Educational Trips Policy

Policy Details	
Policy Owner	Vice Principal Quality & Learner Journey
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Publication	MyUSP

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

2.2 All procedures apply to trips organised by the college for students. All documentation is completed online via https://trips.uspcollege.ac.uk

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 for Education April 2022).

3.2 Trip leaders and accompanying staff have a duty of care for all students participating in a trip. For safeguarding purposes, a child is anyone under the age of 18. Students aged 18 and over continue to be owed a duty of care and may require additional protection or support under adult safeguarding procedures, the Equality Act 2010 and, where relevant, the Mental Capacity Act 2005.

3.3 The trip leader retains overall responsibility for the safe management of the group and must ensure that appropriate arrangements are in place for supervision, safeguarding, behaviour and students' individual medical or support needs. All students must comply with the College's expectations relating to sexual conduct, smoking and vaping, drugs and alcohol throughout the trip.

3.4 All students must comply with the College Student Code of Conduct and any additional expectations communicated by the trip leader before departure. These expectations apply throughout the trip, including during travel, activities, free time and residential stays.

3.5 The possession, purchase, supply or use of illegal drugs, alcohol, tobacco or vaping products is prohibited during College trips.

3.6 Sexual activity is not permitted during supervised College trips. Staff must maintain appropriate

professional boundaries with students at all times and comply with the College Staff Code of Conduct and Safeguarding and PREVENT Policy.

3.7 Any breach of these expectations will be managed in accordance with the Student Behaviour Policy. Where a concern may involve a safeguarding matter or criminal offence, it must be reported immediately to the Designated Safeguarding Lead or a Deputy DSL and, where necessary, to the relevant emergency services.

3.8 Legal Frameworks:

- **a.** Health and Safety at Work etc. Act 1974;
- **b.** Management of Health and Safety at Work Regulations 1999;
- **c.** Education Act 2002, section 175;
- **d.** Keeping Children Safe in Education 2026, from 1 September 2026;
- **e.** Working Together to Safeguard Children 2026;
- **f.** Equality Act 2010;
- **g.** Data Protection Act 2018 and UK GDPR;
- **h.** Mental Capacity Act 2005, where relevant;
- **i.** Working Time Regulations 1998;
- **j.** Terrorism (Protection of Premises) Act 2025 and associated guidance;
- **k.** Tobacco and Vapes Act 2026;
- **l.** relevant adventurous-activity licensing legislation.

4. Safeguarding

4.1 The College's Safeguarding and PREVENT Policy, Staff Code of Conduct and Student Behaviour Policy apply throughout all educational trips, including travel, residential accommodation, free time and activities delivered by external providers.

4.2 Safeguarding must be considered within the planning and risk assessment for every trip. This must take account of students' ages, individual needs and known vulnerabilities; appropriate supervision; accommodation and rooming arrangements; online safety; professional boundaries; and procedures for responding to an emergency or a missing student. The trip leader must consult the Designated Safeguarding Lead (DSL) or a Deputy DSL where a student has known safeguarding vulnerabilities or the trip presents an enhanced safeguarding risk.

4.3 All staff must remain alert to safeguarding concerns, including child-on-child abuse, bullying, harassment, sexual harassment, exploitation and concerns arising online or outside normal College hours. Any concern must be reported promptly to the DSL or Deputy DSL and recorded in accordance with the College's safeguarding procedures. Records must include a clear summary of the concern, actions taken, decisions made, the rationale for those decisions and any outcome. Where there is an immediate risk of harm, staff must contact the emergency services without delay.

4.4 Any safeguarding concern or allegation about the conduct of a member of staff, supply staff member, trainee teacher, volunteer, contractor or external provider, including a low-level concern no matter how small, must be reported promptly in accordance with the College Safeguarding and PREVENT Policy and Staff Code of Conduct. Concerns that may meet the harm threshold must be referred immediately to the Principal (or Chair of Governors where the concern relates to the Principal) and managed in line with KCSIE 2026. Staff must not investigate the matter themselves.

4.5 If a student cannot be located, the trip leader must immediately complete a headcount, establish when and where the student was last seen and organise an appropriate search while maintaining supervision of the remaining group. The College designated emergency contact must be informed promptly. The response must reflect the student's age, vulnerability and circumstances. Where there is an immediate or significant risk, the police or relevant emergency service must be contacted without delay. The DSL or Deputy DSL and parents or carers must be informed as appropriate, and the incident and actions taken must be recorded.

4.6 The use of an external provider does not remove the College's safeguarding responsibility. The trip leader must obtain appropriate assurance about the provider's safeguarding arrangements

and ensure that staff know how to report concerns.

