



The Park College Off-site and Community Training Policy

Rationale

College visits and trips form an important part of college life.

All students will regularly access the local community walking or using public transport. These visits support the curriculum, provide opportunities to generalise work and employment skills, and give our students a wider experience of the world about them.

Introduction

The purpose of this policy is to set up safe, consistent and efficient practice around training opportunities in the community.

Community training increases student engagement, is an important part of our students' development and is encouraged whenever possible and appropriate.

This policy should be read alongside the following policies:

- Health and safety
- Safeguarding policy
- National Guidance and Evolve Guidance on off-site visits.

The planning, organisation and running of all community training must be undertaken with utmost care.

For the purposes of this policy, community training will include

- residential trips/overnight visits
- any day-time activity with hours that may extend beyond the College day
- activity within the College day.

Roles and Responsibilities

The Directors hold overall responsibility for the safety of college trips, as per the Health and Safety at Work Act 1974. Responsibility for The Park College is delegated to the Principal who has overall responsibility and accountability for the health, safety and welfare for the staff, students, visitors and volunteers.

Coordination of community learning is delegated to the **Educational Visits Coordinator (EVC)**. The EVC approves community learning activities once all suitable measures have been taken to ensure safety. Staff organising and taking part in college visits off-site accept responsibility for the care and welfare of students, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

A risk assessment is conducted for all community learning activities identifying significant hazards, people at risk from those hazards and planned responses in meeting those risks. All risk assessments are saved on **Sharepoint**. All key documents and guidelines are accessed through the **Risk Assessment Folder** on SharePoint. (See Appendices)

Where community activities are part of the regular college timetable, an initial risk assessment will be made and updated as and when necessary.

For all residential journeys the college staff, including the educational visits co-ordinator or Principal, will first have reference to DfE guidance given in "Health and Safety on educational visits (November 2018) and National Guidance from The Outdoor Education Advisers Panel.

This will act as a preliminary check on the feasibility of a journey before further planning and LA approval using **Evolve**.

All community learning activities will have a **Visit Leader** who will take responsibility for the welfare and safety of the students and staff and also for the efficient running of the activity. Staff will always be with at least one other member of staff when working with students.

All staff will follow the **Community Learning Timeline** to make sure activities are safe, successful and enjoyable. All staff will complete and submit the relevant **Off-Site Activity Risk Assessment Forms** and permission letters in line with the Community learning timeline.

| Role | Responsibilities |
|-----------------------------|--|
| Principal | Overall responsibility Approves <ul style="list-style-type: none"> all off-site activities |
| EVC | <ul style="list-style-type: none"> Approves initial requests Coordinates all risk assessments Monitors and reviews Community Learning Policy Liaises with external providers Submits relevant Risk Assessments through Evolve |
| Visit Leader | <ul style="list-style-type: none"> Follows Community Learning Timeline Submits initial request Completes preliminary visit where appropriate Completes full risk assessment Coordinates parent/carers permissions Maintains overall responsibility throughout the trip |
| Admin team | <ul style="list-style-type: none"> Support EVC Coordinate parent/carers permissions and letters Coordinate Community Learning packs including, phones, lanyards, RAs, emergency contact information, travel arrangements/passes, packed lunches, medication |
| Supporting Staff/Volunteers | <ul style="list-style-type: none"> Supports the activity leader Follows all features of the risk assessment Supports students as required by the trip leader Ensures safe and appropriate behaviour Ensures the health, safety and welfare of all on the trip. |
| Parents/Carers | <ul style="list-style-type: none"> Provide written consent for students to participate Inform staff of up to date medical or individual needs. Provide a working emergency contact number. |

Planning Community learning should enhance the work of the college. A brief outline of the learning purpose for activities should accompany the initial request. Please ensure that activities are viable and that adequate resources will be available to support them.

Risk Assessments

The Visit Leader must submit an **Initial Request Form (Form 1)** to the EVC seeking permission for the activity with details of the proposed venue, dates, student numbers and staffing at least two weeks in advance of any trip.

The proposed visit site must be adequately and safely staffed, and issues regarding accessibility are fully considered. Security and safety procedures must be in place.

The Visit Leader must ensure an Community Learning Risk Assessment (**Form 2**) is completed, including:

- Visit details
- Staff & First Aiders
- Students
- Medical needs

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- Individual support needs
- Itinerary including journey plans
- Costs
- Identification and response to actions to be taken
- Appropriate alternative arrangements.

Where the training activity takes place within a mile of the College, the **Local Area Risk Assessment** must be completed/reviewed.

Additional Procedures for Residential Visits

- Medical forms should be sent out at least two weeks before the start of the trip. No student may be taken away without completed forms. All medical details are collected, together with addresses and emergency telephone numbers. The name and contact number for the GP will also be needed together with instructions of medication if required. Parents should complete the appropriate form and sign it.
- Site safety is the responsibility of the Visit Leader. Safety drills must be carried out on arrival, including fire drill and evacuation of the site. Accessibility of the site must be clear so that the safety of all participants is guaranteed.
- Equipment: Guidelines must be drawn up regarding safe use of equipment and the requirement to wear safety equipment. Special attention should be given to risk of injury or loss of life. All equipment use must be approved through Evolve. The leader must ensure adequate resources and equipment are available for all members of the trip, students and adults.
- Vehicle safety: Adequate insurance must be taken out for the journey and minibus drivers should hold the required licence. Hired vehicles should demonstrate insurance cover and checks. Rules of vehicle and road safety should be explained to students at the onset of the journey. All participants must wear seat belts on all journeys. Hired vehicles must be seen to be safe and roadworthy. If in doubt staff must report concerns to senior staff and cancel the journey until the problem is resolved.
- Water safety: All water sports have to be approved in advance by through Evolve. The only water sports permitted should be under the strict supervision of qualified instructors and life safety attendants, in pools or water sports centres or outdoor activities centres. Health and safety procedures must be clearly displayed and explained to students.
- Insurance: The College subscribes to Southwark's online EVOLVE system and, as a consequence, our trips are scrutinised and approved externally and carry Southwark's insurance.

