

RESIDENTIAL AND NON-RESIDENTIAL TRIPS AND VISITS POLICY



PURPOSE OF THE POLICY

The College recognises that learners can derive considerable value and educational benefit from taking part in planned trips and visits. The college has a responsibility to ensure that all trips and visits from college comply with the requirements of Health and Safety legislation, the requirements of the Children's Act 2004 and that all practical steps are taken to ensure learner health and safety.

SCOPE

All visits and trips, regardless of length, location or whether for adults or young people, are covered by this Policy.

The actual requirements depend upon the nature of the visit e.g. day trip, residential, home or abroad.

RESPONSIBILITY AND AUTHORITY

- 1) All staff have a responsibility to ensure that the required guidelines (available on the portal) are followed and that all required actions are taken.
- 2) Staff and adult volunteers must be cleared with the Disclosure and Barring Service before participating in any trip or visit.
- 3) Staff involved in a trip or visit must make themselves familiar with the contents of DfES publication "Health and safety: advice for schools" 2014.
- 4) All trips and visits must be approved by the Director of Curriculum or Vice Principal as detailed in the guidelines.
- 5) The deadline for the completion of on-line application forms is as follows:
 - Overseas visits 4 months minimum before the visit
 - UK Residential visits at least 2 months before the visit
 - Non-residential visits at least one week before the visit
- 6) All overseas residential visits must be approved by the Vice Principal Curriculum and Quality
- 7) All UK residential trips must be approved by the Vice Principal Curriculum & Quality.
- 8) All other applications must be sent to the appropriate Director of Curriculum for final approval.
- 9) Risk assessments must be carried out and submitted as part of the on-line approval process.
- 10) Parental or learners (over 18) consent must be obtained in accordance with the guidelines. For residential visits a 'medical information form' must be collected from every learner regardless of age.

- 11) The guidelines must be followed to ensure that only reputable companies are used for the provision of travel and accommodation.
- 12) The Director of Curriculum is responsible for checking the documentation.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

These are available on the College staff portal under publications/14-19. Available are:

- Education visit guidelines
- Risk Assessment Guidance
- Personal Accident and Travel Insurance Policy
- Confirmation of Insurance Letter
- Consent form for educational visits
- Medical information form for residential visits

