



# EDUCATIONAL VISITS POLICY

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Date of Policy	October 2018
Approved by Principal	October 2018
Next Review Date	August 2019
Lead for Review	EVC Co-Ordinator, VP

## Rationale

At CATS Canterbury 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 trips and visits.
- Ensure access for all students making reasonable adjustments where necessary.
- 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.

## 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 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 Canterbury (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 EVC for approval. The organiser should comply with any reasonable requests by the EVC 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 or Principal.

## 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 DfE 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](http://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 Matron allowing enough time for her 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 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.

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 and the attendance team 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 Activates Team.
- The group leader shall collect a first aid kit from Matron.
- The group leader will collect any prescription drugs from Matron.
- 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 needs 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 before the transport departs.

The group leader must also pass on the list of students who have failed to attend 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 students 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.

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 or Vice Principal 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 8 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

Available on: X: Trips and Excursions and Extremist Visitor Forms: Approval Forms

### APPROVAL FORM FOR ALL OFFSITE ACTIVITIES 2018-19

<ul style="list-style-type: none"> <li>• <b>FINANCIAL APPROVAL MUST BE GIVEN BY THE VICE PRINCIPAL PRIOR TO ARRANGING ANY OFFSITE ACTIVITY (signature is required below) and you must also check Cover is available for your lessons (if applicable).</b></li> </ul> <p><b>This form and risk assessments should then be given to the Activities team who are the educational visits co-ordinators a <u>minimum</u> of 1 week before the trip is due for normal activities or a <u>minimum</u> of 4 weeks for high risk or residential activities.</b></p>					
Date of Trip:		Time out of College:			
Named Leader:	Venue:				
Mob Contact No:	Full Address:				
Other Adults Assisting:	Telephone:				
	Transport to be used for Trip:				
	Contact Name and Phone number of transport company:				
<b>if using more than one vehicle a student list must be provided for each vehicle used</b>					
Trip Purpose (please give details)	Numbers of Students			Staff to Student Ratio	
		Over 18	16-18		Under 16
	Male:				
	Female				
Total:					
Please indicate	Single Day * <input type="checkbox"/>	Residential* <input type="checkbox"/>	Adventurous* <input type="checkbox"/>	Overseas* <input type="checkbox"/>	
<b>*Students taking part in any trip/visits will need written parental consent which should be submitted with your EVC paperwork.</b>					



For trips taking place outside of Canterbury (using the form on page 3) please email a list of students on the trip to Matron, <a href="mailto:Christine.Somerton@catscanterbury.com">Christine Somerton</a> who will then note any health information you may need to be aware of (please note that medical information should not be disclosed to others).	<input type="checkbox"/>
Please send a separate student list to the Attendance & Exceat officer, at <a href="mailto:canterburyattendance@catscanterbury.com">canterburyattendance@catscanterbury.com</a> , <a href="mailto:Anna.Brzozowska-Kuzniarowska@catscanterbury.com">Anna Brzozowska-Kuzniarowska</a> , and Student Care <a href="mailto:studentcare@catscanterbury.com">studentcare@catscanterbury.com</a>	<input type="checkbox"/>
<b>Do you require lesson cover?</b> Please email <a href="mailto:cover@catscanterbury.com">cover@catscanterbury.com</a> with your request prior to booking your event. <b>Attach cover approval with your EVC Paperwork</b>	Y/N
<b>Do you require a packed lunch? If so please email <a href="mailto:Gyoung@catscanterbury.com">Gyoung@catscanterbury.com</a> with your requirements. If lunches are left in the canteen shed the code is 1940Z</b>	<input type="checkbox"/>
Name of First Aider attending the trip? (A First Aider should attend all trips taking place outside of Canterbury)	
Ensure that the trip leader has obtained all parental permissions by emailing the parents and agents of the student directly. <b>This ensures that any questions can be answered by the trip leader directly. This will no longer be sent by the student care team</b>	<input type="checkbox"/>
Student care team have been informed about this trip and provided with a student list	<input type="checkbox"/>
Attach a <u>SEPARATE</u> list of the students' on the trip, please include their CEG number/names/gender/age /UK Contact Number	<input type="checkbox"/>
Confirm that you have printed the Emergency Action Sheets for your students and staff and that your contact number has been added to it. 1 of each copy will need to stay in the pack for EVC reference	<input type="checkbox"/>
<b>INSURANCE</b>	
Standard College insurance will cover our students for the majority of trips but if you require cover for Winter Sports, Hazardous Sports, Adventurous or Hazardous Activities etc. it may be necessary to purchase additional insurance. <b>Staff/Students with a pre-existing medical condition should provide a copy of their own insurance, please check this against the Matrons medical information sent. All Service Providers must have Public Liability Insurance for a minimum of £5m; this should accompany your EVC paperwork – This should include any external organisation who provides a service during the trip.</b>	
<b>Parental Permission – If students are required to pay towards the cost of their trip parental permission may be required to allow our Finance Department to invoice for these additional costs.</b>	
Cost to Students: Cost to College (Please specify budget) £	
<b>This section MUST be completed before authorisation can be given by Severine Collins</b>	

