![St. Andrew's College Cambridge logo]

COLLEGE POLICY DOCUMENT

Out of College Activities Policy and Procedures

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Rationale

At St. Andrew's College Cambridge we believe that student and staff involvement in residential and non- residential trips and visits adds significant value to college life and enhances our core values and ethos. First-hand experience adds breadth and depth to the Curriculum and enhances social, moral, spiritual and cultural development.

Aims and Values

St. Andrew's College Cambridge College was founded to encourage all students to realise their potential, by fostering independence and maturity, in order to prepare them for their future as global citizens.

Our purpose is to

- Provide a broad programme of trip and visits
- Ensure access for all students
- Develop continuity and progression throughout a student's time here
- Enable students to learn a sense of community, social responsibility, initiative, resourcefulness and self-reliance

Principles and practice

- The organiser must be clearly identified from the outset and must complete a proposal form outlining the purpose, organisational and supervision arrangements. This must be passed to the Principal for outline approval

- If a visit is classed as compulsory, the College must bear the full cost and organisers must gain prior permission from the Principal before making a booking

- Most visits will be classed as *voluntary* (irrespective of the educational value of the trip) and are expected to be funded wholly by students. Please use Appendix 3 – Financial Information Form.

    - Evidence of Public Liability Insurance cover in excess of £5million should be obtained when using a third party's premises or facilities as part of the visit.

- If a visit is classed as voluntary, the entire costs must be paid for prior to the start of the visit. Any student who has not paid for his / her place on the visit prior to the start will not be allowed to attend it. Please use Appendix 3 – Financial Information Form. Note that the Accounts Office will issue receipts to each student on payment of the visit fees. Visit organisers should ask for these receipts as proof of payment before allowing a student to attend.

    A risk assessment must be completed for all visits and the activity must be fully costed. It may be possible to use a generic risk assessment (or modify a previous, specific one) and parental consent form – see below. All trips and visits taking place beyond the Curriculum must be fully paid for prior to departure. Please use Appendix 2 – Risk Assessment Form.

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

- The Risk Assessment Form and evidence of parental consent must be passed to the Health & Safety Officer for approval. The organiser should comply with any reasonable requests by the Health & Safety Officer to improve the content of the risk assessment (e.g. to provide more detail). If necessary, any dispute may be referred to the Principal.

- The organiser must allow sufficient time when planning visits to allow the Health & Safety Officer time to undertake any checks that may be required. The relevant timescales are:

  1. Half-day (or shorter) visits within the local area *provided there is no physical / adventure element or the visit would be deemed controversial*: 3 working days' notice.
  2. Day visits (non-residential) *provided there is no physical/adventure element or the visit would be deemed controversial*: 10 working days' notice.
  3. All other visits: 20 working days' notice.
  4. Extended stay and adventure holidays: minimum 9 *months'* notice.

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

  Staff supervising Visits and Group Leaders accept the full duty of care for students including staff student ratios, gender balance and special requirements. All students including disabled students (if applicable) must be taken into account.

  Group leaders must ensure they have requested up to date dietrary/medical information on each student who is planning to take part in the visit.

- Only reputable companies should be used, particularly for overseas and residential trips. Non-refundable deposits should be paid to secure a student's place. Please use Appendix 3 – Financial Information Form.

- Once a proposed visit has been approved in principle by the Principal, visit organisers must determine whether the visit is already covered by the standard Terms & Conditions and / or the Parental Consent Form, which grants 'blanket' consent for students Under 18 to participate in specific types of visit. These are:

  - Within local area
  - Non-residential
  - Without physical / adventure element
  - Not of a controversial nature

- For all other types of visit, the organiser must obtain written consent from the parents / guardians of all students Under 18. It may be possible to provide some administrative assistance with this task, depending on the size of the group, *and provided the timescales above have been observed.*

- Once an approved visit has been Risk Assessed by the Health & Safety Officer, visit organisers must ask the Principal for confirmation that the visit can go ahead. Please use Appendix 4 – Confirmation Form**.**

- The group leader should notify colleagues of the intended visit, using appropriate internal communication channels, informing them of the date and time of the proposed visit, and indicating which students will be attending.

- A copy of all information about the visit must be forwarded to the Principal in advance of the visit. Itinerary, emergency contact numbers and lists of names of students and staff should be copied to the Attendance Officer by the group leader at least three working days before the visit departs.

- On the day of the visit, an attendance register must be taken of all students boarding the coach/bus or leaving college premises, in order to ascertain exactly the location of every student. This register must be passed to the Attendance OfficerT without fail and within 15 minutes of it been taken

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

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

Lost Student Procedure:

- Pre-departure checks

- As noted above, the trip shall have been approved by the Principal and its risk assessment approved by the Health & Safety Officer; lists of names of those taking part will have been passed to the Attendance Officer. The Risk Assessment contains all the relevant contact details for suppliers, the venue, etc.
- The group leader shall have obtained a college mobile from the accounts office.
- The group leader shall have briefed students explaining:

  - Planned itinerary for the visit
  - Behaviour and conduct standards
  - Health and safety routines
  - Double-check contact numbers

On the trip

- Whilst on the trip there are many procedures staff and students can follow to ensure they remain safe:
- Spreading staff out. How you do this depends on your staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign a member of staff to each group.
- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, especially when getting on and off transport.
- During free time ensure that a designated meeting point is assigned, with a set time to meet. The area should be supervised at all times

'Lost' student procedure

- All staff should implement the procedures above; however in the event of a student(s) going missing, staff should follow these steps. It is also important, where possible, to document events as they happen, particularly the times of incidents.
- Stop as soon as you realise the student is missing. Keep the rest of the group together in a safe environment.
- Take a register, to identify which student(s) is missing.
- Call the student's mobile. If they answer ask them to describe where they are and tell them to stay there. Keep on the phone until you reach them.
- If they do not answer; ask other students when they last saw them.
- If no contact has been made after fifteen minutes, contact the college emergency

phone and inform them of the incident.

- A member of staff along with two students should go back and look for them; however a member of staff **must** stay with the remaining students. If possible, allow them to carry on with the programme.
- If the student is under 16 you must contact the Police after the student has been missing for more than 30 minutes. Please provide as much information about the student as possible; name, age, description, language ability and details of the scheduled itinerary.
- Make sure that you keep in contact with other members of staff, the college and the Police.
- If the rest of the group have to go back to the college, ensure you stay at the location until you are instructed otherwise.
- Once the student has been found, ensure that they are well (physically and emotionally) and then contact the college to inform them the situation has been resolved.

Monitoring and Evaluation

- After the visit, the group leader must complete an evaluation form and return it to the Principal. Please use Appendix 5 – Visit Evaluation Form.
- The Principal will monitor all trips and visits and provide evaluations for the SMT as required.

Reference Documents

- Tackling the Health and Safety myths" produced by the Health and Safety Executive (HSE).
- Health and Safety of Pupils on Educational Visits (HASPEV) DfEE 1998
- A Handbook for Group Leaders (a supplement to HASPEV) 2002
- Cambridgeshire County Council Learning Outside the Classroom – Educational Visits Co-ordinator 2005
- Equalities Act Health and Safety, DfE advice on legal duties and powers for Local Authorities, Headteachers, Staff and Governing Bodies

FLOW CHART TO BE FOLLOWED WHEN PLANNING AN EDUCATIONAL VISIT

THIS GIVES AN OVERVIEW OF THE MAJOR STEPS YOU MUST READ THE EDUCATIONAL VISITS POLICY IN FULL

Visit organiser to obtain approval in principle from Educational Visits

Outside Cambridge
Residential Physical element
Controversial

Visit covered by standard Terms & Conditions / Parental Consent Form?

Yes

No

Visit organiser to obtain Parental consent for all U18s

Visit organiser to use generic risk assessment and obtain approval from

Can you use an existing risk assessment (generic or otherwise) to cover this visit?

Visit organiser to produce a specific risk assessment in good time and obtain approval from

Visit organiser to provide information to accounts in writing

- Date / time of trip
- Cost per student
- Number of students
- Deposit deadline / how much
- Balance deadline
- Contact name for queries

Visit organiser to obtain final approval from the Principal

Appendix 1- EDUCATIONAL VISITS POLICY

APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

To be approved by the Principal

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

Visit organiser _____

_____

Please give an outline of the proposed educational visit:

Purpose of visit and specific educational objectives

Place(s) to be visited

Copy of Public Liability Insurance certificates obtained? Yes/No

If Yes, attach a copy showing £5m cover.

Date(s) Does this clash with any published calendar event or significant college date (e.g. exams)?

Is this visit compulsory?   Yes / No   (If compulsory, the relevant Head of Department, Curriculum Director).

NO

Outline of proposed activities

How many staff / adults including the visit organiser?

Size and composition of group

Signed _____ Date _____

Visit organiser's full name

_____

Approval in principle is hereby granted by the Principal

Signed _____ Date _____

Educational Visits Co-ordinator

(Counter-signed by the Head of Department compulsory visits

_____)

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

Appendix 2 - EDUCATIONAL VISITS POLICY

RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

To be approved by the Health & Safety Officer

Visit organiser name / mobile number

1 **Name of visit / Places to be visited**	

2 **Dates and times**	

Date of departure _____   Date of return _____

Time _____   Time _____

3 **Transport arrangements** including name of Transport Company	

4	**Organising company / agency (if any) contact details**
	Including licence number if registered with the Adventure Activities Licensing Authority

5	**Proposed cost and financial arrangements**
	Voluntary visits - cost per student
	Compulsory visits – The Head of Department or must endorse this application with their signature and indicate the total cost of the visit.

6   **Insurance arrangements for all members of the party, including Volunteers**

Name of company _____   Policy no.

_____

Contact details

7	**Accommodation to be used**
	Name _____
	Address
	Telephone number

8	**Outline of proposed activities**

9	**Details of any hazardous activity**
	Associated planning, organisation and staffing

10	**Names and mobile numbers of staff accompanying the party and specific responsibilities**
	Indicate First Aider(s) among the accompanying staff
	Relevant experience / qualifications (if any)

11	**Names of other adults accompanying the party and specific responsibilities**
	Relevant experience / qualifications (if any)

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

13	**Existing knowledge of places to be visited**
	Is an exploratory visit intended? If so, give particulars

14	**Size and composition of group**
	Age range _____
	Number of males _____ Number of females _____
	Adult to student ratio _____

15	**Parental consent**
	Parental consent is required for all students aged Under 18 at the start of the visit.
	Depending on the nature of the visit, this may be included in the 'blanket' Terms &
	Conditions and / or Consent Forms signed by parents when students join the college. If in
	doubt, consult the EVC.
	Where 'blanket' consent is not applicable, the organiser must confirm here that specific,
	written consent for each student Under 18 has been obtained.
	Please attach a copy of the information sheet sent to parents

16   **Names of students**

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

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

Need.

17   Risk assessment

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

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

Signed _____ Date _____

Visit organiser's full name

_____

Approval is hereby granted by the Health & Safety Officer

Signed _____ Date _____

Health & Safety Officer

Once approval has been granted, the visit organiser must complete Appendix 3 –

The Financial Information form – and forward it to the Accounts Officer to sign.

Appendix 3 - EDUCATIONAL VISITS POLICY

FINANCIAL INFORMATION FORM

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

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

Name of visit

Date(s) of visit

The cost per student (where the trip is voluntary)

Or

The trip is compulsory.

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

This has been approved by the relevant Head of Department.

Number of places available

Date deposit due (where appropriate)

Amount of deposit*

Date balance is due

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

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

Signed

_____

Date

_____

Visit organiser's full name

_____

Signed _____ Date _____

Accounts Manager

**Once the Accounts Manager has signed this form, the visit organiser must
forward copies of Appendices 1, 2 and 3 to the Principal for final approval.**

Appendix 4 - EDUCATIONAL VISITS POLICY

CONFIRMATION FOR AN EDUCATIONAL VISIT TO GO AHEAD

To be completed by the Principal

To the visit organiser:

I have studied the application for this visit and am satisfied with all aspects including the planning, organisation and staffing.

Approval is given.

Please ensure that you give all relevant information including a final list of group members, details on parental consent and a detailed itinerary to the the Principal at least seven days before the party is due to leave.

Your report and evaluation of the visit, including any details of any incidents, should be with me as soon as possible but no later than 14 days after the visit ends.

Signed _____   Date   _____

Principal's full name

- -

Appendix 5 - EDUCATIONAL VISITS POLICY

EVALUATION OF AN EDUCATIONAL VISIT

To be completed by the Visit Organise for future reference

Visit details
Date(s)
Purpose
Location

Please comment on the following features

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

Signed _____   Dated _____

Visit organiser's full name

_____

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