



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

Educational Visits Policy

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Key Staff	SLT, Educational Visits Co-ordinator, Activities Manager, Teachers, PTs, HWB, Vice Principal (CATS), Head of CSVPA
Lead Staff for Review	Educational Visits Co-ordinator, Ops Manager

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Rationale

At CATS Cambridge/CSVPA 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.

Our purpose is to:

- Provide a broad programme of trip and visits
- Ensure access for all students including those with additional needs
- 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

Only reputable companies should be used, particularly for overseas and residential trips.

Steps to organise a trip

Time scales

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 to submit requests for approval are:

- Half-day (or shorter) visits within the local area provided there is no physical/adventure element or the visit would not be deemed controversial: 3 working days' notice.
- Day visits (non-residential) provided there is no physical/adventure element or the visit would be deemed controversial: 10 working days' notice
- All other visits, except overseas: 20 working days' notice
- Overseas and adventure holidays: minimum 4 months' notice

For trips deemed controversial and residential trips, it is advisable if a draft risk assessment is seen by the EVC before the names of students are finalised. This should assume that students of both genders are attending and indicate the staff: student ratios which will be applied, either with a cap on maximum student numbers, or an indication of how many staff it is planned to take for different levels of student interest. This will enable a good idea of the staffing requirements of the trip to be determined.

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

Proposal

The organiser must be clearly identified from the outset and must complete a proposal form (Appendix 1: Application for Approval of Educational Visit) outlining the purpose, organisational and supervision arrangements. This must be passed to the Head of School/Principal/Vice Principal for outline approval.

Parental Consent

At the time of granting approval it will be determined by the Head of School/Principal/Vice Principal whether the visit is already covered by the standard CEG Terms & Conditions and the consent letter sent to all new students' parents, which grant 'blanket' consent for students under 18 to participate in specific types of visit.

These are:

- Day trips away from Cambridge (such as to a museum in London)
- Trips to theme parks
- Trips to zoos
- Trips to watch sports fixtures
- Taking part in sports fixtures

That is they are:

- Non-residential (not overnight)
- Within the UK
- 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.

Risk Assessment

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). Please use Appendix 2: Risk Assessment Form.

The risk assessment must include clear contingency plans to cover potential problems (e.g. emergencies; adverse weather; cancellations; etc.) as well as arrangements for students' 'down time' during the visit.

The Risk Assessment Form 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 Vice Principal, Principal or Head.

Practicalities

When planning the trip or visit the group leader is responsible for ensuring that they in possession of and take into consideration all of the relevant information about the pupils joining the trip or visit, this should include:

- Number, age and gender
- Relevant medical conditions
- Physical disabilities
- Specific learning difficulties and/or special educational needs

All members of staff involved with the trip or the visit must familiarise themselves with the DfEE guide to 'Health and Safety of Pupils on Educational Visits'.

For residential and specialists trips, including those that involve physical and adventurous training activities, the group leader must also refer to local authority advice for trips this is available at www.lotc.org.uk

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 and welfare staff allowing enough time for them to respond to discuss any particular procedures

appropriate to the needs of the students. All students including students needing ALS and disabled students must be taken into account.

Group leaders are reminded to order 'packed lunches' from the kitchen via Sysaid in advance (with any dietary requirements). At least 3 working days' notice is required to ensure supplies are in stock.

Whilst on the trip there are many procedures staff and students can follow to ensure they remain safe:

- Ensure that students and staff are regularly briefed and reminded of timings and meeting points.
- Spreading staff out. How you do this depends on your staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign a member of staff to each group.
- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, especially when getting on and off transport.
- During free time ensure that a designated meeting point is assigned, with a set time to meet. The area should be supervised at all times
- The group leader shall have obtained a college mobile from IT.

Welfare Guidelines

Supervision

At least one of the staff supervising the visit should be with the students at all times, or at least within the immediate vicinity. Students who are under 16 must be monitored more closely and will be subject to appropriate contact points and curfews. The students must, at all times, know the whereabouts of at least one of the staff supervising the visit in case of emergency. (It is understood that for Duke of Edinburgh Award expeditions students will be walking between check points on planned routes)

If there are students of both sexes on the trip, the staff supervising the visit should be at least one of each sex.

