

Educational Trips and Visits Policy and Procedure

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Approval by	SLT
Date to be reviewed	May 2018
Responsibility/Main point of contact	Vice Principal
Associated Documents	<ul style="list-style-type: none">• Safeguarding Policy• Health and Safety Policy
Version no.	V2/0516

1.0 Policy Statement

1.1 Walsall Adult and Community College is committed to offering learners the broadest possible educational experience. We believe educational visits are integral to the learning process. Visits, in the form of day trips or residential visits, enrich and enhance learners' personal, intellectual and social development.

1.2 WACC is a responsible employer and takes its Duty of Care legal obligations to learners and staff seriously.

1.3 The purpose of this policy and procedure is to provide a clear structure for the planning and evaluation of educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all participants at all times. Within these limits we seek to make our visits available and accessible to all learners.

1.4 This policy will support the implementation of our "Mission": *"Walsall Adult and Community College works in partnerships to raise adults' skills for work, for life and for citizenship."*

2.0 Scope

2.1 This policy and procedure applies to all staff, learners and volunteers.

3.0 Responsibility

3.1 All employees, volunteers and learners have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected to co-operate fully with the College in complying with this policy and procedure, and any further procedures that may be introduced to protect the safety and well-being of our learners, staff and volunteers.

4.0 Values

4.1 This policy will be implemented in a manner that embraces our "Values";

- Partnership
- Respect
- Accountability
- Innovation
- Sustainability
- Excellence

5.0 Aims

5.1 The aims of our educational visits are to:

- Add value to the learners' experience of the course by providing a wider range of experiences than could be provided at College alone
- Enhance learning and promote personal and social development

6.0 Visit Approval and Authorisation

6.1 Educational visits are required to have a full schedule of activities linked to learning,

which must be approved by the Curriculum Manager before they can move to the next stage of the approval process (appendix B – Educational Visit Proposal & Approval Form, section A)

- 6.2 Residential visits will not be approved if they include more than 20% of free time during the trip.
- 6.3 It is the responsibility of the party leader to submit a fully completed Educational Visit Proposal & Approval Form to the Vice Principal, or for overseas visits the Principal as follows:
- Day visit – 14 days before the visit is due to take place
 - Residential visit or overseas – 28 days before the visit is due to take place
- 6.4 No bookings should be made until the approval in principle signed off by CM and Vice Principal has been received. For foreign visits this approval in principle must be signed off by the Principal
- 6.5 Once approved, any changes made to the schedule prior to the trip will require re-approval.
- 6.6 It is recognised that schedules may change during the trip, therefore contingency activities must be planned in advance and submitted with the schedule. The party leader is permitted to amend the schedule if conditions require it, providing that the maximum amount of free time is not exceeded.

7.0 General

- 7.1 A party leader must be designated for any educational trip or visit.
- 7.2 Staff to learner ratios should be considered by age, maturity, ability and mobility. All educational trips will require a minimum of two staff to supervise the visit. As a guide one staff member to between 10 and 15 learners. Residential trips of mixed gender require male and female staff to be in attendance.
- 7.3 All staff and learners will be required to sign and adhere to the code of conduct (appendices).
- 7.4 A first aid trained staff member or access to a first aider is required on all visits (minimum Emergency First Aid at Work qualification).
- 7.5 Staff leading specialist activities require appropriate experience, training and qualification.
- 7.6 Checks and confirmation is required that the provider of any adventure activities (caving, climbing, trekking or water sports) holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- 7.7 Parental/guardian/enabler consent for learners under 18 years of age, or adult learners at risk of harm, is required for high risk activities and those that take place outside College hours, including residential trips. Other 'off site' activities taking place during College hours are considered a normal part of College education. However, parents/guardians/enablers should be advised when College activity will take their child/ward 'off site'.

8.0 Risk Assessment

- 8.1 The party leader must ensure that risk assessments are carried out, documented and any control measures are put in place. Risk assessments should include assessment of competence, skills and where necessary qualifications required by staff.
- 8.2 Risk assessment of specific high risk activities must be carried out by a person who understands the risks and is familiar with the activity that is planned.
- 8.3 The completed risk assessments will be signed off by the Health, Safety & Accommodation Manager. Copies of the risk assessment will be in the possession of the party leader.