Costs

Families are not charged for community learning. Students do not require spending money. All travel and meal costs are met by the college.

The cost of the activity must be itemised and details included on the Initial Request Form. It is the responsibility of the group leader to keep an account of expenditure and to retain all bills and receipts, indicating how funds have been spent. The finance officer will require detailed information of expenditure and any cash to be returned on return from any activity.

Permission letters

These should be sent out in good time after being approved by the EVC. A copy must be kept for reference. Details of the activity should be made clear. Permission must be sought in writing. Permission letters are coordinated by the admin team.

Staffing

Student to staff ratios are not prescribed, but the Visit Leader will consider:

- the activity to be undertaken
- the age and needs of the students
- Gender
- Medical needs
- Individual support needs.

Levels of supervision should be detailed in the risk assessment. Residential visits will require additional staffing.

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Equal Opportunities

All students at The Park College have a diagnosis of autism and as such are considered to have a disability. All have the right to participate in activities unless risk assessments indicate significant risks. We always try to ensure that every student, regardless of their disability has an equal opportunity and access to educational visits. Reasonable adjustments will be made and, where this is not safe or practical, alternative opportunities will be provided.

Appendices

Community learning activities: planning timeline

At least two weeks in advance of any off-site activity

1. Initial request form to be submitted to the EVC, including finance details and the learning purpose.
2. EVC coordinates Evolve RAs if required
3. Approved requests are signed and copies forwarded to the office, Alan and the Visit Leader. Admin staff add details to the calendar and set up trip folder.
4. Admin staff will order free travel passes if requested on the Initial Request Form. **TFL requests must be received 14 days before travel.**
5. Admin staff order packed lunches if indicated on Initial Request Form.

One week before any off-site activity

6. Full risk assessment and consent letter submitted to EVC. *Risk assessments submitted later than one week before an activity will **not** be approved.*
7. Consent letters are coordinated by the office
8. Signed consent forms are collated by the office staff.
9. Admin staff will check medication and raise any issues.

Two days before the activity

10. Check all consent slips are returned. Follow up on any not returned.
11. Inform Principal and EVC if any consent slips have not been returned.

On the day

12. Discuss any student issues with Principal
13. Inform Principal if any students do not have signed consent slips.
14. Inform Principal if any changes need to be made on the day.
15. Collect trip packs from the office. Admin staff will prepare packs containing:
 - A copy of the risk assessment
 - First aid kit
 - Medication
 - Missing student protocol
 - College mobile phones if required
 - Oyster cards if required
 - Lanyards

During the community training activity

16. Communicate with Principal any queries or concerns arise
17. Agree any unplanned actions with the Principal

On your return

18. Return all items to the office
19. Ensure students complete their transition back to the relevant tutor rooms
20. Report any concerns or incidents immediately to the Principal and complete any necessary incident forms



Community learning: Initial Request Form

*This form must be given to the Education Visits Coordinator at **least two** weeks before any potential off-site activities. Activities that involve higher risk may need more advanced warning.*

| | | |
|--|---|------------|
| Tutor group / students | | |
| Visit Leader | | |
| Day and date of activity | | |
| Times | | |
| Destination | | |
| Method of transport TFL/Oysters required? | | |
| Costs and payment options | Payment Method | Amount |
| | Invoice Cheque or Credit Card | £ £ |
| | Petty Cash <i>*Petty Cash is intended for small purchases to support your trip i.e. drinks & snacks.</i> | £ |
| Packed lunches required | | |
| Training Purpose | | |
| Date this form is submitted | | |

Principal's Authorisation: _____ *Date* _____

| Principal's Comments | Recommendations/Actions |
|----------------------|-------------------------|
| | |



Community learning: Full Risk Assessment

This form must be submitted at least one week in advance of any activity.

| | |
|-------------------------------------|---|
| Place and date to be visited | Activities within 1 mile radius of the College |
| Student Group | |

| Student | DOB | Parental Approval | Specific Needs (include medical needs, Individual Risk Assessments, key risks) |
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Staff & Deployment

| Staff member | Teacher/Support | Specific Role / Support | First Aider |
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Risk Assessment:

I consider the following to be the **specific risks** involved in undertaking this visit and have identified the following means to minimise these risks.

(Remember we work in a busy city with heavy traffic and many locations are near the river with associated hazards.)

| Identified Risk | Action / Method of operation that will be taken |
|-----------------|---|
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**What we will do as an alternative activity if on arrival the planned activity is not possible?
 (Remember many accidents occur when last minute unplanned activities are undertaken)**

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Signed Visit Leader: **Date**/...../.....

Principal approved: