

**Greenhead College Corporation**



**COLLEGE ACTIVITIES POLICY  
AND PROCEDURES**

*Reviewed December 2019*

## COLLEGE ACTIVITIES POLICY

Greenhead College supports the provision of opportunities for students to take part in College activities in order to complement and enhance their learning experience.

Approval for College activities will be granted by the Senior Leadership Team and each proposal will be considered on its merits. The senior team will consider:

- The relationship of the proposed College activity to the course;
- The timing in the academic year of the College activity;
- Staffing requirements;
- The potential impact of the activity on teaching, learning and assessment in the department;
- The potential impact of the activity on teaching, learning and assessment in other subjects;
- The potential impact of the activity on other trips/visits planned for the same period.

However, the senior team will also consider the health and safety of students and staff participating in the College activity as being the overriding concern. To this end, it is essential that all College activities adhere to the procedures outlined below. The College's procedures are also designed to ensure that all its students can participate in these activities for the purpose of equality of opportunity, and reasonable adjustments will be made wherever possible to enable students to take part.

The dates and timings of all out of College activities that are a mandatory part of a student's course should be provided in advance to the senior team by the end of the previous academic year.

Staff should seek approval for non-mandatory College activities in college time by initially forwarding the proposal and completed budget form (available in an electronic format from the Director of Finance and Resources (DFR)) (see page 26) to the DFR, at least 4 weeks in advance for UK trips/visits and at least 6 months weeks in advance for non-UK trips/visits. This includes activities due to take place on the College site which will require approval if a student's attendance in lessons would be affected.

In general, the senior team will not approve non-mandatory out of College activities in term 3, in the run-up to mock and public exams, except in exceptional circumstances.

Once the senior team has considered the proposal, if approval is given, notification to all staff will be made by the Executive Office Manager, in the next electronic briefing. The electronic briefing is also used to inform staff which trips/visits are being conducted on that day.

The decision as regards whether to attend a College activity is the responsibility of the student, with guidance from subject teachers and the personal tutor. The student should be encouraged to consult their teachers and personal tutor in order to understand the work they must catch up on whilst participating in the College activity. The students' teachers may advise that a student(s) should not attend the proposed activity due to poor attendance, progress or behaviour. In such cases, the senior team will look at this on a case-by-case basis.

Author:	Principal/DFR
Date drafted:	June 2002, rev. May 2017 & Dec 2019
Date accepted by the Corporation:	December 2009, rev. May 2017 & Dec 2019
Date of next review:	December 2021

***"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".***

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### COLLEGE ACTIVITIES PROCEDURES - INTRODUCTION

This booklet contains guidance on organising visits, insurance, collecting money, charging, staffing, forms to be filled in, use of College mini buses, suggested behaviour code, etc. This applies to curriculum and extra-curricular (enrichment, including sports) activities. It refers to College day, evening and overnight visits both in the UK and abroad. The advice is based on information from a variety of sources including Kirklees MC, Eversheds and the DfES booklet 'Health and Safety of Pupils on Educational Visits'.

It is not the purpose of these guidelines to be over bureaucratic, nor to lay down procedures that should all be followed absolutely, though there are obviously sections that do need to be followed to the letter. We have a 'duty of care' and it is incumbent on us to adopt good practice, use our professional judgement and be aware of health and safety issues. The key is to plan appropriately and act proportionately to the age and level of responsibility of our students. There is a risk in everything we do. Staff and students should be aware of the risks and minimise them. We live in a climate where people resort to the law more readily, and we must prepare for that. Failure to follow guidance could lead to disciplinary or legal action. Any questions or clarification, see John Blake, Director of Finance and Resources.

## **ORGANISING A COLLEGE ACTIVITY – ADVICE TO STAFF**

If a visit is an essential part of a curriculum course then the College should pay for any tuition, travel or resources. It is reasonable to expect students/parents to pay for the accommodation and food. See also section on insurance. In cases of financial difficulty John Blake, Director of Finance and Resources, should be consulted about paying up to 80% of the cost for individuals from the Bursary Fund. Students can apply for bursary funding by completing a category 3 request form, available through the Student Record Office or through personal tutors.

If the activity is not essential or is voluntary then parents can be requested to contribute and it is unlikely that a bursary will be available. The running of the activity may be dependent on there being sufficient funds to cover the costs.

In both the above cases there may be a decision to subsidise the activity e.g. as in Enrichment. Refer to the separate guidelines relating to the Bursary Fund. All activities should break even or generate a small surplus for contingencies.

In a number of circumstances pre-booking can be cheaper. Sometimes the Senior Finance Officer, presently Gill Littlewood, can arrange for an invoice to be sent after the event.

When establishing an activity schedule everyone should make every effort to comply with it.

Visits abroad are often best organised through a reputable travel agent with ABTA bonding. It may cost slightly more but a recent EU Directive provides greater protection, e.g. for skiing or other activity holidays, or even some field work. Exchanges and other similar activities are arranged directly with partners and will continue as before.