#### FINANCIAL APPROVAL

Vice Principal	Severine Collins	Sign:	Date:
INITIAL APPROVAL			
EVC	Rebecca Hinton / Ian Webb	Sign:	Date:
Vice Principal	Severine Collins	Sign:	Date:
FINAL APPROVAL			
Risk assessment:	RHinton/IWebb/SCollins	Sign:	Date:
Itinerary:	RHinton/IWebb/SCollins	Sign:	Date:
Contact Arrangements	RHinton/IWebb/SCollins	Sign:	Date:
Principal	Sarah Lockyer	Sign:	Date:

**NO TRIP MAY PROCEED UNTIL FINAL APPROVAL IS SIGNED. SEE IMPORTANT INFO AND GUIDANCE ON NEXT PAGE**



Please ensure **ALL** boxes are ticked **BEFORE** seeking final approval

<b>YOU MUST:</b>	
Complete this form to seek initial approval for the trip from the head of department as the budget code must be added	<input type="checkbox"/>
Complete and send the Group Health Assessment form to Christine Somerton, College Matron. No less than 1 week before the trip	<input type="checkbox"/>
Advise Student Care and all relevant members of staff as detailed on page 1	<input type="checkbox"/>
If trip is longer than one day or outside of Canterbury, or adventurous: Ensure that you have consent forms; a student cannot participate in an activity/trip without consent. These MUST be printed as proof for EVC Co-Ordinators. Provide as much detail of the activity as possible and if residential ensure you state this when asking for consent.	<input type="checkbox"/>
Take a photocopy of the company's insurance policy with all contact details needed and policy number. Include and travel insurance documents of any students you are taking with a pre-existing medical condition	
if you are going abroad you will need to ensure that you have wrote to the British council to inform them of your trip and the information about the students going no later than 3 weeks before you leave	<input type="checkbox"/>
If you are going out of the country please ensure that you have photocopied ALL of the staff and student's passports plus Visas. This information can be all found on Shackleton	<input type="checkbox"/>
If the activity involves water please ensure that you gain specific parental permission for this. Information must include the following <ul style="list-style-type: none"> <li>• Can you child swim 25Metres unaided</li> <li>• If your child confident and can swim unaided in deep water</li> <li>• Do you give permission for your child to take part in an activity that requires them to enter the water</li> </ul>	<input type="checkbox"/>
Produce an itinerary which describes a programme for each day, including supervision details and emergency arrangements if applicable	<input type="checkbox"/>
Carry out and produce a risk assessment for all activities on the trip. Generic risk assessments (e.g. for coach travel) can be found in X:\Trips and Excursions and Extremist Speaker Form\GenRAs— however these will need to be read, understood, and, where necessary, amended for YOUR specific trip. You must ensure that ALL staff attending the trip with you have read and understood all risk assessments and are aware of any existing medical conditions of the students	<input type="checkbox"/>
Email the Vice Principal to inform them directly of your trip so they can act as a contact person while you are away. Give him/her your contact details, and, if adventurous or overseas, a full list of students contact details.	<input type="checkbox"/>
Obtain Final Approval from activities no less than 1 week before your trip (4 weeks for a residential)	<input type="checkbox"/>
Book the centre and agree on the aims of the trip. Check whether the centre is licensed and check the list of qualified instructors and qualified lifeguards arranged if it is a water activity	<input type="checkbox"/>
Obtain a copy of their Public Liability Insurance (£5m minimum)any venue used inc hotels and campsites	<input type="checkbox"/>
Obtain Risk Assessments for any venue, hotel, campsite you are visiting.	<input type="checkbox"/>
Keep a journey file, which contains a copy of all letters, student lists, medicals, venue addresses etc	<input type="checkbox"/>
If using more than one vehicle attached student list for each vehicle used( template on system)	<input type="checkbox"/>
If necessary make a preliminary visit to the centre to become familiar with the facilities if applicable	<input type="checkbox"/>
Work out a budget for the trip and ensure that there are sufficient funds, making allowances for unforeseen developments	<input type="checkbox"/>
Send a letter to parents outlining the cost and nature of the trip. (template on system)	<input type="checkbox"/>
Transport request form completed and submitted to EVC	<input type="checkbox"/>
Make arrangements for the collection and counting of money. Inform Sarah Allen of details arranged	<input type="checkbox"/>
Hold a meeting of all staff involved to arrange supervision duties and other matters. Establish a code of conduct for both staff and students. Get students to sign a code of conduct contract prior to trip ( template can be found on system if needed)	<input type="checkbox"/>



