamiliar to them.

1.8.16. **Emergencies.** The Trip Leader must ensure that all members of the group know what action to take if there is a problem. The Trip Leader and supervisors should know where the nearest British Embassy or Consulate is located and the telephone number. Ensure that they have this information to hand. Group leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected. Many of the health problems of students on longer visits are caused by lack of food, of liquid or of sleep. The group leader should take this into account at the planning stage and take measures to prevent these risks. If appropriate, students should have suitably factored sun protection creams and sun hats/glasses. Group members should be advised about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea. In warm climates it is important to keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibres.

- 1.8.17. **Contacts at home.** It is advisable to have a teacher/contact at home with a valid passport who could go to the area being visited to provide support to the group in the event of an emergency.
- 1.8.18. **Travel by Air.** Taking a school group on an aircraft requires careful planning and preparation. The airline/travel agent will be able to advise on particular requirements. If the group includes any members with disabilities, it is advisable to check that the airline has a wheelchair service and lifting facility etc., if appropriate. The Trip Leader should resist any attempt by the airline to split the group between different aircraft.
- 1.8.19. **Exchange visits.** Different considerations apply to exchange visits where for part of the time students will be in the care of host families or the host school. Parents need to be aware that the accompanying teachers will not always be in a position to exercise the same level of supervision as would apply on other educational visits and that host families will not be subject to English law. The Trip Leader should also:
- acquire good personal knowledge of the host school
  - be satisfied with the pairing arrangements. The partner school should inform the host families of any special medical or dietary needs of their guests, age and gender;
  - make sure that matches are appropriate;
  - inform parents students and the host school about the arrangements for collecting and distributing students to families and for transporting students throughout the visit.

A variety of activities may be undertaken by the pupils while the guests of their exchange partners. These may include adventurous activities. The visit leader should ascertain which adventure activities are likely to be involved, enlisting the aid of the host school and host parents where practicable. Parents should then be notified accordingly and informed which of the following supervision arrangements will apply for each activity:

- the activity is a normal leisure pursuit undertaken by the host family, with the host parents responsible for safety;
- the activity forms part of the curriculum of the host school, with teachers from the host school responsible for safety;
- the activity will be supervised by an external provider engaged by the host family or host school. Where practicable, the visit leader should seek assurances that those who will supervise adventure activities are competent to do so.

However, parents must be informed that the accompanying teacher will not be in a position to take responsibility for safety in these activities and that neither the accompanying teacher nor the college is able to vouch for the standards of supervision which will apply. Only if parents are willing to grant their consent on this understanding should the pupils be permitted to take part in these activities. On exchange visits teachers must carefully brief students of how they would gain help if they are worried about their accommodation and circumstances. Students must be made aware of the ground rules agreed between the group leader and the host family. All students should be familiar with traffic signs and regulations before being allowed to carry out tasks in small groups in urban areas abroad.

- 1.9. **Students with specific medical or special educational needs.** The College has a duty not to discriminate against disabled students for reasons relating to their disabilities.
- 1.9.1. The Trip Leader/EVC must check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled students in educational visits; and

to include those disabled students who wish to take part in educational visits out of college hours. This will usually entail discussion with the student, parents, group leader and other supervisors. The manager of the venue to be visited, and tour operators etc. should normally all be involved in the discussions.

- 1.9.2. Should he/she deem it appropriate to depart from normal procedures, it is the responsibility of the College's Educational Visits Co-ordinator, to consult with the Principal, at least one calendar month ahead of the trip/visit, before any such departure is sanctioned.
- 1.9.3. The College's decision as to what is reasonably practicable will be based on an assessment of the costs associated with staff time and or capital expenditure and the impact on risk associated with any proposed adjustments to normal procedures. Where the risk assessment – inclusive of any adjustments – suggests an unacceptable level or risk and/or adversely affects other participants on the trip/visit, then the College will not support an individual student's participation. All interested and affected parties should be consulted. Such a decision will not be reached without due consultation with parents/guardians and the student. Following due process, the College will seek to offer an alternative route for the individual to access the required learning, where the trip/visit provides a learning opportunity associated with the student's learning aims, should it decide it is unable to support an individual student's participation in a trip/visit on the basis of his/her specific medical needs and/or specific learning difficulties and disabilities.

