BHASVIC

EDUCATIONAL VISITS POLICY

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BHASVIC

EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITY: POLICY AND GUIDELINES

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Educational Visits and Out of College Activity Policy

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BHASVIC

EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITY POLICY

1. POLICY STATEMENT

1.1. The College welcomes, and advocates for, opportunities where students can take part in extracurricular activities. Educational visits and trips complement and enhance the learning experience of students, as an intrinsic element of the College's mission to "Change Lives Through Learning".

1.2. The health and safety of students and staff participating in these activities is the college's overriding priority. To this end, it is essential that college activities adhere to the procedures set out below and in accompanying college policies and guidance documents.

1.3. The purpose of the policy is to establish clear College guidelines regarding Educational Visits and Out of College Activities.

1.4. It refers to 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.

1.5. 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.

1.6. In planning an educational visit, the organisers should make a realistic assessment as to whether or not the activity represents the most sensible way of fulfilling the learning objectives and this will involve weighing up its cost-effectiveness.

1.7. 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.

1.8. 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, and including staff-only visits, 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 minimise 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. PROCEDURES FOR RUNNING AN EDUCATIONAL TRIP OR VISIT

4.1 Trips and visits, especially residential trips, can represent activity outside of the normal routines and managed college environment. Costs are involved and, commonly, organisations and individuals outside of the institution. Legal duties exist and the health and safety of all participants is paramount.

4.2 Trips and visits are often complex in their planning and mitigation processes. Due to all the above (4.1), the college sets out thorough and detailed instructions, operating guides and procedures in an Educational Trips Handbook. The Trip Leader must use that handbook and follow it carefully to ensure that all risks are mitigated, the trip or visit meets its objectives and is a success.

4.3 The precise purpose, circumstances, environments and participants of any trip or visit can vary greatly. The Trips Handbook provides guidance on how to navigate specific decisions needing to be made (for example, sleeping arrangements on a residential visit; balancing student inclusion with health and safety; students who need to return early from a residential).

5. ROLES AND RESPONSIBILITIES

5.1 Governing Body

The Governing Body ensures that the College meets its legal and regulatory responsibilities. Where visits 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.

5.2 Principal

The Principal holds overall accountability for ensuring that educational visits operate within an effective framework of policy, risk management, and safeguarding. All visits must operate in line with the College Safeguarding and Child Protection Policy. The Principal should ensure that the Educational Visit Coordinator (EVC) is supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities.

5.3 Vice Principal (Resources)

The EVC is responsible for:

- Ensuring that visits are compliant with College expectations and relevant guidance
- Ensuring policy, procedures and relevant legislation are adhered to
- Approving all educational visits
- Providing oversight and guidance to staff in the planning and administration of visits

5.4 Trip Leader

The Trip Leader is responsible for the overall organisation and safe delivery of the visit. This includes:

- Conducting the visit in line with the College's procedures and guidance documents
- Ensuring that risks are identified and managed
- Working with relevant College teams (e.g. ETAs, Finance, safeguarding) to organise logistics
- Communicating key information to students and parents/carers
- Maintaining oversight of students' safety and behaviour throughout
- Decision-making during the visit itself

5**.5 Trip Leader's Line Manager**

The Trip Leader's Line Manager:

- Acts as an important point of contact for the trip leader in organising and preparing for the trip
- Is responsible for knowing about the trip and doing management checks with the Trip Leader

5.6 Trips Administration and Support (e.g. ETAs, Finance, Admin Teams)

Educational visits are supported by central College teams who:

- Manage bookings (e.g. transport, accommodation where applicable)
- Administer payments and financial processes via ParentPay
- Support communication systems and documentation
- Maintain operational processes for trips
- Supporting Trip Leaders with communication to students and parents/carers

5.7 **Head of Faculty with responsibility for Educational Trips and Visits**

- Updates this policy, in consultation with all relevant stakeholders
- Is a point of contact for, and has oversight of, the operational effectiveness of the college's procedures (i.e. should be informed, and has responsibility to act, if there is an institutional problem with how this policy, and relevant procedures, operate).

5.8 Other College Staff

All staff involved in a visit:

- Share responsibility for student safety and wellbeing
- Follow the direction of the Trip Leader
- Act in accordance with College expectations and professional standards
- Intervene, notifying the Trip Leader, where there are concerns about safety or behaviour

5.9 **Designated Persons for Safeguarding**

Designated Safeguarding staff:

- Provide advice to trip organisers, where needed
- Share relevant information about student vulnerabilities when necessary
- Support decision-making where concerns arise
- Seek to support vulnerable students in accessing trips

5.10 Parents and Carers

Parents/carers are responsible for:

- Providing accurate and up-to-date student information via College systems
- Inform the Trip Leader of factors which may affect the safety of their young person
- Providing consent through established processes (e.g. ParentPay)
- Supporting the College's expectations for student behaviour

5.11 Students

Students are expected to:

- Follow College expectations for behaviour as set out in the College contract and policies
- Comply with instructions from staff during visits
- Take responsibility for their own conduct and safety
- Not take actions that put themselves, or others, at risk

6. STAFF ONLY VISITS

6.1 Staff only visits should, wherever practicable, be blocked into the visits/trips week defined at the start of the academic year and currently falling within Skills Week in July. Visits will need to be agreed by CQT and the Corporation if they involve travel outside of the UK. In advance of any planning and development organisers should ensure the visit complies with the following criteria:

6.2 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.

6.3 To comply with risk assessment requirements, the recognized trip leader should provide hard copy evidence to the EVC that they have undertaken a risk assessment in advance of the trip.

6.4 An outline itinerary must be presented with the residential/non-residential trips form as a pre-requisite for approval.

6.5 The planning of the trip/visit should show due consideration to other curriculum activities, such as exams, staff INSET etc.

6.6 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.

6.7 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.

7. 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.

8. RELATED DOCUMENTS

- Complaints Policy
- Data Protection Policy
- Equality, Diversity and Inclusivity Policy
- Health and Safety Policy
- Online Safety Policy
- Safeguarding and Child Protection Policy and Procedures
- SEND Policy
- Student Behaviour Policy
- Student Code of Conduct (College Contract)
- Student Medical Conditions Policy
- Whistleblowing Policy and Procedures