When possible at least one of the staff supervising the visit should be trained in first aid.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people;
- The activity being undertaken;
- Children's growing independence;
- Children's need for privacy;
- The location of the activity
- The risk assessment

The Group Leader's pre-activity planning should ensure that, should there be an accident or an incident involving a young person or member of staff, there will be enough qualified people remaining to supervise the group safely.

Accommodation/Travel

Boys and girls must be in separate sleeping quarters, and students must not share rooms with adults. Best practice would be for students to travel and room with CATS College/CSVPA students only. Students of similar ages should be roomed together and under 18 students should not room with over 18 students. Any other arrangements should be identified prior to departure and approved by parents/guardians and noted on the risk assessment.

Payment

If a visit is classed as compulsory, the College must bear the full cost and organisers must gain prior permission from the budget holder (usually the Head of Department, 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 and send this to finance@catscambridge.com/finance@csvpa.com

Non-refundable deposits should be paid to secure a student's place. 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. 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.

Before the Visit

If the visit will affect students' attendance at lessons 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 of students and staff should be copied to Reception, the Attendance team, and the boarding team (if relevant) by the group leader at least three working days before the visit departs.

Students' Code of Conduct

Staff supervising visits should ensure that students have read and understood the Code of Conduct for trips and should reinforce these rules before the trip and as appropriate. Parents/guardians have signed a contract upon the student joining the College which includes their adherence to College rules.

On the day of the visit/Leaving Day

Pre-departure checks

- The group leader shall have obtained a college mobile from IT
- The group leader shall collect a first aid kit from the College Nurse.
- The group leader will collect any prescription drugs from the College Nurse.
- The group leader will formally check to make sure that those students that manage their own medication have their medication with them
- The group leader will collect any packed lunches that have may have been ordered in advance
- The group leader shall double-check contact numbers

The group leader will brief other members of staff joining the trip on students that have:

- Allergies, in particular those with allergies that may require the administration of an EPIPEN
- Medical conditions
- Students who require ALS that need to be considered given the nature of the trip

The group leader shall have briefed students and staff explaining:

- Planned itinerary for the visit

- Behaviour and conduct standards
- Health and safety routines

Pre-departure Routine

On the day of the visit, an attendance register must be taken of all students boarding the transport or leaving college premises, in order to ascertain exactly the location of every student. This register must be passed to the Attendance Team (via Reception) before the transport departs.

The group leader must also pass on the list of students who have failed to attend to Reception and ask them to forward this information to the Attendance Team.

Responsibilities and Actions Whilst On the Visit

All members of staff on a trip have an ethical duty of care as well as a legal responsibility under the Children's Act for the safety and well-being of the children in the group at all times. Do not take your responsibility lightly and remember you are on duty 24 hours a day.

Staff supervising visits accept the full duty of care for students including maintaining staff: student ratios and gender representation and special requirements as given in the risk assessment.

The staff supervising the visit should maintain complete abstinence from alcohol at a given time in case of emergency.

Ultimate responsibility for the safety of students and staff on a College trip or visit resides with the Principal or Head of CSVPA.

Staff supervising visits must ensure that they are fully aware of contents of the:

- College Safeguarding and Child Protection Policy
- Physical Restraint Policy

Please note that the Search and Confiscation Policy is not applicable outside the UK. If a member of staff is faced with a situation on a trip outside the UK where they may need to determine if items are in a student's possession they may ask the student to hand over items, but cannot institute a search. They should inform the Principal/Vice Principal/Head of School of their suspicions and it may be possible to take matters further upon return to the UK.

Discipline

Disciplinary measures may at times be necessary whilst on a trip, and such procedures must be conducted with objectivity and diplomacy. Firm guidelines for behaviour, curfews, rendezvous times, etc. must be laid down clearly to the students, so that they know what is expected of them at all times. At least two of the staff supervising the visit must be present when addressing any disciplinary matters.

Be aware at all times of possible tensions within the group ensuring that bullying and discrimination are not tolerated.