The member of staff organising a College trip should provide a simple budget to the finance team to evidence the financial viability of the trip. A sum for contingency allowances, e.g. fluctuations in the value of the pound for trips abroad, should be built into the overall costings. **The form College Trip Budget should be completed before the event and given to the SLT together with Trips Approval Form accordance with the timings listed above.** The trips approval form and trip forms can be downloaded from Moodle, Staff Information and Resources, Staff Information Book.

## **INSURANCE**

The College organises an insurance policy that covers all College trips. A contribution of £1 for trips within the UK and £5 for overseas trips should be built into the cost of the trip. If booking the trip through an agent, insurance may be included in which case a copy policy should be obtained and handed to the Finance Office prior to the visit for scrutiny and safe keeping. If alternative insurance is arranged, no charge to cover College insurance is required.

## **COLLECTING MONEY**

The most effective way of collecting money for a trip is by using Wisepay. This facility has a link on the College website and enables students and parents to register and pay for a specific trip that the College is running. Please ask the Finance Office for details about how the system works.

For smaller trips, cheques are the preferred method of payment. Cheques should be made payable to Greenhead College, the student's name and the trip should be written on the back.

If cash is taken from a student, record the details and amount in a trip record book and hand the cash over to the Finance Office without delay. Do not hold cash in unlocked drawers or cupboards.

All monies collected must be recorded in the trip record book (new books can be obtained from Finance Office), with the date, student's name and amount paid, countersigned by the student, to show payment to the member of staff. This money should then be handed into the Finance Office as soon as possible between 9.00am and 1.00pm. In the event of monies being collected later in the day, they can be taken to Finance and locked in the safe overnight.

The cash/cheques entered in the record book will be signed for by the Finance Officer in charge, presently Sue Jackson.

Before any deposit is made to the Tour Operator, ensure that there is sufficient money from students in your trip account. Students **must** be fully paid up before the trip.

It is imperative that all visits are costed to breakeven or allow for a small contingency fund. Requests for a subsidy should be made to the Principal before the event, not as a retrospective cancellation of debt. The form College Trip Costings and Guidelines should be completed before the event and a copy given to Gill Littlewood, Senior Finance Officer.

A copy of the Costings and Guidelines sheet can be found on page 6.

### **Note**

- Decide on a cut-off date for numbers;
- Are deposits refundable if students do not attend?
- Have you covered the cost of transport if not enough numbers?
- Check with Finance for advice.

## COLLEGE TRIPS COSTINGS AND GUIDELINES

<b>TRANSPORT</b>	<b>COST PER STUDENT</b>	<b>FULL COST</b>
COACH		
TRAIN		
MINIBUS		
INSURANCE	£1 (UK)/£5(abroad)	
PREMIUM CHARGE	Trips costing students up to £50: £3 surcharge per student Trips costing students £50-£150: £5 surcharge per student Trips costing students £150+: £10 surcharge per student	
ENTRANCE FEES		
STAFF		
TOTAL COST		

### **Useful information**

#### **COACH HIRE / RAIL JOURNEYS - quotations**

See the list of coach companies which this College uses. If you are hiring a coach for a long journey or a series of journeys eg sports fixtures, you must obtain at least two quotations. When an invoice comes it should be passed to the Finance Office as quickly as possible.

Remember we are hiring the coach and they should fit in with us, not the other way round. Parking and any fees are the responsibility of the coach driver. If there is an overnight stay confirm beforehand who is responsible for the cost of the driver's accommodation and food. The safety and roadworthiness of the vehicle is the responsibility of the Company. If you feel unhappy about the state of any vehicle, you should state that to the driver and inform the College contact immediately so that the matter can be raised with the coach company without delay.

On a 50-seater bus on a day or evening only visit there should ideally be two members of staff on the bus. Ideally there should be one male and one female member of staff/adult. This would enable one of you to stay behind if there was a problem with any student e.g. hospital or unacceptably late back.

There can be no smoking on coaches.

#### **COACH COMPANIES**

STOTTS	01484 460463
ABBEYWAYS	01422 352622
ARROW	01484 721538
HUDDERSFIELD TRAVEL	0800 3118107

All coach bookings i.e. coaches, minibus hire, etc. should have an order number, which may be obtained from the Finance Officer (ext. 264).

## **RAIL TRAVEL**

Advance bookings can be made through Julie Polzin, Executive Office Manager, who will arrange this for you or issue you with a special order number.

Students and staff are covered by the College insurance for trips in the UK and abroad. A charge of £1 per student per UK trip and £5 per student per overseas trip should be built into your costings.

## **MINIBUS**

This section applies to the use of the College minibuses or the hire of any minibus.

