

LIPA  
**SIXTH FORM**  
COLLEGE

**Educational Visits Policy**

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<b>Approving Committee</b>	Governing Board

**Document Version History**

<b>Version</b>	<b>Date</b>	<b>Ref</b>	<b>Change Summary</b>
1.0	August 2016		New Policy.
1.1	August 2018		Reviewed.

## **Educational Visits Policy**

### **Rationale**

Well planned and executed educational visits provide our students with valuable experiences which enhance their learning at college. Providing a variety of 'real-life' opportunities for our young people enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good educational practice.

All visits must have an identifiable educational benefit with clear objectives.

All visits must be led by a competent Group Leader and accompanying adults.

All those involved in the organisation and running of educational visits will comply with national and LIPA Sixth Form College (LSFC) guidelines on the health and safety of participants on educational visits.

The management of all visits will be based on the outcome of suitable and sufficient risk assessments and Group Leaders will ensure that such risk assessments are carried out as part of the planning process.

It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

### **Purposes**

Educational visits provide stimulus and support to work being covered as part of the vocational curriculum and to the wider elements of the study programme. It may be that a visit provides an effective stimulus at the start of a unit of work. Alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

### **Approval**

All educational visits and journeys are required to be approved by the Director of Sixth Form.

### **Guidelines**

The LSFC Director will ensure that the educational visits follow national and the LIPA Sixth Form College guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit. The LSFC Director will:

- Develop and implement procedures to monitor all educational visits
- Develop and implement a procedure for dealing with emergency situations, including having a named homebased contact for each visit when it is necessary
- Ensure all necessary actions have been completed before the visit begins. (This applies even when the LSFC Director is not going on the visit)
- Ensure that the risk assessment is complete and that it is safe to make the visit.

## **The Group Leader**

One teacher or manager will be required to be the designated Group Leader - they are responsible overall for the supervision and conduct of the visit.

The Group Leader should:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Ensure that any adult (particularly volunteers) accompanying the trip has been subject to a DBS check
- 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 and involve them in risk assessment
- Observe the guidance set out for teachers and other adults below
- Ensure that students understand their responsibilities (see responsibilities of students below)

## **Other Teachers and Adults involved in a Visit**

Teachers on college-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 the Governors if some of their time on the visit falls outside normal hours.

Teachers and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual student as any reasonable parent would
- Follow the instructions of the leader and help with control and discipline. Non teachers should generally not have sole charge of students except where risks to health and safety are minimal
- 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 Students**

The Group Leader should ensure that students are aware of expected behaviour on trips and visits and that this is also communicated to parents/carers. The Group Leader must make it clear to students that they must:

- Follow the instructions of the leader and other adults
- Not take any unnecessary risks
- Dress and behave sensibly and responsibly
- Look out for anything that might hurt or threaten anyone in the group and tell the Group Leader about it
- Should not undertake any task that they fear or that they think will be dangerous.

The Group Leader needs to consider, prior to the trip, whether any student who intends to participate in the trip, poses a risk to other students. Where it is known that a student has a history of violent behaviour or subjecting themselves or others to any form of abuse, an individual risk assessment should be carried out. While such students may benefit from being included on the trip, very careful

consideration needs to be taken as to the risk to others. Any student whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these students should be fulfilled in other ways.

### **Parents/Carers**

The Group Leader should ensure that parents/carers are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The Group Leader should also tell parents/carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Special arrangements may be necessary for parents for whom English is a second language.

Parents must:

- Provide the Group Leader with emergency contact number(s)
- Sign the consent form
- Give the Group Leader information about their child's health which might be relevant to the visit.

### **Planning Off-Site Visits**

Whether the visit is to a local theatre, art gallery, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The LSFC Director is responsible for planning all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the Group Leader, but the LSFC.

Director must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The organiser / Group Leader must agree all plans with the LSFC Director.

### **Risk Assessment**

A risk assessment should always be carried out before setting off on a visit, using a Risk Assessment Evaluation Form. The risk assessment should include the following considerations:

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Group Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to young people for this visit? (See section on supervision.)

The Group Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if students are in danger. The Group Leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken
- The location
- The competence, experience and qualifications of supervisory staff
- The group members' age, competence, fitness and temperament
- Students with special educational or medical needs
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing.

### **Overnight Visits**

If an overnight visit is planned, organisers should check that sleeping, room sharing, showering and changing arrangements are appropriate and that all students and staff are clear as to when it is appropriate to enter student rooms, both in ordinary and emergency circumstances.

### **Exploratory Visit**

The Group Leader should undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the college visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and students in the group
- Ensure that the Group Leader is familiar with the area before taking a party of young people.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit; it is essential to have at least one trained first-aider in the group. The minimum first-aid provision is:

- A suitably stocked first-aid box
- A person appointed to be in charge of first-aid arrangements.

### **Supervision**

It is important to have a sufficient ratio of adult supervisors to students for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group
- Special needs students
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly. Whatever

the length and nature of the visit, regular head counting of students should take place. The Group Leader should establish rendezvous points and tell students what to do if they become separated from the party.

### **Preparing Students**

Providing information and guidance to students is an important part of preparing for a college visit. Students should have a clear understanding about what is expected of them and what the visit will entail. Students must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Students should also be told about any potential dangers and how they should act to ensure their own and other's safety.

### **Participation**

Students should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear. Students whose behaviour is such that the Group Leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the Group Leader should consider whether such students will return home early.

### **Safeguarding on the trip**

It is understandable that both staff and students may feel that greater levels of informality are appropriate during trips and visits. However, there is a difference between greater levels of informality and a failure to exercise the duty of care. The following should be ensured at all times:

- Students should not be permitted to wander alone in unfamiliar places.
- Staff should not fraternize or become over familiar with students.
- Staff should ensure that students are safe and reasonably supervised during their free time.
- Any arising conflict/bullying should be addressed.
- Physical contact with students, as a general rule, should be kept to a minimum.
- Physical restraint may be necessary if a student is putting themselves or others at risk of harm. Any physical restraint used should be reasonable.

If abuse is suspected/alleged/disclosed during an educational trip/visit, the primary consideration is the immediate protection of the child/vulnerable adult.

If a crime has, or is suspected to have taken place, the local police must be contacted immediately. The most senior member of staff on the trip/visit should take charge of the situation and should make contact with the Senior Designated Person or other member of SLT with safeguarding responsibilities. Guidance will be given as to the next steps to be taken. In the event that the Senior Designated Person or other member of SLT cannot be contacted, the local Children's Care department or police should be contacted (i.e. the local authority in the area where the trip is based). After the event, the most senior member of staff present on the trip should produce a written account of the allegations, actions taken and pass this immediately to the Senior Designated Person.

### **Information to Students**

It is for the Group Leader to decide how to provide information, but they should be satisfied that the students understand key safety information. Students should be supported to understand:

- The aims and objectives of the visit / activity
- Background information about the place to be visited
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- Why special safety precautions are in place for anyone with disabilities
- What standard of behaviour is expected from students
- Who is responsible for the group
- What to do if approached by a stranger
- What to do if separated from the group
- Emergency procedures
- Rendezvous procedures.

### **Transport and Students**

Students using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport away from the road, track, etc
- Do not rush towards the transport when it arrives
- Wear your seatbelt and stay seated while travelling on transport
- Make sure your bags do not block aisles on the transport
- Never attempt to get on or off the moving transport
- Never throw things out of the transport vehicle's windows
- Never get off a vehicle held up by traffic lights or in traffic
- Never run about while transport is moving or pass someone on steps or stairs
- Never kneel or stand on seats or otherwise impede the driver's vision
- Never distract or disturb the driver
- Stay clear of automatic doors / manual doors after boarding or leaving the transport
- After leaving the vehicle, always wait for it to move off before crossing the road
- If you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

### **Students with Special Educational and Medical Needs**

Organisers need to be aware of the needs of students with disabilities and ensure that a plan is in place to ensure the safety and well-being of these students.

Students with special educational or medical needs will not be excluded from educational visits of any kind. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Communicating with Parents/Guardians**

Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect students' health and

safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- Dates of the visit, Times of departure and return
- Mode(s) of travel including the name of any travel company
- Details of accommodation with security and supervisory arrangements onsite
- Names of leader, or other staff and of other accompanying adults
- Visit's objectives
- Details of the activities planned and of how the assessed risks will be managed
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested
- Clothing and equipment to be taken
- Money to be taken

**Forms and Guidance:**

When all the details have been completed on the Visits Form it is then sent to the LSFC Director for checking and authorisation. It is vital therefore that the form is completed in plenty of time (at least 5 days in advance).

Please see next page:

<b>LSFC Visit Form</b>	
<b>Group</b>	
<b>Visit Date</b>	
<b>Destination (Name and address)</b>	
<b>Travel Arrangements/Requirements</b>	
<b>Visit Leader</b>	
<b>Additional Adults (Staff) (Names/mobile phone numbers)</b>	
<b>Additional Adults (Volunteers) (Names/mobile phone numbers)</b>	
<b>Number of Young people (it is vital that the correct names and numbers are put on the system - if you know in advance that a child will be absent please let the office know)</b>	
<b>Educational Aims of Visit</b>	
<b>Risk Assessment</b>	<b>Once completed this should be e-mailed to the college office email address</b>
<b>Essential Data Form</b>	<b>Once completed this should be e-mailed/given to the college office email address</b>

## **ESSENTIAL DATA**

This sheet must be completed. A copy must be left in the office and one taken by the class teacher on the trip.

Date:

Time of departure from college:

Time of departure from visit Centre:

Visit Centre Address:

Visit Centre Phone Number:

Brief description of activities planned:

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Name of Teacher/Manager(s) in

Charge: Number of young people:

Names of all Adult Helpers (each adult will have completed personal information sheet which will be left in the office)

Coach reg.

no: Mobile

Contact:

In the event of an incident or an emergency the first point of call should always be the college. Please make sure you are familiar with procedures.

Phone

Numbers:

College

Reception:

LSFC Director Mobile/Landline:

Safeguarding Lead (Inclusion Manager) Mobile/Landline:



## **Licensed Activities**

The Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (1996) require certain activities to be licensed when commercial companies sell them or where Local Authorities provide them with or without charge. The activities that require a license are:

- Caving (including exploration of disused mines, cave diving and potholing);
- Climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower
- Trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (more than 30 minutes from the nearest road or refuge) of moor land or mountain country;
- Water sports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where water is more than 100 meters across or is known to be turbulent.

A license holder has demonstrated that the Licensing Authority is satisfied that appropriate safety measures have been taken for the provision of the activity licensed. The presence of a license does not indicate any standard of accommodation or catering. Before undertaking an activity that falls into the licensing category, the LSFC Director will ensure that the provider is licensed. The college staff (and designated volunteers) accompanying the activity retain overall responsibility for the students throughout the visit even when the students are being instructed by a member of the provider's staff.

The Licensing Authority is only required to license those activities that come under the auspices of the Act. Not holding a license does not mean the activities offered by a provider are unsafe. However, where a provider is being used that does not require a license, the college should be satisfied that the safety standards are appropriate and that where specialist staff are used they have appropriate experience and qualifications. In these circumstances, it is vital that a pre-visit is made to ensure that the safety standards are appropriate.

**Checklist for Staff**

Checklists to help the LSFC Director and Group Leader to ensure:

- The safety of the young people, volunteer helpers and staff
- The maximum educational benefit
- Effective organisation and administration
- Issues relating to conservation and access are addressed

**Visit Details:**

Visit to: .....

Date of Visit: .....

Group(s): .....

Number of young people: .....

Number of adults: .....

**1 – Group Leader**

Name:.....

**2 – Purpose**

Have the purposes and objectives of the visit been clearly identified and are they appropriate to the age and ability of the young people?

**3 – Location**

Is the location of the activity appropriate to the activity?

**4 – Advice and Approval**

Have you discussed the plans with the LSFC Director?

**5 - Staff**

Are the members of staff leading the activities suitably qualified and experienced for the activities proposed?

**6 – Staff / Student ratio**

Have you followed recommended student/adult ratios?

**7 – Preliminary Visit**

Has the Group Leader made a preliminary visit to the site to assess / check for potential risks and arrangements?

**8 – Risk Assessment**

Have the risks involved in the proposed activities been considered and a risk assessment form completed?

**9 – Parental Consent**

Have parents received details of the visit? Has the consent of parents/guardians/carers been obtained? (signed permission slips been returned including emergency contact number)

**10 – The Programme**

Have you written a programme for the day and are copies available for all helpers?

**11 – Organisation**

Have you considered appropriate clothing and equipment for the activities? Have you made arrangements for insurance cover with the LSFC Administrator? What travel arrangements have been made? (if using car/s have insurance documents been checked?)


**12 – Finance**

Have adequate arrangements been made to finance the trip? Have parents been asked for voluntary contributions?


**13 – First aid**

Named First Aider:.....

First aid kit

Medical needs – inhalers, epi-pens, etc

Mobile phone number:.....


## **Off-site Activity Procedures**

The following procedures are to be adhered to when arranging a college trip or visit:

- A risk assessment should be undertaken of the venue to be visited
- Permission should be sought from the LSFC Director for the trip to go ahead
- Information about the visit should be given to the office to allow the staff to book the venue and coaches
- The LSFC ADMINISTRATOR should be informed of trip details so costs including: travel, entrance fees and insurance can be calculated
- A letter should be sent to parents, in good time, informing them of the trip and the costs involved.
- If a mini bus is required any driver must hold a valid Minibus Driver Permit
- If private cars are to be used to transport students, claims would have to be met through the driver's own insurance. All drivers are to produce their current insurance documents to the office (they must have fully comprehensive insurance), also a valid road tax certificate, an MOT certificate and a full driving licence, as described in the Driving Policy.
- A Use of Private Vehicles to Transport Students form is to be completed by each driver and signed by the office staff
- All monies are to be collected by teachers and given to the LSFC ADMINISTRATOR
- All forms are to be completed by each class teacher at least 5 days before the visit
- If a cheque is required on the day of the trip to pay for entrance, this is to be collected from the LSFC ADMINISTRATOR on the morning of the trip and a receipt obtained.