9.0 Evaluation

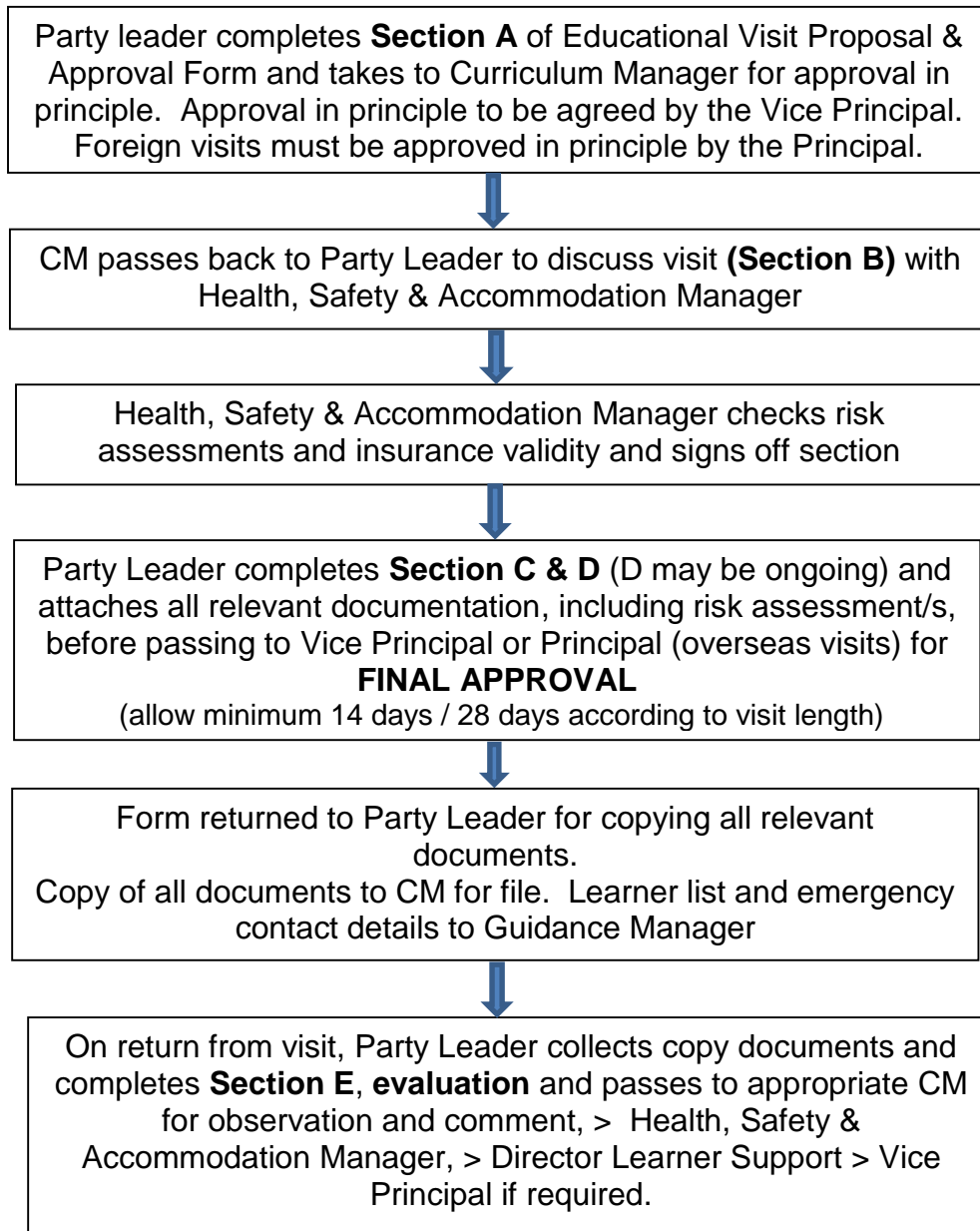
- 9.1 Evaluation of the Educational Trip or Visit should be completed within 7 days of the event.

10.0 Monitoring and Review

- 10.1 This Policy has been approved by the Board of Directors and is to be reviewed by the Board on a biennial basis.
- 10.2 The internal monitoring of the implementation of this policy will be the responsibility of the Vice Principal.

Educational Trips & Visits Approval Process

Appendix A



This form is to be used for **ALL** educational trips and visits and must be signed off by either the Vice Principal or Principal before travel takes place:

- One day events submitted to VP for final approval a minimum of 14 days before the date of travel
- Residential trips submitted to the VP for final approval a minimum of 28 days before the date of travel
- Overseas visits submitted to the Principal for final approval a minimum of 28 days before the date of travel.

Early planning is therefore essential for all processes to be completed.

Educational Visit Proposal & Approval Form

Section A – Proposal and Schedule

A well planned educational visit has significant benefits to the learner and the curriculum offer. All sections of this form **must** be completed by the Party Leader and signed off as per form requirements and policy.

Date of proposed visit			
Start and end time			
Venue address	<i>Please provide full postal address, postcode and telephone number</i>		
Party leader			
Course			
Learning Objectives	a) b) c)		
Max number of learners		Number of staff including volunteers and support	
Cost of visit	<p>A. No cost <input type="checkbox"/></p> <p>B. Cost £</p> <ul style="list-style-type: none"> • Learner: Travel Accommodation Entrance Fees • Staff: Travel Accommodation Entrance Fees • Insurance: • Other costs (please state): <p style="text-align: right;">Total Cost: <input type="text"/> £</p> <p>C. Funding</p> <ul style="list-style-type: none"> • Learner Contribution: (No of learners x cost per learner) • Department Contribution • Learner Support Fund Contribution • External Grant (specify type) <p style="text-align: right;">Total Funding: <input type="text"/> £</p>		

Visit Activity Schedule

Week commencing or date/day:

	Morning session	Lunch arrangements	Afternoon session	Tea/Dinner arrangements	Evening session
Monday	<i>Include any travel time, activity and times</i>				
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Visit agreed in principle	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments:	SCL Signature:	Date:
				VP/Principal Signature:	

Section B Health and Safety

How would you consider this visit in terms of 'risk'?	High / Medium / Low
List any <i>significant</i> hazards or activities that participants may be engaged in.	<i>Please seek the advice of the Health, Safety & Accommodation Manager for support in preparing any necessary risk assessments</i>
Appropriate Insurance Cover To be established by Health, Safety & Accommodation Manager and signed off	Zurich Municipal: Approved / Not approved Additional Premium required Date: Signed:

Risk assessment form for Educational Trips and Visits See guidance notes at the end of this form.

Title of Educational Trip/Visit:

Date of Trip/Visit:

Type of activity or premises to be used	Hazards identified	Who might be harmed?	Assessment of Risks (High, Medium, Low)	Control Measures Required (to adequately mitigate the risks)

Risk Assessment Completed by (Please Print)		Date
Curriculum Manager		Date
Health, Safety and Accommodation Manager		Date

Section C Educational Visit Planning Checklist

This section needs careful consideration and should be completed by the Party Leader

Action required	Outcome	Closed out / signature/ date
<p>Has an exploratory visit to the venue been made or sufficient information obtained to make an informed decision about the overall safety of the venue and its suitability for a learning activity?</p> <p>Areas to be considered:</p> <ul style="list-style-type: none"> ○ Disability access and facilities ○ Facilities for food and drinks ○ Rest areas available ○ First aid available at venue ○ Adequate fire safety in place ○ Adequate shelter ○ Suitable lighting ○ Transfer to / from vehicles ○ Lost / found procedure <p>Contact name at the venue?</p> <p>Is there any other information the College needs to be aware of regarding the venue?</p>	<p><i>Please attach all relevant information obtained from brochures or quote website address</i></p> <p><i>Careful planning of the visit is required to ensure that every reasonable precaution is taken or control measure put in place to reduce risk to an acceptable level.</i></p> <p><i>This can best be achieved by asking the question...</i></p> <p><i>'What happens if...?'</i></p> <p><i>Continue on separate sheet if required.</i></p>	
Transport Arrangements		
Name of Company providing transport?		
Describe vehicle arrangements	i.e. .12 seater minibus 55 seater coach etc.	
Has copy of insurance certificate been obtained from company?	<i>Provide details</i>	
Is there a need for a staff member to use their private vehicle?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, copy insurance and attach for each staff vehicle used</i></p>	
Are vehicles suitably equipped for the class of passenger being transported?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>Number of supervisors / support staff per vehicle?</p> <p>Also include names of parents/guardians/enablers accompanying learner, (if applicable in section D overleaf)</p>		

Outbound journey - pick up point & time?		
Inbound journey - drop off point & time?		
Describe agreed arrangements for notifying delays		
Who is responsible for formulating the list of learners/staff/volunteers engaged on this visit?		
Who will be responsible for keeping the visit documentation at College whilst the visit is active?	Nominated person & contact telephone number (suggest Curriculum Manager)	
Have consent forms been issued and returned?	<i>Party leader to retain on visit, copy to be left at College</i>	
Has parental/guardian/enabler consent been obtained for all necessary learners on day of travel?	<i>Party leader to retain on visit, copy to be left at College</i>	
Staff / Volunteers		
List names of all staff / volunteers involved and their role during the visit		
Emergency Telephone contact number(s)	<i>Telephone number(s) member(s) of staff on visit can be contacted on in an emergency- two required</i>	
If staff using own vehicle(s), please give relevant details	<i>Make, model, colour, registration number</i>	
Who is nominated first aider (if required)	<i>Minimum of EFAW trained</i>	

Approved/Not Approved: VP/Principal

Date:

Section D Educational Visit – Learner & Participant List

Photocopy and attach if more than 20 in group(s)

Name (also include parent / guardian/ enabler if accompanying learner on visit)	Special Considerations	Outbound Journey	Inbound Journey

Section E Finalisation & Evaluative Comments: *continue on separate sheet*

Once educational visit completed, please add any comments that may assist future visits to this venue or educational visits in general. Continue on an additional sheet if required.

Risk Assessments for Educational Visits: Guidance Notes

Scope and advice

The risk assessment form should be used for any educational visits or activity organised by College staff. If more space is needed, please attach further pages. The form should be attached to the approval request form. Visits will not be approved unless the risk assessment form has been completed. Further advice may be obtained from the Health, Safety and Accommodation Manager.

Definitions

Risk assessment the identification of the hazards and estimate of the risks involved

Hazard something with the potential to cause harm

Risk the likelihood of potential harm from that hazard being realised

Type of activity or premises to be used

Give brief details of the type(s) of activity to be undertaken (e.g. gardening) and/or the premises to be visited and/or the particular location (e.g. mountain terrain). The type(s) of transport to be used should be listed here.

Hazards

List the hazards that you could reasonably expect to result in significant harm in view of the nature of the activity. Examples include: travelling by minibus, walking in city streets; inclement weather; low temperatures; noise; fire; fatigue; getting lost; using tools etc. It is important to consider the differences that foreign visitors may encounter in the UK e.g. language barriers, driving on the left etc. Similar issues may be encountered by UK learners going abroad.

Who might be harmed?

List groups of people who are especially at risk from the significant hazards you have identified e.g. learners, party leader, volunteers, instructors etc. Pay particular attention to vulnerable people, such as those with additional needs or medical conditions.

Assess risks

It is important to consider whether the existing control measures are sufficient for the risks identified or whether further action should be taken. Is the risk high, medium or low? Consider what could happen and the likelihood of it actually occurring. For example: consider travelling in a minibus - a road traffic accident could occur. The likelihood of the accident occurring is reduced by ensuring that the driver is qualified, experienced and not suffering from fatigue, the minibus is well maintained and the learners are well supervised etc.

The risk of injury should a crash occur is greatly reduced if everyone is wearing their seat belt.

Control measures

List any existing and proposed controls and precautions with implications for the health and safety of participants or note where the information can be found, e.g., information and guidance given to learners; training; previous visit made; level of supervision; details of accommodation; code of conduct, protective clothing/equipment provided, first aid facilities available, contingency plans for emergencies etc. Do the controls and precautions listed meet legal requirements, represent good professional practice and reduce the risks as far as reasonably practicable? If so, the risks are adequately controlled.

Finance and Insurance Procedure for Trips and Visits

Appendix C

Costings

Full details of the proposed cost of a visit must be submitted for approval on the Educational Visit Proposal & Approval Form – Section A.

The cost must include any charges for teaching staff to attend the trip/visit. Where there are free places these should also be noted on the form.

The learner contribution must be set to cover the total cost of the visit, including any costs incurred by teaching staff. Where a contribution is required from Department budgets this should be clearly identified on the form.

In all cases the total funding identified in C must match the total costs B.

Collection of Learner Contributions

Each trip will have a unique trip reference number to enable tracking of income and expenditure. The reference number should start with the Departmental cost centre – EMG, T, A, SVL, ES.

Tutors should compile a spreadsheet of learners who have expressed an interest in the trip/visit. The trip reference number should be quoted on the list. This spreadsheet should be passed to Reception and relevant Curriculum Administrator.

Tutors should not collect money from learners for any trip/visit. The Party Leader should ensure that learners know the trip reference number before going to make payments at Reception or to the Curriculum Administrator and make clear that any deposits are non-refundable without a letter from GP/Hospital/Courts. Learners will be issued with a receipt.

Reception / Curriculum Administrator will record the amount each learner has paid and the date of payment on the spreadsheet. One week before the trip/visit the spreadsheet will be sent back to the Party Leader to chase any late payments.

The income received will be attached to the unique trip reference number.

Booking the Trip/Visit

A purchase order number request for the trip/visit must be made. This should be approved by the Budget Holder in accordance with the approved trip/visit costs. No financial or other commitments may be entered into until approval in principle has been approved by the CM and Vice Principal (foreign trips require Principal approval).

Where necessary, separate orders to the relevant companies must be raised for accommodation and for coaches/transport etc.

Invoices should be sent directly to Finance and will be routed to requisitioners to confirm that the invoice is correct.

Where payment is required prior to the trip/visit taking place Non-Supplier BACS Form must also be completed and passed to Finance to process. If a credit card payment is required then use a Credit Card Request Form. All forms are available on SharePoint.

Finance will confirm that an advance payment has been made.

Insurance Cover: The College insurers are Zurich Municipal.

Annual consent form for college trips, visits and other off-site activities

As part of the course, there will be times when learners may need to participate in trips, visits and activities that take place off college premises. In order to avoid the necessity of asking your permission each time we need to take your son/daughter off site, we feel it would be more convenient and efficient to ask you to sign a general permission form. If however, we plan an overnight or overseas trip you will be required to sign a specific trip consent form.

Please sign and date the form below if you are happy for your son/daughter, *<name of the son/daughter>*:

- a) To take part in college trips, visits and other activities that take place off college premises; and
- b) To be given first aid or urgent medical treatment during any college trip, visit or activity.

Please note the following important information before signing this form:

- The trips, visits and activities covered by this consent include;
 - all single day visits (or shorter) which take place Monday to Friday
 - off-site sporting fixtures outside the college day
- The college will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the college that you do not want your son/daughter/ward to take part in any particular college trip, visit or activity.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my son/daughter *<name of son/daughter>* suffers from and any medication my son/daughter should take during off-site visits:

Medical Condition	Medication

Please Note: Your son/daughter is covered by College insurance provided by Zurich Municipal.

Name of Parent/Guardian.....

Emergency contact number.....

Signed.....

Date.....



Educational Trip/Visit Permission Form

Date of Visit: *..... Venue:

Cost of Visit: Departing time: Returning time:

Name of Learner (please print): Date of Birth:*

Details of Activity:

Emergency Contact Details:

Tel. (Home): Tel. (Mobile):

Please note that learners **MUST** use the transport provided for this trip and under no circumstances must they make their own travel arrangements.

How to Pay: We accept payment by Cash, Cheque (payable to Walsall Adult and Community College or VISA.

Medical Details

GP's Name: Telephone:

Do you have any of the following conditions? Please complete – Yes or No **must** be indicated and full details given.

Allergies	YES/NO	Cerebral Palsy	YES/NO
Heart Problems	YES/NO	Diabetes	YES/NO
Asthma	YES/NO	Panic Attacks	YES/NO
Epilepsy	YES/NO	Low or High Blood Pressure	YES/NO

If you have answered YES to any of the above, please give details:

Do you require any special medication for any of the above conditions? If yes please give details.

Where would a First Aider be able to find your medication in an emergency?

Please complete the boxes below and enter N/A if not applicable

Do you have any special dietary requirements? If yes please give details.

