

# Policy for outdoor learning, off-site visits and learning outside the classroom

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# 1. INTRODUCTION

This document details the action staff need to take when planning for students to work offsite.

It has been updated to include National guidance for the management of outdoor learning, off-site visits and learning outside the classroom published by the Outdoor Education Advisers' Panel. <http://oeapng.info>

The purpose of this document is not to restrict or constrain activities offsite, but support them by providing guidelines which will hopefully ensure that educational visits continue to take place in as safe a manner as possible.

Staff planning an offsite activity may find it useful to talk to the Educational Visits Co-ordinator (EVC) at an early stage to confirm that procedures are understood.

## 1.1 Types of visit

- a. Activities that present no significant risks, e.g. walking in parks, museum visits.
- b. These comprise of some higher risk activities when safe supervision requires the leader to have undergone an additional familiarisation process specific to the activity and/or location. The Group Leader will have to be approved to be appropriately competent - e.g. camping, cycling on roads.
- c. This is the most demanding category when all activities will be under the instruction/supervision of persons holding appropriate governing body qualification.

Group Leaders should refer to the EVC for guidance on qualifications required for different activities.

The range of visits currently offered to students can, therefore, be categorised as follows:

i) non-hazardous visits during one teaching session– Category A; e.g. data gathering for geography or science
ii) non-hazardous visits during the college day that involve students missing another subject lesson – Category A
iii) non-hazardous visits of one day or less including those that extend beyond the normal college day. – Category A
iv) visits including an overnight stay – Category A or B;
v) visits of one day or less, involving hazardous activities – Category B or C; e.g. visit to Barnstondale outdoor centre
vi) visits including an overnight stay and involving hazardous activities – category B or C e.g. staying at an outdoor activity centre and taking part in canoeing, rock climbing etc.,

## 1.2 Approval required

The EVC (Educational Visits Co-ordinator) approval is required for ALL visits. The Deputy Principal's approval is required for all visits except category (i). In addition, the Chair of Governor's approval is required for all visits in the above categories (iv), (v) and (vi).

Staff who plan and implement all types of visits and EVC and Deputy Principal who sanction them, should be satisfied that appropriate arrangements have been made to ensure the safety and welfare of students and that parents are aware of the nature, location(s) and scope of the visit.

## Parental Consent

Parental consent is obtained for all visits in categories i), ii), and iii) at the beginning of the academic year (form PCG see appendix 7). For visits involving an overnight stay or hazardous activities, that is categories iv), v), and vi) written parental consent is needed for each trip (form PC see appendix 8). This is to establish that medical and emergency contact information is up to date. The college may feel it appropriate to invite parents to a meeting where a full discussion can take place.

If significant changes are made to the programme issued to parents during the visit itself, arrangements must be in place to inform parents. For this reason, a staff member not taking part in the visit must be nominated as a contact for the duration of the visit.

### 1.3 Hazardous Activities

This can be defined as where there is general agreement that an activity requires the teacher to have specific skills, knowledge and qualifications in order to reduce to a minimum the risks from undertaking that activity.

## **2. PLANNING AND PREPARATION**

The importance of detailed planning and preparation to secure the success and safety of a visit, journey or activity cannot be overstated. Such planning is a prime responsibility for any party leader and will depend to a large extent on the leader being able to anticipate all the potential risks, dangers and difficulties which could arise, and then making plans to avoid and eliminate them as far as possible.

It is vital that planning and preparation take place as early as possible to ensure ample time for all the procedures to be completed before the visit. This is particularly important where the approval of the governing body has to be sought.

### 2.1 Duty of Care

All employees have a duty of care as laid down in Section 7 of the Health and Safety at Work etc. Act 1974, which states that whilst at work, every employee must take care for the health and safety of himself and of other persons who may be affected by his acts or omissions. Teachers are said to have a particular duty of care in "loco parentis", meaning that, a teacher is expected to exercise the same standard of care as a reasonably careful and responsible parent. A teacher must therefore take all reasonable steps to ensure that every student under his or her control is not exposed to unacceptable risk. Indeed, the duties of teachers in this regard will often go beyond what is normally expected of a parent. This is particularly true in the area of sporting and hazardous activities, where teachers can be expected to be more fully aware of the potential dangers to students. This also applies in the case of students who are 18 or 19 years of age even though they are no longer regarded as minors.

The use of any controlled drug other than under medical supervision is illegal and strictly forbidden. Disciplinary Action will be taken against any employee believed to be abusing drugs or other substances.

Some proprietary or prescribed medicines may have a detrimental effect on the ability of employees to carry out certain tasks. Employees must inform management if such medicines are being taken so that a decision can be made as to their suitability to accompany a group.

The risk assessment carried out by the group leader prior to the trip will have identified the number and skills of employees necessary to supervise the group for various activities and at different times through the day and night. At least this number of employees must respond to group needs during both normal circumstances and in case of emergency. The number identified by the risk assessment:

- must be available at the required time;

- must not consume alcohol under any circumstances.

To avoid confusion and, if appropriate a written report should be prepared naming employees who are “on duty” and the time they are required. Employees should be informed of this rota. If at times extra staff are deemed to be “off duty” these staff may consume alcohol but in moderation.

The college should have a clearly defined policy on smoking. However, a strict ban may not be possible therefore the following steps should be taken:

- many public places, have their own “house rules” and these should be obeyed by everyone in the group;
- in the absence of “house rules” the group leader should set aside an area for the use of smokers if such a place is available;
- no smoking allowed in Bedrooms/Dormitories.

## 2.2 Responsibilities in college

The Deputy Principal is in charge of the internal organisation, management and control of the college, and is responsible for seeing that all college visits comply with this policy. In addition, and in order to discharge the duty of care towards the students, the Deputy Principal must be reasonably satisfied about the preparations and arrangements for the visit. This is particularly important to note as responsibility for specific details can be delegated to another member of staff, usually the teacher in charge of the visit. The delegation must be a reasonable one in all circumstances.

In the organisation of any visit, overnight stays or hazardous activities the member of staff responsible for this should obtain email permission from the EVC, Deputy Principal and Chair of Governors according to the category of visit – see section 1.2.

The College’s duty of care for students on visits is exercised through the teachers who are the College’s employees and, consequently the College is responsible for the negligence of any teacher on a school visit, when a teacher is acting in the course of his or her employment.

Governors now have statutory responsibilities which include extra-curricular activities such as visits. In respect of those visits that specifically require the governors’ consent, the governors will need to satisfy themselves that administration for the visit follows College guidance. See section 3.2a “Underpinning Legal Framework” of [www.oeapng.info](http://www.oeapng.info) for details of relevant law.

## 2.3 Using external providers and facilities

When planning an off-site visit, the suitability of the venue should be researched and checks made that facilities and third party provision will meet the group’s needs and expectations. This is an essential element of risk-benefit management and is critical in deciding how the students will be supervised effectively. See section 4.2b “Residential visits” of [www.oeapng.info](http://www.oeapng.info)

Provider or Facility?

A Provider means any third-party person or organisation contracted to organise and/or deliver all or part of a Visit or Activity, and/or supervise Participants.

A Facility means a publicly accessible venue or resource, which will form part of a visit but where the college team will remain in charge and deliver any activities. For example: public transport providers, museums and galleries, theme parks, theatres, accommodation.

### 2.3.1 Researching Providers

When choosing a suitable provider, the following should be considered:

- Do the values and ethos of the provider match the leader’s expectations?

- Is there a clear understanding about the responsibility for supervision at all times during the visit?
- What are the respective roles of provider staff and college staff?
- What provision will be made for any special needs?
- How flexible is the programme to meet changing circumstances?
- To what extent will the provider be able to be involved in evaluation of the visit's learning objectives?
- Will the group need any specialist equipment?
- Are there any staff training needs?
- Will participants need to be prepared or trained?

The leader has a duty of care to ensure that any provider used meets acceptable standards.

The EVC will check a provider's accreditation status on <http://lotcqualitybadge.org.uk> which is the Learning Outside the Classroom (LOtC) Quality Badge. Where the visit involves certain adventure activities, within scope of the Adventure Activities Licensing Regulations 2004, then the provider is required by law to hold a licence from the Adventure Activities Licensing Authority (AALA). <http://www.hse.gov.uk/aala/> .

Where the provider has no external accreditation, the EVC will refer to [www.oeapng.info](http://www.oeapng.info) section 3.2f "Adventure Activity Licensing Regulations"

If a provider does not hold a suitable accreditation which covers all aspects of their provision, the EVC will gain assurances using form HAZ "Hazardous activity information" (see appendix 5) about relevant aspects of their operation.

It is not necessary to look for such accreditation or assurances from facilities that are open to the public (e.g. public swimming pools) and where no arrangements are made for them to provide activities, instruction, teaching or supervision. However, the leader will still need to satisfy themselves about the suitability of such facilities for this particular group.

### 2.3.2 Researching Facilities, Venues and Accommodation

Wherever reasonably practicable, it is good practice to carry out a preliminary visit to any unfamiliar facility or venue, this will enable the Visit Leader or EVC to ask an appropriate person at the venue to complete to address the following questions:

- Will the venue or facility be suitable to meet the planned aims and objectives of the visit?
- Are there any particular hazards or threats which need to be considered in your risk-benefit assessment and emergency procedures?
- Will the venue be able to cater for the full range of group needs, including any special needs?

Where a preliminary visit is not reasonably practicable, and where the venue has not been used on a previous visit in the past 3 years the leader and EVC should gather sufficient information to make an adequate assessment of the venue, facilities or provider using form AQ Accommodation Questionnaire (appendix 4).

### 2.3.3 Risk Management Planning

Providers are responsible for assessing and managing the risks associated with their provision. They are not responsible for producing an overall visit risk management plan – this is the responsibility of the visit leader.

A provider's risk assessments are likely to be technical documents of no value to a visit leader. What is useful to a visit leader is information from the provider that helps the visit leadership team to make best use of the facilities or venue, and to plan appropriate supervision for their particular group. Such information is better gained through a pre-visit or through dialogue with the provider, rather than through attempting to glean it from the provider's risk assessment documents.

## 2.4 Transport

### 2.4.1 College Minibus

The use of a College minibus for the transport of students on educational visits, overnight stays and hazardous activities should be in accordance with the College Minibus safety guidelines.

Although there is no legislation limiting the number of hours for drivers of minibuses (17 seats or less), driver fatigue has been identified as a causative factor in a number of accidents. It is recommended that the total driving time and other work undertaken by any one person, including acting as an escort, should not exceed 10 hours. Additionally, drivers should not drive for more than a total of 6 hours on a journey in any one day even with regular breaks. It is important the staff realise when planning a journey using a minibus, if these time limits cannot be met, an alternative means of transport should be sought.

### 2.4.2 Hiring vehicles

The leader arranges hiring vehicles through the college finance office. Reputable organisations are used and confirm that seat belts are fitted. If staff have any concerns about the standards of driving on the vehicles hired, then these should be emailed to the Health and safety coordinator and the EVC.

### 2.4.3 Transporting students in staff cars

The EVC must ensure that staff using their own vehicle to transport students on a visit have a full current driving licence; that the car is roadworthy; they have insurance covering business use and that all students will wear seat belts.

### 2.4.4 Students driving themselves to the visit

Students may only drive themselves to or from a college educational visit if written parental consent has been given to the EVC. Students may not take other students in their vehicle to or from the visit.

## **3. SUPERVISION**

For every educational visit there should be a group leader who manages the whole visit. However, for individual activities within the visit, it is better for groups to be small, each with a supervisor, who will normally be a teacher or another member of the college staff.

Supervision is most effective when:

- the aims and objectives of the visit are clearly understood by all the supervisors and ideally the students;
- the visit and activities have been carefully risk-assessed and will be managed safely;
- supervisors and students have contributed to the overall plan, including the risk assessment and risk management;
- the group leader has laid down clear guidelines for standards of behaviour and everyone on the visit has agreed them;



- supervisors have a reasonable knowledge of the students, including any special educational needs, medical needs or disabilities;
- each activity has a bad weather alternative (plan B).

### 3.1 Staffing Ratio

The Governors do not lay down strict student: teacher ratios for educational visits and overnight stays. Staff should use their professional judgement in assessing the degree of supervision required in the light of their own knowledge, their students (including those with special educational needs), the members of staff involved and the nature of the activity. In addition to the teacher in charge there should always be enough staff to cope effectively with an emergency situation. Staff of both genders should attend if both male and female students are participating.

The recommended ratio is 1 adult to 20 students aged 16-18 years for day trips involving non-hazardous activities.

For trips abroad and overnight in the UK the recommendation is 1 adult to 10 students.

These figures should be used as a guide.

Group Leaders should complete a risk assessment of the trip and ensure that there is an appropriate safe supervision level for their particular group.

### 3.2 Use of Parents/Volunteers

Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the college group.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.

This does not mean that every volunteer who helps to supervise an educational visit will have to obtain a disclosure. Parents and others who from time to time help teachers to supervise local visits need not necessarily be DBS-checked (though they should be verified as competent in their allotted tasks and trained and briefed as necessary), Volunteers helping teachers to supervise a residential visit should be DBS-checked. Anyone should be checked if they are likely to be in sole charge of a student under 18 on a one-to-one basis.

All contractor staff likely to have access to young people as part of their normal duties should be DBS-checked. The Educational Visits Co-ordinator (EVC) should obtain assurances that this has happened.

All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any students who may require closer supervision, such as those with special needs or those likely to cause trouble. Teachers retain responsibility for the group at all times.

Supervision can be close or remote, but is always 24 hours:

- close supervision occurs when the group remain within sight and contact of the supervisor;
- remote supervision occurs when, as part of planned activities, a group work away from the supervisor, but is subject to stated controls: a student is never working alone; all students have emergency contact details of leader; meeting time and place after the activity are known to all students.

- down time or recreational time – for example during the evenings – may involve close or remote supervision, but should not be unsupervised – the supervisors continue to be in charge.

### 3.3 Close Supervision

Close supervision normally means that all supervisors:

- have prior knowledge of the group;
- carry a list/register of all group members;
- regularly check that the entire group is present;
- have appropriate access to First Aid.

It is essential that everyone involved in the visit understand the supervision arrangements and expectations. Potential danger points can occur when rearranging groups, in particular:

- when a large group is split into smaller groups for specific activities;
- when groups transfer from one activity to another and change supervisor;
- during periods between activities;
- when small groups re-form into a large group.

It is, therefore, important that the supervisor:

- clearly takes responsibility for the group when their part of the programme begins, particularly making certain that all group members are aware of the changeover;
- clearly passes on responsibility for the group when their part of the programme is concluded, together with any relevant information ensuring that the group members know who their next supervisor is.

There may be some benefit in differentiating between a group leader/supervisor (i.e. the college representative), and an activity leader (who may, for example, be an instructor at an outdoor centre).

### 3.4 Remote Supervision

The aim of visits for students may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad, fieldwork or during gaps between activities may be only remotely supervised. The group leader should establish during the planning stage of the visit whether the students are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for students even when not in direct contact with them.

Parents should be told, before the visit, whether any form of remote supervision will take place.

During remote supervision, in all types of surroundings, clear and understandable boundaries will be set for the group. Students:

- must be familiar with the environment or similar environments
- have details of the rendezvous points and the times of rendezvous
- must always be with at least one other member of the group
- have the contact phone number of the leader.

During remote supervision for adventurous activities for example those under the Duke of Edinburgh Awards students are required to work in small groups without direct supervision. Particular attention needs to be given to the information provided to students before supervision can be withdrawn.

- the training given to students must be sound and thorough and should be assessed separately. The instructor should have the appropriate qualifications or experience to provide training in the activity. The group leader should be satisfied that the students have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision.
- students should be familiar with all equipment used or taken without direct supervision and, in addition to training, an initial element of adult supervision in the use of equipment may be required. The condition and suitability of any equipment, particularly safety equipment, taken or used during these activities should be assessed separately.
- groups must be sufficiently trained and assessed as competent for the level of activity to be undertaken, including First Aid and emergency procedures. Remote supervision will normally be the final stage of a phased development programme;
- there must be clear lines of communication between the group, the supervisor and the college. Do not rely exclusively on mobile phones;
- the supervisor should monitor the group's progress at appropriate intervals;
- the supervisor will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency;
- there should be a recognizable point at which the activity is completed;
- there should be clear arrangements to abandon the activity when it cannot be safely completed.

### 3.5 Down Time

Group leaders should ensure that students continue to be properly supervised during downtime before, between and after activities, including the evenings on residential visits. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

It is good practice to:

- ensure that all staff and students understand the standards of behaviour that apply at all times, not just during activities;
- ensure that handover between activities is properly supervised, with a named supervisor responsible for the group if there is down time between activities;
- ensure that all supervisors understand that their supervisory role continues in the evening – however hard a day it has been; it is not a time to relax in the bar or in front of the TV;
- use down time in the evening, or at the beginning of the day to brief the group on the planned activities for the day to come, e.g. the planned learning outcomes, specific health and safety issues, meal and break times etc.;
- use down time after activities for individual reflection on personal learning outcomes, and group discussion about the highs and lows of the day;

- apply the advice contained in **Remote Supervision** above, adapted as necessary, if it is felt reasonable to allow students some time without close supervision;
- occupy the group with mildly active, non-academic activities in the evening, e.g. craft activities, environmental activities, quizzes, team challenges, led-walks.

### 3.6 Night Time

Group leaders should ensure that:

- the group's immediate accommodation is exclusively for the group's use;
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the students' accommodation;
- there is a teacher present on that floor whenever the students are there;
- child protection arrangements are in place to protect both pupils and staff;
- where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits;
- in the absence of 24 hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion;
- where possible, internal doors should be lockable, but staff should have reasonable access to the student accommodation at all times;
- where students' doors are locked, teachers have immediate access, as necessary, to a master key;
- all staff and students know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

Do not be lulled into a sense of false security by local assurances, such as 'no need to lock doors in this part of the country'. The presence of the group may attract unwelcome attention that is unusual in the locality.

### 3.7 Travel

A driver cannot safely drive and supervise students at the same time on a long journey so, an additional supervisor must travel in the vehicle. Local trips of less than an hour do not need additional supervisory staff. Group leaders should ensure that:

- transport by road has seat belts and that the students wear them;
- students are supervised when boarding and leaving;
- extra care is taken when leaving a vehicle in a country that drives on the right as some doors may open onto the road side;
- standards of behaviour are met, and in particular that drivers are not distracted;
- smoking/alcohol etc. bans are observed;

- students are occupied on long journeys – this will help the journey pass quickly;
- evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear;
- there are adequate rest stops for drivers;
- head counts are carried out when the group is getting off or onto transport.

#### **4. RESPONSIBILITIES OF GOVERNING BODIES**

Governing bodies should:

- ensure that the Principal and the Educational Visit Co-ordinator (EVC) are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities;
- assess proposals for and authorise certain types of visit, which should include visits involving an overnight stay, hazardous activities, or travel outside the UK, and discuss with the deputy principal if appropriate.

#### **5. RESPONSIBILITIES OF THE DEPUTY PRINCIPAL**

The Deputy Principal should ensure that visits comply with this policy (which is based on national guidance [www.oeapng/info](http://www.oeapng/info)) and the college's own health and safety policy. The Deputy Principal should ensure that the group leader is competent to monitor the risks throughout the visit.

The Deputy Principal should ensure that:

- tasks are delegated to the Educational Visits Co-ordinator (EVC);
- leaders and other adults proposed for a visit are competent.
- a senior manager is on call for the leader day and night out of college hours. That senior manager has all participants' emergency contacts and has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she has the number of the Deputy Principal and Principal;
- the EVC can obtain advice on less routine visits from an appropriate technical adviser (College Health and Safety is overseen by Wirral Borough Council) as necessary;
- sufficient resources are available to meet identified training needs for leaders and the EVC, including attendance at courses arranged by OEAP.
- serious incidents, accidents and near-accidents are investigated;
- teachers are made aware of and understand college guidance on emergency planning and procedures. Training and briefing sessions must be provided for college staff;
- the college has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff.

- a procedure is established to ensure that parents are informed quickly about incident details through the college contact, rather than through the media or students;
- contractors have adequate emergency support procedures, and that these will link to college emergency procedures.
- adequate child protection procedures are in place;
- accident and incident records should be reviewed regularly, and this information used to inform future visits;
- training needs have been assessed by a competent person and the needs of the staff and students have been considered;
- the group leader has experience in leading or assisting on visits and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- group leaders are allowed sufficient time to organise visits properly;
- non-teacher supervisors on the visit are appropriate people to supervise students;
- they have the address and phone number of the visit's venue and have a contact name;
- the group leader, group supervisors and nominated college contact have a copy of the Emergency Management Plan;
- ensure that banking arrangements are in place to separate the visit's receipts from other college funds and private accounts;

## **6. RESPONSIBILITIES OF THE EDUCATIONAL VISITS CO-ORDINATOR (EVC)**

The Educational Visits Co-ordinator (EVC) should be involved in the planning and management of all educational and offsite visits led by college staff.

The main responsibilities of the EVC are to:

- brief the leader about: the visit planning procedures using the Visit Checklist (appendix 2); risk assessment using generic assessments (appendix 6) and what information needs to be sent to parents (appendix 9).
- Decide whether the visit is hazardous
- obtain authorisation via email for planning the visit from the Deputy Principal before planning begins
- obtain governing body authorisation via email for visits that are hazardous or overnight;
- liaise with the college finance department and visit leader to ensure efficient financial management, choice of contractors, and contractual relationships;

- take all reasonable and practicable measures to include students with special educational needs or medical needs on a visit
- liaise with the Learning Support Manager to establish whether students going on the visit will need additional support (e.g. in making their own way to the station or venue) and arrange for an LSA to accompany the visit.
- confirm consent for all non-hazardous trips of one day or less has been given by parents - usually given at the beginning of the academic year (appendix 7).
- obtain the consent or refusal of parents for hazardous or overnight visits and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- organise the emergency arrangements and ensure there is an emergency contact for each visit including out of hours;
- ensure that providers of hazardous activities have appropriate qualifications (see section 2.3 above)
- ensure that overnight accommodation is suitable (see 2.3.2 above)
- assist the visit leader in completing a risk assessment
- assess the ratio of supervisors to students;
- check arrangements for the medical and special educational needs of all the students;
- ensure adequate first-aid provision;
- provide travel times and if more than one place is to be visited, a detailed itinerary to the Deputy Principal and out-of-hours college contact
- provide medical information and emergency contacts of all students to the Leader, Deputy Principal and out-of-hours college contact. If overnight provide next of kin contacts for all adults on the trip as well.
- check there is adequate and relevant insurance cover,
- there is a contingency plan for any delays including a late return home;
- check the accreditation or verification of providers of hazardous activities
- make sure that DBS disclosures are in place if required for any adult other than college staff accompanying the trip;
- the recording of any accidents are made. Accident and incident records should be reviewed regularly, and this information used to inform future visits;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- review systems and, on occasion, monitor practice.
- evaluate visits to inform the operation of future visits.

## 7. RESPONSIBILITIES OF GROUP LEADERS

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been approved by the Deputy Principal or the governing body. There should be a clear educational benefit to the students.

### 7.1 Planning and preparation

The group leader should:

- seek advice from the EVC at the very beginning of the planning stage;
- obtain authorisation for planning from the EVC and Deputy Principal;
- follow the regulations, guidelines and policies in this policy which is based on OEAP National Guidelines;
- be aware of child protection issues;
- ensure that adequate first-aid provision will be available;
- with guidance from the EVC, undertake and complete a comprehensive risk assessment. See section 12;
- plan the itinerary with a realistic timetable;
- liaise with the college finance department and the EVC to ensure efficient financial management, choice of contractors, and contractual relationships;
- Inform parents (see section 10 below)
- if travelling abroad - Organise a meeting for parents, obtain copies of passports and if within Europe, EHIC cards;
- ensure that accompanying teachers and other supervisors are fully aware of what the proposed visit involves and clearly define their roles;
- have enough information on the students proposed for the visit to assess their suitability for the activities involved including when not directly supervised
- consider stopping the visit If the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality;
- ensure the group supervisors have details of the college contact;
- ensure that the group's teachers and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

### 7.2 At the start of the visit

The visit leader should:



- have the emergency contacts and medical information of all students with them on the visit all the time.
- give each supervising adult a register of the students' names and mobile numbers, and point out those with special needs.
- remind students of the college code of conduct.
- Take a first-aid kit
- take a college mobile phone and give the number to all members of the group
- be aware of relevant health problems within the group e.g. asthmatics should have their inhalers with them.
- take a roll call before leaving college or at first meeting point. Inform the EVC of absentees.

