



Sir Simon Milton Westminster UTC Educational Trips and Visits Policy

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Sir Simon Milton Westminster UTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, religion or beliefs, disability, marital status, family circumstances, sexual orientation, gender reassignment, pregnancy, spent criminal convictions, age or any other inappropriate grounds.

Linked policies

Safeguarding & Child protection policy

Work experience policy

Charging and remissions policy

Health and Safety Policy

Reporting Accidents

Link governor

Evelyne Rugg

Introduction

Sir Simon Milton Westminster UTC (UTC) will encourage educational visits as appropriate in support of curriculum delivery. UTC will adopt safe practices when planning and taking students on educational visits away from the UTC premises.

Scope of this policy

- This policy relates to all visits or journeys undertaken by students, under the supervision of the employees of the UTC, which take them outside the physical boundaries of the UTC.
- This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson. In these instances the teacher must inform the office of the group they are taking out, the destination and the expected time of arrival back in the UTC.
- It is recommended that written consent from parents / guardians is given for all trips and is essential for higher risk activities, those outside of UTC hours and trips outside of the UK. General consent for trips with UTC hours is sought on admission to the UTC.
- It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within UTC, e.g. rock climbing, canoeing, sailing and camping.
- There may also be a residential element.
- The policy covers the entire period between departing from and returning to the UTC or into the care of the parents - whichever happens first.
- The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.
- A deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.
- Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.
- High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.

Aim

We aim to ensure that students:

- develop the ability to integrate socially;
- Develop leadership skills, self-reliance, a sense of responsibility, initiative and resourcefulness;
- Increase their self-confidence, dignity and feelings of self-worth;
- learn to work purposefully in a team with unselfishness and good fellowship;

- Gain the necessary insight, skills and knowledge to pursue outdoor education in adult life;
- Are enabled to meet challenges that are beyond their normal experiences and
- Develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer.

Operation

Roles and responsibilities

Principal is responsible for:

- Appointing an Educational Visits Coordinator (EVC).
- Approval of all off site educational visits subject to the appropriate planning, verification and risk assessments.
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that employees receive the induction and training that they need before the visit.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further employee training should be made available where a need is identified.
- Ensure that there is a contingency plan (Plan B), covering for example the implications of employee illness and the need to change routes or activities during the visit.
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- Help to ensure that serious incidents, accidents and near-accidents are investigated by employees.
- Ensure that the establishment has emergency procedures in place in case of a major incident on ventures. These should be discussed and reviewed by employees. Ensure that young people, parents / guardians, group supervisors and others are given written details of these procedures.
- Ensure that the Home Based Contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number. He/she should keep contact details with them at all times.
- Establish a procedure to ensure that parents / guardians are informed quickly about incident details through the Home Based Contact, rather than through the media or students.
- Check that contractors have adequate emergency support procedures, and that these will link to the UTC.

- Be aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all UTC activities which includes off site visits.

EVC is responsible for ensuring that:

- Visits comply with regulations and guidelines provided by the DfE and UTC policy.
- The group leader is competent to monitor the risks throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions, including risk assessments, have been completed before the visit begins.
- Training needs have been assessed by a competent person and the needs of the employees and students have been considered.
- The group leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Volunteers on the visit are appropriate people to supervise children and have appropriate clearance.
- The ratio of young people to supervisors is appropriate.
- Parents / guardians have signed consent forms, where required.
- Arrangements have been made for the medical and special educational needs of the students.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- There is adequate and relevant insurance cover.
- They have the addresses and phone number of the visit's venue(s) and have contact names.
- A Home Based Contact has been nominated and the group leader has details.
- The group leader, group supervisors and Home Based Contact have copies of agreed emergency procedures.
- The group leader, group supervisors and Home Based Contact have the names of all adults and
- Students travelling in the group, and the contact details of parents / guardians and the teachers' and other supervisors' next of kin.
- Departure and return times are known, and there is a contingency plan for any delays including a late return home.

Group Leader

One member of staff, the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the Headteacher. The Group Leader should:

- Appoint a deputy.

- Be able to control and lead students of the relevant age range.
- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment.
- Have regard to the health and safety of the group at all times.
- Know all the students proposed for the visit to assess their suitability.
- Observe the guidance set out for teachers and other adults below.
- Ensure that students understand their responsibilities (see responsibilities of students below).
- Ensure that the visit has been authorised by the appropriate body which may include the Headteacher, EVC, and Chair of Governors.