Have you had contact with any infectious diseases in the last month? If yes please give details.

Have you suffered from a serious illness, or received any major hospital treatment with in the last 12 months. If yes please give details.

Do you suffer from any phobias or have a mental illness? If yes please give details

When did you last have a tetanus injection?

Additional Information – please advise of any other information you feel may be of importance to us:

Please note, as with normal travel insurance provided by insurance companies, travel cover provided by Walsall Adult and Community College’s insurers, Zurich Municipal, covers injuries sustained, or illnesses contracted, whilst on the organised visit. It does not cover any pre-existing medical conditions. The college recommends that additional personal insurance is purchased to cover any pre-existing medical conditions.

Learner (over 18) please sign here:

In the case of extreme emergency, I give consent to a member of staff to give, or seek advice about any medical treatment they think fit. If during the visit, my son/daughter is taken ill or injured to the extent that medication or surgery is required, I authorise the leader of the group or duty member of staff to sign on my behalf, consent which may be required following attempts to contact the Parents/Guardians.

If the learner is under 18, Parent / Guardian print name:

Parent / Guardian please sign here: Date:

THIS FORM MUST BE RETURNED TO THE COLLEGE PRIOR TO THE EDUCATIONAL VISIT.

***Learners under the age of 18 on the day of the event must have the written consent of parent / guardian**

WITHOUT THE CONSENT FORM THE LEARNER WILL NOT BE ALLOWED TO GO ON THE VISIT

Educational Trips and Visits – Learner Code of Conduct

Please sign to confirm that you have read and agree to abide by this Code of Conduct.

I agree to:

- Follow health and safety guidelines, including staff instruction, at all times.
- Follow the safety procedures and code of conduct of the venue at all times.
- Ask the party leader if I wish to leave the group for any reason, and accept and abide by their decision.
- Be prepared for and punctual to all activities.
- Be respectful to staff, fellow learners, venue employees and members of the public.
- Co-operate with members of staff and venue leaders.
- Be responsible for my own belongings and make sure that I don't take valuables on the trip.
- Turn my mobile phone off when requested by staff or venue leaders.
- Dress appropriately at all times.
- Not to cause damage to property or premises through vandalism.
- Not to use offensive or derogatory language.
- If eligible to do so, according to the drinking age of the UK or by the country visited (whichever is higher), only to consume alcohol in licensed premises and not become intoxicated. *Please note that the College prefers that all learners abstain from drinking alcohol for the duration of the trip.*
- Smoke or use E-Cigs only in designated smoking areas and in agreement with the party leader so that educational activities are not interrupted.
- Not to post photos of other learners or staff participating in the visit on social media.

The use of illegal drugs is strictly prohibited. Rules governing this relate to drugs classified as illegal by the British government or the host country.

Inappropriate behaviour may result in you needing to be returned home. The cost of this shall be charged to you or your parent/guardian.

You are required to refrain from intimate conduct.

I understand that failure to comply with the above Code of Conduct may result in exclusion from future trips, disciplinary action or exclusion from College.

Learner Name:

Signature:

Course:

Date:

Educational Trips and Visits – Staff/Volunteer Code of Conduct

Please sign to confirm that you have read and agree to abide by this Code of Conduct.

I agree to:

- Behave as a prudent parent with regards to the health, safety and welfare of learners in my care.
- Follow health and safety guidelines at all times.
- Follow the safety procedures and code of conduct of the venue at all times.
- Advise the party leader if I wish to leave the group for any reason and ensure that is convenient to do so.
- Be prepared for and punctual to all activities.
- Be respectful to fellow staff, learners, venue employees and members of the public.
- Co-operate with members of staff and venue leaders.
- Dress appropriately at all times.
- Not to use offensive or derogatory language.
- If eligible to do so, according to the drinking age of the UK or by the country visited (whichever is higher), only to consume alcohol in licensed premises and not become intoxicated.
- Smoke or use E-Cigs only in designated smoking areas and ensure that educational activities are not interrupted.
- Not to post photos of learners participating in the trip or visit on social media.

The use of illegal drugs is strictly prohibited. Rules governing this relate to drugs classified as illegal by the British government or the host country.

I understand that failure to comply with the above Code of Conduct may result in disciplinary action.

Staff / Volunteer Name:

Signature:

Date: