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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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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, 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 enough time when planning visits to allow the Health & Safety Officer time to undertake any checks that may be required. The relevant timescales are:
* 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.
* Day visits (non-residential) *provided there is no physical/adventure element or the visit would be deemed controversial*: 10 working days’ notice.
* All other visits: 20 working days’ notice.
* 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 considered.
	+ Group leaders must ensure they have requested up to date dietary/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, to ascertain exactly the location of every student. This register must be passed to the Attendance Officer 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 always be supervised

‘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 must go back to 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) DfE 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, Head teachers, 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? 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

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 arrangementsincluding name of Transport Company

4Organising company / agency (if any) contact details

Including license 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 **I**nsurance 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

8Outline of proposed activities

9Details 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 maybe affected | RiskLow / Med / High | ProbabilityLow / Med/ High | Controlmeasure | Action to betaken |
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|  |  |  |  |  |  |

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

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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 \_**

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.**

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 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

EVALUATION OF AN EDUCATIONAL VISIT

To be completed by the Visit Organiser 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