



# Educational Trips Policy

Policy Details	
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## **1. Statement of Intent**

- 1.1 USP College will ensure that students are given the opportunity to enhance their experience by taking part in educational visits and offsite activities as part of the college's career focused learning strategy. In this policy document all such activities will be referred to as trips.
- 1.2 All students are given, where possible, an equal opportunity to join in these trips. Where necessary, additional support will be available to students to help them access this provision.

## **2. Introduction and Purpose**

- 2.1 To ensure the health and safety of all students and staff involved in a trip the policy aims to:
  - a. ensure that the trip leader follows all procedures before, during and after the trip
  - b. ensure that all trips are carefully planned, in line with the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulation 1999 ensuring that appropriate risk assessments are completed in advance
  - c. ensure that the trip is organised within the current government/College guidelines for COVID -19 and all testing and reporting procedures are addressed in the trip risk assessment. This will need to include any additional testing requirements and costs should a trip be proposed for travel abroad.
- 2.2 All procedures apply to trips organised by the college and relevant forms are attached as appendices and are referred to in the policy document.

## **3. Statutory Framework**

- 3.1 The Health and Safety at Work Act 1974 provides the legal framework for the health, safety and welfare at work of their employees, of anyone on the premises and anyone else who may be affected by their activities this includes participants in trips. The college follows the principles of good practice set out by Health and Safety: responsibilities and duties for schools (Department of Education July 2021).
- 3.2 Trip leaders accompanying a group of 'young people' (under 18 or under 24 for students with learning difficulties/disabilities) are "in loco parentis" and are responsible for the safety and wellbeing of those 'young people' at all times. Other supervising adults will also have a similar duty of care, but the trip leader retains overall responsibility and must be aware of the statutory provisions in relation to 'young people' governing sex, smoking, drugs and alcohol and relevant approved medical needs (subject to a student's individual risk assessment). The trip leader also has a duty of care for adult students attending a trip.
- 3.3 **Statutory Provisions Governing 'Young People'**

The following are those statutory provisions that govern what 'young people' can lawfully do before they reach the age of 18. However, the college (notwithstanding the law) will take every reasonable step to ensure that students follow the code of conduct laid out in form EV1 and EV3 attached to this policy.

- a. Sex
  - i. A 'young person' may consent to heterosexual or homosexual sex at the age of 16

- ii. Under the Sexual Offences Act 2003 it is a criminal offence if a person over the age of 18 has sex with someone for whom they are in a position of trust. This applies to a teacher student relationship.
- b. Smoking and vaping
  - i. A 'young person' can smoke at age 16 and may buy cigarettes at the age of 18.
- c. Alcohol
 

It is illegal in the UK:

  - i. to sell alcohol to someone under 18, anywhere
  - ii. for an adult to buy or attempt to buy alcohol on behalf of someone under 18
  - iii. for someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol in any circumstances
  - iv. for someone under 18 to drink alcohol in licensed premises, with one exception - 16 and 17 year olds accompanied by an adult can drink but not buy beer, wine and cider with a table meal
  - v. for an adult to buy alcohol for a person under 18 for consumption on licensed premises, except as above.
- d. Medical Treatment
  - i. A 'young person' who has attained 16 years can consent to any surgical, medical or dental treatment. A younger child can also consent to treatment if the person responsible for delivering the treatment accepts that the child is competent to give that consent. If the 'young person' is over 16 and is in the UK, then previous parental consent is not strictly necessary.
- e. Medical Treatment and Consent: Travelling Abroad
  - i. For a visit abroad; parents, guardians, carers, students and/or staff agreement must be obtained in advance for the provision of emergency medical treatment should it prove necessary.
  - ii. If the trip leader is advised that emergency medical treatment is needed, the trip leader gets in touch with the college emergency contact (as stated on the approved EV2 form) for advice, unless circumstances prevent him/her from doing so.
  - iii. The lack of consent may invalidate the college's insurance and render the college potentially liable for accidents which may occur during an event.

#### **4. Procedures for planning and undertaking trips**

- 4.1** The following procedures apply to all trips organised for students. All forms and documents are attached to this policy as appendices and are available in electronic format via the college intranet.
- 4.2** The Head of Learning (HoL)/Department must ensure that the trip leader has previous relevant experience and is competent to lead the group within defined limits. Trip leaders must always work within the limits of their qualifications and competence. It is essential that activities are agreed

between the HoL/Department and the trip leader, and boundaries are set at the point of planning to ensure that defined limits are understood.

- 4.3** Prior to a trip being planned the trip organiser must complete all of the forms (appendices EV1-EV6) as confirmation the trip may be organised. This must be signed and authorised by Assistant Principal (AP) or nominated member of the Senior Management Team (SMT).
- 4.4** The trip leader must submit an application form EV2 (refer to appendix EV2 forms) in order to seek approval for a trip. The HoL/Department must be satisfied that there is a genuine curriculum or career focused justification for the trip.

#### **4.5 Parental Consent**

It is essential to obtain the parents, guardians and carers written consent for students under 18 years, or the personal consent of students who were aged 18 or over at the start of their course, before they take part in any trip. This is covered in the EV1 form completed during enrolment and recorded by MIS.

- a. The trip leader must also complete an additional consent form EV3 (refer to appendix EV3 forms) for every student. This is compulsory if the trip involves a residential stay, is overseas or involves a hazardous activity.
- b. Completion of an EV1 form (refer to appendix EV1 forms) during enrolment will cover parental/carers consent for students to attend all non-hazardous trips covering:
  - i. regular sporting activities/fixtures
  - ii. work experience placements
  - iii. visits as part of a college learning company
  - iv. regular ad-hoc visits in the immediate vicinity of either campus
  - v. regular theatre trips
  - vi. voluntary service trips.

It is the HoL responsibility to ensure 100% compliance on completion of the forms. If a form has not been completed the student cannot attend a trip.

- c. All letters and/or other information relating to the trip must be approved by the HoL. The HoL must ensure that students and parents, guardians and carers are made aware of the potential for financial support in the letter to parents, guardians and carers.
- d. For trips of a residential nature and those involving hazardous activities, the trip leader is required to produce a letter for parents, guardians, carers and students.
- e. A trip is only authorised if the EV1-EV6 forms have been appropriately completed and signed by AP or member of SMT.