4.7 Security and critical-incident arrangements must be considered as part of the planning and risk assessment for every trip. The trip leader must consider venue security, evacuation, lockdown or invacuation, emergency communications, alternative meeting points and how all students and staff will be accounted for during a major incident. Staff must follow instructions from the emergency services or venue security and inform the College designated emergency contact as soon as it is safe to do so. Overseas trips must take account of current Foreign, Commonwealth and Development Office travel advice. Detailed arrangements are set out in the Educational Trips Procedure and College Critical Incident Plan.

4.8 Physical and adventurous activities must be appropriately supervised and delivered in accordance with relevant national governing-body guidance. Instructors must be suitably qualified and competent for the activity being provided.

a. Where an activity falls within the scope of the Adventure Activities Licensing Regulations the trip leader must confirm that the provider holds a current licence. The use of a licensed or external provider does not remove the College's responsibility to determine whether the activity and provider are suitable for the group.
b. Provider risk assessments, safeguarding arrangements, evidence of competence and relevant insurance information must be obtained and reviewed as part of the approval process. The trip leader must also confirm that all students and staff are covered by the College's insurance arrangements for the proposed activities.
c. Specific consent must be obtained for hazardous or higher-risk activities.

5. Procedures for planning and undertaking trips

5.1 The following procedures apply to all trips organised for students. All documentation is completed online via https://trips.uspcollege.ac.uk

5.2 The Curriculum Director (CD) 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 CD/Department and the trip leader, and boundaries are set at the point of planning to ensure that defined limits are understood.

5.3 The trip leader must consult with their CD who must be satisfied that there is a genuine curriculum or career focused justification for the trip. Prior to a trip being booked the trip organiser must submit the online trip form and receive authorisation.

5.4 All trips must be supported by a suitable and proportionate risk assessment, completed and approved before any booking or financial commitment is made. The level of detail required will depend on the nature, location, duration and complexity of the trip and the needs of the students and staff attending.

The trip leader must consider:

a. whether an existing routine or generic risk assessment remains appropriate;
b. the specific risks associated with the particular trip, venue, activity, transport and accommodation;
c. whether an individual risk assessment is required for any student or member of staff because of their medical, safeguarding, SEND, mobility, sensory, communication, mental health or other support needs; and
d. any new or changing circumstances arising during the trip that require a dynamic risk assessment and adjustment to the planned arrangements.

Risk assessments must consider, where relevant:

a. safeguarding and missing or unaccounted-for students;
b. health needs, medication, allergies, first aid and emergency treatment;
c. SEND, mobility, sensory and communication needs;
d. mental health and emotional wellbeing;
e. transport arrangements and driver fatigue;
f. accommodation, sleeping and rooming arrangements;
g. weather and extreme temperatures;
h. free time and remote supervision;
i. public disorder, terrorism and venue security;
j. water-based, adventurous or other higher-risk activities;
k. staff fatigue, rest arrangements and the resilience of the staffing team; and
l. emergency, cancellation, early-return and other contingency arrangements.

5.5 The trip leader must have the appropriate experience and competence to understand and manage the risks involved. Where specialist knowledge is required, advice must be obtained from an appropriately qualified person or provider.

5.6 Staffing and supervision arrangements must be determined through the risk assessment and must reflect the age, number, needs and vulnerabilities of the students, the nature of the activities and the location and duration of the trip. A ratio of one member of staff to 20 students may be appropriate for some low-risk activities, but it must not be treated as an automatic or default ratio.

5.7 Residential, overseas and higher-risk trips will normally require at least two suitable members of staff to ensure that appropriate supervision can be maintained if a student or member of staff becomes ill, must leave the group or needs separate support.

5.8 Risk assessments must be shared with all accompanying staff before departure and reviewed if the itinerary, participants, activities or circumstances change. Any significant changes must be reported to the Curriculum Director and, where appropriate, the person who authorised the trip.

a. This must be signed and authorised by Vice Principal, Technical & Professional, or Vice Principal, Academic or nominated member of the Senior Management Team (SMT).
b. Where possible trips and visits should not be planned for a Friday as this is the normal remote working day for staff and students. Where there is no alternative the trip leader and CD need to ensure that the following planning considerations are accounted for:

    i. Safeguarding
    ii. Transport
    iii. Emergency Contact
    iv. Key Stakeholders awareness including Front of House/Reception/Vice Principal Quality and Learner Journey

5.9 Parental Consent

Written parental or carer consent must be obtained for students who are under 18 at the time of the trip where specific consent is required. Students aged 18 or over provide their own consent, subject to any assessment required under the Mental Capacity Act 2005.

a. The trip leader must ensure that the appropriate online consent process has been completed for every student where consent is required.

b. General consent may be relied upon only for the categories of routine, non-hazardous activity expressly covered by the College's approved general consent arrangements. Specific consent must be obtained for residential, overseas and hazardous or higher-risk trips.

c. All letters and/or other information relating to the trip must be approved by the CD. The CD 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 and consent must be obtained.

e. A trip is only authorised if all mandatory fields of the trip form have been appropriately completed and signed by VP or member of SMT.

f. Where required consent or essential medical and emergency information has not been obtained, the student will not normally be permitted to attend. Any exceptional circumstances must be referred to the Curriculum Director and relevant senior manager.

g. 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. This event could be held online using Microsoft Teams.

