



Greenhead College Corporation

OUT OF COLLEGE TRIPS POLICY

Reviewed November 2021

GUIDANCE ON OUT OF COLLEGE ACTIVITIES

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 the Director of Strategic Operations and Delivery

<i>Author:</i>	<i>Director of Finance and Resources</i>
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"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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ORGANISING AN OUT OF 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 the Director of Strategic Operations and Delivery 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 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.

Those staff organising a trip may give priority to their child who is a Greenhead Student but who must still pay. Only staff and students may go on a College trip unless approved by SLT. Any non-staff adult must hold a current DBS certificate.

A fair and open method of allowing students on to a trip must be arranged. Students must not be disadvantaged when deciding how applications are made to go onto the trip.

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

Visits abroad must be organised through a reputable travel agent with ABTA bonding with insurance that covers the activities being undertaken (either through the College or tour company).

Before a trip is advertised to students the following steps must be taken

- Check the College diary to ensure that the trip does not clash with any major College events
- Consider how lessons will be delivered to those students not attending the trip (if in term time).
- Obtain authority from SLT for the trip
- Produce a costings sheet (for trips where the cost is more than £50 per student) to ensure that student fees will cover the cost and submit to the Director of Strategic Operations and Delivery for approval

INSURANCE

The college organises an insurance policy that covers all college trips. A contribution of £1 for day trips 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 department prior to the visit for scrutiny and safe keeping. If alternative insurance is arranged, no charge to cover college insurance is required. Please check that insurance covers the trip's planned activities.

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 department for details about how the system works and how a trip account can be set up.

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).

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 takes place and must ensure that if payments are in regular instalments that these payments are also up to date. Students who do not keep to the schedule are at risk of having their place cancelled and may lose any monies paid to date.

It is imperative that all visits are costed to break even or allow for a small contingency fund. Requests for a subsidy should be made to the Director of Strategic Operations and Delivery 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 the finance department.

A copy of the Costings and Guidelines sheet can be found on page 6. Copies are also available from Finance.

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

TRANSPORT	COST PER STUDENT	FULL COST
TOUR COST (USUALLY IF ABROAD)		
COACH		
TRAIN		
MINIBUS		
INSURANCE	£1/£5(abroad)	
ENTRANCE FEES		
STAFF		
EMERGENCY FUND/FLOAT		
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 e.g. 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 or vaping on coaches.

All coach bookings i.e. coaches, minibus hire, etc. should have an order number, which may be obtained from the Finance department.

PRIVATE CAR

A member of staff's private car may not be used for any college trip unless agreed with a member of SLT or the HR department.

RAIL TRAVEL

Advance bookings can be made through the 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 day 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.

A copy of the driver's licence needs to be given to the Finance office. 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.

The Premises Manager ensures that the college minibus is regularly serviced and roadworthy. If you have any problems with it let them know in writing.

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 located in the Finance Office. You need to book in advance. The P.E. 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, return immediately after use. The DSOD 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. A fuel card is available and is only for use with the college minibus. If you use the card then the receipt must be left in the envelope in the glove compartment. 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 for a College trip. (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 the DSOD.

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.

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 DSOD in writing/e-mail.
Breakdown:	Red Kite Assist – number on key fob
First Aid:	Kit in middle of dashboard below radio

LETTERS AND CONSENT FORMS

Any trip needs to be fully costed (see page 6) and cleared by SLT. For all visits the leader should carry out a risk assessment, see pages **19 – 24** for the forms. These are also available in the Finance Office and must be completed before the visit. A letter should be sent home to parents/guardians for their signature. There are sample letters on pages **13-14** for department visits. All letters should include destination, purpose, time of departure, approximate time of return, member(s) of staff responsible, any needs – e.g. clothing, packed lunch, money etc., insurance, cost and, if possible, emergency contact number.

There should be a consent form with each letter see **page 15**. This must be completed, signed and returned with the (first) payment. Even if the student is 18 or over, parents must sign the form so that we know that they are aware of the arrangements. 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 e.g. where the students will be staying. All members of staff and responsible adults accompanying the visit should have copies of the consent forms.

A form to parents/carers must detail the cost of the trip and stipulate that if the cost of the trip is to be in stage payments then these payment dates must be adhered to (unless agreed by College) or there is a chance that all payments to date be lost. Staged payments should correspond to payment dates as agreed with a tour company. This form should be signed by a parent/carer and returned to College.

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 is recommended for day trips that there is both male and female staff accompanying. For trips abroad there must be a near equal numbers of male and female staff accompanying the trip. If there are any adults on the trip (e.g. ex staff), they will need to have a current DBS certificate.