#### **4.6 Student Behaviour**

The Student Disciplinary Policy is applicable to all trips. Students are expected to meet the expectations set out in this policy. Prior to each trip, a letter detailing the event should be sent to parents, guardians and carers which must refer them to the student code of conduct for trips EV3 (refer to appendix EV3 forms).

#### **4.7 Student Behaviour – Residential Trips**

For residential trips, the leader must inform parents, guardians and carers that they will be expected to fund the early return of a student whose conduct gives serious cause for concern. This will be followed up on return as part of the intervention process (Student Disciplinary Policy).

In the event of a student being asked to return early, the trip leader must first discuss the situation with their college emergency contact and through them obtain agreement from AP, a member of SMT or a staff member delegated by AP/SMT to give this authorisation.

#### **4.8 Parents, Guardians and Carers Meeting – Residential Trips**

For residential and overseas trips an information event should be held with parents, guardians and carers to discuss: money, passports, itinerary, contingency plans etc. If any concerns are raised at the meeting, the trip leader must consider reasonable ways to alleviate those concerns.

#### **4.9 Physical Activities**

An activity must be properly supervised in accordance with guidelines produced by the activities governing body. Many outdoor activities have national governing bodies which produce their own guidelines. These should be used if there are any concerns. The trip leader must seek further justification/explanation from the organisation arranging the activity

- a. In the case of outdoor or physical activities based at a centre other than the college, the trip leader must receive a written risk assessment from the centre
- b. Commercial British Centres/LEAs must hold a licence if they provide outdoor education or physical (sporting) activities. The AALA (Adventurous Activities Licensing Authority) website lists all licence holders (UK companies only). No licence is required for companies that use man-made facilities or voluntary organisations
- c. Students must submit a completed EV3 form for all trips involving hazardous activities – see Appendix EV3
- d. Personal accident and personal liability insurance is provided for all authorised college trips. The trip leader, in discussion with the finance department if necessary, must be certain that all students and staff are covered for the visit or activities being organised.

#### **4.10 Physical Activities**

The trip leader must assess all participants, including the suitability of staff, as far as is reasonably possible, as being fit for the proposed physical activity. All students must advise the trip leader of any conditions that could affect the trip.

- a. Trip Leaders should have copies of the Medical Information form EV3 and EV4 in their trip paperwork prior to departure
- b. For residential or overseas trips, the trip leader will need to photocopy the EV1 and EV3 form(s) to take on the visit.

#### **4.11 Designated Emergency Contact**

For every trip the leader has to be aware of who is the designated contact in the college and ensure that their duties (person identified on the EV2 form), which include strategic emergency planning, are agreed and understood. This person should be a senior member of staff.

- a. For events wholly taking place during the college day (8.30am-4.30pm) the first contact point in an emergency will be either Front of House/Reception (who will inform the designated contact), or a direct dial or mobile phone number, either of which will be provided to the trip leader by the manager appointed as the designated contact

- b. For events operating beyond the college day there must be a manager who is able to act as the point of contact. They must be contactable by mobile phone and available 24 hours a day while on duty. This is ideally the emergency contact identified on the EV2 form but could be another Senior Manager out of hours who will also be identified on the EV2 form.
- c. In the event of any incident or accident during the visit the college's reporting procedure must be followed as outlined in point a and b.
- d. All staff involved in a residential or overseas trip and at least the trip leader if non-residential should be issued with a college mobile phone. Students on the trip should be given this number(s) to use in an emergency.
- e. Where trips are of longer duration than a day parents, guardians and carers must be informed, prior to the visit, of the name and contact number of the college designated contact. This should also be included in the trip letter.
- f. The designated contact must:
  - i. Be informed immediately by the trip leader of any emergency or major disciplinary problem.
  - ii. Provide the link between the group on the visit and the home community – the trip leader must only contact parents/guardians directly where they have not been able to contact the college designated contact or failing that their Head of Learning.
  - iii. Have available, 24 hours a day, all relevant information including a full list of all people involved in the event.
  - iv. All trips leaders must have a mobile contact number for a member of SMT.

#### **4.12 College Emergency Contact**

For every trip the leader must give a copy of the trip register to each accompanying member of staff. A copy of this register must be given to Front of House/Reception and to the college emergency contact as part of the process.

- a. The trip register (EV4) must be completed before departure of the trip. This must indicate all students and any with particular medical conditions.
- b. The trip organiser must, on the day of the trip, inform admissions names of actual students attending the trip. A copy is then given to Front of House/Reception.

#### **4.13 Travel and Transport Requirements**

The trip leader is responsible for ensuring that arrangements for travel and transport are appropriate and conform to local guidelines, national regulations and legal requirements.

- a. An appropriately qualified and competent driver must be used or hired from the vehicle company which provides the transport. A reputable vehicle company must be used. A judgment as to whether a firm is considered reputable will be based primarily on past use and by experience of the college. The trip leader should consult other staff where appropriate, and especially in respect of travel abroad.
- b. If the college minibus is used or a minibus is hired without a driver, the member of staff chosen to drive the vehicle must have training in driving minibuses and produce for the trip

leader documentary proof of this. Drivers of minibuses with 9-17 seats must have a D1 entitlement on their licence. Minibuses with over 11 seats cannot be driven in Europe by staff.

- c. The trip leader must plan with their driver sufficient stops to ensure the safety of all group members including the driver. Where the driver is a member of staff who has been teaching all day, a minimum break of 30 minutes must be taken before driving.
- d. Refer to minibus code of practice for further information on breaks and vehicle loading. Available from the Head of Facilities and Estates.
- e. Where transport is hired abroad it is recommended that the trip leader contact the appropriate tourist office or embassy well in advance of the planned visit to confirm compliance with safety standards or otherwise to provide sufficient time so that reasonable alternative arrangements can be made.

#### **4.14 Staff/Students Ratio – Gender mix**

The HoL/Department and the trip leader must always ensure that the group is adequately supervised. The ratio of participants to staff must be such as to ensure adequate control and safe conduct during all phases of the trip. The group size and staff/student ratio is dependent on the nature of the activity. A ratio of one member of staff to 20 students for low-risk activities must not be exceeded, unless a risk assessment has been carried out into this specific aspect and indicates that a higher ratio is adequate to provide a safe level of supervision.

- a. It is recognised that the staff/student ratio will need to be varied according to the age and requirements of participants and the type of visit undertaken. The appropriate ratio will be determined at the stage when the nature of the activity or visit is known and a risk assessment is carried out by the trip leader.
- b. Other than in exceptional circumstances approved by the HoL/Department, mixed groups should be accompanied by both male and female staff where possible.
- c. The risk assessment may indicate that one adult can adequately cover a short journey to a nearby venue when appropriate emergency procedures have already been set up. The ratio remains at 20 students to one staff member.

#### **4.15 Finance Procedures**

College procedures for financial aspects of the trip must be followed. When the trip is provisionally authorised, a Visit Cost Form (EV5) will be submitted to Finance.

- a. The closing date for payment by students will depend on the trip, but should be at least 7 calendar days before the date of the trip. For all trips, no confirmed booking should be made until deposits are paid for the trip. In cases where the sum is £50 or less, students should be asked for the full price. For trips over £50, the deposit should be £50 or 20% of the overall trip cost whichever is higher. For students who are experiencing financial difficulties, a payment plan option should be made available but full payment of the trip should be made at least seven working days before the trip unless advised otherwise. The deposit will be returned if numbers are insufficient to run the trip.
- b. The Head of Learning and the trip leader must ensure that arrangements are in place prior to the trip to deal with a financial crisis and that the Chief Operating Officer approves those arrangements.

- c. The William Palmer Trust will consider supporting educational trips for students based at the Palmer's Campus up to a maximum of £100 per person. The trip organiser may approach the Trust through the Finance Department.
- d. How to Pay:
  - i. Parent Pay is the preferred payment method. The trip leader should provide to Finance a list of students/class/group to ensure that only that set of learners have access to paying for a particular trip. This list should be provided alongside the EV5 form at least seven working days before the trip
  - ii. Online Shop – guardians and other relations of the student (that do not have access to parent pay) have an option to pay for a trip on the college online shop which will be found on the college website section shop.
- e. Trips that are mandatory in order for a student to complete their qualification must be free. If a student is in receipt of a College bursary, they can email [bursary@uspcollege.ac.uk](mailto:bursary@uspcollege.ac.uk) with details of the trip they are attending including cost and this will be part or fully covered by the bursary fund.
- f. All other trips where required, must be paid for or contributed towards by the student.

## **5. Roles and Responsibilities**

### **5.1 Relevant Experience**

The HoL must ensure that the trip leader has previous relevant experience and is competent to lead the group within defined limits. Trip leaders must always work within the limits of their qualifications and competence. It is essential that activities are agreed between the HoL/Department and the trip leader, and boundaries are set at the point of planning ensuring that the defined limits are understood. An inexperienced trip leader is advised to seek advice and guidance from a suitably experienced colleague and be accompanied by such a colleague where necessary.

### **5.2 Duty of Care**

The HoL and the trip leader are responsible for ensuring that all staff, paid or voluntary, are fully briefed and their roles and responsibilities clearly defined. It is the duty of the trip leader to ensure that the competence of each member of staff is appropriate to their role. When using a third party, for example, specialist instructors, centres or drivers of vehicles to deliver any aspect of the trip, the principal duty of care remains with the trip leader.

### **5.3 First Aid Requirements**

First Aiders (where appropriate) must be appointed, a deputy group leader nominated and responsible adult(s) allocated to group members as supervisors. Responsibilities must be established at an early stage so that no conflict of responsibilities occurs later on. The trip leader will, however, retain an overall duty of care in respect of the trip.

### **5.4 Staff Disclosure & Barring Service (DBS)**

Any member of staff taking part in a trip must have a DBS completed within the last five years or be registered with the DBS update Service and agree that HR will carry out an update check prior to the trip taking place. If DBS is over five years and the member of staff is not on the update

service a risk assessment must be carried out by the HoL and added to the trip risk assessment form.

### **5.5 Data Protection**

The trip leader is responsible for the security and disposal of all trip forms and for ensuring the retention period of these forms does not exceed GDPR regulation.

## **6. Monitoring, Review and Evaluation**

**6.1** The Head of Facilities and Estates will monitor changes in the statutory regulations for educational visits and will amend the policy and related procedures accordingly.

**6.2** The college will review this policy on an annual basis or sooner in order to take account of new statutory regulations and recommendations for improvement.

## **7. Short Notice Trips**

**7.1** In the event, that an opportunity arises at short notice for students to attend a relevant trip to their study programme, a shortened process and version of the paperwork will be followed. This will include completion of the EV2, EV4, EV6 and relevant risk assessments.

**7.2** This will be signed off by the HoL, Human Resources, Head of Facilities and Estates and relevant AP.

**7.3** Examples of short notice trips would include:

- a. College Company live briefs
- b. Student CPD opportunities
- c. Enrichment opportunities.