6. Medical Needs and First Aid

6.1 The medical, health and support needs of students and accompanying staff must be considered as part of the planning and risk assessment for every trip. Where required, an individual healthcare plan or risk assessment must be completed, based on information provided by the student, parents or carers and relevant professionals.

6.2 The trip leader must ensure that appropriate arrangements are in place for medication, allergies, emergency treatment and first-aid provision. Staff must only undertake medical responsibilities for which they are appropriately trained and competent. Emergency medication must remain readily accessible.

6.3 Any decision about whether a student's needs can be safely supported must be made on an individual basis, with appropriate advice, and must comply with the Equality Act 2010. Detailed arrangements must be followed in accordance with the Educational Trips Procedure and relevant College medical and first-aid guidance.

7. Student Behaviour

7.1 The Student Behaviour 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 as per the online trip form.

7.2 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 Behaviour Policy).

7.3 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 VP, a member of SMT.

8. Designated Emergency Contact

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

8.2 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.

8.3 For any trip operating outside normal College hours, a named senior manager must be available and contactable throughout the relevant period, including overnight where applicable. Any handover between designated contacts must be formally agreed and communicated to the trip leader.

8.4 Any accident, incident, safeguarding concern or near miss must be reported in accordance with the relevant College reporting procedure.

8.5 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.

8.6 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.

8.7 The designated contact must:

a. Be informed immediately by the trip leader of any emergency or major disciplinary problem.
b. 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 CD.
c. Have available, 24 hours a day, all relevant information including a full list of all people involved in the event.

8.8 College Emergency Contact

For every trip the leader must give a copy of the trip register (in the Online Trip form) 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 (in the Online Trip form) must be completed before departure of the trip. This must indicate all students and any with particular medical conditions.
b. On the day of the trip, the trip organiser must inform the Attendance team of the students who are actually attending. A copy of the final register must also be provided to Front of House/Reception and the College emergency contact.

8.9 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 Executive Director Estates Operations.

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.

f. Where students are expected to travel independently, use public transport or meet the group at the venue, this must be planned and approved as part of the trip. The trip leader must record the travel arrangements, meeting and departure points, expected arrival and departure times, check-in arrangements, contingency arrangements and the point at which College supervision begins and ends.

g. The arrangements must take account of students' age, individual needs and circumstances, the route and mode of travel, and any relevant safeguarding or safety concerns. Students and, where appropriate, parents or carers must receive clear written information in advance. Any consent required under the College's consent arrangements must be obtained before the trip.

h. The trip leader must keep an accurate register of students participating in the activity and have a procedure for responding to a student who is late, does not arrive or cannot be contacted. Any change to the agreed travel arrangements must be reported to the trip leader.

8.10 Staffing and Supervision

Staffing and supervision arrangements must be determined through the trip risk assessment and must reflect the age, number, needs and vulnerabilities of the students, the nature of the activities and the location and duration of the trip.

The approved level of supervision must be maintained throughout the trip and reviewed if circumstances change. Residential, overseas and higher-risk trips will normally require at least two suitable members of staff.

The composition of the staffing team must take account of students' individual needs, safeguarding, privacy, dignity and the accommodation or activities involved.

9.11 Finance Procedures

a. College procedures for the financial aspects of the trip must be followed. All trips must be submitted and approved through the Trips Portal before any booking or financial commitment is made. Once the Trips Portal reference number is available, it must be included on all supporting documentation sent to Accounts.

b. 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.

c. The CD 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 Finance Officer approves those arrangements.

d. 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

e. How College trip costs are processed:

i. Once a trip has been approved, trip-related supplier payments should normally be processed using the College's main credit card. Where payment by credit card is not possible, a BACS request may be submitted. The trip reference number must be included on supporting documentation once the reference-number process is live.

ii. Coach and transport bookings must continue to be processed through a Purchase Order (PO). The organiser must ensure the appropriate PO process is followed before the coach is booked and remains responsible for managing any subsequent cancellation. Any avoidable cancellation charges arising from a failure to cancel appropriately will remain the responsibility of the organising team.

bursary@uspcollege.ac.ukiii. Student payments should continue to be collected through the College's approved payment arrangements, including ParentPay or the Online Shop where appropriate. 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 with details of the trip they are attending, including the cost. The cost may be partly or fully supported through the bursary fund, subject to eligibility and the availability of funds.

iv. For all other trips, where a contribution is required, this must be clearly communicated to students and parents/carers and collected through the approved College payment route.