If you are taking students in ANY minibus you need to have had relevant experience, or previously have taken an equivalent, or more advanced test, in a previous job. For the current minibus you will need a category D on your driving licence or have held a normal driving licence for two years. You are advised to drive the minibus several times, with an experienced colleague, BEFORE you take the minibus out with students.

John Blake, Director of Finance and Resources, can advise and arrange a MIDAS course through Kirklees Council. This is an awareness course and is not compulsory.

A copy of the driver's licence needs to be given to the Finance Officer. The College has the right to refuse a member of staff to drive a minibus if their licence is not clean. Any subsequent convictions/points should be advised to the finance department.

Please notify the Finance Officer or John Blake once any driving course or test has been successfully completed.

John Blake will ensure that the College minibus is regularly serviced and roadworthy. If you have any problems with it let him know in writing.

The College minibus numbers are HX19 ELJ and HX19 DLJ.

Both minibuses have safety belts which should be used at all times.

Our emergency membership is via Red Kite.  
Emergency contact number: 01202 827678.

There is a minibus booking book held by the Finance Officer. You need to book in advance. The PE dept. has Wednesday afternoon booked for enrichment activities. If you find you do not need the bus cancel it with as much notice as possible.

The Finance Office holds the minibus keys; please return to the office immediately after use. The Director of Finance and Resources has a spare set of keys. Always leave the minibus free of litter and the tank at least 30% full. When you take the keys you will be issued with a travel form. You must record your start and end number of miles, return it to the Finance Office with the keys.

A diesel card can be issued with the keys. It is only for use at the Shell Garage by the Gledholt roundabout in Marsh. It is only for use with the College minibus. If you use the card then details must be given to the Finance Office. If you fill up with diesel whilst out on a visit you should give the Finance Office the receipts and they will arrange for you to be reimbursed. The College

charges 48p per mile (the charge for non-College activities is 60p per mile). The money collected for a trip must cover this charge. If not it will be debited to the department budget or to enrichment. The minibuses are insured for College activities only and must not be used for any other purpose without reference to John Blake.

If you wish/need to hire a minibus refer to the Finance Office. Arrangements should be made to collect the bus at a mutually convenient time, and likewise for its return. You can leave your own car there. It is advisable to fill up with diesel before returning.

### **MINIBUS – TECHNICAL AND SAFETY**

Model:	Peugeot Boxer
Driving:	Much wider and longer than a car!
Fuel:	DIESEL (filler front passenger side wing, near the sliding door behind a flap)
Tyre Pressure:	Front and rear 68lb per square inch
Spare Wheel:	Under back door
Tools:	Pocket in back door
Oil:	Dipstick under bonnet
Water:	Under bonnet
Windscreen Washer:	Under bonnet

### **Bonnet release catch under steering wheel.**

Fire:	Evacuate first. Fire extinguisher: front bench seat.
Seatbelts:	Must be fastened before driving off.
Faults / accidents:	Report to DFR in writing/e-mail.
Breakdown:	Red Kite Assist – number on key fob
First Aid:	Kit in middle of dashboard below radio

Following the return of the trip, the income and expenditure report should be completed and sent to the DFR and any unused cash returned to the finance office. Any expenditure over £10 should be evidenced with a receipt. The trip lead is personally responsible for ensuring that evidence of College cash spent is attached to the income and expenditure form.



## **LETTERS AND CONSENT FORMS**

Any trip needs to be fully costed (see pages 4-6) and cleared in advance by SLT. For all visits the leader should carry out a risk assessment, see pages 17-22 for the forms - also available in the Staff Information Book on Moodle or the Finance Office and must be completed before the visit. A letter should be sent home to parents/guardians. There are sample letters on pages 14-15 for department visits. All letters should include destination, purpose, time of departure, approximate time of return, member(s) of staff responsible, any needs – eg clothing, packed lunch, money etc., cost (including insurance and premium charge) and, if possible, emergency contact number.

Consent for a trip within the hours of a College day is not required unless it is particularly hazardous. If the student is not living at home then the matter should be discussed with their tutor to ascertain if there is someone who should be informed or needs to give permission. If there is a form giving permission for medical treatment that should be signed by the student if 18 or over. Watch out for students who become 18 after the initial form has been signed, or even are 18 whilst away. **A separate risk assessment is required for students with medical conditions.** Then they will need to give permission, and sign another form. If the trip is residential or abroad obviously more information is required. All members of staff and responsible adults accompanying the visit should have copies of the consent forms.

If the visit is abroad then ideally parts of the form referring to 'duty of care' and asking for permission for the carrying out of medical procedures on the advice of doctors should be in the language of the country visited. Examples of this appear in this document.

It may be advisable, especially for residential and overseas visits, for a behaviour code to be attached to the letter of information for parents, and reference made to it in the letter. We suggest that such a code be reissued to the students at the start of the journey. At an early stage, you should hold an evening meeting for parents and students with all accompanying staff present, to go over the itinerary and spell out the behaviour code and the attitude to alcohol consumption. At that stage it should include information about the accompanying adults, where they are staying and how they can be contacted.

## **COLLEGE MOBILE PHONES**

Mobile phones can be booked in advance from John Blake, Director of Finance and Resources. Specific phones are available for international use. It is preferable that a College mobile number is given to students for contact rather than a personal one. Once booked, the number should be recorded on the trip list and given to students.

## **LISTS OF STUDENTS GOING**

These need to be completed, signed and distributed as required before the visit departs. Depending on the nature and length of the visit varying amounts of detail are required. The forms are available from the Finance Office and on Moodle, and a sample is on page 12 (use a continuation sheet if required).

The list and risk assessment needs to be handed in to the Front Office **at least one week** before the trip. Front Office will arrange for it to be signed by signed by SLT and will arrange for it to be copied and circulated to:

- Reception;
- Finance Office;
- Each member of staff accompanying the visit;
- Student Registration Office;
- Electronic version for SLT emergency contacts.
- Claire Barnes (PaWS trips only)

A copy should also be held by a member of department not going on visit.

When going on a trip of more than a few days a detailed itinerary should be left with your College contact.

It may seem excessive but if there is an emergency we do need proper, accurate and available information.

In an emergency, once you have contacted College or the senior member of staff who is your contact, leave them to deal with parents etc. You must concentrate on dealing with the emergency. If possible, leave another contact number e.g. hospital or site where you are.

The College switchboard operates from 8.00am until 4.45pm, 4.15pm on Fridays. There are 5 lines on the main number. Very occasionally it is shut down. Once closed down, the answer phone message informs people of the College opening hours. Reception will ensure that a call is put through to a senior member of staff, so long as they are available.

In an **absolute emergency** when all other routes have failed you may ring the Bob Stoker, the Caretaker, on site. He could leave a message with waiting parents and could try and contact any senior member of staff. Bob's number is 01484 514457.

**A header sheet, list of students and risk assessment together with any other relevant trip information should be handed to the Front Office once completed and well in advance of the trip.**

### **COLLEGE DETAILS**

Trip leaders should make a note of the following numbers:

- College number 01484 422032;
- College Fax number 01484 518025;
- Mobile phone number held by contact for evening and overnight visits;
- College email address college@greenhead.ac.uk (which is usually checked each morning).

### **TELEPHONE TREE**

These can be useful when returning from a long journey and parents need to be notified of the actual pick up time or if there has been a major delay.

## **STAFFING**

There are no firm staff to student ratios to be adhered to. Consideration should be given to the activity to be undertaken. It is recommended that for larger groups an adult male and female should accompany the students, particularly for trips abroad.

As a guideline there should ideally be two members of staff on a coach. For visits in the UK the ratio should normally be near 20:1 but for trips abroad this ratio may need to be lower. In cases of hazardous activities, the advice of the insurance company should be sought. Where organisational guidelines exist, such as the DofE Kirklees Expedition Guidelines these should be followed. On residential visits there should ideally be at least one male and one female member of staff or additional adult who must be firstly approved by a senior member of staff. All staff members listed on the trip risk assessment must remain with the party at all times during the visit/activity unless agreement is obtained from the SLT.

## **FIRST AID KIT**

There is a first aid kit in the minibus. There should be one on hired coaches. It is advisable to take one on a residential visit. First aid kits can be borrowed from, and must be returned to, the Front Office. The Executive Office Manager is responsible for keeping the first aid kits replenished. Sports teams should always ensure there is a first aid kit both at Highfields and on away matches. Ideally, a first aider should accompany each trip. See Tom Rowley, Assistant Principal, about a relevant First Aid course that can be paid for from the INSET Budget.

## **PASSPORTS**

Students should have individual passports. They should apply at least 3 months before the visit (see current guidelines). Full passports are required and there is often a requirement that passports expire at least 6 months after the anticipated return date. Make a list of all passport names, numbers, expiry dates and nationality if not British. Also note the name and address of the person listed as next of kin.

Visas – these should usually be applied for collectively. Non-EU passport holders, even if members of College and so resident in this EU country may need visas for travel in other EU countries. This must be applied for individually by the student.

Advice about travel documents for stateless children can be obtained from:-

The Home Office

Lunar House

Wellesley Road CROYDON CR9 2BY



**NB: This completed form must be handed in to the Front Office at least a week before the visit.**

<b>Day/Date of visit :</b>  <b>Approximate time of departure:</b>  <b>Depart from:</b> <b>Department/Class/Year group[s]:</b>	<b>Day/Date of return:</b>  <b>Approximate time of arrival back:</b>  <b>Return to:</b> <b>Nature of activity:</b>  [For residential/overseas visits attach a copy of the itinerary]				
<b>Place[s] to be visited:</b>	<b>Name of staff leader:</b>  <b>College mobile contact number:</b>  <b>Please note: only <u>College mobile numbers</u> should be given out to students; College mobiles can be obtained from John Blake. <u>Personal numbers</u> should not be given out to students.</b>				
<b>Number of students:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Names of other adults:</b></td> <td style="width: 50%;"><b>Mobile numbers:</b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b>Names of other adults:</b>	<b>Mobile numbers:</b>		
<b>Names of other adults:</b>	<b>Mobile numbers:</b>				
<b>Cost of travel per student:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> </td> <td style="width: 50%;"> </td> </tr> </table>				
<b>Insurance paid on:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> </td> <td style="width: 50%;"> </td> </tr> </table>				
<b>Risk assessment.</b>  <b>Completed form attached Yes / No</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> </td> <td style="width: 50%;"> </td> </tr> <tr> <td style="width: 50%;"> </td> <td style="width: 50%;"> </td> </tr> </table>				
<b>Carried out by:</b>  <b>Date:</b>	<b>Method of transport (type/hire firm):</b>				
<b>Senior staff contact(s)</b>  <b>Name:</b> <b>Tel Number:</b> <b>Mobile:</b> <b>Name:</b> <b>Tel Number:</b> <b>Mobile:</b>	<b>Tel No.:</b>  <b>For residential and visits abroad. Details of accommodation including telephone numbers with codes from the UK</b>				
<b>Authorised by senior member of staff:</b>  <b>Date:</b>	<b>First Aiders:</b>				

- 1. Hand to the Front Office.** Copies will be given to Reception, Finance Office, Student Registration Office, Senior Staff Contact(s) and Trip Leaders/Staff.
- 2. Staff leader must give a copy to the Head of Department or other appropriate person.**

Prior to arranging a trip, approval should first be sought from SLT (via John Blake). A Trips Approval Form is available to download from Moodle.

Please tick if approval has been granted

	<b>Student Name (Passport No./Expiry Date if applicable)</b>	<b>Tutor set</b>	<b>Contact Telephone No. Day / Evening / Emergency</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			

Date:

Dear Parent/Guardian

**The Visit**

**Dates**

**Department**

The department has organised the above visit. It is an essential part of the course.

The cost covers transport, admission fees, accommodation, meals and insurance. A copy of the policy can be seen at College or a summary sent to you on request.

Description of activity(ies).

Details of accommodation address and telephone number, if applicable.

You will need to bring with you - materials?  
clothing?  
packed lunch?

We will depart from \_\_\_\_\_ at \_\_\_\_\_. We hope to return to \_\_\_\_\_ at \_\_\_\_\_.

If you have any questions about this visit, please contact me at College.

If your son/daughter is going to participate in this visit, please complete the consent form and return it with a cheque payable to Greenhead College for £ \_\_\_\_\_ by \_\_\_\_\_.

Thank you for your support.

Yours faithfully

Date:

Dear Parent/Guardian

**The Visit**

**Dates**

**Department**

The department has organised the above visit which would be extremely valuable to the understanding of the course. The trip is voluntary, but it will be necessary to ask for a contribution of £ to enable it to take place. The activity is subject to there being sufficient funds to cover the costs. In the case of financial difficulty the Director of Finance and Estates should be approached to see if there is any financial assistance.

The cost covers transport, admission fees, accommodation, meals and insurance. A copy of the policy can be seen at College or a summary sent to you on request.

Description of activity(ies).

Details of accommodation address and telephone number, if applicable.

You will need to bring with you - materials?  
clothing?  
packed lunch?

We will depart from at . We hope to return to at .

If you have any questions about this visit, please contact me at College.

If your son/daughter is going to participate in this visit, please complete the consent form and return it by .

Thank you for your support.

Yours faithfully

CONSENT FORM FOR DAY AND UK RESIDENTIAL VISITS

Student's Name: ..... Tutor Set: .....

Student's mobile number: .....

- I wish my son/daughter to take part in the proposed activity.
- I am willing to contribute £..... to the cost.

It is essential to disclose any recent illnesses, medical problems, or dietary requirements.

.....  
.....  
.....

It is the responsibility of the parents/student to inform staff of any changes in these circumstances, if it might affect the safety of the student on a visit.

Emergency telephone number during the period of the visit: .....

Home number: ..... Work number: .....

Signed: ..... Date: .....  
(Parent/Guardian)

Please return to ..... by .....





**Assessing Risk for Trips and Visits – Day Visits**

Visit to ..... Date .....

Before arranging a trip or visit you must read the College policy ‘Out of College Activities’. You will see that you are expected to carry out a risk assessment, and this form is designed to help you to do this. You may write out a separate assessment or work through the sections on this form, ticking the bullet points (or marking N/A) and writing any notes in the third column. Consult a copy of the DFE publication ‘Health and Safety of Pupils on Education Visits’ which is available free of charge from the DFE publications page on their web site or contact John Blake, Director of Finance and Resources, who can e-mail a copy. The form must be signed by all staff who will be supervising the trip, and by a senior member of staff.