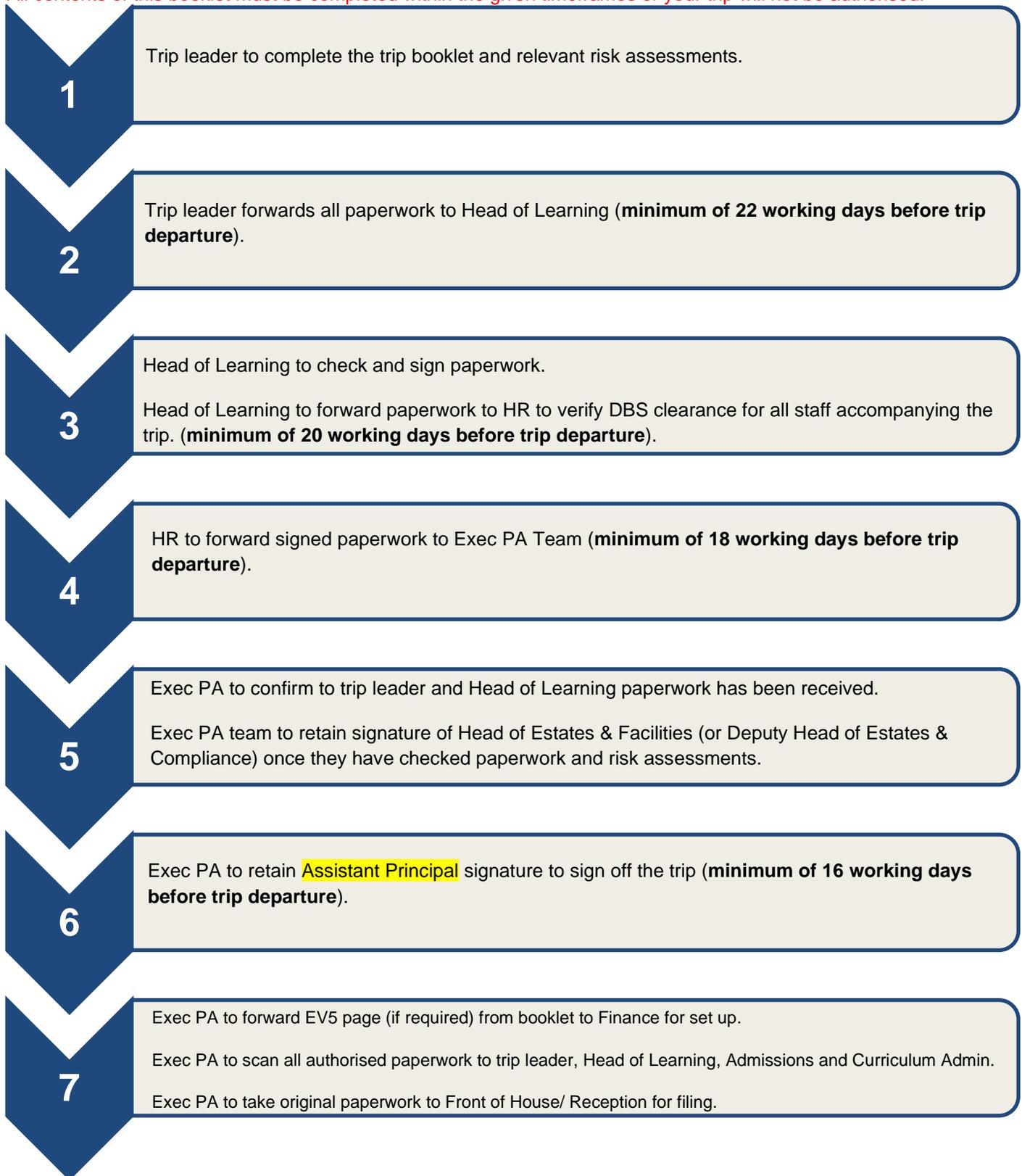
## **8. Related Policies**

- a. Student Disciplinary Policy
- b. Health and Safety Policy
- c. Safeguarding and PREVENT Policy

## Appendix 1

### Cross College Trip Process

All contents of this booklet must be completed within the given timeframes or your trip will not be authorised.



Only when this process is complete can letters be sent to students/parents, guardians and carers.

## Appendix 2

# EV1 – Permissions Form

### **Educational Visits/Offsite Activity and Work Experience Placement Consent Form** *To be completed by students (if over 18) or Parents/Carers/Guardians at enrolment*

For visits/activities of up to 1 day within the UK (not involving hazardous activities).

For work experience placements. Duration may vary in accordance with the study programme requirements.

Medical insurance for journeys does not include cover in the event of illness if participants are travelling contrary to medical advice and are not in good health at the commencement of the journey. It is most important that the trip organiser knows of any pre-existing medical conditions (for example asthma, diabetes, heart trouble) which may require treatment and/or any condition, which may affect participation in any activity during the trip/offsite activity/work experience placement.

#### **DECLARATION**

1. My son/daughter/ward or I has completed and submitted a separate Pre Entry Support Information (PESI) form and undertake to inform the college immediately, in writing, if there is any change to the information entered on this form.
2. I undertake to inform the trip leader if I/the, person named above or any member of their family, or other person with whom they have had close contact, is known to have or contracts any infectious disease.
3. If, within two days prior to departure, the named person above becomes ill or is seen by a doctor, I undertake to inform the trip leader.
4. I consent to any emergency medical treatment, including the use of anaesthetics, which a doctor or other qualified person (including where appropriate a first aider) deems necessary during the trip and authorise the trip leader to arrange emergency treatment should it become necessary.
4. The college insurance does not cover pre-existing illnesses or conditions where a qualified medical practitioner has advised against travel or participation on the trip.
5. I agree to the person named above participating in offsite activities or educational visits in the UK that do not involve hazardous activities.
6. I understand that I will receive a letter advising me of any offsite activity/educational visit the person named above will be participating in and can decline permission by letter if I do not wish them to participate.
7. I accept responsibility for my son/daughter's behaviour during any offsite activity, educational visit or work experience placement.
9. I understand that all reasonable care will be taken by the college staff to ensure the safety of the person named above.
10. I understand that for each educational visit, the college will take out travel insurance for the person named above. Participants are however referred to the conditions and exclusions listed in the policy, which is available on application from the college.
11. I accept responsibility for any damage caused by the person named above and will pay any expenses including any costs of my son/daughter/self being sent home early due to misconduct.
12. I agree to my child/ward/self (if over 18) attending a work/volunteering placement. With regards to placements, I:

- a. agree to attend placement regularly and punctually and advise the employer and college immediately of any absence.
- b. agree any placement arranged will be subject to a college health and safety check of the main premises. Employer's Liability insurance must be evidenced unless the employer is a family member (Parent, Sibling, Grandparent, Step Parent, Step Sibling, Step-Grandparent).
- c. agree that my child/ward/self can only work at a residential address if the owner is a family member (as defined above) and the business is registered to that address.
- d. give consent to child/ward/self (if over 18) working offsite any time during the placement where appropriate, being transported to multiple work venues during the placement and be in the presence of one employer/employee when being transported or during the course of the working day. I accept that associated risks, which fall outside of the college Health and Safety placement premises check, are undertaken at the participants own risk.
- e. give consent for the college to notify the employer of any disclosed medical/support need so that appropriate arrangement can be made for me in the workplace.
- f. Understand that for any distance placement (outside of a 30 mile radius of the college) or an 'out of hours placement' (a placement undertaken outside of regular college hours/term time) an additional consent form must be completed in accordance with the Work Experience Policy.

I have read and agree to the conditions listed above:

**Signed Parent/Guardian or Student (if aged over 18)**

.....