### 7.3 During the visit

The visit leader should:

- ensure that the venue is suitable for the visit to continue.
- decide on and inform all group members the location of a meeting place if anyone is lost or in an emergency
- in the case of an overnight stay the group should be made aware of the safe means of escape in case of fire and where the group should assemble.
- the duty rota should be made known to all staff and students for the length of the visit.
- take roll calls as appropriate.
- revise timetable if appropriate
- reduce hazards by ensuring structured activities and group procedures.
- count equipment in and out.

### 7.4 After the visit

Review the visit and inform the EVC of incidents, recommended changes

## **8. RESPONSIBILITIES OF TEACHERS AND OTHER COLLEGE STAFF**

All staff on visits act as employees of college, whether the visit takes place within normal hours or outside those hours, by agreement with the principal and governors.

Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to health or safety of the students in their charge is unacceptable.

## **9. RESPONSIBILITIES OF STUDENTS**

The group leader should make it clear to students that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- if abroad be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.

## **10. INFORMATION FOR PARENTS/GUARDIANS**

A letter to parents/guardians must be sent via the student for all educational visits. Typically, if the visit is during one day only, all the information will be given in just one letter. For longer visits, a full itinerary will be sent in a second letter when full details of the visit are known, including how many participants there will be, as this is likely to affect many aspects of the planning.

If the visit involves an, overnight stay or hazardous activity permission must be sought from parents/guardians on form PC (see appendix 8) at an early stage in the planning of the activity in order that they may be thoroughly informed before agreeing to their son/daughter's participation. See appendix 8

Parents should be told the purpose and educational value of the trip, which includes:

- the nature of the activities to be undertaken
- the name, address and any telephone number of the destination and any other bases
- the date, time and place of departure and return
- methods of travel and the name of any travel company being used
- details of the activities during the visit (specifying any hazardous activities) and arrangements for supervision both generally and during specific activities. The parents will also need to have details of any times when the students will not be directly supervised
- the cost and what it covers, together with details of the deposit
- details of the insurance cover if abroad
- details of any inoculations that are necessary if abroad
- a check list of clothing and other items to take.

In the case of overnight visits and hazardous activities it may be appropriate to invite parents/guardians to a meeting where a full discussion can take place. For overnight visits a detailed itinerary should be made available to parents.

If major changes to the programme need to be made after the visit has started, e.g. time of return is significantly different from that scheduled parents must be informed through the nominated contact who must be readily available throughout the visit.

## 10. Parental/Guardian Consent

Written parental/guardian consent must be obtained for all students under the age of 18 taking part in **each** educational visit that involves visits involving **overnight stays** or **hazardous activities**. However, for non-hazardous trips of a day or less during the day and evening, parents' consent will have been sought at the beginning of the Academic Year for all such visits. The EVC will confirm that that consent has been given.

Young people aged over 18 must also complete their own consent form as this form contains emergency contact and medical information. If parents withhold consent absolutely the student should not be taken on the visit but the curricular aims of the visit should be delivered to the student in some other way wherever possible. If parents give a conditional consent the principal will need to consider whether the student may be taken on the visit or not.

### Jehovah's Witnesses

It is acceptable for Jehovah's Witnesses to receive an amended consent form. Firstly, it should be a requirement that both parents/guardians sign the form and consequently the "I" throughout should be changed to "We".

The Declaration on each Parental Consent Form should be amended as follows:

We understand that the teacher in charge of the group will be acting in 'loco parentis' and in the event of an accident we agree to our son/daughter/ward receiving emergency medical treatment, which might include the use of anaesthetics as considered necessary by the medical authorities present.

However as Jehovah's witnesses we hereby expressly forbid the teacher/youth leader to authorise on our behalf any medical treatment for our child which involves any form of blood transfusion or blood product. The use of non-blood expanders will be acceptable. In recognition of this specific prohibition it is hereby understood that we hereby release the teacher/youth leader, the school and the Education Authority from any liability which might arise during the activity by virtue of this prohibition.

We understand that the teachers will inform the medical staff of our views regarding blood transfusions, but realise that they have no control over the final decision of the medical staff.

We undertake to inform the organiser as soon as possible of any change in the medical circumstances of our son/daughter/ward; between the date on which we completed this form and the commencement of the journey.

We understand that Birkenhead Sixth Form College is insured in respect of its legal liabilities only and that there is no personal accident, or other cover, unless we have been advised specifically by the organiser. Accidents may arise for which the Council is not responsible. Parents/guardians may wish to obtain suitable insurance to cover such eventualities.

Obviously if a particular child is a member of a single parent/guardian family, then the wording would have to be altered accordingly. However, where there are two parents/guardians both should sign the form to avoid problems arising if both parents/guardians are not of the same religious persuasion i.e. Jehovah's Witnesses, as there could be some dispute between the parents/guardians as to the faith in which the child is being brought up.

### 10.2 Religious Cultural Considerations

If a parent or guardian cannot sign the declaration for religious or cultural reasons they should consult the member of staff in charge of the visit. In such an instance the Deputy Principal should be consulted for the wording of an alternative declaration.

## **11. ADVICE ON STUDENTS WITH SPECIAL EDUCATIONAL NEEDS**

The College has a duty not to discriminate against disabled students for reasons relating to their disabilities.

The EVC must check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled students in educational visits; and to include those disabled students who wish to take part in educational visits out of college hours. This will usually entail discussion with the student, parents, group leader and other supervisors. The manager of the venue to be visited, and tour operators etc. must all be involved in the discussions

The Deputy Principal should make every effort to include students with special educational or medical needs in college visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

College will already be familiar with the nature of a student's special educational needs. Any limitations or problems the student may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a student with SEN and the behaviour of some students may prove challenging. The following factors should be taken into consideration: -

- Is the student capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the student to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

It may be helpful to the student if one of the supervisors already knows them well and appreciates their needs fully. The group leader or learning support manager should discuss the visit with the parents of students with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

Additional safety measures to those already in place in the college may be necessary to support students with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres etc., if appropriate.

If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The group leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.

All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the student. Extra help should be requested if necessary, e.g. a care assistant.

If teachers are concerned about whether they can provide for a student's safety or the safety of other students on a trip because of a medical condition, they should seek general medical advice from the Learning Support Manager at College.

The group leader should check that the insurance policy covers staff and pupils with pre-existing medical needs.

## **12. RISK ASSESSMENT**

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. The control measures should be understood by those involved. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed.

1. Look for the hazards.
2. Decide who might be harmed, and how
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done
4. Record your findings.
5. Review your assessment and revise it if necessary.

Each visit will have its own specific issues which need to be assessed. Therefore, teachers/leaders are asked to examine the visit they are running and edit the generic Risk Assessment sent to them by the EVC. By completing the Risk Assessment, the teacher/leader can pinpoint specific hazards i.e. weather, travel arrangements, specific students and be able to remove or reduce this hazard.

Risk assessment for educational visits can be usefully considered as having two levels:

- **generic activity risk assessments**, prepared by the EVC and sent to the leader
- **visit specific risk assessments** which will differ from place to place and group to group

### **Generic Activity Risk Assessments (see appendix 6)**

These will be prepared by the EVC and cover elements that occur in most visits.

### **Visit Specific Risk Assessment**

These are undertaken by the leader and might concern particular venues, activities or individual students e.g. those with known health problems

Medical needs of students: Control measures include ensuring the group leader is aware of the known health problems of the group; sufficient medication is provided; there are sufficient adults competent in dealing with the medical problems in the group; and there are contingency measures in place for the group to be adequately supervised if an adult has to accompany a student to hospital.

### **Ongoing Risk Assessments and Reassessments**

Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the generic and visit specific risk assessments and take account of local expertise on e.g. tides, potential for flooding etc. They are not usually recorded until after the

visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment are:

i) Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc.: Control measures would often include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day;

ii) Emergencies: Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the school;

- Group leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous.
- If possible an exploratory visit should be made by any teacher who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them. It is good practice for the teacher or other member of college staff leading a group to visit the site beforehand to gain first-hand knowledge of the area and route. This knowledge will then inform the risk assessment and pre-planning.
- An exploratory visit will give the group leader greater confidence in his or her ability to supervise the pupils. It will help the group leader to concentrate on the needs of the group rather than the unexpected demands of the environment. It should be borne in mind that overseas trekking expeditions cover a much wider range of terrain and circumstances than is found in the UK. The same good practice should be expected where some of the leadership of the group falls to a contractor.
- If it is not possible to visit the site beforehand, it is important that alternative arrangements are sufficient for an assessment to be made. Such alternatives might include obtaining advice from those with experience gained from previous visits; heeding reports of previous visits; the use of experienced and reliable local guides where appropriate; a reconnaissance visit by the group leader on arrival at the venue whilst the group remain in the hotel or hostel on residential visits. Any one or two of these, or of other measures, might not be enough for an adequate risk assessment.

### **Involving Students in Risk Assessment**

- Students who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and be less at risk. Any type of educational visit can provide an important medium for education about risk.
- Adventure activities enable students to build upon their theoretical knowledge of risk management by providing active opportunities to test their knowledge in practice and develop transferable skills. Group Leaders should be aware that students may have an exaggerated opinion of their own ability. The risk assessment should ensure that activities are appropriate to levels of ability and progression.
- Group Leaders should also be aware that pupils engaged in assessing risks may alarm parents about the nature of the hazards to be encountered on more adventurous visits. The consent forms should adequately convey the real risks and the control measures.

## **13. INSURANCE**

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with college (teachers, students, parents and other stakeholders) need to be sure of the nature and level of cover which is provided. Do not assume that cover is in place always confirm this.

The following advice will help clarify some of the many queries which are raised. However, it does not replace the need for individuals to carry out a Risk Assessment of any proposed trip, or the need to seek information on insurance from the Director of Finance or professional association which is pertinent to their own circumstances.

Parents should be informed that the college cannot accept liability for the failure of insurance for reasons beyond the control of the college or where the college has made reasonable enquiries and exercised reasonable care.

### **13.1 Personal**

All employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Compensation will only be payable where injury can be proved to be the result of negligence on the part of the employer or another employee (Employers Liability).

In respect of students, college has a legal duty to take care of the well-being and safety of young people. Where a pupil is injured as the result of a breach of this responsibility, a claim for compensation may be brought.

There is no requirement for college to make provision for loss through personal injury as the result of an accident where no blame may be attached (as in the case of Van Oppen -v- Bedford School Trustees). Personal accident insurance cover for students is a matter for the parents to arrange.

### **13.2 Indemnity**

Parents may be required to sign forms to indemnify the college against any claims by students arising from accidents, which occur during the course of college activities. These forms do not take away the responsibility of the college and staff for the care of students, or remove the possibility of legal action arising from an accident.

Trip leaders may sometimes be asked to sign indemnity forms when using external centres for activities with their students. Before signing such forms, it is important that advice is sought from the Principal, or other appropriate source, to ensure that any existing legal protection is not thereby prejudiced or diminished.

The written consent of parents should always be obtained for the participation of students in any hazardous activity or overnight visit. The college has appropriate forms available for this purpose. (See Section 13 on Moodle).

### **Insurance Provision**

Staff should be aware of the college provision for insurance, including Public Liability and Employer's Liability. The Director of Finance liaises with the insurance company and can be contacted with queries or for advice. In particular, not all countries are covered by the policy so for all foreign travel the EVC should check that the country is covered by the standard policy.

### 13.3 Public Liability

These claims are usually in respect of injury, or loss of, or damage to property. They could be brought by young people, their parents, visitors to the college, the owners of neighbouring premises, amongst others.

Trips and visits organised by the college will be covered by this policy. It provides cover to the college, its staff and any voluntary helpers against legal liability for injury to people or damage to their property. It is designed to cover claims from, 'third parties' who could be students, parents, other organisations, or members of the public.

Insurance companies will expect all staff, to have experience and expertise in the activity concerned.

### 13.4 Employer's Liability

Such claims would be brought by employees for injuries or disease arising out of their employment. This policy would also apply to official trips and visits. It is designed to cover the college against its legal liability for the death, bodily injury or disease of its employees, which occurs in the course of their employment. For compensation to be payable under either of these liability policies, a claimant would need to prove that the college was legally liable.

Arrangements may vary so it is important that trip leaders make enquiries and are aware of any situations where cover may not be in place. This particularly applies when staff are acting as an agent for an association external to the college, for example a district or county sports association.

Extra-curricular activities within college are normally included in the insurance arrangements, but if in doubt confirmation should be obtained from the Director of Finance. Care should be taken to ensure that cover extends to, or is provided by, external personnel like parents who may be involved with the delivery of the programme on a voluntary basis.

### 13.5 Additional Cover for Outdoor and Adventurous Activities

Staff arranging outdoor activity or adventurous events being undertaken by the college should clarify with the Director of Finance what insurance provision exists and what additional cover may need to be taken out.

Special arrangements may be necessary to obtain insurance for activities abroad.

Organisers of visits should follow college policy and satisfy themselves that, depending on the type of trip and the area to be visited, they are covered for:

- public liability cover claims for negligence;
- third party liability covering claims against the College and its employees;
- personal accident cover for leaders, voluntary helpers and party members;
- medical treatment;
- transport and passenger liability;
- high risk activities (often excluded from standard policies);
- damage to or loss of personal or hired equipment;
- programmed as well as non-programmed activities;
- transport and accommodation expenses in case of emergency;
- compensation against cancellation or delay;
- compensation for loss of baggage and effects;
- legal assistance in the recovery of claims;
- failure or bankruptcy of the centre or travel company.



Cover arrangements for personal accident or injury to student participants in outdoor and adventurous activities may need to be considered separately.

For visits involving extensive travel, either in the UK or abroad, organisers will also need to arrange appropriate cover for third party risks when using vehicles in the European Community and other countries. Where foreign travel is planned, organisers should scrutinise carefully the list of exclusions in the policy.

Special arrangements may need to be made to cover participants with medical conditions. The trip leader should declare this to the EVC who will request that the Director of Finance contacts the insurance company to check that the College policy covers the condition and whether any additional steps need to be taken.

Parents should be informed of the insurance arrangements made by the college in clear terms. They should be told which insurances are arranged by the college and which are arranged and payable by parents – and also of any insurances that have not been verified, for example, host parents abroad.

Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.

## **14. VISITS ABROAD**

Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this document applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK. College visits abroad can be made in a number of ways.

### 14.1 Organising your own transport

Group leaders should ensure that drivers taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those en route. EC regulations require the fitment and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. These regulations apply for most drivers of school/college passenger vehicles when undertaking an international journey. Different licence requirements would normally apply for driving abroad. DETR can provide advice on the relevant transport legislation.

Factors to consider when travelling abroad include:

- the need to be aware that different legislation and regulations may apply for drivers' hours and record-keeping purposes, particularly in non-EU countries;
- EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats on journeys through EU countries and some countries outside the EU. In other countries, drivers must observe the domestic rules of the countries being visited. Advice on domestic rules may be obtained from the relevant embassies of the countries concerned;
- special documentation is required for minibuses taken abroad;
- all group members should be aware of unfamiliar right-hand drive traffic. The passenger doors on UK minibuses and coaches may not open on the kerb side in countries where travel is on the right hand side of the road. Extra care will be necessary when the group is climbing in and out of the vehicle. Detours may be necessary to ensure safety;
- carrying capacity and loading requirements;

### 14.2 Using a Tour Operator

Before using a tour operator, group leaders should ensure it is reputable. Ascertaining this should form part of the risk assessment. The Civil Aviation Authority licenses travel organisers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence of ATOL). The licence is a legal requirement and provides security against a licence holder going out of business.

A travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the group leader must check whether or not the whole package being supplied is covered by the ATOL. If it is not, the organiser must show evidence of other forms of security to provide for the refund of advance payments and the costs of repatriation in the event of insolvency.

### 14.3 Planning and Preparation

It is good practice that an exploratory visit to the location should always be made. If this is not possible, the group leader should gather as much information as possible on the area to be visited/facilities from:

- the provider;
- the Foreign & Commonwealth Office's Travel Advice Unit;
- other schools who have used the facilities/been to the area;
- the local authority/schools in the area to be visited;
- national travel offices in the UK;
- embassies/consulates;
- travel agents/tour operators;
- the Internet, books and magazines.

### 14.4 Staffing the visit

Staffing ratios for visits abroad are difficult to prescribe, as they will vary according to the activity, the location, and the efficient use of resources. A ratio of 1 adult to 10 pupils is a general rule of thumb, but group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. At least 2 of the adults should be teachers. There should be enough adults in the group to cover an emergency. Mixed gender groups should have at least one male teacher and one female teacher.

### 14.5 Preparing students for visits abroad

Factors to consider for visits abroad include:

- language – particularly common phrases;
- culture e.g. body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender etc.;
- drugs, alcohol-usage;
- food and drink – group members should be warned of the dangers of drinking tap water in certain countries. In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish;
- money – how to carry money and valuables discreetly e.g. money belts, zip armlets
- how to use their mobile phone abroad.

### 14.6 Briefing meeting for parents

Parents should be given the opportunity to meet the teachers and others who will be taking the students overseas.

### 14.7 Vaccinations

The group leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements.

### 14.8 Insurance

The group leader must ensure that the group has comprehensive travel insurance.

### 14.9 Foreign legislation

The group leader needs to check relevant legislation, particularly on health and safety e.g. fire regulations.

### 14.10 Language abilities

It is strongly recommended that the leader or another learns enough of the language to know what to say in an emergency.

### 14.11 Visas/passports

The group leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip.

Photocopies of the group's passports should be taken for emergency use. Otherwise there can be problems if someone other than the designated leader has to accompany an injured pupil back to the UK.

Some states may not allow in a traveller whose passport will expire within a few months of entry. The group leader or EVC should personally check the passports of all supervisors and pupils to obviate the risks of anyone being turned back from the borders of the venue country or any countries being traversed en route. The EVC or the group leader should contact the UK embassy or consulate of the relevant country or countries for details.

### 14.12 Nationality

If the group includes pupils whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry.

Students who are not British nationals will normally need a visa to travel to another EU member state unless visa exemption has been secured for them. Details of visa exemption, which is available only for members of a school group taking part in an educational visit, are available from the Home Office.

Students who are not nationals of any EU member state may need a visa to travel from the UK to another member state. However, they may receive visa exemption if they are members of a school group. Details and forms are available from the Central Bureau for Educational Visits and Exchanges.

Students other than EU nationals may require separate passport and may need to use separate passport control channels from the rest of the group.

### 14.13 Care orders and wards of court

If a student is subject to a care order, foster parents will need to ensure that the Social Services Department consents to any proposed trip. If a student is a ward of court, the Principal should seek advice from the court in relation to school journeys and activities abroad well in advance.

### 14.14 Emergency Medical Facilities

Some of these are available through reciprocal health care arrangements in European Community countries to EU Nationals. The European Health Insurance Card (EHIC) is free and allows you to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge.

It is advisable to take a contingency fund as sometimes treatment must be paid for in advance and money has to be claimed back later.

Doctors abroad can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a student unless assured that the group leader had parental authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

#### 14.15 Paperwork

The group leader should ensure that they obtain and take with them:

- travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag;
- a copy of the contract with the centre/hotel etc., if appropriate;
- medical papers e.g. EHC and significant medical histories;
- parental consent forms and permission to group leader to authorise emergency treatment on parental behalf;
- the phone numbers and addresses, at home and in college, of the deputy principal and of the college contact;
- the names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace);
- copies of a list of group members and their details;
- details of insurance arrangements and the company's telephone number;
- the name, address and telephone number of the group's accommodation;
- location of local hospital/medical services.

#### **Information retained at the college**

Full details of the visit should be retained at college while the visit is in progress. This should include:

The itinerary and contact telephone number/address of the group;

- a list of group members and their details;
- contact names, addresses, telephone numbers of the parents and next of kin;
- copies of parental consent forms;
- college emergency contact numbers.

It is the principal's responsibility to ensure this information is available at all times. This is particularly important if the visit takes place when the school is closed.

#### **During the visit**

It is advisable for students to carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation/meeting point, or to take them to the police station. They should also carry the group leader's name and the duty contact's

phone number. If students are to undertake any activities unaccompanied they should be in groups of at least 3. Particular caution needs to be exercised before leaving students unaccompanied in a foreign country where inevitably much will be unfamiliar to them.

### **Emergencies**

The group leader must ensure that all members of the group know what action to take if there is a problem.

The group leader and supervisors should know where the nearest British Embassy or Consulate is located and the telephone number. Ensure that they have this information to hand.

Group leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected.

Many of the health problems of students on longer visits are caused by lack of food, of liquid or of sleep.

The group leader should take this into account at the planning stage and take measures to prevent these risks. If appropriate, students should have suitably factored sun protection creams and sun hats/glasses. Group members should be advised about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea. In warm climates it is important to keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibres.

### **Contacts at home**

It is advisable to have a teacher/contact at home with a valid passport who could go to the area being visited to provide support to the group in the event of an emergency.

### **Travel by Air**

Taking a school group on an aircraft requires careful planning and preparation. The airline/travel agent will be able to advise on particular requirements. If the group includes any members with disabilities, it is advisable to check that the airline has a wheelchair service and lifting facility etc., if appropriate. The group leader should resist any attempt by the airline to split the group between different aircraft.

### **Exchange visits**

Different considerations apply to exchange visits where for part of the time students will be in the care of host families or the host school. Parents need to be aware that the accompanying teachers will not always be in a position to exercise the same level of supervision as would apply on other educational visits and that host families will not be subject to English law.

The group leader should also:

- acquire good personal knowledge of the host school
- be satisfied with the pairing arrangements. The partner school should inform the host families of any special medical or dietary needs of their guests, age and gender;
- make sure that matches are appropriate;
- inform parents students and the host school about the arrangements for collecting and distributing students to families and for transporting students throughout the visit.

A variety of activities may be undertaken by the pupils while the guests of their exchange partners. These may include adventurous activities. The visit leader should ascertain which adventure activities are likely to be involved, enlisting the aid of the host school and host parents where practicable. Parents should then be notified accordingly and informed which of the following supervision arrangements will apply for each activity:

- the activity is a normal leisure pursuit undertaken by the host family, with the host parents responsible for safety;
- the activity forms part of the curriculum of the host school, with teachers from the host school responsible for safety;
- the activity will be supervised by an external provider engaged by the host family or host school.

Where practicable, the visit leader should seek assurances that those who will supervise adventure activities are competent to do so. However, parents must be informed that the accompanying teacher will not be in a position to take responsibility for safety in these activities and that neither the accompanying teacher nor the college is able to vouch for the standards of supervision which will apply.

Only if parents are willing to grant their consent on this understanding should the pupils be permitted to take part in these activities.

On exchange visits teachers must carefully brief students of how they would gain help if they are worried about their accommodation and circumstances. Students must be made aware of the ground rules agreed between the group leader and the host family.

All students should be familiar with traffic signs and regulations before being allowed to carry out tasks in small groups in urban areas abroad.

## **15. SWIMMING ON EDUCATIONAL VISITS**

The opportunity may arise for students to participate in swimming during educational visits, either in public pools or in open water. The following guidance notes must be read carefully.

**NOTE: Visit leaders must ensure that the following regulations are adhered to. If these requirements cannot be met, swimming must not be permitted.**

### 15.1 Swimming in Public Pools

Free swimming in a public pool presents greater risks than organised swimming lessons. A basic rule is the students must be observed at all times.

If considering the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following: -

- is the water temperature appropriate?
- is the water clear?
- are there signs clearly indicating the depth – is there a shallow end and is the water there shallow enough?
- does the pool cater for students with disabilities?
- does the deep end allow for safe diving?
- are there resuscitators and other pieces of first-aid/rescue equipment, and is there some trained to use them?
- is there a changing room for each sex?
- are the changing and showering facilities safe and hygienic?
- can clothes be stored securely?
- have the students been instructed how to behave in and around water?

### 15.2 Responsibility and supervision

The Group Leader has overall responsibility for the safety of students in his/her charge.

The Group Leader must ascertain that lifeguard cover is provided at the pool. If this cover is not provided a member of staff must act as lifeguard by staying at the poolside in a raised location. Staff may only act in this capacity if they hold a recognised life-saving qualification stating their competence to affect a rescue from the deepest part of the pool they intend to allow the students to use. If no qualified lifesaver is available students may not use the pool.