Other teachers and adults involved in a visit

Teachers on school---led visits act as employees of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be

Acting under an agreement with their Headteacher and Governors if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- Do their utmost to ensure the health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow the instructions of the leader and help with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health or safety of the students in their charge is unacceptable.

Responsibilities of the Board of Governors

The Board of Governors must be made aware of all residential and potential high risk visits (as determined by the Principal) and must, in some instances, approve them. It is for the Board of Governors, in conjunction with the Principal, to arrange for the most appropriate method of the communication for this. It is the responsibility of the Governors to ensure that:

- The off-site activity or visit is appropriate and relevant.
- The establishment can be run efficiently in the absence of employees engaged in the activity or visit.
- The arrangements are in line with the advice and recommendations provided by the DfE.

In addition, the Board of Governors expect that:

- The visit has a specific and stated objective.
- The Principal/group leader shows how their plans for residential and high risk visits comply with regulations and guidelines, including both the UTC's health

and safety policy documents. Also that the principal or group leader reports back after the visit.

- They are informed of high risk and residential visits well in advance.
- Guidance is available (e.g. from the DfE) to inform the establishment's policy, practices and procedures relating to the health and safety of young people on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental / guardian complaints, and to discuss and review procedures including incident and emergency management systems.
- The Principal and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- They are made aware of Governor training for this area as appropriate.
- That bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure.
- That the principal and the EVC have taken all reasonable and practicable measures to include students with special educational needs or medical needs on a visit.

Approval

Before planning the visit in detail the Leader should complete the "Application for the Approval of Educational Visits".

In the case of visits incorporating overnight stays and/or hazardous activities this should be at least a term before and in all other cases at least a month before.

If permission is granted in principle the Party Leader must:

- Complete "Application for the Approval of Educational Visit – Overnight"
- Draw up a risk assessment form and action plan;
- Gain parental consent

The Principal will decide whether the visit should proceed on the grounds of safety according to the policies and procedures provided by the UTC.

All visits involving absence on one or more nights, all journeys involving travel by air or sea and any to which particular risks are attached will require the approval of the Board of Governors.

Overseas journeys must obtain permission from the Board of Governors at least 3 months in advance, earlier if possible to enable financial stage payment to be made.

Insurance Guidelines

Visits fall into a number of categories:

- Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the UTC's general insurance policy.
- Low risk activities, which do not include an overnight stay, will be covered by the UTC's existing policy. No separate payment need be made.
- Visits, which involve special hazards or where there is an overnight stay, may need additional insurance cover. The leader should obtain the advice of the Principal. The cost of this cover must be included in the costing of the visit. The Leader must ensure that the insurance cover has been provided.

Visits or journeys, which require approval by Governors should have the position on insurance, made clear in writing. Organisers must satisfy themselves that appropriate insurance exists.

Health & Safety

The Leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures. The Leader should take a copy with them on the visit.

All reasonable measures will be taken to ensure the Health and Safety of all students and employees participating in UTC visits, journeys and outdoor education ventures.

See generic risk assessment Appendix G

The Leader should also complete the supplementary risk assessment Appendix G if the generic risk assessment does not cover the circumstances of the event.

A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp.

Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

Any children of parents who do not wish to contribute will not be treated any differently.

Where there are insufficient contributions to make the activity viable then the activity will be cancelled.

A statement to this effect will be included in letters home to parents informing them about visits and trips.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost. If income from charges does exceed actual costs money will be refunded. This refund will only be given when the sum to be refunded equals £5 or greater per student.

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination which the student is being prepared for at school.
 - Part of religious education (note: schools may wish to specify particular activities which are subject to charge. These could include any commissioned services)
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside school hours.
- Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the school Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers

Principal: Community and Enrichment

The EVC will be appointed by and act on behalf of the Principal and is therefore responsible to the Board of Governors for overseeing all off-site visits. The EVC appointed for the UTC is the Vice Principal

The functions of the EVC are to:

- Ensure educational visits meet employers' and UTC's requirements.
- Support the Principal and Governors with approval and other decisions.
- Assess competence of prospective leaders and staff in terms of qualifications and/or experience.
- Ensure risk assessments meet requirements.
- Organise training and induction.
- Ensure that Criminal Records Bureau disclosures are in place as necessary.
- Ensure parents are informed and give consent.
- Organise emergency arrangements.
- Keep records of visits, incidents and near-accidents (sometimes called near misses).
- Review systems and monitor practice.

Planning the Visit

To be undertaken by the leader and deputy leader at an early stage:

- Discuss with employees to ascertain support and feasibility;
- Discuss preliminary plans with the senior team and EVC.
- Complete an Application for Educational Visit Form.

Policies and Procedures should be backed up by the provision of forms for:

- Risk assessment.
- The approval of visits.
- Parental / Guardian consent.
- Emergency procedures.
- Accident reporting.

Calculate cost and arrange funding or payments. Investigate sources of financial support. Confirm insurance cover with the Principal.

Arrange for the booking and receive written confirmation. Check details such as; times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required. Arrange transportation. Ensure Risk Assessment is carried out.

Distribute a circular letter to targeted students, parents / guardians including the following information and Parental Consent Forms to be signed and returned.

- Destination with full address and telephone number.
- Dates and times of departure and return.
- Method of travel (travel company/coach Company).
- Names of leader, deputy leader and accompanying staff.
- Cost and what it covers.

On receipt of Parental / Guardian Consent Form:

- Compile register of students.

- Check employee student ratio.
- Ensure some adult in party has working first-aid knowledge.
- A further letter to the parents / guardians should include:
- Payment details.
- Date after which any deposit cannot be returned if cancelling.
- Medical information form to be completed signed and returned.
- Kit list, equipment required.
- Amount of money advised to take, staff responsible if applicable.
- Rules, including safety and emergency procedures relevant to the trip.
- Emergency telephone contact number of parents/guardian in the event of an emergency.
- Name and telephone number of the employee contact number at home accessible during the visit

Preparing for the Visit/Journey

- Arrange the UTC contact - a member of the senior leadership team prepared to be accessible by phone during the visit if out of UTC hours.
- A comprehensive itinerary of the journey/visit including contact details must be compiled by the leader and issued to the: (i) Vice Principal and Principal (ii) UTC Office (iii) Appropriate Assistant Principal.
- Any major changes must be made known to all concerned.
- Compile a register which should include: Name, tutor group Medical information Ancillary support Emergency home contact names and telephone numbers
- A copy of the register should be passed to the UTC Administration who will inform the leader of the emergency contact arrangements at the UTC end. The leader will inform parents, participants and staff of the procedures in the case of an emergency.
- A list of students and staff should also be posted in the secure staff area.
- A first aid kit should also be carried by all adults depending on the nature of the visit. Available from the EVC.

Safety and Supervision

Staffing Ratios

In general there should be a minimum of two members of staff accompanying visits in the ratio of not less than one to twenty students in years 10 and above, however specific conditions apply to some types of visit. The Principal may make exception,

for instance for games matches or small sixth form groups when it may be appropriate for only one member of staff to accompany the group.

The ratios below apply to the supervision of students under the age of 18 and are set as a minimum requirement. They should be adjusted bearing the following points below in mind:

- Age, sex, special needs
- Nature of activities, high or low risk
- Experience and expertise of adults
- Duration and purpose of the visit
- If residential what type of accommodation?

Category A - 1 adult to 15 young people for local, daytime, low-risk activities.

However, for every 30 students there should be at least 1 teacher and 1 adult.

Category B - 1 adult to 15 young people for where the visit involves 1 or more nights away. There must always be 2 adults and for mixed groups both male and female adults.

Category C - 1 adult to 10 young people when the visits are abroad. There must always be 2 adults and for mixed groups both male and female adults.

Category D - 1 adult to 10 young people for activities of a physical/adventurous nature.

Where a party is sub-divided each division must have a nominated supervisor. They must have clear, well-defined, written instructions clarifying their role and detailing arrangements.

Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit should not be allowed. Paddling will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance. Students should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Where paddling is allowed on a visit, a ratio of 1 adult to 4 children is a minimum

Risk Assessments

A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be re-assessed on a regular basis, at least annually. The frequency of assessment will depend upon a number of factors (e.g. weather, nature of group, experience of employee, location). The process is quite simple and should involve the following:

- identify the hazards;

- identify who is at risk;
- decide the possible outcomes and their likelihood;
- Identify existing controls. Where these are seen to be inadequate, note the actions required to bring them to the necessary standard.

Completed copies of the Risk assessment are to be logged with the EVC. Parents / guardians should be advised that the Principal reserves the right to exclude a student from a visit on behavioural or medical grounds. The decision to exclude should be made on the grounds of a specific assessment of risk and should not contravene Disability Discrimination law.