1.10. **Cancellations.** Some parents/students may cancel a place on a trip. The group leader should forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available. Delay in notification may incur cancellation charges. Charging systems should be such that cancellations do not jeopardise the running of the trip. It should be made clear in writing at the outset:

- Whether or not deposits are returnable and up to what point this is the case.
- The dates by which instalments and final payment must be made.
- Whether or not, and the dates by which, any other monies can be refunded if there is a subsequent cancellation.
- The details of the insurance policy under which costs incurred by cancellation can be claimed.

## 2. **Authorisation [See General Office Publications on "Planning a Trip" and "Flow Charts for Planning Residential/Non-Residential Trips]**

- 2.1 **Residential:** A minimum of **one month** prior to the trip/visit, complete Section 1 of the Residential Trips form and submit to the EVC for authorisation of the trip in principle. Should authorization be given, proceed to the next stages. If, however, authorisation is not given consult with the EVC regarding amendments. Include copies of letters to students/parents/carers and initial risk assessments with this submission.
- 2.2 **Non-Residential:** A minimum of **three weeks** prior to the trip/visit complete Section 1 of the Non-Residential trips form and return to the EVC EVC for authorisation of the trip in principle. Should authorization be given, proceed to the next stages. If, however, authorisation is not given consult with the EVC regarding amendments. Include copies of letters to students/parents/carers and initial risk assessments with this submission.

### 3 Consent

- 3.1 **Parental or carer** consent is required for all out of college trips/visits.
- 3.2 **Young people aged over 18** must also complete their own consent form as this form contains emergency contact and medical information. If parents withhold consent absolutely the student should not be taken on the visit but the curricular aims of the visit should be delivered to the student in some other way wherever possible. If parents give a conditional consent the principal will need to consider whether the student may be taken on the visit or not.
- 3.3 **Jehovah's Witnesses:** It is acceptable for Jehovah's Witnesses to receive an amended consent form. Firstly, it should be a requirement that both parents/guardians sign the form and consequently the "I" throughout should be changed to "We". The Declaration on each Parental Consent Form should be amended as follows:

We understand that the teacher in charge of the group will be acting in 'loco parentis' and in the event of an accident we agree to our son/daughter/ward receiving emergency medical treatment, which might include the use of anaesthetics as considered necessary by the medical authorities present.

However, as Jehovah's witnesses we hereby expressly forbid the teacher/youth leader to authorise on our behalf any medical treatment for our child which involves any form of blood transfusion or blood product. The use of non-blood expanders will be acceptable. In recognition of this specific prohibition it is hereby understood that we hereby release the teacher/youth leader, the school and the Education Authority from any liability which might arise during the activity by virtue of this prohibition.

We understand that the teachers will inform the medical staff of our views regarding blood transfusions but realise that they have no control over the final decision of the medical staff.

We undertake to inform the organiser as soon as possible of any change in the medical circumstances of our son/daughter/ward; between the date on which we completed this form and the commencement of the journey.

We understand that Brighton Hove and Sussex Sixth Form College is insured in respect of its legal liabilities only and that there is no personal accident, or other cover, unless we have been advised specifically by the organiser. Accidents may arise for which the College is not responsible. Parents/carers may wish to obtain suitable insurance to cover such eventualities.

- 3.4 **Other Religious/Cultural Considerations:** If a parent or guardian cannot sign the declaration for religious or cultural reasons they should consult the member of staff in charge of the visit. In such an instance the EVC should be consulted for the wording of an alternative declaration.

#### 4 Finance [See General Office Publications on “Planning a Trip” and “Flow Charts for Planning Residential/Non-Residential Trips]

- 4.1 **Finance Account:** A member of the staff in the Finance Office should be asked to open a trip account to keep a detailed record of all payments received. All monies must be paid in to the Finance Office and cheques/BACS etc. made payable to “BHASVIC”.
- 4.2 **Contingency Costs:** The Group Leader should factor into the charges for the students a 5% contingency fund to offset unforeseen costs. It is important to recognize that the College cannot subsidise any trip/visit and that all costs must be covered by the charges to participants.
- 4.3 **Record of Accounts:** Prior to departure, arrangements should be made with the Finance Office to cover any required up-front expenditures or cash contingencies. On return from the trip/visit details of expenditure incurred should be submitted to the Finance Office with all receipts for the College auditors.
- 4.4 **Eligible Items of Expenditure**
- Food and drink [not including alcohol] not to exceed £20 per person per day
  - Admission Fees
  - Transport charges
  - Emergency First Aid materials
  - Maps/guides/resources as appropriate for the safety of the trip/visit
- 4.5 **Staff Costs**
- Staff should not normally have to pay transport, admission or accommodation costs when taking students on trips/visits relating to the curriculum.
  - Staff should investigate whether or not they are entitled to free places for accompanying students. If not, reasonable staff costs may be passed on to students as long as they do not exceed 10% of the original students’ costs. If staff costs exceed 10%, the advice of the EVC should be sought.
  - In some trips such as a **ski trip**, the number of staff in attendance means that it is untenable to pay for their costs out of student charge. In these instances, recognized group leader/s should not have to pay for any element of the transport/accommodation costs. All other staff will be entitled to share equally remaining discounts provided by the tour operator, whilst recognizing that all staff in receipt of discounts will be allocated duties and responsibilities to support the leadership of the trip.

#### 5 Transport

- 5.1 **College Minibus:** The use of a College minibus for the transport of students on educational visits, overnight stays and hazardous activities should be in accordance with the College Minibus safety guidelines. Although there is no legislation limiting the number of hours for drivers of minibuses (17 seats or less), driver fatigue has been identified as a causative factor in a number of accidents. It is recommended that the total driving time and other work undertaken by any one person, including acting as an escort, should not exceed 10 hours. Additionally, drivers should not drive for more than a total of 6 hours on a journey in any one day even with regular breaks. It is important the staff realise when planning a journey using a minibus, if these time limits cannot be met, an alternative means of transport should be sought.

- 5.2 **Hiring Vehicles:** The leader arranges hiring vehicles through the college finance office. Reputable organisations are used and confirm that seat belts are fitted. If staff have any concerns about the standards of driving on the vehicles hired, then these should be emailed to the Health and safety coordinator and the EVC.
- 5.3 **Transporting students in staff cars:** It is recommended that members of staff do not use their private cars on trips/visits and no member of staff will be compelled to take students in their car. Where members of staff volunteer to transport students they should make sure they have the correct type of motor insurance [business use] and should never agree to drive individual children because of the rise of unfounded allegations [unless in an emergency] Staff should take note of the detailed OEAP advice on the use of private cars: <https://oeapng.info/3618-transporting-young-people-in-private-cars/>
- 5.4 **Students driving themselves to the trip/visit:** Students should not be asked to transport themselves or others to or from a College trip; however, students who request to use their own transport may be allowed to use their own transport may be allowed to do so at the discretion of the group leader. If this is to be granted:
- Students must obtain permission prior to the trip from the group leader.
  - This permission can only be granted with parental acknowledgement that the student is travelling independently and at their own risk.
  - Students must undertake to contact the College immediately and directly should there be any transport delay or problem.

## 6 Supervision of Students

- 6.1 **General:** For every trip/visit there should be a group leader who manages the whole visit. However, for individual activities within the visit, it is better for groups to be small, each with a supervisor, who will normally be a teacher or another member of the college staff. Supervision is most effective when:
- the aims and objectives of the visit are clearly understood by all the supervisors and ideally the students
  - the visit and activities have been carefully risk-assessed and will be managed safely
  - supervisors and students have contributed to the overall plan, including the risk assessment and risk management
  - the group leader has laid down clear guidelines for standards of behaviour and everyone on the visit has agreed them
  - supervisors have a reasonable knowledge of the students, including any special educational needs, medical needs or disabilities
  - each activity has a bad weather alternative
- 6.2 **Staffing Ratio General:** The Corporation does not lay down strict student-teacher ratios for educational visits and overnight stays. Staff should use their professional judgement in assessing the degree of supervision required in the light of their own knowledge, their students (including those with special educational needs), the members of staff involved and the nature of the activity. In addition to the teacher in charge there should always be enough staff to cope effectively with an emergency situation. Staff of both genders should attend if both male and female students are participating.
- 6.3 **Staffing Ratio – Residential:** It is recommended that all residential trips/visits should have a maximum staff to students' ratio of 1:12. This may be varied by negotiation with the EVC after