<b>Hazard/risk element</b>	<b>Control measures/things to do</b>	<b>Further action</b>
Staff running the trip are ill and cannot take trip.	<ul style="list-style-type: none"> <li>• Consider if trip should be cancelled or if another staff member can be found – could their teaching be covered.</li> </ul>	Is cover available
Inadequate adult supervision	<ul style="list-style-type: none"> <li>• Rule of thumb 1:20 ratio. Consider supervision of mixed sexes. Is supervision appropriate for trip activities</li> </ul>	
A student/staff member goes missing from party	<ul style="list-style-type: none"> <li>• Minimise risk by frequent head counts.</li> <li>• Provide clear itinerary and maps.</li> <li>• Students to know supervisor’s College mobile phone number.</li> <li>• What to do if no contact?</li> <li>• Provide designated meeting places/times.</li> </ul>	Encourage students to stay in pairs/small groups. Obtain and retain emergency contact details for all students prior to departure and attach a copy to this form.
Transport If making own way: If public transport: by day: By evening/night:	<ul style="list-style-type: none"> <li>• Provide clear information (pick-ups, drop offs, times, etc).</li> <li>• Book through College.</li> <li>• Seat belts always fastened on coach</li> <li>• Ensure safe alightment from vehicle/transport</li> </ul>	Communicate late return to parents or those collecting students Can all students get home safely? Return time on consent form. Consider time that return is anticipated and confirm that students can get home safely
Adventurous activities Please state which: .....	<ul style="list-style-type: none"> <li>• Follow advice in DFE Trips and Visits booklet, DoE guidance and staff intranet.</li> <li>• Complete separate Risk Assessment for Fell Walking/</li> </ul>	Write separate risk assessment.

	Mountaineering if appropriate	
Hazards present at venue	<ul style="list-style-type: none"> <li>• Consider pre visit assessment</li> <li>• Does venue have its own risk assessment</li> <li>• Consider venue and activities taking place</li> <li>• Access to 1<sup>st</sup> aid both en route or at venue</li> </ul>	What 1 <sup>st</sup> aid provision is available on transport and at venue
<b>Hazard/risk element</b>	<b>Control measures/things to do</b>	<b>Further action</b>
Unplanned activities e.g. use of mountain bikes, swimming, beach activities.	<b><u>Not to be undertaken.</u></b> All activities should be pre-planned with appropriate risk assessments.	
Medication	<b>Complete separate risk assessment for students with medical conditions and:</b> <ul style="list-style-type: none"> <li>• Ensure they have enough medication.</li> <li>• Get parental permission for student to administer him/herself, or train supervisor to do so.</li> </ul>	Attach copy of assessment with this form, retain original.
Bad behaviour; drink, drugs, smoking, etc.	<ul style="list-style-type: none"> <li>• Ensure that code of conduct has been explained to students prior to travelling.</li> <li>• Deal with at the time using College disciplinary procedures and follow up when back at College.</li> </ul>	Keep accurate records including signed statements if necessary.

Risk assessment carried out by..... Date .....

Further risk assessments in support?      Yes       No       If Yes, attach to this form.

I confirm that I have read the guidance on Out of College Activities

I confirm that no unplanned activities will be undertaken unless risk assessed.

Signed: ..... (Group Leader)      Date .....

Signed: ..... (Supervising staff)      Date .....

Signed: .....      Date .....

Signed: ..... (SLT member, usually JBL)      Date .....

**This assessment must be attached to list of students going on the visit and handed into the office at least a week before the visit.**

**Assessing Risk for Trips and Visits – Residential Visits including Abroad**

Visit to ..... Date .....

Before arranging a trip or visit you must read the College policy 'Out of College Activities'. You will see that you are expected to carry out a risk assessment, and this form is designed to help you to do this. You may write out a separate assessment or work through the sections on this form, ticking the bullet points (or marking N/A) and writing any notes in the third column. Consult a copy of the DFE publication 'Health and Safety of Pupils on Education Visits' which is available free of charge from the DFE publications page on their web site or contact John Blake, Director of Finance and Resources, who can e-mail a copy. This form must be signed by all staff who will be supervising the trip, and by a senior member of staff.

<b>Hazard/risk element</b>	<b>Control measures/things to do</b>	<b>Further action</b>
Staff running the trip are ill and cannot take trip.	<ul style="list-style-type: none"> <li>Consider if trip should be cancelled or if another staff member can be found – could their teaching be covered.</li> </ul>	Is cover available
Inadequate adult supervision	<ul style="list-style-type: none"> <li>Rule of thumb 1:20 ratio. Consider supervision of mixed sexes. Is supervision appropriate for trip activities</li> </ul>	
A student/staff member goes missing from party	<ul style="list-style-type: none"> <li>Minimise risk by frequent head counts.</li> <li>Provide clear itinerary and maps.</li> <li>Students to know supervisor's College mobile phone number.</li> <li>What to do if no contact?</li> <li>Provide designated meeting places/times.</li> </ul>	Encourage students to stay in pairs/small groups. Obtain and retain emergency contact details for all students prior to departure and attach a copy to this form.
Transport Sea sickness? Safety on a ferry Fear of flying? If making own way: If public transport: by day: By evening/night:	<ul style="list-style-type: none"> <li>Provide clear information (pick ups, drop offs, regrouping times, etc).</li> <li>Book through College.</li> <li>Seat belts always fastened on coach</li> <li>Ensure safe alightment from vehicle/transport</li> </ul>	Communicate late return to parents or those collecting students Can all students get home safely? Return time on consent form. Consider time that return is anticipated and confirm that students can get home safely

Hazard/risk element	Control measures/things to do	Further action
Adventurous activities Please state which: .....	<ul style="list-style-type: none"> <li>• Follow advice in Trips and Visits booklet and DFE (see above), DoE guidance, staff intranet.</li> <li>• Complete separate Risk Assessment for Fell Walking/ Mountaineering if appropriate.</li> </ul>	Write separate risk assessment.
Unplanned activities e.g. use of mountain bikes, swimming, beach activities.	<p><b><u>Not to be undertaken.</u></b> All activities should be pre-planned with appropriate risk assessments.</p>	
Bad behaviour; drink, drugs, smoking, etc.	<ul style="list-style-type: none"> <li>• Provide clear guidance before visit.</li> <li>• For residential and exchange visits ensure guidance note is signed by student/parent before visit.</li> <li>• Deal with at the time using College disciplinary procedures and follow up when back at College.</li> <li>• Ensure students aware of consequences of drug use/ possession in country visited.</li> </ul>	Keep accurate records including signed statements if necessary.
Accommodation	<p>Enquire about:</p> <ul style="list-style-type: none"> <li>• Location of rooms booked for party.</li> <li>• Who else will be using hotel/hostel etc..</li> <li>• Security.</li> <li>• Safety.</li> </ul>	
Exchanges: Student unhappy with host family.  Collecting/distributing students to host families.	<ul style="list-style-type: none"> <li>• Visit host family.</li> <li>• Be prepared to negotiate with student/host family/partner organisation.</li> <li>• Ensure there are arrangements for students to contact home and vice-versa. Advise students how to use phones abroad.</li> <li>• Students/parents/host made aware of ground rules in advance of visit.</li> <li>• Allow time each day to meet group to nip problems in the bud.</li> <li>• Discuss with partner organisation.</li> </ul>	If trip organiser cannot check to ensure health, safety and welfare of students, he/she should seek assurances from partner in the exchange or cancel visit.
Medical arrangements	<ul style="list-style-type: none"> <li>• Ensure students have EHIC card.</li> <li>• Make arrangements for vaccinations if required.</li> <li>• Seek permission form from parents re emergency</li> </ul>	Ensure students and parents are aware that staff cannot issue medication, so student to take adequate supply.

On own medication?	<p>operations/ treatment etc.</p> <ul style="list-style-type: none"> <li>All students/parents to advise if any medical condition. See trips policy for sample.</li> </ul>	Forms to be kept by supervisor.
<b>Hazard/risk element</b>	<b>Control measures/things to do</b>	<b>Further action</b>
<p>First aid</p> <p>Other</p>	<p><b>Complete separate risk assessment for students with medical conditions and:</b></p> <ul style="list-style-type: none"> <li>Ensure they have enough medication.</li> <li>Get parental permission for student to administer him/herself, or train supervisor to do so.</li> <li>Exchange: Host families told of medical/dietary needs/ allergies/phobias in advance of trip.</li> <li>One of supervisors to be appointed first aider or ensure first aid is near at hand eg provided by partner organisation or places visited.</li> <li>Group leader to know how to contact local doctor or hospital.</li> <li>Can tap water be drunk?</li> <li>Inform students and parents of possible food dangers eg unpeeled fruit, raw seafood.</li> </ul>	<p>Attach copy of assessment with this form, retain original.</p> <p>Check that students can go to exchange family doctor.</p> <p>Consider what 1<sup>st</sup> aid is available at venue</p> <p>Take first aid kit.</p> <p>Drink bottled water whenever possible</p> <p>Avoid ice in drinks</p>
Valuables	<ul style="list-style-type: none"> <li>Advise students to carry money, valuables e.g. cameras and mobiles, safely e.g. money belt, zip armband</li> <li>Group leader should keep photocopies of all passport details.</li> <li>Advise students about what not to take on trip.</li> <li>Group leader should not look after valuables for others.</li> <li>Check insurance details before travel. Students to check if valuables covered on household insurance &amp; bring contact details and policy number.</li> </ul>	<p>Preferably in sealed waterproof bag.</p>