If 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. There should be no consumption of alcohol by students on any trip.

LISTS OF STUDENTS GOING

These need to be completed, signed and distributed as required at least one week 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 a sample is on page 18 (use a continuation sheet if required).

The list needs to be signed by the Director of Strategic Operations and Delivery and or a senior member of staff.

Once signed, the Front Office will then copy and circulate to:

- Reception
- Displayed in the Staff Room (and taken down later)
- Finance Office
- Copy for each member of staff accompanying the visit
- Student Registration Office (for EMA purposes)
- Electronic version for college emergency contacts

Copy held by member of department not going on visit. For enrichment visits N Harper should be given a copy.

If the visit is over college lunchtime, a slip with details, especially the numbers involved, should be given to the kitchen.

When going on a trip of more than a day a detailed itinerary should be left with your college contact.

Senior staff for emergency contact will be allocated by the front office.

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 4.30pm or 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 DSOD.

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

INFORMATION CARDS

These are available from the drawer in the staff room. They are credit card size and laminated. One should be carried by each member of staff going.

On one side they list the following numbers:

- College number 01484 422032
- DSOD's mobile for emergencies
- Mobile phone number held by contact for evening and overnight visits
- College email address college@greenhead.ac.uk (which will usually be checked each morning).

On the reverse of the card write the names and phone numbers of staff or other contacts.

COLLEGE MOBILE PHONES

Mobile phones can be booked in advance from the DSOD. There are phones which are available for international use. It is preferable that a college mobile number is given to students for contact rather than a personal one.

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. 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.

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 reception. 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.

PASSPORTS

Students should have individual passports. They should apply at least 3 months before an overseas 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. Both British and non EU passport holders 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



GREENHEAD COLLEGE COLLEGE VISITS

N.B. This completed form must be handed in to the Front Office at least a week before the visit. Please tick and initial if students have been entered onto the system. ☐

Day/Date of visit :		Day/Date of return:	
Approximate time of departure:		Approximate time of arrival back:	
Depart from:		Return to:	
Department/Class/Year group[s]:		Nature of activity:	
Place[s] to be visited:		[For residential/overseas visits attach a copy of the itinerary]	
		Names staff leader:	
		College mobile contact number:	
		Names of other adults:	Mobile numbers:
Number of students:			
Cost of travel per student:			
Insurance paid on:			
Risk assessment.			
Completed form attached Yes / No			
Carried out by:		Method of transport (type/hire firm):	
Date:			
Senior staff contact(s)		Tel No.:	
Name:		For residential and visits abroad. Details of accommodation including telephone numbers with codes from the UK	
Tel Number:			
Mobile:			
Name:		First Aiders:	
Tel Number:			
Mobile:			
Authorised by senior member of staff: Date:			

1. Hand to the Front Office. Copies will be given to Reception, Finance Office and displayed in the staff room.
2. Staff leader must give copies to
 - a) senior staff contact(s)
 - b) Head of Department or other appropriate person.

Please detach this slip and put in the Kitchen tray at Reception, at least a week before departure.

Date of departure:

Date of return:

Time of departure:

Time of return:

Number of students involved:

Member of staff responsible:

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 Student Registration/Bursary Manager 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 RESIDENTIAL VISITS

Student's Name: Tutor:

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.

I understand that if staged payments are not made by the due date set by College, some or all of the money may be forfeited. Cancellations should be advised as soon as possible but refunds for payments made will only be possible if a replacement can be found.

Emergency telephone number during the period of the visit:

Home number: Work number:

Signed: Date:
(Parent/Guardian)

Please return to

by

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

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 M Jones 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.

Hazard/risk element	Control measures/things to do	Further action
Staff running the trip are ill and cannot take trip.	<ul style="list-style-type: none"> Consider if trip should be cancelled or if another staff member can be found – could their teaching be covered. 	Is cover available
Inadequate adult supervision	<ul style="list-style-type: none"> Rule of thumb 1:20 ratio. Consider supervision of mixed sexes. Is supervision appropriate for trip activities 	
A student/staff member goes missing from party	<ul style="list-style-type: none"> Minimise risk by frequent head counts. Provide clear itinerary and maps. Students to know supervisor’s college mobile phone number. What to do if no contact? Provide designated meeting places/times. 	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"> Provide clear information (pick-ups, drop offs, times, etc). Book through college. Seat belts always fastened on coach Ensure safe alightment from vehicle/transport 	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"> Follow advice in DFE Trips and Visits booklet, DoE guidance and staff intranet. Complete separate Risk Assessment for Fell Walking/ Mountaineering if appropriate 	Write separate risk assessment.
Hazards present at venue	<ul style="list-style-type: none"> Consider pre visit assessment Does venue have its own risk assessment Consider venue and activities taking place Access to 1st aid both en route or at venue 	What 1 st aid provision is available on transport and at venue

Hazard/risk element	Control measures/things to do	Further action
Unplanned activities e.g. use of mountain bikes, swimming, beach activities.	<u>Not to be undertaken.</u> All activities should be pre-planned with appropriate risk assessments.	
Medical	Complete separate risk assessment for students with medical conditions and: <ul style="list-style-type: none"> • Ensure they have enough medication. • Get parental permission for student to administer him/herself, or train supervisor to do so. • Detail Covid precautions to be taken e.g. mask wearing 	Attach copy of assessment with this form, retain original.
Bad behaviour; drink, drugs, smoking, etc.	<ul style="list-style-type: none"> • Ensure that code of conduct has been explained to students prior to travelling. • Deal with at the time using college disciplinary procedures and follow up when back at college. 	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: (Senior Staff member) Date
(usually DSOD)

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 M Jones 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.

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

Hazard/risk element	Control measures/things to do	Further action
Unplanned activities e.g. use of mountain bikes, swimming, beach activities.	<u>Not to be undertaken.</u> All activities should be pre-planned with appropriate risk assessments.	
Bad behaviour; drink, drugs, smoking, etc.	<ul style="list-style-type: none"> • Provide clear guidance before visit. • For residential and exchange visits ensure guidance note is signed by student/parent before visit. • Deal with at the time using college disciplinary procedures and follow up when back at college. • Ensure students aware of consequences of drug use/possession in country visited. 	Keep accurate records including signed statements if necessary.
Accommodation	Enquire about: <ul style="list-style-type: none"> • Location of rooms booked for party. • Who else will be using hotel/hostel etc.. • Security. • Safety. 	
Exchanges: Student unhappy with host family. Collecting/distributing students to host families.	<ul style="list-style-type: none"> • Visit host family. • Be prepared to negotiate with student/host family/partner organisation. • Ensure there are arrangements for students to contact home and vice-versa. Advise students how to use phones abroad. • Students/parents/host made aware of ground rules in advance of visit. • Allow time each day to meet group to nip problems in the bud. • Discuss with partner organisation. 	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 On own medication?	<ul style="list-style-type: none"> • Ensure students have EHIC card. • Make arrangements for vaccinations if required. • Seek permission form from parents re emergency operations/treatment etc. • All students/parents to advise if any medical condition. See trips policy for sample. • Detail Covid precautions e.g. mask wearing • Ensure suitable insurance is in place for activities to be undertaken 	Ensure students and parents are aware that staff cannot issue medication, so student to take adequate supply. Forms to be kept by supervisor.

Hazard/risk element	Control measures/things to do	Further action
<p>First aid</p> <p>Other</p>	<p>Complete separate risk assessment for students with medical conditions and:</p> <ul style="list-style-type: none"> • Ensure they have enough medication. • Get parental permission for student to administer him/herself, or train supervisor to do so. • Exchange: Host families told of medical/dietary needs/allergies/phobias in advance of trip. • One of supervisors to be appointed first aider or ensure first aid is near at hand e.g. provided by partner organisation or places visited. • Group leader to know how to contact local doctor or hospital. • Can tap water be drunk? • Inform students and parents of possible food dangers e.g. unpeeled fruit, raw seafood. 	<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 1st 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"> • Advise students to carry money, valuables e.g. cameras and mobiles, safely e.g. money belt, zip armlet • Group leader should keep photocopies of all passport details. • Advise students about what not to take on trip. • Group leader should not look after valuables for others. • Check insurance details before travel. Students to check if valuables covered on household insurance & bring contact details and policy number. • Brief students on particular dangers e.g. theft in city centre. 	<p>Preferably in sealed waterproof bag.</p>
Work placements abroad	<ul style="list-style-type: none"> • Will students need money to pay for board and food? • Must keep receipts for all monies spent and pay families agreed money in home stays. • Ensure there is a contact person in the country who will sort out problems once member of staff has returned to UK. 	<p>All staff, students and parents to be briefed thoroughly before travel.</p> <p>Organiser and contact person to keep copies of signed contracts, letters, etc.</p>

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 break even 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 Sue in 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 with a large expenditure, 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 myself or Sarah and Katie in the finance office if you require any clarification. Your co-operation is appreciated.

Mark Jones
Director of Strategic Operations and Delivery

PUBLICATIONS

Health and Safety of Pupils on Educational Visits

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

5th Floor

India Building

Liverpool

L2 0QZ

0151 237 3010