'Lost' student procedure

It is important that if students are not in sight of a member of staff that they know the meeting point where a member of staff will be. In the event of a student going missing, staff should follow these

steps (It is also important, where possible, to document events as they happen, particularly the times of incidents):

- Stop as soon as you realise the student is missing. Keep the rest of the group together in a safe environment.
- Take a register, to identify which student is missing.
- Call the student's mobile. If they answer ask them to describe where they are and tell them to stay there. Keep on the phone until you reach them.
- If they do not answer; ask other students when they last saw them.
- Ask other students to call them.
- If no contact has been made after 15 minutes, contact the college emergency phone and inform them of the incident.
- A member of staff should go back and look for them; however a member of staff **must** stay with the remaining students. If possible, allow them to carry on with the programme.
- Also ask for help from venue staff.
- If the student is under 16 you must contact the Police after the student has been missing for more than 30 minutes. Please provide as much information about the student as possible: name, age, description, language ability and details of the scheduled itinerary.
- Make sure that you keep in contact with other members of staff, the college and the Police.
- If the rest of the group have to go back to the college, ensure you stay at the agreed meeting point until you are instructed otherwise.
- Once the student has been found, ensure that they are well (physically and emotionally) and then contact the college on the emergency phone number to inform them the situation has been resolved.

Monitoring and Evaluation

- After the visit, the group leader must complete an evaluation form and return it to the EVC. Please use Appendix 5 – Visit Evaluation Form.
- The EVC will monitor all trips and visits and provide evaluations for the Senior Leadership Team 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, Head teachers, Staff and Governing Bodies.
- Government counter-terrorism advice A5 leaflet. Visit: <https://www.gov.uk/government/publications/stay-safe-film>

Appendix 1: APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

To be approved by the Principal/Vice Principal/Head of School

PLEASE NOTE THE MINIMUM NOTICE PERIODS SPECIFIED IN THE EDUCATIONAL VISITS POLICY

Visit organiser _____

Purpose of visit _____

Place(s) to be visited _____

Date(s) _____

Does this clash with any significant college event (e.g. exams)?

Is this visit compulsory? Yes / No

(If compulsory, the relevant curriculum budget holder must counter-sign this application)

Outline of proposed activities

Parental permission will be sought for under 18 students Yes / No

Number of staff including the visit organiser _____

Planned size and age composition of group _____

Signed _____ Date _____

Approval in principle is hereby granted by the Educational Visits Co-ordinator

Signed _____ Date _____

Principal/Vice Principal/Head of School

(Counter-signed by curriculum budget holder for compulsory visits _____)

Once approval has been granted, the visit organiser must complete Appendix 2 – the Risk Assessment form – and forward it to the Health & Safety Manager for approval.

Appendix 2: RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

To be approved by the Health & Safety Manager

Visit organiser name / mobile number _____

Name of visit / Places to be visited

Dates and times

Date of departure _____ Date of return _____

Time _____ Time _____

Transport arrangements including name of Transport Company

Organising company / agency (if any) contact details

Including licence number if registered with the Adventure Activities Licensing

Authority

Proposed cost and financial arrangements

Voluntary visits - cost per student

Compulsory visits – to be subsidised by departmental budget. The Head of

Department or Curriculum Director must endorse this application with their signature and indicate the total cost of the visit.

Insurance arrangements for all members of the party, including Volunteers

Name of company _____ Policy no. _____

Contact details

Accommodation to be used

Name _____

Address

Telephone number

Outline of proposed activities

Details of any hazardous activity

Associated planning, organisation and staffing

Names and mobile numbers of staff accompanying the party and specific responsibilities

Indicate First Aider(s) among the accompanying staff

Relevant experience / qualifications (if any)

Names of other adults accompanying the party and specific responsibilities

Relevant experience / qualifications (if any)

Name and telephone number of the contact person in the college who holds all the information about the visit in case of emergency

Existing knowledge of places to be visited

Is an exploratory visit intended? If so, give particulars

Size and composition of group

Age range _____

Number of males _____

Number of females _____

Adult to student ratio _____

Parental consent

Parental consent is required for all students aged Under 18 at the start of the visit.

Depending on the nature of the visit, this may be included in the 'blanket' Terms & Conditions and / or Consent Forms signed by parents when students join the college. If in doubt, consult the Health and Safety Officer.

