

Educational Visits Policy

Visits should be planned as far in advance as possible. The office must be given **at least one month's notice** of any planned study trips including full details of students going on the trip, venue/timings etc. A note must be made in the College diary.

Staff must complete a proposal form which will be approved by the Principal. Once the trip is approved the trip may be booked and parents will be informed by a letter from the College.

Where an external organising company is used to run external activities or trips, it is the tutor's responsibility to check that the organisation is compliant with all regulations regarding safeguarding and child protection and health and safety, including suitability of their staff. The tutors involved must ask for written evidence of this compliance.

For trips organised by tutors any risks should be assessed by College staff, in consultation with qualified first aiders if necessary, and considerations given as to availability of medical services, emergency facilities, and laws regarding nursing practice and communication. Each trip requires a Risk Assessment form to be completed by the tutor supervising the trip and returned to the office before the event takes place.

Criteria to be considered in approving or disapproving a trip request include the following:

1. The educational value of the trip
2. Supervision and safety of students
3. Parental permission

Supervising staff

The role of supervising staff on visits should follow the best practice guidelines. Staff should ensure:

1. They are able to control and lead students of the relevant age range.
2. They are suitably qualified in instructing an activity or are conversant in the good practice for that activity.

3. They undertake and complete the planning and preparation of the visit.
4. They undertake and complete a comprehensive risk assessment.
5. They have regard to the health and safety of pupils at all times.
6. That students understand their responsibilities.
7. That students abide by College rules regarding smoking, alcohol, drug use and other behaviour expectations
8. That students travelling by tube are in the same carriage as supervisory staff at all times.
9. That students of compulsory school age are taken to and from venues by supervisory staff unless parental consent is obtained.
10. They have the mobile numbers of all students and their parents/guardians.

Informing parents/guardians

Parents or guardians will always be informed of any planned educational visit by letter, telephone or email with details of the following:

1. dates of the visit;
2. times of departure and return;
3. mode(s) of travel including the name of any travel company;
4. details of accommodation;
5. names of supervisory staff and any other accompanying adults;
6. clothing, equipment and money to be taken;
7. contact details for staff and accommodation

September 2018