**Date:**.....

**Appendix 3**  
**EV2**

**Application to Organise a Trip**

*To be completed a minimum of 22 calendar days before trip*

<b>Curriculum Area:</b>				<b>Cost Centre:</b>			
<b>Course:</b>				<b>Trip Leader:</b>			
<b>Campus:</b> <i>Circle as appropriate</i>		Seevic Campus	Palmer's Campus	Cross Campus (Seevic & Palmer's)	XTEND Campus		
<b>Trip Type:</b> <i>Circle as appropriate</i>		Offsite Activity	UK Residential	Overseas Day Visit	High Risk Visit		
		UK Day Visit	UK out of hours	Overseas Residential	Sporting Fixture		
<b>Number of Students:</b>	<b>Male:</b>		<b>Female:</b>		<b>Named Students</b>		<b>Total:</b>
<b>Number of Staff:</b>	<b>Male:</b>		<b>Female:</b>		<b>Named Students</b>		<b>Total:</b>
<b>Nominated First Aider:</b>							
<b>Destination:</b>							
<b>Curriculum Justification of Visit:</b>							

<b>Hazardous Pursuits:</b>			
<b>Emergency Contact Name/ Number:</b>			
<b>Departure Date:</b>		<b>Return Date:</b>	
<b>Departure Time:</b>		<b>Approximate Expected Return Time:</b>	
<b>Method of Travel:</b> <i>Please include details</i>			
<b>Minibus Driver(s):</b> <i>If required</i>		<b>Qualifications Checked:</b>	
<b>Paperwork Prepared by:</b>		<b>Date:</b>	

**Authorisation:**

<b>Authorised by Head of Learning:</b>		<b>Date:</b>	
<b>DBS Verified by HR:</b>		<b>Date:</b>	
<b>Authorised by Head of Estates and Facilities/ Deputy Head of Estates and Compliance:</b>		<b>Date:</b>	
<b>Authorised by Assistant Principal/SMT Member:</b>		<b>Date:</b>	

## Appendix 4 EV3

### Trip Letter & Student Consent Form

**Please note:** Trip letter and following 2 documents (headed EV3) are to be sent to the student and returned ahead of trip departure.

Dear Parent/Guardian/Student

**[insert name/destination of trip]**

A trip has been arranged for [insert student group] to visit [insert location] to [insert activity]. This will give the students the opportunity to [give learning aim for the trip].

Transport has been arranged [insert details of arrangement]/students are expected to make their own way to [location]. Please see details below:

**Date:**

**Departure From:** USP College Palmer's Campus/Seevic Campus [insert other meeting point if applicable]

**Departure Time:**

**Departure From Venue:**

**Expected Time of Return to College:**

Please sign and return enclosed EV3 form to [insert name/me] by no later than [insert date]. If we do not receive this paperwork we will assume you/the student do not wish to attend.

Yours Sincerely

**[insert name]**  
[insert job title]

Appendix 5  
**EV3**

**Educational Visit/Offsite Activity Consent Form**

<b>Trip Name:</b>		<b>Trip Date:</b>	
<b>Student Name:</b>			
<b>Student Address:</b>		<b>Student Date of Birth &amp; Age:</b>	
		<b>Dietary requirements</b> <i>(if trip includes meals)</i>	
		<b>Medical Conditions:</b>	
<b>Student Contact Number:</b>		<b>Emergency Contact Numbers:</b>	
<b>Parent/Guardian Name(s)</b>			

1. I agree to my son/daughter/ward/self's participation in offsite activities and education visits detailed in the accompanying letter and I accept responsibility for their behaviour during any offsite activity or educational visit.
2. I understand that all reasonable care will be taken by the college staff to ensure the safety of my son/daughter/ward/self.
3. I understand that the college will take out travel insurance for my son/daughter/ward/self and have advised the college of any conditions that may affect the validity of that policy, participants are however referred to the conditions and exclusions listed in the policy which is available on application from the college.
4. I have advised the college of any changes to the medical information that may affect my son/daughter/ward/self's participation in the offsite activity/educational visit.
5. I accept responsibility for any damage caused by my son/daughter/ward/self and will pay any expenses as a result of the above, including any costs of my son/daughter/ward/self being sent home early due to misconduct.
6. I authorise the organiser of the offsite activity/educational visit, on my behalf, to arrange emergency medical treatment should it become necessary.
7. I authorise my son/daughter/ward/self to participate in the hazardous activity/ies detailed in the accompanying letter.

**FOR VISITS OVERSEAS**

8. My son/daughter/ward/self has a passport valid for the duration of the visit and in line with current regulations of length of validity required after the return date of the visit by a particular country.
9. My son/daughter/ward/self has a validated European Health Insurance Card (EHIC) if traveling within Europe.
10. If a foreign national passport is held, I understand that it is the responsibility of my son/daughter/ward/self to find out the requirements and obtain the appropriate visas prior to the visit.

**Signature (Parent/Guardian/Student):**

**Name (in BLOCK CAPITALS):**

**Date:**

*If you were over 18 at the commencement of your course you can sign the form on your own behalf.*

## Appendix 6

### EV3

#### College Student Positive Behaviour Whilst on Trips/Placements

*To be sent with trip letter and returned*

We expect students to behave in an appropriate manner that will support the success of the trip/placement for all the students and staff involved. The Student Disciplinary Policy applies to all trips.

Please remember student behaviour reflects on the college and could impact on the ability of the college to organise other trips/placements for students in the future.

Before the Trip:

- Please make sure you and your parents, guardians and carers, where appropriate, are aware of the requirements for the trip/placement and have completed all relevant forms.
- If payment is required please make sure this is given to finance in line with agreed timescales.
- Please inform the trip leader of any issue(s) that may affect you whilst participating in the trip/placement. It is important you let the trip leader know so they can appropriately support you.

#### **Whilst participating in the Trip/Placement:**

1. Students are expected to show respect towards other students, staff and anyone else they meet while involved with the trip.
2. Students are expected to respect their own and other's property.
3. Students are expected to respect the sensitivities of other students and to refrain from behaviour of a sexual nature.
4. Students are expected to respect the procedures put in place by the trip leader and staff to ensure the smooth running of the trip/placement. This might include meeting times, what to wear for certain activities etc.
5. Drug use is a criminal offence and will not be tolerated. Severe sanctions will result for any student found using drugs.
6. To support the health & safety of others and staff on a trip alcohol is not permitted on any college trip. This is regardless of the age of students or the law of the country in which the trip/placement is taking place.
7. Students are expected to respect any no smoking policies in place. Students will be encouraged not to smoke by the college but areas for them to smoke if necessary will be agreed.
8. Students are asked to think carefully about their actions so as not to put themselves or others at risk of harm.
9. Students are expected to take responsibility for their own behaviour.

Students who fail to comply with the trip/placement procedures will be subject to the Student Positive Behaviour Policy. Participation in trips maybe restricted or denied.

Where a student is in serious breach or is a danger to themselves or others, the student, following notification of parents, guardians and carers, may be sent home before the completion of the trip/placement.