Where 'blanket' consent is not applicable, the organiser must confirm here that specific, written consent for each student Under 18 has been obtained.

Please attach a copy of the information sheet sent to parents

Names of students

I have attached a list of student names in the following format:

Surname / First name / Age / Mobile number / Relevant ALS or medical

Need.

17 Risk assessment

Hazard	Who may be affected	Risk Low / Med / High	Probability Low / Med / High	Control measure	Action to be taken

Signed _____ Date _____

Visit organiser's full name _____

Approval is hereby granted by the Health & Safety Manager

Signed _____ Date _____

Health & Safety Manager

Appendix 3: EDUCATIONAL VISITS POLICY

FINANCIAL INFORMATION FORM

To be forwarded to, and signed by, the Financial Controller

I have received approval in principle for the following educational visit. Please note the following information:

Name of visit

Date(s) of visit

The cost per student (where the trip is voluntary)

Or

The trip is compulsory.

All costs and income to be allocated to _____ curriculum budget.

This has been approved by the relevant Head of Department or Curriculum Director.

Number of places available

Date deposit due (where appropriate)

Amount of deposit*

Date balance is due

Contact name (so Finance Office can direct any queries from students, parents, agents, etc.)

* NB If students are Under 18, deposits can only be taken once parental permission has been received.

Signed _____ Date _____

Visit organiser's full name _____

Signed _____ Date _____

Financial Controller

EXAMPLE RECEIPT TO PROVIDE TO STUDENTS

To be given to students to bring to bursary with payment

To be completed by organiser:

Name of visit

Date(s) of visit

Cost

Student name

CEG reference number

To be completed by Bursary:

Paid date _____

Signed _____

To be completed by organiser:

Name of visit

Date(s) of visit

Cost

Student name

CEG reference number

To be completed by Bursary:

Paid date _____

Signed _____

To be completed by organiser:

Name of visit

Date(s) of visit

Cost

Student name

CEG reference number

To be completed by Bursary:

Paid date _____

Signed _____

Appendix 4: CODE OF CONDUCT

Each student must:

- Observe the rules set by CATS College staff, hotel staff and travel operators, including at all attractions.
- Co-operate fully with all staff at all times, respecting all requests and requirements made by staff members, fulfilling any tasks or duties set prior to and during the visit and following all decisions and instructions the duration of the trip.
- Be considerate to others at all times and avoid behaviour that may inconvenience other students and staff.
- Behave at all times in a manner which reflects credit on self and to CATS College.
- Participate fully in all activities and attractions throughout the duration of your stay.
- Not leave the hotel or activities/venues unless agreed by staff.
- Not leave the group unless authorised. Students with permission to leave college staff must stay in student groups at all times.
- Respect the surrounding area and environment at all times: No littering, graffiti or harming the condition of buildings, etc.
- Be punctual at all times. Meeting points and times must be adhered to each day. Curfew times must be followed (including students over 18).
- Not purchase or consume alcohol (including students over 18).
- Not make noise in the hotel hallways or cause noise to come from bedrooms after 2130.
- Not smoke if under the age of 16.
- Not smoke in the Hotel.
- Adhere to no smoking, eating, drinking or the use of media devices at certain places of interest.
- Accept any misconduct will be recorded and may be followed by further discipline on return to College, including being banned from attending future trips.

If you have any questions of any of the matters listed above, please consult with CATS College staff.

Student Name: _____

Student Signature: _____

Date: _____

Appendix 5: EVALUATION OF AN EDUCATIONAL VISIT

EVALUATION OF AN EDUCATIONAL VISIT

To be completed by the Visit Organise for future reference

Visit details
Date(s)
Purpose
Location

Please comment on the following features

	Rating out of 10	Comment
Centre's pre-visit organisation		
Travel arrangements		
Content of education provided		
Instruction		
Equipment		
Suitability of environment		
(Accommodation)		
(Food)		
(Evening activities)		
Representative		
Other comments (anything useful to learn for future visits?)		

Signed _____ Dated _____

Visit organiser's full name _____

To be given to Principal as soon as possible and no later than 14 days after end of visit