	<ul style="list-style-type: none"> <li>• Brief students on particular dangers e.g. theft in city centre.</li> </ul>	
Work placements abroad	<ul style="list-style-type: none"> <li>• Will students need money to pay for board and food?</li> <li>• Must keep receipts for all monies spent and pay families agreed money in home stays.</li> <li>• Ensure there is a contact person in the country who will sort out problems once member of staff has returned to UK.</li> <li>• Organiser to carry out separate risk assessment for work placement.</li> </ul>	<p>All staff, students and parents to be briefed thoroughly before travel. Organiser and contact person to keep copies of signed contracts, letters, etc.</p> <p>Refer to College Work Placement documentation.</p>

Risk assessment carried out by ..... Date .....

Further risk assessments in support?      Yes         No         If Yes, attach to this form.

I confirm that I have read the guidance on Out of College Activities  

I confirm that no unplanned activities will be undertaken unless risk assessed.  

Signed: ..... (Group Leader)      Date .....

Signed: ..... (Supervising staff)      Date .....

Signed: .....      Date .....

Signed: ..... (SLT member, usually JBL)      Date .....

**This assessment must be attached to list of students going on the visit and handed into the Front Office at least a week before the visit**

## **To all trip arrangers**

There have been a few issues arising this year about the paperwork concerning College trips. Unfortunately this seems to be a trend that is worsening and some matters therefore need to be addressed. In order to have a clear audit trail and be totally transparent about trip monies I shall be grateful if the following procedures are put in place.

1. Prior to a trip being advertised to students, the Finance Office needs to see a financial breakdown of individual costs i.e. travel, hotel, admissions, food, etc... This is our way of ensuring that the trip does not make either a large surplus or loss. Trips should run on a breakeven basis with only a small contingency allowance built in.
2. Wisepay should be used wherever possible as the vehicle to register and pay for the trip. This removes an administrative burden from staff. See Finance for details.
3. Any surplus made must be returned to students and not carried over to a following year. Refunding students takes time and so is discouraged.
4. ALL cash taken on a trip must be accounted for, with the presentation of receipts etc when you return. Finance must be able to see where ALL monies have been spent. (audit requirement). This has lapsed at present with some departments.
5. At the end of each College trip a summary of expenditure & income should be returned to the Finance department, so that the trip can be signed off. Reports to help with this summary can be obtained from Finance.

Please see John Blake or Gill Littlewood in the Finance Office if you require any clarification. Your co-operation is appreciated.

**John Blake, Director of Finance and Resources**



## **PUBLICATIONS**

### **Health and Safety of Pupils on Educational Visits**

<http://publications.education.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=HSPV2&amp>

DfES

0808 100 5060

### **Kirklees Health and Safety Manual, Appendix 3**

This will be available in the Finance Office

### **Minibus Safety; a Code of Practice**

From ROSPA

0121 248 2222

### **Wise Before the Event; Coping with crisis in schools**

W Yule and A Gold

Calouste Galbenkian Foundation

London 1993

ISBN 0903319667

### **Looking into the Package Travel Regulations**

DTI

0171 215 0344

## **SOME USEFUL ADDRESSES**

SAGTA  
The School Group and Travel Association  
53 Barnfield Road  
Harpenden  
Herts.  
AL5 5TH

01582 766540

The Central Bureau for Educational Exchanges and Visits  
10 Spring Gardens  
LONDON  
SW1A 2BN

0171 389 4004

The Adventure Activities Licensing Authority

01222 755715

Passport Office  
5<sup>th</sup> Floor  
India Building  
Liverpool  
L2 0QZ

0151 237 3010

## APPENDIX A – APPROVAL FORM

Department	Details
Trip Destination	
Purpose of Trip	
How does the trip link into course of students	
Has the trip been arranged in accordance with College trips policy	
Date to/from inclusive	
Number of college days affected	
Number of students involved	
Name of trip lead/organiser	
Name(s) of staff on trip	
Has trip been approved by the department head	
Is a travel agent being used	
What are the arrangements for department students not going on the trip	
Mode(s) of transport being used	
Has a meeting with parents been arranged to discuss arrangements	
Is a trip budget attached	
Insurance: have you built into cost £1 per student for UK trips/£5 per student for foreign trips	
Premium charge to build into trips: <ul style="list-style-type: none"> <li>• Trips costing students up to £50: £3 surcharge per student</li> <li>• Trips costing students £50-£150: £5 surcharge per student</li> </ul>	

Department	Details
<ul style="list-style-type: none"> <li>• Trips costing students £150+: £10 surcharge per student</li> </ul>	
Foreign trips: have you completed a form for any student on the trip who has a medical condition - forms available from Finance Office	
Has a Wisepay account been set up	
Has a risk assessment form been completed	
Trip agreed by SLT – signature required	

**An electronic budget form is available from the Director of Finance and Resources**