

Educational Visits Policy

<i>Date of Policy</i>	<i>August 2008</i>
<i>Updated</i>	<i>July 2011</i>
<i>Approved by Principal(s)</i>	
<i>Review Date</i>	<i>July 2012</i>
<i>Key Staff</i>	<i>SLG, Educational Visits Co-ordinator, Activity Manager, Teachers, PTs, Reception, Operations, Operations and Health and Safety Manager</i>
<i>Lead Staff for Review</i>	<i>Operations Manager (Cambridge) Vice Principal (Canterbury)</i>

Rationale:

At CATS College we believe that student and staff involvement in residential and non-residential trips and visits adds significant value to college life and enhances our core values and ethos. First-hand experience adds breadth and depth to the Curriculum and enhances social, moral, spiritual and cultural development.

Aims and Values:

CATS College was founded to encourage all students to realise their potential, by fostering independence and maturity, in order to prepare them for their future as global citizens.

Our purpose is to:

- Provide a broad programme of trip and visits
- Ensure access for all students
- Develop continuity and progression throughout a student's time here
- Enable students to learn a sense of community, social responsibility, initiative, resourcefulness and self-reliance.

Principles and practice:

- The organiser must be clearly identified from the outset and must complete a proposal form (available on the College intranet) outlining the purpose, organisational and supervision arrangements. This must be passed to the Educational Visits Co-ordinator (EVC) for outline approval.

- If a visit is classed as compulsory, the College / CSVPA must bear the full cost and organisers must gain prior permission from the budget holder (usually the Head of Department, Curriculum Director or course leader) before making a booking. Most visits will be classed as voluntary (irrespective of the educational value of the trip) and are expected to be funded wholly by students. Please use Appendix 3 – Financial Information Form.
- If a visit is classed as voluntary, the entire costs must be paid for prior to the start of the visit. Any student who has not paid for his / her place on the visit prior to the start **will not be allowed to attend it**. Please use Appendix 3 – Financial Information Form. Note that the Finance Office will issue receipts to each student on payment of the visit fees. Visit organisers should ask for these receipts as proof of payment before allowing a student to attend.
- A risk assessment must be completed for all visits and the activity must be fully costed. It may be possible to use a generic risk assessment (or modify a previous, specific one) and parental consent form – see below. All trips and visits taking place beyond the Curriculum must be fully paid for prior to departure.
- The risk assessment must include clear contingency plans to cover unforeseen problems (e.g. emergency; adverse weather; cancellations; etc.) as well as arrangements for students' 'down time' during the visit.
- The risk assessment and evidence of parental consent must be passed to the Health & Safety Manager for approval. The organiser should comply with any reasonable requests by the Health & Safety Manager to improve the content of the risk assessment (e.g. to provide more detail). If necessary, any dispute may be referred to the Director of Studies, Vice Principal or Head of CSVPA.
- The organiser must allow sufficient time when planning visits to allow the Health & Safety Manager time to undertake any checks that may be required. The relevant timescales are:
 1. Half-day (or shorter) visits within the local area *provided there is no physical / adventure element or the visit would be deemed controversial*: **3 working days' notice**.
 2. Day visits (non-residential) *provided there is no physical/adventure element or the visit would be deemed controversial*: **10 working days' notice**.
 3. All other visits: **20 working days' notice**.
 4. Extended stay and adventure holidays: **minimum 9 months' notice**.

If these notice periods are not observed, permission may not be granted for the visit to proceed.

Staff supervising Visits and Group Leaders accept the full duty of care for students including staff student ratios, gender balance and special requirements. All students including ALS and disabled students must be taken into account.

Group leaders must ensure they have requested up to date medical information on each student who is planning to take part in the visit, and should consult in advance with the college nursing staff to discuss any particular procedures appropriate to the needs of the students.

All staff accompanying visits (types 3 and 4 above) should familiarise themselves with the DfEE guide to 'Health and Safety of Pupils on Educational Visits' which is available on-line or from the EVC. Group leaders of residential or specialist trips should also consult the EVC or the Health & Safety Manager for relevant advice from Cambridgeshire or Kent County Council's guidance on visits.

- Only reputable companies should be used, particularly for overseas and residential trips. Non-refundable deposits should be paid to secure a student's place. Please use Appendix 3 – Financial Information Form.
- Once a proposed visit has been approved in principle by the EVC, visit organisers must determine whether the visit is already covered by the standard CEG Terms & Conditions and / or the Parental Consent Form, which grants 'blanket' consent for students Under 18 to participate in specific types of visit. These are:
 - Within local area
 - Non-residential
 - Without physical / adventure element
 - Not of a controversial nature
- For all other types of visit, the organiser must obtain written consent from the parents / guardians of all students Under 18. It may be possible to provide some administrative assistance with this task, depending on the size of the group, *and provided the timescales above have been observed.*
- The group leader should notify colleagues of the intended visit, using appropriate internal communication channels, informing them of the date and time of the proposed visit, and indicating which students will be attending.
- A copy of all information about the visit must be forwarded to the EVC in advance of the visit. Itinerary, emergency contact numbers and lists of names should be copied to Reception and the Attendance team by the group leader at least three working days before the visit departs.
- In accordance with the notice given at sub-paras 1 – 4 above, include a copy of the class/group/student names, which should be sent to the Attendance Team

- at this stage, provide advance warning to other tutors of the proposed visit via internal newsletters or by any other means of communication
- on the actual day of the visit, an attendance register must be taken of all students boarding the coach/bus or leaving college premises, in order to ascertain exactly the location of every student. This register must be passed to the Attendance Team without fail and within 15 minutes of it been taken
- At the commencement of the visit [i.e. on departure], the group leader should contact Reception to confirm the actual attendance on the day.
- The group leader must pass on the list of students who have failed to attend, to Reception and ask them to in turn, forward this information to the Attendance Team.
- Ultimate responsibility for the safety of students and staff on a College trip or visit resides with the Principal.

Monitoring and Evaluation:

- The EVC will monitor all trips and visits and provide evaluations for the Senior Leadership Group and CEG as required.

Reference Documents:

Tackling the Health and Safety myths" produced by the Health and Safety Executive (HSE).
Health and Safety of Pupils on Educational Visits (HASPEV) DfEE 1998
A Handbook for Group Leaders (a supplement to HASPEV) 2002
Cambridgeshire County Council Learning Outside the Classroom – Educational Visits Co-ordinator 2005
Disability Discrimination Act
Equalities Act
Health and Safety, DfE advice on legal duties and powers for Local Authorities, Headteachers, Staff and Governing Bodies