The Group Leader, or an assistant appointed by the Group Leader, must observe the students from the poolside. This person must be conversant with the regulations and emergency procedures operating at the pool and be prepared to alert the lifeguard if a student is in difficulty.

A minimum adult: student ratio of 1 to 20 should be observed. At pools with no lifeguard cover the member of staff appointed to act, as lifeguard must be additional to this requirement. Teachers should monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary.

The Group Leader must ensure that: -

- students know how to summon help should an emergency arise;
- students are aware of the signal for leaving the water;
- students are counted into and out of the water;
- good discipline is observed at all times;
- running, 'bombing', unnecessary noise and rough play are forbidden.

### 15.3 Medical and health considerations

Swimming should not take place within one hour of eating.

The Group Leader must be aware of students with any pertinent medical conditions. In the case of epilepsy, medical clearance must be obtained from the parents and medical practitioner. Epileptics require one to one supervision whilst in the pool. A buddy system may be appropriate.

For reasons of hygiene some public pools insist that all people using the pool wear hats.

### 15.4 Diving

Diving must be prohibited where the vertical depth is less than 1.5 metres. Diving must be supervised by a member of staff who has no other responsibilities during the session.

### 15.5 Swimming in the sea and open inland water

Many educational visits will have open water as a feature of the area visited. In good weather conditions open water is an obvious attraction for students. Swimming, however, **must not be permitted unless** it forms part of an organised programme of the visit.

### 15.6 Swimming in open inland water

Open inland water such as rivers, lakes, reservoirs or canals presents unacceptable levels of hazard. These include vegetation and other underwater obstructions, sudden changes in depth, and pollution. The only exception is where swimming takes place as part of a watersports activity such as canoeing windsurfing or rafting, supervised by competent persons. If the open water is a recognised bathing location well known to the Group Leader, then the following safety regulations relevant for sea bathing must apply.

### 15.7 Swimming in the sea

A person's swimming ability in the sea is considerably less than in a heated swimming pool. It is further reduced by heavy waves, low temperatures and any undertow. In these circumstances it is not advised to swim in the sea. Swimming in the sea is only permitted under the following circumstances: -

- as a formal and supervised activity preferably in recognised bathing areas which have official surveillance (i.e. qualified lifeguard cover);
- an adult/student ratio of 1 to 8 must be observed, with a minimum of 2 staff;
- at least 1 member of the group must remain on watch at the water's edge and must not swim;
- if no lifeguard service is available at least one adult member holding a current RLSS bronze or silver cross or beach lifeguard award must be present. Other helpers should also have a knowledge of cardio-pulmonary resuscitation;
- the leader must have a thorough knowledge of conditions pertaining to the beach e.g. shelving, uneven or unstable bottom;
- the permitted swimming area must be defined and made clear to all participants;
- swimming must not take place within one hour after eating;
- swimmers may only swim in water of waist depth or less and should swim parallel to the shore;



- before entering the water, all participants must be briefed as to the procedure should an emergency arise, and the signal for leaving the water;
- students must be counted into the sea and on leaving the sea.

The following considerations should be taken into account when deciding the swimming area:

- the age and ability of the swimmers;
- the conditions of the sea, beach weather;
- the presence of beach lifeguards or the life-saving ability of the staff in charge;
- the safety equipment available, for example boats, line and drum floats.

The following equipment should be kept available during the session:

- a whistle;
- first-aid equipment, including warm clothing and a space blanket or survival bag;
- lifesaving items such as floats or throw line.

Students must not use floatation aids such as airbeds or body-boards because of the danger of drifting.

## **16. ACCIDENT AND EMERGENCY PROCEDURES**

The procedures to be followed in the event of any injury to persons or damage to property are as laid down in the college Health and Safety policy. It is important that the names and addresses of all young people and adults participating in the visit should be completed accurately and copies sent to the Deputy Principal and Health and Safety officer.

### 16.1 Emergency Procedure

In spite of good planning and organisation there may be accidents and emergencies, which require an on-the-spot response by the leaders. Nationally very few fatal accidents have occurred on educational visits, journeys and expeditions, but leaders should be prepared for these or other emergencies. The following outline guidance is provided for leaders and is supplementary to information outlined in the college's Emergency Management Plan maintained by the Director of Finance

### 16.2 Control and supervision of the group

Ensure the following points are followed:

- share the problem, advise all other group staff that the accident/ emergency procedure is in operation;
- make sure **all** members of the group are accounted for;
- if there are injuries, immediately establish the names of the injured people and the extent of their injuries;
- ensure that the injured are accompanied to hospital (preferably by an adult they know),
- ensure that the rest of the group are adequately supervised and have understood what has happened and the implications for the rest of the programme.

### 16.3 Control of information and communication

News travels very quickly. Immediately make contact with the Deputy Principal or emergency contact point. Give details of the accident or emergency.

### 16.4 Reporting accidents and emergencies

Teachers must report to the Principal through the contact person at college. The Principal will inform the Chair of Governors.

Contact with relatives should be made by the Deputy Principal.

A designated person should act as the ongoing point of contact with the media. This will involve close liaison with the Chair of the Governors.

There should be liaison by the designated person with police and relevant emergency services about what information may be released to the media.

If a comment at the scene of the accident or emergency is requested by the media enquiries should be addressed to the designated person.

The names of participants injured should **not** be released. Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel etc.).

At the earliest opportunity you should prepare for the Governors a written report on the accident or emergency. The details of the accident or emergency should include: nature, date and time of incident, location of incident, names of casualties, details of their injuries, names of others involved, action taken so far, action yet to be taken and by whom. The names, addresses and telephone numbers of any independent witnesses should be noted.

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1996 requires the reporting of all major injuries, dangerous occurrences. A member of the Health and Safety team **must** be informed.

The college has a duty to report **all** accidents to students/ teachers/ volunteers. For this purpose, an Accident Report Form should be completed for all accidents and given to the Health and Safety co-ordinator. These forms are to be completed and passed to the Estates and Services Manager, the college's qualified first aider.

#### 16.5 Welfare of members of the group and their families

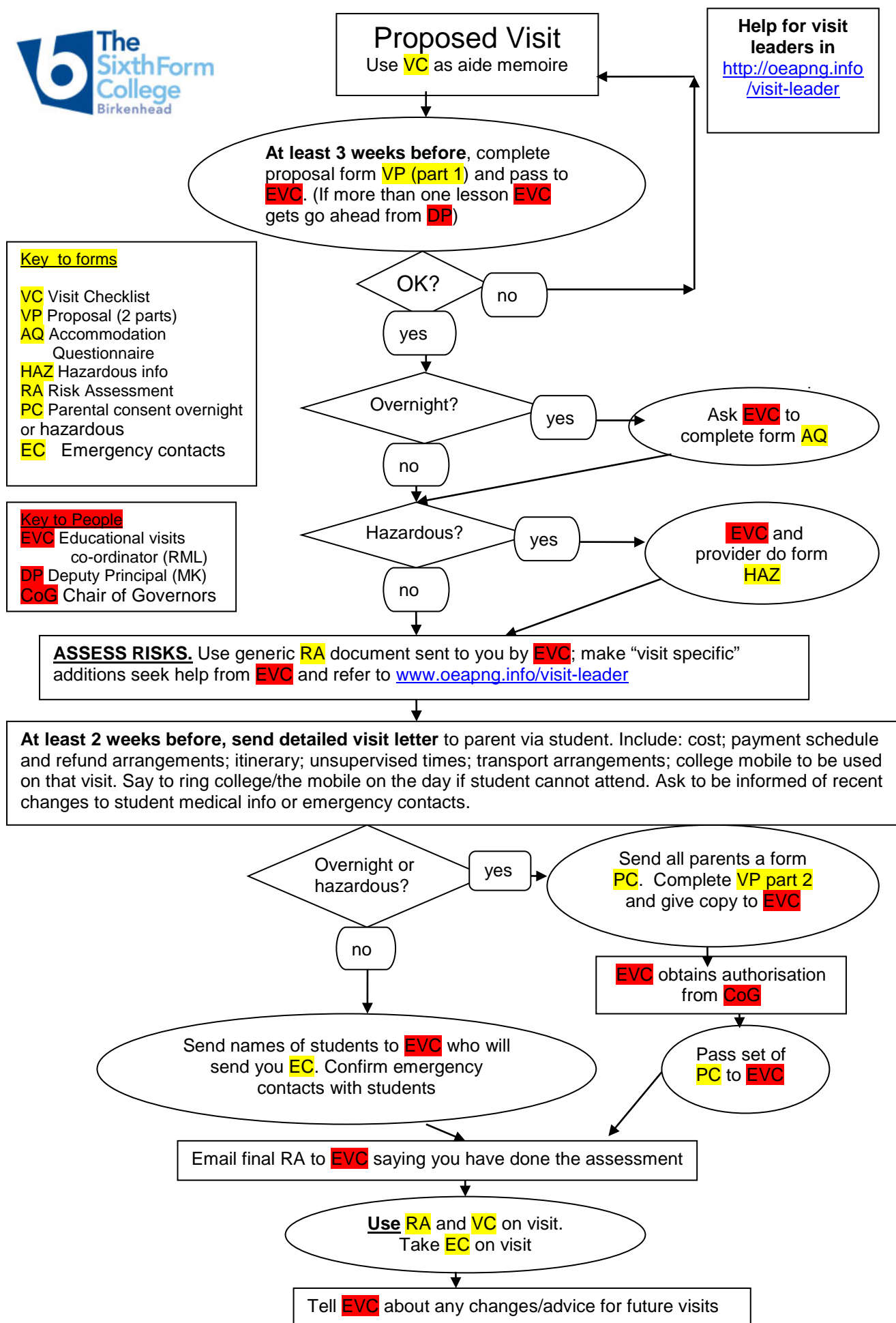
In the event of an accident, students will need help in coping with shock or trauma. This will also apply to leaders, families and other members of the party.

## Appendices

### **Visit Documents**

1. Flowchart for trip planning
2. VC Visit checklist
3. VP Visit Proposal
4. AQ Accommodation Questionnaire for provider
5. Hazardous activities
  - a. HAZI Hazardous Activity Provider Statement (indoors only)
  - b. HAZO Hazardous Activity Provider Statement (including outdoors)
6. RA Generic Risk assessments
  - a. Front page
  - b. General Supervision
  - c. Own way there
  - d. College minibus
  - e. Staff own car
  - f. Coach journey
  - g. Own way to station, train journey and underground travel
  - h. Air travel
  - i. Overnight accommodation and moving between venues
7. PCG Annual, General, Parental consent form for non –hazardous trips during one day
8. Parent consent - Hazardous or overnight trip
  - a. PC Parent consent form for a specific Hazardous or overnight trip
  - b. PCP Parent consent form (including passport info) for a trip abroad
9. LP List of information leader to send to parent

## Flowchart showing forms and authorisation needed for Educational visits (from January 2017)





Help for visit leaders in  
<http://oeapnq.info/visit-leader/>

### VISIT CHECK LIST Part 1 (some days or weeks beforehand)

Visit Leader \_\_\_\_\_ Visit date(s) \_\_\_\_\_ Visit to \_\_\_\_\_

This is intended as a checklist for the person in charge to ensure that safety issues are considered prior to, and immediately after, arrival at the destination. Before departure remember **the leader is responsible** for the well being and safety of all members in the party. If you are concerned, contact the Educational Visit Co-ordinator (**EVC**)\* or Deputy Principal\*\* for advice.