We are aware that the vast majority of students taking part in trips/placements understand the importance of acting in a mature and responsible way. The good behaviour of most students is commented upon regularly and is something for which the college is rightly proud.

**I have read and understood the above code of conduct.**

**Signed (Student)..... Date:.....**

**Appendix 7  
EV4**

**Trip Register & Contact List**

<b>Trip Name:</b>		<b>Date:</b>			
<b>Departure Time:</b>		<b>Expected Approximate date &amp; time of return:</b>			
<b>Full Names of all Staff/Adults attending:</b>					
<b>Emergency Contact Name/Number:</b>					
<b>Name</b>	<b>Progress Coach</b>	<b>Student Contact No</b>	<b>Student Emergency Contact name/No</b>	<b>Medical needs?</b>	<b>EV1 &amp; Ev3 Signed?</b>






**Appendix 8  
EV5**

**Trip Cost Form**

<b>Cost Centre:</b>				<b>Curriculum Area:</b>			
<b>Campus:</b>				<b>Trip Leader:</b>			
<b>Name of Trip:</b>				<b>Trip Location:</b>			
<b>Is this trip a compulsory element of the course:</b>		Yes	No	<b>Projected Numbers:</b>			
<b>Date:</b>				<b>Overnight Stays</b>			
<p>For all trips, no confirmed booking should be made until <b>deposits</b> are paid. In cases where the sum is £50 or less, students should be asked for the full price. For trips over £50, the deposit should be £50 or 20% of the overall trip cost whichever is higher.</p> <p>The William Palmer Trust can contribute towards trip costs for Palmer's Campus Students only, please contact Finance on x561 for further information.</p> <p>Students is in receipt of a College bursary, can email <a href="mailto:bursary@uspcollege.ac.uk">bursary@uspcollege.ac.uk</a> with details of the trip they are attending including cost and this will be part or fully covered by the bursary fund.</p>							
<b>Forecast Cost:</b>							
<b>Entrance Fees:</b>		<b>Cost Per Person:</b>	£	<b>Total:</b>	£		
<b>Transport Supplier Name:</b>				<b>Total:</b>			
				£			
<b>Accommodation (if required):</b>							
<b>No of Students:</b>		<b>Cost Per Student:</b>		<b>Total:</b>			
		£		£			
<b>No of Staff:</b>		<b>Cost Per Staff:</b>		<b>Total:</b>			
		£		£			
<b>Other Costs (Hospitality, Insurance, Contingency etc):</b>				<b>Total:</b>			
				£			
<b>Student Balance:</b> <i>If applicable</i>		£		<b>Date to be Paid:</b>			

<b>College Balance:</b> <i>If applicable</i>	£	<b>Date to be Paid:</b>	
<b>Student Full Payment:</b>	£	<b>Date to be Paid</b>	
<b>Organisations to be Paid:</b>			

**Appendix 9**  
**EV6**

**Mobile Phone Issue Form**

<b>Course:</b>		<b>Trip Leader:</b>	
<b>Name of Trip:</b>		<b>Trip Location:</b>	
<p>I have read and accept the Mobile Phone Policy in respect of the loan of the mobile telephone, the financial obligation and acknowledge receipt of the Mobile phone for the loan period stated above.</p> <p>I understand that any breach of the policy conditions set out in the Mobile Phone Policy may result in disciplinary action being taken.</p> <p>I agree to pay a contribution to costs of £100 if the Mobile Phone is lost or stolen through neglect.</p> <p>I have understood the conditions of the Mobile Phone Policy and agree to use the Mobile Phone in accordance with the Policy and I understand that the college can accept no liability for incorrect use of the Mobile whilst I am driving.</p>			
<b>Name (in BLOCK CAPITALS):</b>			
<b>Signature:</b>			
<b>Date:</b>			

**PLEASE ATTACH ALL RELEVANT RISK ASSESSMENTS WITH THIS COMPLETED BOOKLET UPON SUBMISSION TO YOUR HEAD OF LEARNING**

**Appendix 10**

**EV7**

**Risk Assessment Form**

*Risk Assessment Form for all Offsite Activities & Educational Visits*

<b>Activity/ Educational Visit:</b>	<b>Date:</b>	<b>Duration:</b>
<b>Type of Visit:</b>	<b>Offsite Activity:</b>	<b>UK Half Day Visit:</b>
	<b>UK Day Visit:</b>	<b>Overseas Day Visit:</b>
	<b>UK Residential:</b>	<b>Overseas Residential:</b>
<b>Student / Staff Ratio:</b>		<b>Hazardous Activity/ies (if any):</b>
<p><b>Hazard:</b></p> <p><i>(Indicate each risk as Low, Medium or High). A generic risk assessment can be used but it must be appropriate for the activity and fit for purpose. The generic risk assessment(s) must be indicated below and attached to the EV7 form for the visit/activity to be approved.</i></p> <ul style="list-style-type: none"> <li>• Travel to and from the venue (Low)</li> <li>• Accidents at the venue (Low)</li> <li>• Staff and Student illness or injury (Medium)</li> <li>• Students getting lost (Low)</li> <li>• Behaviours and precautions to be adopted when travelling to, from and at the venue in relation to current government guidance on COVID-19. (please state your actions and assessment of risk)</li> </ul>	<b>Who Might Be Harmed?</b>	<b>How Is The Risk Controlled?</b>

What further action is necessary to control risks that you found were not adequately controlled? Include actions required to support the needs of specific students:	<b>Outcome:</b>	<b>Date:</b>
<p><b>Assessment Undertaken by (Block Capitals)</b></p> <p>..... Date:.....</p> <p>Signed: .....</p> <p><i>The information given on this form will be held on a computer in accordance with the Data Protection Act. It will be used solely for the purposes of ensuring the wellbeing of the student participant on the college trip or offsite activity.</i></p>		

### Risk Assessments

1. Risk Assessments are required to ensure the health, safety and security of all individuals engaging with a facility, area, trip or any other activity that is being undertaken.
2. A Risk Assessment is an initial overall assessment that insurers will require to cover any risk to be undertaken. It provides an organisation and individuals with the back up evidence in case of an accident, subsequent disciplinary or legal action.
3. **Risk Assessments must be specific to the activities or visits being undertaken.**
4. A Risk Assessment identifies the level of risk and actions to mitigate the risk.

It is essential that Risk Assessments be undertaken when new procedures, activities or locations are planned. An organisation cannot assume that because an activity has been undertaken safely in one location that the same degree of safety will be available in a new environment even though the same activity is being undertaken.

Risk Assessments should always be undertaken for activities and procedures that could cause concern and reviewed on a regular basis dependant on the classification of the risk.

Risk Assessments are based on Common Law Principles and assumes the organisation or persons supervising the activity or facility have:

- taken reasonable measures to ensure health, safety and security
- issued contracts
- policies to cover risks
- issued codes of conduct
- agreed sanctions for misconduct
- people with different and clear areas of responsibility
- competent staff/ volunteers related to the activity undertaken
- ensure that any qualified person is competent

Any person involved in the Risk Assessment or the execution of an activity has a primary duty of care – **if you see things that concern you then you must stop the activity going ahead until correct health, safety and security measures are in place.**

You must ensure that you have in place manageable staff/student ratios. To ensure this you must first find out what is a manageable ratio. You must also be aware of any legislation surrounding this, i.e there may be law that states the numbers of students to staff that must be adhered to for a particular activity.

<b>HAZARDOUS activities as defined by the DfE as HIGH Risk</b>	
Camping	Pot Holing
Caving	Riding
Cycling	Rock Climbing
Mountain Walking	Skiing
Outdoor Swimming	Water Sports

Appendix 11

**EV8a**

**Generic Risk Assessment Form – All Travel**

<p><b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i></p>	<p><b>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice</b></p>
<p><b>Inadequate planning and preparation</b> ➤ accident/injury/illness</p>	<ul style="list-style-type: none"> <li>• at least one trip leader will carry a college mobile phone</li> <li>• at least one trip leader will have an appropriate current first aid qualification</li> <li>• trip leaders will have prepared a contingency plan in the event of an accident or breakdown (inc. safety of group and planned means of onward travel and return home)</li> <li>• Ensure all current government guidelines in relation to COVID-19 are adopted and risk assessed with plans/actions recorded in trip risk assessment (EV7)</li> </ul>
<p><b>Defective vehicles or unsafe drivers/operating procedures</b> ➤ accident/injury</p>	<ul style="list-style-type: none"> <li>• only bona fide, reputable companies will be hired</li> </ul>
<p><b>Misbehaviour</b> ➤ injury to self or others inside transport, or passes by</p>	<ul style="list-style-type: none"> <li>• staffing supervision is within college recommended rations and will be sufficient to maintain good behaviour</li> <li>• students will be referred to the Student Code of Conduct (EV3) prior to the visit</li> <li>• individual Risk Assessments will be carried out if required</li> </ul>
<p><b>During vehicle dis/embarkation</b> ➤ falling down stairs/steps – injury ➤ collision with passing vehicle – injury</p>	<p>Trip Leaders will ensure that:</p> <ul style="list-style-type: none"> <li>• safe locations are chosen to get on/off transport</li> <li>• one staff member is allocated to stand by and check doorway as young people enter/leave</li> <li>• group members are briefed to enter and leave in an orderly manner</li> </ul>
<p><b>Member lost or separated from group at break stops</b></p>	<p>Trip Leaders will ensure that:</p> <ul style="list-style-type: none"> <li>• head counts take place during any breaks in the journey</li> <li>• group members will be appropriately supervised</li> <li>• young people will remain in groups at all times, including visits to toilets where appropriate</li> <li>• young people will be briefed on how to contact staff if required</li> <li>• young people will be briefed regarding procedure if lost/separated</li> <li>• all leaders and young will be briefed clearly regarding rendezvous times and places</li> </ul>

<p><b>Pedestrians</b></p> <ul style="list-style-type: none"> <li>➤ injury as a result of pedestrian collision with vehicle</li> </ul>	<p>Trip Leaders will ensure that:</p> <ul style="list-style-type: none"> <li>• walking routes will be planned to avoid fast or dangerous sections of road</li> <li>• walking routes will be planned to cross roads at designed crossing points or at specified locations which are considered to be low risk</li> <li>• staff will be fully briefed with respect to supervisory responsibilities</li> <li>• if abroad, young people will be briefed regarding right-hand traffic and local traffic rules</li> </ul>
<p><b>Special Needs</b></p> <ul style="list-style-type: none"> <li>➤ injury getting on/off transport</li> <li>➤ injury transferring, if needed, into/out of wheelchair</li> <li>➤ injury during journey</li> </ul>	<p>Trip Leaders will ensure that:</p> <ul style="list-style-type: none"> <li>• transport will have suitable lift/wheelchair access if required</li> <li>• access, egress and transfers will be carefully supervised</li> <li>• wheelchairs will be properly secured during journey</li> <li>• if user remains in wheelchair appropriate seatbelts, if required, will be fitted</li> </ul>
<p><b>Vehicle Accident/ Breakdown</b></p> <ul style="list-style-type: none"> <li>➤ trapped or further collisions</li> <li>➤ further injuries</li> </ul>	<p>Trip Leaders will ensure that:</p> <ul style="list-style-type: none"> <li>• aisles and emergency exits will be kept clear of obstructions</li> <li>• appropriate measures will be taken to ensure group safety</li> </ul>

<p><b>Trip Leader Name:</b></p>	
<p><b>Signature:</b></p>	
<p><b>Date:</b></p>	



	<ul style="list-style-type: none"> <li>the coach is stopped as soon as it is safe to do so, if there is any suggestion that the driver is unfit to drive (for whatever reason), and ensure that onward travel only continues when any concerns have been satisfactorily resolved.</li> </ul>
<b>All Traffic Accidents</b> ➤ injuries	<p>The Trip Leader(s) will ensure that:</p> <ul style="list-style-type: none"> <li>group members will be instructed to use and fit seatbelts correctly at all times during the journey</li> <li>service buses without seatbelts will not be used, apart from short local routes, and not on journeys involving high speed roads</li> <li>routes are planned to avoid high risk situations wherever possible – e.g. avoid rush hours, narrow roads</li> </ul> <p>Trip Leaders will ensure that:</p> <ul style="list-style-type: none"> <li>all group members will be briefed to stay seated, wherever possible during the journey</li> </ul>
<b>Misbehaviour on coach</b> ➤ disturbance ➤ accidents ➤ injury	<p>The Trip Leader(s) will ensure that:</p> <ul style="list-style-type: none"> <li>staffing ratios are sufficient to supervise, keep order and maintain discipline whilst on board</li> <li>group members are briefed regarding acceptable behaviour whilst on the coach e.g. <ul style="list-style-type: none"> <li>no throwing food/objects</li> <li>no meddling with emergency doors or roof windows</li> <li>no distracting other vehicle drivers</li> </ul> </li> </ul>
<b>Collision with passing vehicle whilst getting on/off vehicle</b> ➤ injury	<p>The Trip Leader(s) will ensure that:</p> <ul style="list-style-type: none"> <li>suitable locations are chosen for members to get on/off the coach safely (e.g. coach park, wide pavement, away from busy traffic)</li> <li>suitably experienced staff members get off the coach first to supervise group members as they disembark</li> <li>group members are clearly briefed, before getting off the coach, where to go/what to do once they have left the coach</li> </ul>
<b>Collision with another vehicle if coach/minibus breaks down or has accident en route</b> ➤ injury	<ul style="list-style-type: none"> <li>The Trip Leader(s) will be aware of recommended guidance regarding coach breakdown/accident procedures</li> <li>If a breakdown or accident occurs, all passengers will be directed to the safest location and all sensible precautions will be taken e.g.: <ul style="list-style-type: none"> <li><b>If a breakdown happens on the motorway</b> and the vehicle is on hard shoulder in good visibility – ensure hazard lights are on, move passengers to seats away from rear and traffic side of coach, keep group with seatbelts on coach (unless considered unsafe), telephone emergency services</li> <li>on the motorway hard shoulder in poor visibility (e.g. fog) or night and lights not working – when traffic is quiet, if considered safe to do so, evacuate group from safest exit in small groups at a time to safe location behind crash barriers – staff must disembark first to supervise group and seek safe refuge/shelter</li> <li>on carriageway – ensure coach engine has stopped (emergency stop button) and hazard lights on, check all oncoming traffic has come to a standstill, then evacuate as above</li> <li>notify Emergency Home Contact and other relevant parties if delayed</li> </ul> </li> <li><b>if an accident happens on the motorway</b>, and the vehicle stops on hard shoulder follow guidance above</li> </ul>

	<ul style="list-style-type: none"> <li>- if the vehicle is still on the carriageway ensure that all traffic has come to a stop on the motorway before attempting to get the students off the coach, especially if it is necessary to use the emergency exit on the offside of the coach. Ensure that an adult is the first off the coach so that the students can be taken onto the hard shoulder in small groups and away from the carriageway.</li> <li>- in the event of an accident on the motorway be aware of what other vehicles are involved – especially goods vehicles. If a vehicle is carrying hazardous materials, they will be displaying a HAZCHEM marker board. If it is necessary to evacuate, staff should be aware of the wind direction and assemble the party up-wind of the lorry. However, it may be wiser to keep group on the coach.</li> <li>- call the police. It is not necessary to call all three emergency services. If you are not sure of the location, ask the driver, or find the nearest marker post at the side of the motorway.</li> <li>- if diesel fuel is leaking from the coach, this will not be a fire hazard but it will make the grass or road surface very slippery. A further call to the police should be made to inform them of the leaking diesel.</li> <li>- if a fire starts on a coach it will most likely start at the rear of the coach or underneath in the centre. If the fire is at the rear get the young people off the coach by the front exit starting with those young people at the back. If the fire is in the centre then both front and rear exits will have to be used. Remember when using the rear offside exit, check that it is safe to exit and be aware of other traffic. There will be a fire extinguisher on the coach easily visible.</li> <li>- if any of the above happen on a non-motorway, the above still applies. It may be necessary to enlist the help of the occupiers of premises at the roadside so the group members are completely clear of the carriageway.</li> <li>- if it is only a breakdown and the coach is in a built up area and vehicle speeds are relatively slow, it will always be safer for the group members to remain on the coach/minibus and for them to remain seated with their seatbelts still fastened</li> </ul>
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<b>Trip Leader Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Equality and Diversity Statement & Impact Assessment

USP College is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions.

This form should be used by managers and policy owners within their area of responsibility to carry out Equality and Diversity Impact Assessments (EDIAs) in relation to protected characteristics including, but not limited to: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation. The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

### 1. Name of Policy

Educational Trips Policy

### 2. Which of the following groups could be affected by this policy?

*(Tick all that apply)*

<b>Students</b>	√
<b>Staff</b>	√
<b>Wider Community</b>	√

### 3. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

No

### 4. The Impact

Four possible impacts should be considered as part of the assessment:

- Positive Impact** - Where the policy might have a positive impact on a particular protected characteristic.
- None or Little Impact** – Where you think a policy does not disadvantage any of the protected characteristics
- Some Impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristic is likely to be greater than on another.
- Substantial Impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Thought-provoking questions, which might help come to a decision about the impact of a policy on individuals with protected characteristics:

- Does policy outcomes and service take up differ between people with different protected characteristics?
- What key information do we have? Does data or engagement with people with protected characteristics give insights into areas of disadvantage, which relate to the policy area?
- If the policy is likely to have a negative impact on individuals, sharing particular characteristics what steps can be taken to mitigate these effects?
- Will the policy deliver practical benefits for certain groups?

- i. Does the policy miss opportunities to advance equality of opportunity and foster good understanding/relationships between groups?
- j. Do other policies need to change to make this policy more effective?
- k. Is there any elements of the policy that could be unlawful under the Equality Act 2010?

Use the guidance provided above and complete the following table: **(Please Tick ✓)**

<b>Gender/Age</b>	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Gender		✓		
Age		✓		
<b>Disability</b>	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Visually Impaired	✓			
Hearing impaired	✓			
Physical Disability	✓			
Specific Learning Difficulties	✓			
Global Learning Difficulties	✓			
Autistic Spectrum Disorder	✓			
Any other disability – Various	✓			
<b>Other Factors</b>	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Race	✓			
Culture	✓			
Religious Belief	✓			
Sexual Orientation	✓			
Gender Reassignment	✓			
Marriage/Civil Partnership	✓			
Pregnancy /Maternity /Paternity	✓			

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the below action plan.

**5. Is there anything that cannot be changed?**

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		
E.g., Disabled people can be treated more favorably under the Disability Discrimination Act 2005. If a policy appears to treat disabled people more favorably than other equality groups, the disadvantage may be justifiable		

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

<p><b>Action Plan:</b> To ensure that Heads of Learning, review their intended trips to, where possible, expose students to experiences that promote positivity around diversity and protected characteristics.</p>
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