**STAFF RATIOS, INSURANCE etc**

	Approval	Staff Ratio	Insurance	Other Notes
Routine or timetabled daytime fixtures or trips on foot	RH/IW/SC	1:20	Not required	Covered by parental permissions given upon application to CATS
Non residential, In this country	RH/IW/SC	1:20	Recommended in most cases	Covered by parental permissions given upon application to CATS, unless involving water – parent approval is required.
Overnight residential visits, in this country.	RH/IW/SC SL	1:10 2 staff minimum.	Essential	Parental Consent required. Adults of both sexes required for mixed parties.
Overseas visit, including residential overseas visits and exchanges.	RH/IW/SC SL	1:10 2 staff minimum (1:15 on exchanges where pupils stay with families)	Essential	Parental Consent required. Adults of both sexes required for mixed parties. Four weeks' notice to RH/IW/JS and SL required before organising trip.
Adventurous Activities	RH/IW/SC SL	Refer to Guidance	Essential. Specific insurance may be needed.	Parental Consent required. Four weeks' notice to RH/IW/JS and SL required before organising trip.

**Please ensure final details are available at least a week before a normal risk visit or six weeks before a high risk, residential or foreign visit.**

**ALL ADULT SUPERVISORS MUST BE BRIEFED ON THE RISK ASSESSMENTS.**

It is suggested that you PRINT THIS PAGE AND KEEP IT TO USE AS A CHECKLIST



• CANTERBURY •

## Appendix 2

Available on: X: Trips and Excursions and Extremist Visitor Forms: Approval Forms

# Group Health Assessment for Trips and Activities

This form must be sent to Christine Somerton a **minimum of 1 week before the trip is due for normal activities or 6 weeks for high risk activities** - **you must submit this form with your completed Approval Form and Risk Assessments.**

Should several students have health concerns Ms Somerton may decide that it is more appropriate that a senior or more experienced member of staff accompany the students.

**Should any student receive medical attention during your visit it must be detailed on this form and if possible a copy or photograph taken of any assessment form completed about treatment given.**

Date of Trip: .....			Venue: .....		Name of Group Leader: .....
CEG Number	Student Name	Health issue	How is risk being controlled	Action to be taken on the day	<b>Group Leader Signature (to be signed when visual check/reminder completed prior to departure)</b>

**If any student is highlighted as having a health issue, you must ensure that the necessary action is followed before allowing the student to take part on the day of the trip. **When you return from the trip this form must be given to Cheryl Wilson.****

**Emergency Duty Manager Out of Hours telephone number: +44 787 6684206**

**CATS Canterbury main reception telephone number: +44 1227 866540**

## Appendix 3

Available on: X: Trips and Excursions and Extremist Visitor Forms: Approval Forms

### Trip Evaluation Form

<b>Date of Trip:</b>			
<b>Venue/Location:</b>			
<b>Type of Trip</b> (for e.g Field Trip, Museum, Sports Fixture, non-education day trip etc)			
<b>Teacher/s:</b>		<b>Number of students</b>	
<b>Transport used:</b>			
<b>Trip purpose and/or educational value</b>			
<b>Would you take this trip again?</b>	<u>YES/NO</u>	<b>Why or Why not?</b>	
<b>If you took the trip again would you do anything differently?</b> Please give details.			
<b>Did you encounter any problems during the trip?</b>	<u>YES/NO</u>	<b>If yes, please give details and explain how the problem was dealt with.</b>	

<b>Overall trip evaluation</b>	(Poor) 1	2	3	4	5	6	7	8	9	10 (Excellent)

This form is provided as an aid in evaluating and planning future trips.