\*Rowena Lovatt \*\* Mike Kilbride

#### Checklist for all visits

Form VP (visit proposal) part 1 emailed to EVC who gets authorisation for planning from MK	
Assess Risks – read <b>generic Risk Assessment</b> (RA) document sent to you by EVC, edit during planning as appropriate	
If student payment is needed – send completed finance form to EVC (who will forward it to finance office)	
If the visit is optional, with the EVC prepare <b>initial letter to parents and students</b> to establish interest. Include; expected cost; date; location; purpose and benefits of visit; when a deposit is to be paid by to guarantee a place; what circumstances would merit a deposit refund	
When exact participants are known prepare with the EVC a <b>detailed letter to parents and students</b> . Include: cost; payment schedule and refund arrangements; itinerary; unsupervised times; transport arrangements; college mobile to be used on that visit. Say to ring college/the mobile on the day if student cannot attend. Ask to be informed of recent changes to student medical info or emergency contacts.	
EVC and leader establish which students are going. Consider the needs of specific students in the RA	
Send completed RA document to EVC as an email attachment confirming you have done the assessment	
EVC gives you “EC” - the students’ Emergency contacts and medical info which you take with you. TAKE A COPY FOR EACH STAFF MEMBER	
Ask students to tell you of any changes to emergency contact phone number or their medical information – update EC as appropriate and tell EVC.	
If out of college hours check EVC has given you a phone number of an SMT member to use in an emergency.	
48 hours before, EVC will email ( <a href="mailto:trips@bsfc.ac.uk">trips@bsfc.ac.uk</a> ) all teaching and other relevant college staff with names of students missing lessons. <b>Check it’s still accurate.</b>	
Collect first aid kit and college mobile phone from EVC	

#### Additional checks for hazardous and/or overnight visits

With EVC, complete forms: VP Part 2; AQ (Accommodation Questionnaire); HAZ (Hazardous info) - as appropriate	
As well as the Information for a day trip, letter to parents should include: Address and phone of accommodation; a request for a copy of the student’s passport and European Health Insurance Card. (This is the free official NHS website <a href="http://www.ehic.org.uk">www.ehic.org.uk</a> )	
Written (or emailed) parent consent (form PC) obtained from all parents.	
Any health, special needs etc issues recorded on PC forms noted and acted upon.	
EVC has an emergency contact for all staff members	
College medical and security insurance information	
Check with the EVC whether further insurance is needed for the specific hazardous activities on this visit	

**VISIT CHECK LIST Part 2a**  
(before leaving or at first meeting point).

<b>Contact college with names of students who have not arrived.</b>
---

EVC 0151 651 3724, main number 0151 652 5575
--

Give the phone number of the college mobile that you have to the students and staff
---

Assign students to groups where at least one of them has a mobile phone
---

Confirm that those students identified on the EC as needing to carry medication have it with them.
--

Give <b>all</b> staff details of <b>all</b> students pointing out those with special medical conditions or needs
--

Brief all staff of risks revealed by risk assessment and how to minimise them
---

**VISIT CHECK LIST Part 2b**  
(on the day at the location)

Agree a meeting point in case of emergency
--

Tell students the time and place to meet at the end of the visit
--

Brief the students on general safety, discipline etc
--

Inform the students and staff of all the emergency rules of the location and follow them
--

**If there is an incident, inform the college (or out-of-hours emergency contact) as soon as possible.**

**VISIT CHECKLIST PART 2C**  
(within a week after the visit)

Inform the EVC : Safety considerations? Valuable educationally? Good value for money? Changes next year?
--



## Proposal for offsite visit

The visit leader must email Part 1 of this form to the EVC **at least 3 weeks beforehand\***. The EVC will classify the visit either hazardous or not forward the form to the Deputy Principal for approval to go ahead with planning. If the trip is hazardous or overnight, Part 2 (overleaf) must be filled in after risk assessment etc have been completed. Authorisation is then given.

- \*For hazardous visits or trips abroad at least 2 months

### Part 1

<u>Date(s) of proposed visit</u>	<u>Leader (person who will undertake the Risk Assessment)</u>	<u>Location of visit (including address and phone number)</u>
<u>Number of college days involved</u>		
<u>Likely number of students, AS? A2?, Preadv?</u>	<u>Other staff/adults</u>	
<u>Times at Venue (s)</u>	<u>What will the students be doing and why?</u> <u>Approx. how much will they be paying?</u>	
<u>Time leaving college (or "meeting at venue")</u>		Office use only
<u>Time returning to college (or "own way home")</u>		Approved for planning from EVC
		Date
		Approved for planning from Deputy Principal
		Date
<u>Transport eg "own way there and back", college minibus, coach, train, staff own car MUST HAVE BUSINESS INSURANCE</u>		In emergency out of college hours contact
		Visit classified by EVC as hazardous / non hazardous
		EVC - Risk assessment received from leader on

**When all documentation has been completed – visit authorised by EVC \_\_\_\_\_**

**Part 2**

**To be completed if the visit is hazardous or overnight when approval for planning has been obtained (overleaf)**

Do the EVC and leader have completed electronic copies of the following? Y; N; N/A	
AQ (Accommodation Questionnaire)	
RA (Risk Assessment)	
HAZ (Hazardous Info)	
Detailed Itinerary	

Has parental consent been obtained from all students?	
Student emergency contact details, medical information and mobile numbers checked and given to leader and accessible to the in-college emergency contact?	

Visit authorised by:  Chair of Governors – email received on date _____
---



PARK ROAD WEST  
CLAUGHTON  
PRENTON  
WIRRAL  
CH43 8SQ



Telephone: 0151 652 5575  
FAX: 0151 653 4419  
email@bsfc.ac.uk  
www.bsfc.ac.uk

Principal: Kathryn Podmore  
BA MBA

## EDUCATIONAL VISIT ACCOMMODATION PROVIDER STATEMENT

### PART 1: To be completed by the college

Name, address and phone of college	Birkenhead 6 <sup>th</sup> form college Park Road West, Birkenhead, CH43 8SQ. Tel: 0151 652 5575		
Name phone and email of Visit co-ordinator	Rowena Lovatt 0151 651 3724 rml@bsfc.ac.uk		
Name and email of Visit Leader			
Name, address, phone and email of Accommodation Provider			
Date(s) of visit		Number of students / staff	

### PART 2: To be completed by the Provider

#### Insurance

Do you hold public liability insurance, which will be current during the proposed visit.	
If Yes, what is its indemnity limit?	£ M

#### Health, safety and accommodation security

Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
Do you have accident & emergency procedures in place.	
Does accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	

#### CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Position in organisation: \_\_\_\_\_

**Thank you for completing this form. Please return it to the visit co-ordinator Rowena Lovatt.**



## HAZARDOUS ACTIVITY PROVIDER STATEMENT (indoors only)

### PART 1: To be completed by the Visit Organiser

Name & address of Establishment (school/service)	Birkenhead 6 <sup>th</sup> Form College, Park Rd West, Birkenhead, CH43 8SQ 0151 652 5575
Name and Email of visit leader	
Type of Visit/Activity:	
Name, address, phone and website of Provider	
Date(s) of visit	

### PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you have been sent this form but hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need only complete Section A and the Confirmation.

#### SECTION A to be completed for all types of visit

<b>1. Learning Outside the Classroom Quality Badge</b>		
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
1.2	If Yes, what is its expiry date?	
<b>2. Insurance</b>		
2.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
2.2	If Yes, what is its indemnity limit?	£ M

#### SECTION B

<b>3. Health, Safety and Emergency Policies</b>		
3.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
3.2	Do you have accident & emergency procedures in place, with records available for inspection?	

<b>4. Vehicles</b>		
4.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
<b>5. Staffing</b>		
5.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
5.2	Are there regular opportunities for liaison between your staff and establishment staff?	
5.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
<b>6. Sub-contracting</b>		
6.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
6.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

### SECTION C – ACCREDITATION

<b>7. Details of any accreditations held by the Provider</b>		

### CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed: \_\_\_\_\_ Name \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Position in organisation: \_\_\_\_\_

**Thank you for completing this form. Please return it to the Organiser at the establishment named above.**



## EDUCATIONAL VISIT HAZARDOUS ACTIVITY PROVIDER STATEMENT

### PART 1: To be completed by the College

Name & address of Establishment	Birkenhead 6 <sup>th</sup> form college, Park Road West, Birkenhead, CH43 8SQ. Tel: 0151 652 5575
Name and email of Visit co-ordinator	Rowena Lovatt rml@bsfc.ac.uk
Name and email of Visit Leader	
Name, address, phone and email of Accommodation Provider	
Date(s) of visit	
Number of students / staff	

### PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you have been sent this form but hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need only complete Section 1 and the Confirmation.

<b>1. Learning Outside the Classroom Quality Badge</b>	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?
1.2	If Yes, what is its expiry date?
<b>2. Insurance</b>	
2.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?
2.2	If Yes, what is its indemnity limit?
	£ M

<b>3. Health, Safety and Emergency Policies</b>	
3.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?
3.2	Do you have accident & emergency procedures in place, with records available for inspection?
<b>4. Vehicles</b>	
4.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and meet EU regulations on passenger seat belts?

<b>5. Staffing</b>		
5.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
5.2	Are there regular opportunities for liaison between your staff and establishment staff?	
5.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
<b>6. Accommodation</b>		
6.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
6.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
6.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
6.4	Are separate male and female sleeping accommodation and washing facilities provided?	
6.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
<b>7. Sub-contracting</b>		
7.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
7.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

**SECTION C**

**to be completed if the visit includes hazardous activities or field studies**

<b>8. Adventure Activities Licensing Authority (AALA) Licence</b> to be completed if any activities are within the scope of the licensing regulations		
8.1	AALA Reference number	
	Date of expiry.	
8.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
<b>9. Activity Management</b> to be completed about all activities		
9.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
9.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
9.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
9.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
9.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
9.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
9.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

**SECTION D**  
to be completed by Tour Operators

<b>10. Tour Operators</b>	
10.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.
Details of any bonding (ATOL, ABTA etc)	

**SECTION E – EXPEDITIONS**  
to be completed for overseas expeditions

<b>11. Expeditions</b>	
11.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?

**SECTION F – ACCREDITATION**

<b>12. Details of any accreditations held by the Provider</b>

**CONFIRMATION**

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed: \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_.

Position in organisation: \_\_\_\_\_ Name of organization \_\_\_\_\_.

**Thank you for completing this form. Please return it to the Visit Organiser named above.**



## Risk Assessment for offsite visit

Sapien Code: EV6

<u>Date</u>	<u>Subject</u>	<u>leader</u>	<u>place</u>
-------------	----------------	---------------	--------------

**The Risk assessment should be used as a working document on the visit.**

### **Before the visit:**

Read and add any changes and additions particular to this trip. Eg individual students' needs.

Acknowledge that you have assessed the risks by Emailing the completed document to the EVC ([rml@bsfc.ac.uk](mailto:rml@bsfc.ac.uk)).

- (1) List hazards (**something with the potential to cause harm**)
- (2) List groups of people who are especially at risk from the significant hazards which you have identified.
- (3) List existing controls here or note where the information may be found:
- (4) List the risks which are not adequately controlled and the action you will take. Have regard for the level of risk, the cost of any action and the benefit you expect to gain.

## Risk Assessment - General Supervision at venue, First Aid, Meds for specific students etc

1) HAZARD	2) Who might be harmed and how?	3) What controls exist to reduce risk?	4) What action can be taken to further reduce risk?
Poor Supervision	Student leaves venue. Student lost (in large venue)	<ul style="list-style-type: none"> <li>Regular counting of students</li> <li>Leader to establish rendezvous points and instruct students on what to do if they become separated from the group.</li> <li>If group splits up at the venue students remain in groups of 3 or more</li> <li>Students have leader's mobile phone number</li> <li>Staff to Student ratio of about 1-20 for non-hazardous trips. (Ratio of 1-10 for hazardous trips).</li> <li>Ratio will need to be altered for students with special needs.</li> </ul>	<p>Check with Learning support team whether any students on trip need accompanying or special care</p> <p>Students have each other's mobile numbers</p> <p>Confirm students really do have their mobile phone with them (possibly too embarrassed to admit not having one)</p>
Health & Safety at Venue	Students by Fire or during evacuation	Fire escape routes pointed out at venue. Assembly point agreed	
Antisocial behaviour by students – especially in free time	Members of the public upset, offended, injured	Students told they are ambassadors of the college and they signed the college "Learning agreement"	Staff keep students in view
Minor injuries/illness	Student	Leader has First Aid Kit (from EVC) College accident procedures to be followed: Contact SMT (phone number on Visit Proposal form)	
Major injury/illness	Student	<p>In the event of a serious injury/illness requiring hospitalisation, a competent member of staff to accompany injured/sick student to hospital – college to be contacted.</p> <p>Leader has emergency contact of college including out-of-hours number</p>	
Specific medical conditions	Student with specific medical condition	<p>These will be identified on permission forms – students will be asked to make sure they have their own medication with them.</p> <p>Staff at venue made aware – eg allergies, epileptics, fainting</p>	Leader has contact details and medical info of all students all the time
Inclement weather	Students cold; wet; hot; sore feet; sunburnt	Advise students beforehand to be prepared as appropriate eg suncream, waterproof clothing, suitable footwear	
Inappropriate use of staff personal phone number	Staff harassed by students	Use college mobile number	