Duty of Care

When teachers take a party away from the UTC, they are 'in loco parentis'. The Duty of Care expected is that of a reasonably careful and prudent parent / guardian applying his or her mind to the UTC situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to students under the age of 18 and parental / guardian consent is required for off-site ventures for students under that age.

Volunteers

The role of the helper, whether parent or specialist instructor, must be considered. Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Principal
- they have been informed of the nature of the visit and made aware of their duties and responsibilities
- they have a current DBS(CRB) check

Protection of Children

The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect students from abuses such as racial, sexual or physical harassment from either adults or other students in the group. Employees should remember that the law now requires all adults who have significant contact with students to disclose any cautions, bindovers, and convictions or pending convictions of a criminal nature. If a caution or conviction is disclosed then the Principal must be informed and a decision made in the suitability of the adult to take part in the ventures with students.

Remote Supervision

The aim of remote supervision is to encourage students to assume degrees of personal and group responsibility and thereby gain confidence in their own ability to work with others. This may be achieved in activities in both familiar and unfamiliar, potentially hazardous, situations. Therefore particular attention must be given to the detailed briefing of such activities (e.g. to include risk factors, appropriate emergency procedures, telephone numbers and meeting points). For high-risk activities, to reach the stage of acting independently, students must have required the necessary techniques, with sufficient experience, confidence, physical ability and judgement. The training given, therefore, must be sound and thorough, with careful judgement being necessary before the leader can withdraw. Even then withdrawal from direct supervision should be a gradual and progressive process. A staged progression may develop from:-

- accompanying groups;
- shadowing groups;
- checking at various times and venues;
- Occasional contact via pre-arranged locations and methods.

It is important to emphasise that the leader remains responsible for the group when its members are operating from a distance from the leader.

Where equipment is loaned to students for activities subsequently and independently managed by those students, an element of supervision is implied. People involved in loaning equipment must seek to ensure with the users that the nature of the activities to be undertaken is within their competencies.

First Aid

A first aid kit and mobile phone should be carried on all visits and the required qualification for the leader should include first aid knowledge. There should be one first aid kit per vehicle or one per sub-group.

Reporting accidents

<http://www.hse.gov.uk/pubns/edis1.pdf>

Staff will follow the H&S policy, informed by the HSE Information Sheet Incident reporting in schools (accidents, diseases and dangerous occurrences)

Medical Details

Medical details of any student, employee or other participating in the activity who may require some form of medical treatment during the activity must be recorded and retained by the group leader. These details must include type and dosage of medication, which may be required during the duration of the activity. Sufficient medication for the visit must accompany the group and be in the custody of the leader or students appropriate.

For residential visits, the address and telephone number of the nearest hospital and doctor should, where possible, be obtained before departure.

Use of Transport

When journeys are planned by road the organiser should be aware of the need for two drivers for long journeys, the need to break the journey at regular intervals and the need for a responsible adult in addition to the driver to help supervise a group unless the journey is local. An example of this might be where a leader is prepared to drive and supervise a small group of students in a minibus on a short journey.

The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle. Where seat belts are fitted they must be worn. The number of persons seated must not exceed the number of seat belts provided. It is recommended that, where possible, students should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged.

Before allowing an employee to drive a minibus or to use their own car, a photocopy of their Driving Licence and fully comprehensive insurance policy (which indicates the car may be used for this purpose) must be given to the EVC. Where employees are driving the risk assessment relevant to the trip must address the problem of driver fatigue.

Records

After the visit the group leader must complete an evaluation sheet and hand it to the EVC. Records for each educational visit should be retained centrally by the UTC for a minimum of three years.

Monitoring and Evaluation

This policy is evaluated on an annual basis by the Guidance and Care Team with recommendations made to the Principal. The policy is reviewed annually, along with recommendations by the UTC Board of Governors.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-	Please Tick Box	
	YES	NO
1. On minority ethnic groups?		X
2. Due to gender?		X
3. Due to disability?		X
4. Due to sexual orientation?		X
5. Due to their religious beliefs (or none)?		X
6. On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff		
Is it likely that the Policy Revision could have a negative impact:-		
7. On people due to their age?		X
8. On people due to their marital or civil partnership status?		X
9. On people with dependants/caring responsibilities?		X

Date of Review 19.01.2017

Did you make changes?

n/a	
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YES please speak with The Vice-Principal as a full Equality Analysis may be required.

**Educational
visits policy**

KBA: Jan 2017

Last reviewed: Sept 2018

Next review: April 2019

Approved by College Executive: April 2017

Approved by Trust Board: April 2017