consideration of the context and circumstances of the trip/visit e.g. where high-risk activities are involved, where any participant has disabilities or a specific learning need requiring support to enable inclusion. In this assessment the EVC may consider the guidance issued by OEAP. All residential trips/visits 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 a trip/visit should a member of staff be forced to withdraw. Where a trip/visit is planned, not involving a mix of male and female members of staff, the EVC will give due consideration to the nature of the trip/visit and to the availability of other responsible adults e.g. mountain leaders, tour reps etc. and participants and parents/carers will be informed in advance.

**6.4 Staffing Ratio – Non-Residential:** It is recommended that all non-residential trips/visits should have a maximum staff to students' ratio of 1:20. This may be varied in negotiation with the EVC as above [6.3]

**6.5 Responsiveness to Medical Needs/Specific Educational Needs and Disabilities:**

Additional safety measures to those already in place in the College may be necessary to support students with specific medical or SLDD needs during trips. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

6.5.1 All teachers, other adults and volunteers should be aware of a student's specific needs and any specific emergency procedures. (Subject to the consent of the individual student). Summary sheets held by all teachers, containing details of each student's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a teacher, other adult or volunteer should be trained in administering medication and/or supporting the student effectively, if they have not already been so trained, and should take responsibility in an emergency. If the student's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular student. In extreme cases, it may be appropriate to decline a place to a student on a specific trip, should the risk to the student and/or others on the trip be deemed unmanageable.

6.5.2 If a group leader is concerned about whether they can provide for student's safety or the safety of others on a trip because of a medical condition and/or specific learning difficulties or disabilities, they should liaise with the College's Health and Safety Officer, Educational Visits Co-ordinator and the student's parents ahead of confirmation of the student's place on the trip.

6.5.3 The group leader should check that the insurance policy covers staff and pupils with pre-existing medical conditions and/or specific learning difficulties or disabilities.

**6.6 Consideration of Transgender Persons on Residential Trips/Visits:**

- Data Protection: The College should not disclose sensitive information/data [gender identity is a protected characteristic under the Equality Act 2010]. This is a breach of data protection and under the change of data protection legislation this could soon potentially lead to heavy fines for the College.
- Accommodation: The most important aspects are that the transgender student feels comfortable and is asked what they would prefer, and maintaining the confidentiality of any trans-students [which would mean not telling other parents/carers/students]
- Take into account the transgender person's needs first. Let the person use their 'expressed gender' and ask them what they want to do [re. use of facilities, title, sharing of information etc.]. It may be that it is well known within an institution that a student is trans, and if issues occur alternative accommodation should be offered to those who say they are uncomfortable, rather than the trans student.



- Passport and border controls: If a residential trip is to another country it might be useful to check the local laws, cultures and potential risks for trans people [and LGBTQ people]. There can also sometimes be difficulties with border controls if somebody's gender presentation doesn't match their gender marker and/or legal name in their passport. Similarly, students or staff who have transitioned since last renewing their passport may have quite a different appearance from their passport photo. Gender can be changed in passports without a Gender Recognition Certificate [GRC], but it can be tricky and should be done well in advance.

#### 6.7 Use of Parents/Volunteers:

- The College does not allow non-staff to have any defined role or responsibility during a trip/visit. However, parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the college group.
- Support staff on any visit should be clear about their roles and responsibilities during a trip/visit; must liaise closely with the Trip Leader, following instructions about the control and discipline; do their best to ensure the health and safety of everyone in the group and speak to the Trip Leader if they are concerned about any aspect of the health and safety of the group.
- For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.
- This does not mean that every volunteer who helps to supervise an educational visit will have to obtain a disclosure. Parents and others who from time to time help teachers to supervise local visits need not necessarily be DBS-checked (though they should be verified as competent in their allotted tasks and trained and briefed as necessary). Volunteers helping teachers to supervise a residential visit should be DBS-checked. Anyone should be checked if they are likely to be in sole charge of a student under 18 on a one-to-one basis.
- All contractor staff likely to have access to young people as part of their normal duties should be DBS-checked. The Educational Visits Co-ordinator (EVC) should obtain assurances that this has happened.
- All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any students who may require closer supervision, such as those with special needs or those likely to cause trouble. Teachers retain responsibility for the group at all times.
- The Trip Leader needs to be clear about the need to vet volunteers who wish to be supervisors and normally the suitability of potential volunteers would be assessed by the Trip Leader and EVC in the initial planning stages for the visit. Where there is any doubt about their suitability, the adult should not be allowed to take a supervisory role.

#### 6.8 Type of Supervision: Supervision can be **close** or **remote**, but is always 24 hours:

- close supervision occurs when the group remain within sight and contact of the supervisor
- remote supervision occurs when, as part of planned activities, a group work away from the supervisor, but is subject to stated controls: a student is never working alone; all students have emergency contact details of leader; meeting time and place after the activity are known to all students

#### 6.9 Close Supervision: Close supervision normally means that all supervisors:

- have prior knowledge of the group;
- carry a list/register of all group members;
- regularly check that the entire group is present;
- have appropriate access to First Aid.
- It is essential that everyone involved in the visit understand the supervision arrangements and expectations. Potential danger points can occur when rearranging groups, in particular:
  - when a large group is split into smaller groups for specific activities;
  - when groups transfer from one activity to another and change supervisor;
  - during periods between activities;
  - when small groups re-form into a large group.

It is, therefore, important that the supervisor:

- clearly takes responsibility for the group when their part of the programme begins, particularly making certain that all group members are aware of the changeover;
- clearly passes on responsibility for the group when their part of the programme is concluded, together with any relevant information ensuring that the group members know who their next supervisor is.

There may be some benefit in differentiating between a group leader/supervisor (i.e. the college representative), and an activity leader (who may, for example, be an instructor at an outdoor centre).

**6.10 Remote Supervision:** The aim of visits for students may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad, fieldwork or during gaps between activities may be only remotely supervised. The group leader should establish during the planning stage of the visit whether the students are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for students even when not in direct contact with them.

6.10.1 Parents should be told, before the visit, whether any form of remote supervision will take place.

6.10.2 During remote supervision, in all types of surroundings, clear and understandable boundaries will be set for the group. Students:

- must be familiar with the environment or similar environments
- have details of the rendezvous points and the times of rendezvous
- must always be with at least one other member of the group
- have the contact phone number of the leader.

6.10.3 **Exchange or Home-Stay visit Supervision:** The college is mindful that exchange or home stay visits differ from other visits in that students will spend most of their time with host families and are, therefore, not always under direct supervision of College staff. It is important for group leaders to note the host families abroad will not be subject to English law. Students must be clearly informed ahead of any exchange or home stay visit of the ground rules agreed between the group leader and the host family. In defining those ground rules, the following should be ensured by the group leader:

- A good personal knowledge of the host school/college/organisation and key contact.
- Satisfactory 'pairing' arrangements. The partner school/college/organisation should tell the host families of any special, medical or dietary needs of their guests, age and gender.
- Matches of hosts to students should be appropriate.
- Parents, students and the host school/college/organisation should be clear about the arrangements for collecting and distributing students to families, and for transporting students throughout the visit.
- The Educational Visits Co-ordinator should retain a list of all the students involved and their family names and addresses.
- Students living with host families should have easy access to their teachers, usually by telephone.
- Parents should be made aware that students living with host families will not always be under direct teacher-supervision.

6.10.4. During remote supervision for adventurous activities for example those under the Duke of Edinburgh Awards students are required to work in small groups without direct supervision. Particular attention needs to be given to the information provided to students before supervision can be withdrawn:

- the training given to students must be sound and thorough and should be assessed separately. The instructor should have the appropriate qualifications or experience to provide training in the activity. The group leader should be satisfied that the students have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision;
- students should be familiar with all equipment used or taken without direct supervision and, in addition to training, an initial element of adult supervision in the use of equipment may be required. The condition and suitability of any equipment, particularly safety equipment, taken or used during these activities should be assessed separately;
- groups must be sufficiently trained and assessed as competent for the level of activity to be undertaken, including First Aid and emergency procedures. Remote supervision will normally be the final stage of a phased development programme;
- there must be clear lines of communication between the group, the supervisor and the college. Do not rely exclusively on mobile phones;
- the supervisor should monitor the group's progress at appropriate intervals;
- the supervisor will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency;
- there should be a recognizable point at which the activity is completed;
- there should be clear arrangements to abandon the activity when it cannot be safely completed.

6.11 **Down Time:** Group leaders should ensure that students continue to be properly supervised during downtime before, between and after activities, including the evenings on residential visits. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

It is good practice to:

- ensure that all staff and students understand the standards of behaviour that apply at all times, not just during activities;
- ensure that handover between activities is properly supervised, with a named supervisor responsible for the group if there is down time between activities;
- ensure that all supervisors understand that their supervisory role continues in the evening – however hard a day it has been; it is not a time to relax in the bar or in front of the TV;
- use down time in the evening, or at the beginning of the day to brief the group on the planned activities for the day to come, e.g. the planned learning outcomes, specific health and safety issues, meal and break times etc.;
- use down time after activities for individual reflection on personal learning outcomes, and group discussion about the highs and lows of the day;
- apply the advice contained in Remote Supervision above [6.10.2], adapted as necessary, if it is felt reasonable to allow students some time without close supervision;
- occupy the group with mildly active, non-academic activities in the evening, e.g. craft activities, environmental activities, quizzes, team challenges, led-walks
- students must obey College rules regarding smoking, alcohol and drugs. No drugs are permitted under any circumstances [other than medicines prescribed for personal use and simple treatments to relieve obvious medical symptoms]. Consuming alcohol 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 will set their own rules which students must obey. Parents must be informed in advance of any such rules for a particular trip and must be advised that students breaking these rules may be sent home at their own expense.

6.12 **Night Time:** Group leaders should ensure that:

- the group's immediate accommodation is exclusively for the group's use;
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the students' accommodation;
- there is a teacher present on that floor whenever the students are there;
- child protection arrangements are in place to protect both pupils and staff;
- where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits;
- in the absence of 24 hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion;
- where possible, internal doors should be lockable, but staff should have reasonable access to the student accommodation at all times;
- where students' doors are locked, teachers have immediate access, as necessary, to a master key;
- all staff and students know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

Do not be lulled into a sense of false security by local assurances, such as 'no need to lock doors in this part of the country'. The presence of the group may attract unwelcome attention that is unusual in the locality.

6.13. **Supervision during travel.** A driver cannot safely drive and supervise students at the same time on a long journey so, an additional supervisor must travel in the vehicle. Local trips of less than an hour do not need additional supervisory staff. Group leaders should ensure that:

- transport by road has seat belts and that the students wear them;
- students are supervised when boarding and leaving;
- extra care is taken when leaving a vehicle in a country that drives on the right as some doors may open onto the road side;
- standards of behaviour are met, and in particular that drivers are not distracted; • smoking/alcohol etc. bans are observed;
- students are occupied on long journeys – this will help the journey pass quickly;
- evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear;
- there are adequate rest stops for drivers;
- head counts are carried out when the group is getting off or onto transport.

6.14. **Early Return.** The group leader should tell parents that they will be expected to fund the early return of a student whose conduct gives cause for concern on a trip. This will include costs to repatriate/return a member of staff to accompany the student. The early return of a student will not be actioned without due notice to parents. Where a student requests early repatriation/return for extenuating circumstances, this will be considered by the group leader in the light of the impact on the trip as a whole. Parents will be liable to meet all costs incurred. There can be no guarantee that the College can meet specific requests for the early return of students.

#### 6.15 **Trips which take place during the release of formal exam results**

The trip leader should consider all college wide events and activities that will be taking place during the duration of the trip, and consult with a relevant manager on any conflicts of activity or matters that will need to be thought through and planned for.

If a trip takes place during the release of Progression Exam Results, the trip leader should:

- ensure that they understand and have a copy of the general policy around results, such a failures, resits and conditions for continuing to study (a broad understanding is all that is needed, rather than the ability to provide detailed guidance outside of their academic expertise)
- build the day and time of release of results into the schedule of activities for the trip, so that time is available for students to check results, celebrate and communicate any concerns
- inform the guidance team of the trip ahead of time and request the availability of a Guidance Manager by telephone/skype, etc to advise and consult students directly or via a member of staff on the trip
- ensure telephone communication is available for students to seek advice about their results
- be prepared to refer any parental queries through to the Guidance Team back at BHASVIC

**Disciplinary concerns:** If any student, or group of students' behaviour deteriorates due to outcomes of exam results, the trip leader should refer them to the code of conduct and contractual agreement they have signed. If behaviour becomes unacceptable and/or unmanageable, the trip leader should contact a member of SMT as they would normally for any serious concerns that arise and cannot be resolved in residence.

## 7. Accident and Emergency Procedures

The procedures to be followed in the event of any injury to persons or damage to property are as laid down in the college Health and Safety policy. It is important that the names and addresses of all young people and adults participating in the visit should be completed accurately and copies sent to the EVC and Reception.

**7.1 Emergency Procedure.** In spite of good planning and organisation there may be accidents and emergencies, which require an on-the-spot response by the leaders. Nationally very few fatal accidents have occurred on educational visits, journeys and expeditions, but leaders should be prepared for these or other emergencies. The following outline guidance is provided for leaders and is supplementary to information outlined in the college's Emergency Management Plan

**7.2 Control and supervision of the group.** Ensure the following points are followed:

- share the problem, advise all other group staff that the accident/ emergency procedure is in operation;
- make sure all members of the group are accounted for;
- if there are injuries, immediately establish the names of the injured people and the extent of their injuries;
- ensure that the injured are accompanied to hospital (preferably by an adult they know),
- ensure that the rest of the group are adequately supervised and have understood what has happened and the implications for the rest of the programme.

**7.3 Control of information and communication.** News travels very quickly. Immediately make contact with the Deputy Principal or emergency contact point. Give details of the accident or emergency.

**7.4 Reporting accidents and emergencies.** Teachers must report to the Principal through the contact person at college. The Principal will inform the Chair of Governors. Contact with relatives should be made by the EVC. A designated person should act as the ongoing point of contact with the media. This will involve close liaison with the Chair of the Governors. There should be liaison by the designated person with police and relevant emergency services about what information may be released to the media. If a comment at the scene of the accident or emergency is requested by the media enquiries should be addressed to the designated person. The names of participants injured should not be released. Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel etc.). At the earliest opportunity a report should be prepared for Corporation on the accident or emergency. The details of the accident or emergency should include: nature, date and time of incident, location of incident, names of casualties, details of their injuries, names of others involved, action taken so far, action yet to be taken and by whom. The names, addresses and telephone numbers of any independent witnesses should be noted. The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1996 requires the reporting of all major injuries, dangerous occurrences. A member of the Health and Safety team must be informed. The college has a duty to report all accidents to students/ teachers/ volunteers. For this purpose, an Accident Report Form should be completed for all accidents and given to the Health and Safety co-ordinator. These forms are to be completed and passed to the Estates and Services Manager, the college's qualified first aider.

**7.5 Welfare of members of the group and their families.** In the event of an accident, students will need help in coping with shock or trauma. This will also apply to leaders, families and other members of the party.

## 8. Insurance

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with college (teachers, students, parents and other stakeholders) need to be sure of the nature and level of cover which is provided. Do not assume that cover is in place always confirm this. The following advice will help clarify some of the many queries which are raised. However, it does not replace the need for individuals to carry out a Risk Assessment of any proposed trip, or the need to seek information on insurance from the EVC or professional association which is pertinent to their own circumstances. Parents should be informed that the college cannot accept liability for the failure of insurance for reasons beyond the control of the college or where the college has made reasonable enquiries and exercised reasonable care.

- 8.1. **Personal.** All employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Compensation will only be payable where injury can be proved to be the result of negligence on the part of the employer or another employee (Employers Liability). In respect of students, college has a legal duty to take care of the well-being and safety of young people. Where a pupil is injured as the result of a breach of this responsibility, a claim for compensation may be brought. There is no requirement for college to make provision for loss through personal injury as the result of an accident where no blame may be attached (as in the case of Van Oppen -v- Bedford School Trustees). Personal accident insurance cover for students is a matter for the parents to arrange.
- 8.2. **Indemnity.** Parents may be required to sign forms to indemnify the college against any claims by students arising from accidents, which occur during the course of college activities. These forms do not take away the responsibility of the college and staff for the care of students, or remove the possibility of legal action arising from an accident. Trip leaders may sometimes be asked to sign indemnity forms when using external centres for activities with their students. Before signing such forms, it is important that advice is sought from the Principal, or other appropriate source, to ensure that any existing legal protection is not thereby prejudiced or diminished. The written consent of parents should always be obtained for the participation of students in any hazardous activity or overnight visit. The college has appropriate forms available for this purpose.
- 8.3. **Insurance Provision.** Staff should be aware of the college provision for insurance, including Public Liability and Employer's Liability. The Director of Finance liaises with the insurance company and can be contacted with queries or for advice. In particular, not all countries are covered by the policy so for all foreign travel the EVC should check that the country is covered by the standard policy.
- 8.4. **Public Liability.** These claims are usually in respect of injury, or loss of, or damage to property. They could be brought by young people, their parents, visitors to the college, the owners of neighbouring premises, amongst others. Trips and visits organised by the college will be covered by this policy. It provides cover to the college, its staff and any voluntary helpers against legal liability for injury to people or damage to their property. It is designed to cover claims from, 'third parties' who could be students, parents, other organisations, or members of the public. Insurance companies will expect all staff, to have experience and expertise in the activity concerned.
- 8.5. **Employer's Liability.** Such claims would be brought by employees for injuries or disease arising out of their employment. This policy would also apply to official trips and visits. It is designed to cover the college against its legal liability for the death, bodily injury or disease of its employees, which occurs in the course of their employment. For compensation to be payable under either of these liability policies, a claimant would need to prove that the college was legally liable. Arrangements may vary so it is important that trip leaders make enquiries and are aware of any situations where cover may not be in place. This particularly applies when staff are acting as an agent for an association external to the college, for example a district or county sports association. Extra-curricular activities within college are normally

included in the insurance arrangements, but if in doubt confirmation should be obtained from the EVC. Care should be taken to ensure that cover extends to, or is provided by, external personnel like parents who may be involved with the delivery of the programme on a voluntary basis.

**8.6 Additional Cover for Outdoor and Adventurous Activities.** Staff arranging outdoor activity or adventurous events being undertaken by the college should clarify with the EVC what insurance provision exists and what additional cover may need to be taken out. Special arrangements may be necessary to obtain insurance for activities abroad. Organisers of visits should follow college policy and satisfy themselves that, depending on the type of trip and the area to be visited, they are covered for:

- public liability cover claims for negligence;
- third party liability covering claims against the College and its employees;
- personal accident cover for leaders, voluntary helpers and party members;
- medical treatment;
- transport and passenger liability;
- high risk activities (often excluded from standard policies);
- damage to or loss of personal or hired equipment;
- programmed as well as non-programmed activities;
- transport and accommodation expenses in case of emergency;
- compensation against cancellation or delay;
- compensation for loss of baggage and effects;
- legal assistance in the recovery of claims;
- failure or bankruptcy of the centre or travel company.

Cover arrangements for personal accident or injury to student participants in outdoor and adventurous activities may need to be considered separately. For visits involving extensive travel, either in the UK or abroad, organisers will also need to arrange appropriate cover for third party risks when using vehicles in the European Community and other countries. Where foreign travel is planned, organisers should scrutinise carefully the list of exclusions in the policy. Special arrangements may need to be made to cover participants with medical conditions. The trip leader should declare this to the EVC who will contact the insurance company to check that the College policy covers the condition and whether any additional steps need to be taken. Parents should be informed of the insurance arrangements made by the college in clear terms. They should be told which insurances are arranged by the college and which are arranged and payable by parents – and also of any insurances that have not been verified, for example, host parents abroad. Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.