## Risk Assessment – Students make own way there and / or back

Hazard	Who might be harmed and how?	What controls exist to reduce risk?	What action can be taken to further reduce risk?
Student not arriving at venue	Stress for the student and those waiting. Attendance at the event delayed for all	<p>Provide students with detailed directions and map. Arrange to meet in a <b>precise</b> location in good time. Discuss in college beforehand the route they plan to take.</p> <p>Issue all students with:</p> <ul style="list-style-type: none"> <li>• College mobile phone number (pre-booked with EVC).</li> <li>• College main number</li> </ul> <p>Tell students to phone if delayed/not attending.</p> <p>All staff have mobile numbers and emergency contact numbers of all students</p>	<p>Beforehand, Learning support manager has list of students attending and advises EVC if any student would need accompanying by staff or fellow students</p> <p>Students obtain two of each other's mobile numbers.</p> <p>Second staff member (if available), to wait for late student while others proceed.</p>
Student goes to place other than home at the end of the activity	Student unable to get home. Student injured. Parent worried	<p>Parent informed in letter that students making own way home</p> <p>Tell student be aware of time of last bus/train home.</p>	<p>Escort students to bus/train where appropriate. Recommend students tell parent where they are going and to be sensible (refer to student learning agreement they signed when they started at college).</p>

## Risk Assessment – College Minibus

1) HAZARD	2) Who might be harmed and how?	3) What controls exists to reduce risk?	4) What action can be taken to further reduce risk?
College Minibus - Travel Security whilst travelling.	Students by injury or fatality	Driver insured to drive and experienced in driving minibus. (Read Minibus Safety Guidelines on Moodle section 13) Students to wear seatbelts and checks to make sure that they do. Only one student to occupy front seat – other front passenger must be staff.	Second staff member to travel on minibus if journey is long or students unknown to leader.
Students are travel sick	Students by vomiting or feeling ill.	Students who are prone to travel sickness should sit near the front. They should not eat or drink on the journey. They should bring travel sickness pills with them. Take sick bags	
Minibus is involved in an accident	Students/staff by shock/ injury/fatality to members of party.	<p>If no-one is physically injured:</p> <ul style="list-style-type: none"> <li>• Check carefully all individuals in party. If you suspect that there may be shock ask advice of authorities present. (Police, Paramedics and if necessary take persons to hospital).</li> <li>• Phone college contact (usually EVC or DP if out of college hours) with exact details of what happened, what your plan is and arrange regular update phone times.</li> <li>• College contacts parents or emergency contacts and informs them of details and when next information will be given.</li> </ul> <p>If members of party are injured:</p> <ul style="list-style-type: none"> <li>• Ensure that a member of staff accompanies any injured students to hospital for check up for shock.</li> <li>• Ascertain at the appropriate time the extent of injuries and release times of the uninjured and slightly injured.</li> <li>• Phone College contact (EVC) who will implement College incident plan.</li> <li>• EVC alerts Principal and Chair of Governors.</li> <li>• College will inform parents about the injured and extent of injury and the uninjured. Note down names of parents who intend to go to hospital immediately.</li> </ul>	
Minibus Breakdown	Danger of collision from passing vehicles – injury/fatality to some or all of the group	Decide on safest place for group (stay on minibus or evacuate to safer place). On Motorway the only reason for not evacuating the coach would be that the area beyond the breakdown/crash created a greater danger for the group.	
Parents worry about late arrival, or receive phone call from son/daughter about incident	Emotional stress, false rumours, unnecessary media attention.	Keep College contact (EVC or DP if out of college hours) updated with developments regardless of whether it is the outward or homeward journey. College contact (EVC or DP if out of college hours) should keep parents informed with regular updates of progress.	
Disembarking from Minibus	Injury/fatality to students from other vehicles on road or in car park, danger of collision from these vehicles	<p>All staff and students to be aware of following procedures:</p> <ul style="list-style-type: none"> <li>• Never attempt to get on or off a moving vehicle</li> <li>• All students to remain seated until told by trip leader.</li> <li>• Trip Leader to alight from vehicle first to assess where students are to wait.</li> </ul>	

## Risk Assessment – Staff member’s own car

1) HAZARD	2) Who might be harmed and how?	3) What controls exists to reduce risk?	4) What action can be taken to further reduce risk?
Security whilst travelling.	Students by injury or fatality	<ul style="list-style-type: none"> <li>• Driver insured to drive for work purposes</li> <li>• Students to wear seatbelts and checks to make sure that they do.</li> <li>• Allow sufficient time for driver to take a break if becoming tired</li> </ul>	
Students are travel sick	Students by vomiting or feeling ill.	They should bring travel sickness pills with them. Take sick bags	
Road Traffic accident	Students/staff by shock/ injury/fatality to members of party.	<p>If no-one is physically injured:</p> <ul style="list-style-type: none"> <li>• Check carefully all individuals in party. If you suspect that there may be shock ask advice of authorities present. (Police, Paramedics and if necessary take persons to hospital).</li> <li>• Phone college contact (usually EVC or DP if out of college hours) with exact details of what happened, what your plan is and arrange regular update phone times.</li> <li>• College contacts parents or emergency contacts and informs them of details and when next information will be given.</li> </ul> <p>If members of party are injured:</p> <ul style="list-style-type: none"> <li>• Ensure that a member of staff accompanies any injured students to hospital for check up for shock.</li> <li>• Ascertain at the appropriate time the extent of injuries and release times of the uninjured and slightly injured.</li> <li>• Phone College contact (EVC) who will implement College incident plan.</li> <li>• EVC alerts Principal and Chair of Governors.</li> <li>• College will inform parents about the injured and extent of injury and the uninjured. Note down names of parents who intend to go to hospital immediately.</li> </ul>	
Car Breakdown	Danger of collision from passing vehicles – injury/fatality to member of the group	Decide on safest place for group (stay in car or evacuate to safer place). On Motorway the only reason for not evacuating the car would be that the area beyond the breakdown/crash created a greater danger for the group.	
Parents worry about late arrival, or receive phone call from son/daughter about incident	Emotional stress, false rumours, unnecessary media attention.	Keep College contact (EVC or DP if out of college hours) updated with developments regardless of whether it is the outward or homeward journey. College contact (EVC or DP if out of college hours) should keep parents informed with regular updates of progress.	

**Risk Assessment - Coach journey**

1) HAZARD	2) Who might be harmed and how?	3) What controls exists to reduce risk?	4) What action can be taken to further reduce risk?
Transport – Coach Travel Security whilst travelling.	Students by injury or fatality	Students to wear seatbelts and checks to make sure that they do. No students to occupy front seats Coaches to be hired from college recognised reputable companies	
Students are travel sick	Students by vomiting or feeling ill.	Students who are prone to travel sickness should sit near the front. They should not eat or drink on the journey. They should bring travel sickness pills with them. Take sick bags	
Coach is involved in an accident	Students/staff by shock/injury/fatality to members of party.	<p>If no-one is physically injured:</p> <ul style="list-style-type: none"> <li>• Check carefully all individuals in party. If you suspect that there may be shock, ask advice of authorities present. (Police, Paramedics and if necessary take persons to hospital).</li> <li>• Phone college contact (usually EVC or DP if out of college hours) with exact details of what happened, what your plan is and arrange regular update phone times.</li> <li>• College contacts parents or emergency contacts and informs them of details and when next information will be given.</li> </ul> <p>If members of party are injured:</p> <ul style="list-style-type: none"> <li>• Ensure that a member of staff accompanies any injured students to hospital for check up for shock.</li> <li>• Ascertain at the appropriate time the extent of injuries and release times of the uninjured and slightly injured.</li> <li>• Phone College contact (EVC) who will implement College incident plan.</li> <li>• EVC alerts Principal and Chair of Governors.</li> <li>• College will inform parents about the injured and extent of injury and the uninjured. Note down names of parents who intend to go to hospital immediately.</li> </ul>	
Coach Breakdown	Danger of collision from passing vehicles – injury/fatality to some or all of the group	Liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Trip Leader has over-riding decision. On Motorway the only reason for not evacuating the coach would be that the area beyond the breakdown/crash created a greater danger for the group.	
Parents worry about late arrival, or receive phone call from son/daughter about incident	Emotional stress, false rumours, unnecessary media attention.	Keep College contact (EVC or DP if out of college hours) updated with developments regardless of whether it is the outward or homeward journey. College contact (EVC or DP if out of college hours) should keep parents informed with regular updates of progress.	
Disembarking from Coach	Injury/fatality to students from other vehicles on road or in car park, danger of collision from these vehicles	<p>All staff and students to be aware of following procedures:</p> <ul style="list-style-type: none"> <li>• Never attempt to get on or off a moving vehicle</li> <li>• All students to remain seated until told by trip leader.</li> <li>• Trip Leader to alight from vehicle first to assess where students are to wait.</li> <li>• One member of staff to be last to leave coach checking no students/belongings left.</li> <li>• Unless coach is to stay at the drop off point, the party is to wait until it has moved off before moving themselves.</li> <li>• Never rush towards the coach when it arrives for the journey.</li> </ul>	

## **Risk assessment – Own way to/from station, Train Journey and Underground travel**

<b>Hazard</b>	<b>Who might be harmed and how?</b>	<b>What controls exist to reduce risk?</b>	<b>What action can be taken to further reduce risk?</b>
Student not arriving at station for train	Student at risk of not going on trip. Staff worried	Arrange to meet in a precise location, 30 minutes before train is due.  Issue all students with: <ul style="list-style-type: none"> <li>• College mobile phone number (pre-booked with EVC).</li> <li>• College main number</li> </ul> Students to phone if delayed/not attending  All staff have mobile numbers and emergency contact numbers of all students	Beforehand, Learning support manager has list of students attending and advises EVC if any student would need accompanying by staff or fellow students  Students obtain two of each other's mobile numbers
Train journey to and from venue	Staff and students at risk of train breaking down or cancelled.	Record details of alternative train routes and contact numbers for train company eg Virgin Trains	
Student goes to place other than home at the end of the activity	Student unable to get home. Student injured. Parent worried	Parent informed in letter that students making own way home  Tell student be aware of time of last bus/train home.	Escort students to bus/ train where appropriate. Recommend students tell parent where they are going and to be sensible (refer to student learning agreement they signed when they started at college).
Underground	Students and staff unable to all get on the same underground train.	Staff to position themselves at the front and the back of the party. Staff to wait with students who are unable to get on the same train.  All members of the group informed of route including changes and destination tube station and to meet outside if group becomes separated. Staff to complete headcount.  All staff have mobile numbers and emergency contact numbers of all students	Students to have college mobile number and be given London underground maps.

**Risk Assessment – Air Travel**

1) HAZARD	2) Who might be harmed and how?	3) What controls exist to reduce risk?	4) What action can be taken to further reduce risk?
Student not arriving at airport	Student at risk of not going on trip. Staff worried	Arrange to meet in a precise location, several hours before flight  Issue all students with: <ul style="list-style-type: none"> <li>• College mobile phone number (pre-booked with EVC).</li> <li>• College main number</li> </ul> Students to phone if delayed/not attending  All staff have mobile numbers and emergency contact numbers of all students	Beforehand, Learning support manager has list of students attending and advises EVC if any student would need accompanying by staff or fellow students  Students obtain two of each other's mobile numbers
Student passport invalid	Student at risk of not going on trip	Photocopy of passport main page given to college staff for obtaining boarding pass.	
Luggage too big/heavy		Clear guidelines from the airline on bag size given to students	
Inappropriate items in luggage		Clear guidelines from the airline on items not allowed in hand luggage given to students	
Student not arriving at gate (on outbound or return)	Student at risk of not going on trip/ being left behind. Staff worried	Arrange to regroup in a precise location other than the gate (unless gate number is known) at regular intervals (eg 20 minutes) until gate number is announced.	
Flight cancelled or delayed	Parent worried	Keep College contact (EVC or DP if out of college hours) updated with developments regardless of whether it is the outward or homeward journey. College contact (EVC or DP if out of college hours) should keep parents informed with regular updates of progress.	

### Risk Assessment - Overnight Accommodation and moving between venues

Hazard	Who might be harmed and how	What controls exist to reduce risk	What action can be taken to further reduce risk?
Hotel accommodation / intruders	Students, staff	<ul style="list-style-type: none"> <li>• Accommodation will have tourist board rating or other external validation of standards.</li> <li>• In the Hotel, students will be in groups - not on their own.</li> <li>• Bedrooms will be adjacent</li> <li>• Group accommodation will be separated by gender.</li> <li>• Staff will remain alert and challenge “strangers” found on site as their reason for being there.</li> <li>• Staff accommodation will be arranged separately, but and on same floor as students.</li> <li>• External doors and windows will be checked as secure against intrusion</li> <li>• Students will be checked into rooms at “lights out”</li> <li>• Students will be able to and know how to contact staff throughout the night.</li> <li>• Staff will conduct visual inspection of balconies, stairways, glass doors, electrical fittings, etc together with specific hazards in grounds or immediate surroundings.</li> <li>• Staff will check out window security fittings to ensure students cannot climb out onto the roof</li> <li>• Bunk beds will be checked to ensure that ladders are safe and secure and that guard rails are adequate.</li> <li>• Group will be briefed on arrival of any hazards and establish necessary rules including no climbing on balconies or out of windows or onto fire escapes, lifts are out of bounds.</li> <li>• Group will be briefed not to use or access activity equipment or facilities in grounds unless properly supervised by member of staff.</li> <li>• Group will be briefed to report any faulty items/dangerous equipment found.</li> <li>• At least one staff member will be on duty at all times and will supervise “free time”</li> </ul>	
Staff caring for students in overnight accommodation	Staff accused by student of inappropriate behaviour or vice versa	<ul style="list-style-type: none"> <li>• If staff need to enter sleeping quarters of students, ensure two staff do so at the same time.</li> </ul>	As far as possible staff of both genders go on the visit
Lack of Hygiene	Students, staff	<ul style="list-style-type: none"> <li>• Staff will inspect and monitor washing facilities, lighting, heating, ventilation, catering, etc</li> <li>• Group will be briefed to wash hands regularly and especially before mealtimes.</li> </ul>	
Theft of property	Students, staff	<ul style="list-style-type: none"> <li>• Students frequently reminded to keep shoulder bags/handbags in view at all times. Do not leave unattended.</li> <li>• Students and parents have been informed that minimum pocket money is required and big amount of money or valuable items should not be carried at any time.</li> <li>• Students will be reminded when leaving public transport to check their belongings.</li> </ul>	
Alcohol/ smoking policy	Students	<ul style="list-style-type: none"> <li>• Students reminded not to smoke in non-designated areas</li> </ul>	

		<ul style="list-style-type: none"> <li>Regarding alcohol, all students strictly warned before and during the trip about dangers of alcohol and zero tolerance of any alcohol consumption during the trip.</li> </ul>	
Separated from group/ Lost	Students, staff	<ul style="list-style-type: none"> <li>Students given clear written itinerary including address and postcodes of venues to be visited and details of transport method. If walking – a map</li> <li>During rest breaks on the journey students to remain in groups and to be told clearly the areas in which to stay and time to return to coach/ meeting place.</li> <li>Stay as close as each other as possible in public transport or when moving between venues.</li> <li>Clear instructions about when to get off public transport before embarking.</li> <li>If toilet is needed en route, students to ask permission of staff and be accompanied by another student and inform staff.</li> <li>Head counts regularly when students move between locations &amp; allocate students to particular staff members.</li> <li>Staff to patrol areas students are in, especially if not under direct supervision</li> <li>Staff remain with students during the journey.</li> <li>All students to have college mobile numbers at all times with them to contact teachers if lost. Students will be asked to put number into their mobile phones and issued printed cards</li> </ul>	



# Parental / Guardian Consent Form



**Student Name:**

**Date of Birth:**

**Whilst your son / daughter is a student at The Sixth Form College Birkenhead, all parents are asked to give their written consent, as detailed below:**

- I give permission for The Sixth Form College Birkenhead to process personal data or other data about my son / daughter, which the College may obtain from them or other people, whilst they are a student. I agree to the processing of such data for any purposes connected with their studies or their health and safety whilst on the premises or for any other legitimate reason directly connected with their education.
- I give permission for my son/daughter to take part in Trips and Work Shadow / Work Experience opportunities.
- I give permission for my son/daughter to be given, as required, first aid or urgent medical treatment during any College trip or activity.
- I give permission for my son/daughter's image to be used for marketing purposes.
- I give permission for communications to be sent by email.
- I understand that The Sixth Form College Birkenhead is insured in respect of its legal liabilities only and there is no personal accident cover. I understand that accidents may arise for which the College is not responsible and that I, as a parent or guardian, may wish to obtain suitable insurance to cover such eventualities.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **(please print)**

Thank you for providing your consent. If you would like to discuss any issue in more detail please contact Rob Myatt, Assistant Principal, ([rmy@bsfc.ac.uk](mailto:rmy@bsfc.ac.uk)).

**Please provide the following information in relation to your son/daughter's health:**

Details of medical information concerning your son/daughter that College staff should be aware of during activities

For example: allergies:

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Details of medication your son/daughter is required to take on a visit or activity:

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**All students at the Sixth Form College are expected to take responsibility for their own education and meet the following core requirements:**

- Attend all lessons on time and be fully prepared.
- Be attentive and engaged in class and complete all work, including homework, as directed.
- Show respect to all staff and follow any directions given.
- Treat fellow students with consideration and allow them to focus on their studies.
- Turn off your mobile phone and have it out of sight when in class or in The Hub.
- In the unlikely circumstance of you being absent, you must inform the college. You also need to e mail your teachers to get work you will have missed.
- All study deficits to be cleared as required by your teachers.
- With the exception of water, no food or drink to be consumed in classrooms or in The Hub.
- Wear your college ID when on campus.
- Be ambitious and accept the challenge to fulfil your potential

## **No Smoking Policy**

In the interests of the Health and Well-being of our students the college operates a no smoking policy and smoking and the use of E cigarettes on college premises and in the adjacent roads is strictly prohibited.

## **Student:**

- I agree to meet the College Core Requirements
- I agree to the College policy on the acceptable use of ICT (<http://www.bsfc.ac.uk/college-information/policies>). This includes a zero tolerance policy in relation to unacceptable behaviour and use of all social media.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ (please print)

## **Parents:**

- I agree to support my son/daughter to meet the College Core Requirements
- I agree to attend parent Consultation Evenings and Parent Meetings as required.
- I agree to make the College aware of any change in circumstances or difficulties experienced outside College which may affect student performance.
- I agree to the College policy on the acceptable use of ICT (<http://www.bsfc.ac.uk/college-information/policies>). This includes a zero tolerance policy in relation to unacceptable behaviour and use of all social media.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ (please print)



**PARENTAL CONSENT TO STUDENTS' INVOLVEMENT IN VISITS WHICH ARE HAZARDOUS OR INVOLVE AN OVERNIGHT STAY**

Students over 18 complete and sign this yourself- including emergency contacts

<u>Visit Location, Dates and Activities involved</u> :
Staff in charge of visit:

	Yes/No
Does the student suffer from any condition that staff acting 'in loco parentis' should know about?	<input type="checkbox"/>
To the best of your knowledge has the student been in contact with any contagious or infectious diseases, or suffered from anything recently, that may become infectious or contagious?	<input type="checkbox"/>
Is the student allergic to any medication, insect bites, food, etc?	<input type="checkbox"/>
Does the student have any special dietary requirements?	<input type="checkbox"/>
Is the student taking any form of medication on a regular basis?	<input type="checkbox"/>

Please give details here (and overleaf if necessary) if the answer was "Yes" to any of the above.

\_\_\_\_\_

**NOTE: If the student is taking medication, please ensure that he / she will have adequate supplies of medication for the duration of the visit.**

**I give my permission** for my son / daughter / ward \_\_\_\_\_ (name of student)

...to take part in the above mentioned visit. I agree to his / her participation in the activities described. I acknowledge the need for full co-operation and responsible behaviour on his / her part.

I understand that the College is insured in respect of its legal liabilities only and there is no Personal Accident Insurance cover. Accidents may therefore arise for which the college is not responsible. \*

I understand that the teacher in charge of the party will be acting in 'loco parentis' and in the event of an accident I agree to my son / daughter / ward receiving medical treatment which might include the use of anaesthetic and blood transfusions, as considered necessary by the medical authorities present.

**Parent (or Guardian) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Parent Name** \_\_\_\_\_

**Please complete the following information for use in an emergency.**

Student Mobile Phone (if available)	Emergency contact(s): Phone, name(s) and relationship to student	Home address (if changed since enrolling in September)

\*. Parents / Guardians may wish to obtain suitable insurance to cover such eventualities.



**PARENTAL CONSENT TO STUDENTS'  
INVOLVEMENT IN VISITS  
WHICH ARE HAZARDOUS OR INVOLVE  
AN OVERNIGHT STAY**

Students over 18 complete and sign this yourself-  
including emergency contacts

Visit Location, Dates and Activities involved :
Staff in charge of visit:

	Yes/No
Does the student suffer from any condition that staff acting 'in loco parentis' should know about?	
To the best of your knowledge has the student been in contact with any contagious or infectious diseases, or suffered from anything recently, that may become infectious or contagious?	
Is the student allergic to any medication, insect bites, food, etc?	
Does the student have any special dietary requirements?	
Is the student taking any form of medication on a regular basis?	

Please give details here (and overleaf if necessary) if the answer was "Yes" to any of the above.

**NOTE: If the student is taking medication, please ensure that he / she will have adequate supplies of medication for the duration of the visit.**

I give my permission for my son / daughter / ward \_\_\_\_\_  
(Name of student **AS WRITTEN ON PASSPORT**)

Student's Passport number: _____ EHIC** number _____
--

...to take part in the above mentioned visit. I agree to his / her participation in the activities described. I acknowledge the need for full co-operation and responsible behaviour on his / her part.

I understand that the College is insured in respect of its legal liabilities only and there is no Personal Accident Insurance cover. Accidents may therefore arise for which the college is not responsible. \*

I understand that the teacher in charge of the party will be acting in 'loco parentis' and in the event of an accident I agree to my son / daughter / ward receiving medical treatment which might include the use of anaesthetic and blood transfusions, as considered necessary by the medical authorities present.

Parent (or Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent Name \_\_\_\_\_

**Please complete the following information for use in an emergency.**

Student Mobile Phone (if available)	Emergency contact(s): Phone, name(s) and relationship to student	Home address (if changed since enrolling in September)

\*. Parents / Guardians may wish to obtain suitable insurance to cover such eventualities.

\*\* European Health Insurance Card This is the free official NHS website [www.ehic.org.uk](http://www.ehic.org.uk)



PARK ROAD WEST  
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CH43 8SQ

Telephone: 0151 652 5575  
FAX: 0151 653 4419  
email@bsfc.ac.uk  
www.bsfc.ac.uk

Principal: Kathryn Podmore  
BA MBA

Initial letter to parent (via the student) about a trip should be on college headed paper and should include:

1. Date of visit
2. Destination address
3. Travel arrangements – point out if the student is making their own way to or from the event.
4. The time and place of meeting point. (More precise than “Lime St. station” or “college”)
5. Time returning to station/college etc and arrangements for getting home.
6. Times and situation when there is only “remote” supervision ie when students are not in the company of staff.
7. Benefit of attending – compulsory?
8. Cost
  - Non-refundable deposit\* amount and due date
  - A footnote :- \*Deposit would be refunded if the visit has to be cancelled, for example if it is undersubscribed.
  - Total cost and due date; payable in installments?
  - What the cost covers
  - How to pay (to the office on E corridor or Parentpay)
  - Any likely additional spending, meal arrangements.
9. If **overnight or moving between venues**, write that a **full itinerary** will be given to the student nearer the time.
10. Write.... “Students are required to comply with the College Core Requirements when attending all College trips”.
11. Parental consent - **do not ask** for it in this letter:
  - **If the visit is hazardous or overnight** parental permission must be given. Include a Parent consent form, that the EVC will supply, when full details about the trip are known. This might be with this initial letter or some time after when the full itinerary is known.
  - **If the visit is not hazardous or overnight** generic consent would have been sought at the beginning of the year and the EVC will check that this is so and supply you with all relevant emergency contact details.

Any questions please see/email the EVC – Rowena Lovatt [rml@bsfc.ac.uk](mailto:rml@bsfc.ac.uk)