8.11 Roles and Responsibilities

a. Relevant Experience

The CD 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 CD/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.

b. Duty of Care

The CD 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.

c. The use of an external provider does not remove the College's duty of care. The trip leader is responsible for implementing the approved arrangements, maintaining appropriate oversight and reporting any concerns about the provider or activity.

8.12 Staff Disclosure & Barring Service (DBS)

Any member of staff taking part in a trip must have the appropriate safer recruitment and DBS checks required for their role in accordance with College policy and Keeping Children Safe in Education 2026. Any volunteer or other adult accompanying a trip must be approved in advance and must not undertake regulated activity with children unless the required checks are complete. From 1 September 2026, the previous supervision exemption from regulated activity no longer applies to relevant supervised volunteer activity.

8.13 Data Protection

The trip leader is responsible for ensuring that personal and special-category information is limited to what is necessary, shared only with those who require it for the safe management of the trip and stored securely. Information must be retained or disposed of in accordance with the College Records Retention Schedule. Printed emergency information must be returned or securely destroyed promptly after the trip unless it forms part of an accident, safeguarding, insurance, complaint or other formal record.

9.14 Data access and sharing

Personal information collected for a trip must be adequate, relevant and limited to what is necessary for planning, safeguarding, supervision, medical support, emergency response and the administration of the trip. Access must be limited to staff and other authorised people who need the information for their role.

Information may be shared with accompanying staff, the College emergency contact, Front of House/Reception, Attendance, an external provider or transport operator only where, and to the extent that, it is needed for the safe and effective management of the trip. Where possible, information shared with external providers must be limited to what they need to know to deliver the agreed activity or support.

Information must be shared using approved College systems and stored securely. It must be retained and disposed of in accordance with the College Records Retention Schedule. Where information needs to be shared to address a safeguarding concern or emergency, staff must follow the College's safeguarding and information-sharing procedures, record the decision and share only what is relevant and necessary.

8.14 Monitoring, Review and Evaluation

Executive Director Estates Operations will monitor changes in the statutory regulations for educational visits and will amend the policy and related procedures accordingly.

9.15 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.

9. Short Notice Trips

Short-notice opportunities may include opportunities identified or self-sourced by students, as well as opportunities arranged by the College. This may include a student or group of students identifying a relevant event, competition, workshop, conference, employer activity or other opportunity connected to their programme or personal development. The trip leader must record the educational or career-focused purpose of the opportunity and confirm that the College can complete the required risk assessment, safeguarding arrangements, consent, travel planning and approval before the activity

takes place. Short notice does not remove these requirements. Where they cannot be completed in time, the trip must not proceed.

9.1 Short notice does not remove the requirement for proportionate risk assessment, safeguarding arrangements, consent where required, emergency arrangements and appropriate authorisation. The trip must be approved by the Curriculum Director and relevant Vice Principal or nominated senior manager. Advice must be sought from HR, Estates, Finance, the DSL or other relevant teams where the circumstances require it.

9.2 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 online trip form.

9.3 Examples of short notice trips would include:

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

10. Related Policies

a. Student Behaviour Policy
b. Health and Safety Policy
c. Staff Code of Conduct
d. Safeguarding and PREVENT Policy
e. Equality, Diversity and Inclusion Policy
f. Data Protection Policy
g. College Critical Incident Plan
h. Minibus Code of Practice
i. First Aid and Medical Guidance
j. Records Retention Schedule
k. Current FCDO Travel Advice

APPENDIX A · EDUCATIONAL TRIPS

Trip approval checklist

Complete before booking or making a financial commitment

TRIP DETAILS

Trip reference: _____ **Trip leader:** _____

Approver(s): _____ **Date:** _____

For each item, mark one status: ☐ **Complete** ☐ **Not applicable** ☐ **Action required**

1 **Purpose, curriculum or career link, destination, dates and student group recorded.**

☐ Complete ☐ N/A ☐ Action required

2 **Trip leader and accompanying staff confirmed; roles and supervision agreed.**

☐ Complete ☐ N/A ☐ Action required

3 **Approved risk assessment covers relevant transport, venue, activities, accommodation and contingency plans.**

☐ Complete ☐ N/A ☐ Action required

4 **Medical, SEND, safeguarding, access and support needs considered; individual arrangements recorded where needed.**

☐ Complete ☐ N/A ☐ Action required

5 **Provider checks complete, including risk assessments, safeguarding, competence and insurance.**

☐ Complete ☐ N/A ☐ Action required

6 **Travel confirmed, including public transport, direct-to-venue or independent travel arrangements.**

☐ Complete ☐ N/A ☐ Action required

7 **Required consent obtained; students and parents or carers given relevant information.**

☐ Complete ☐ N/A ☐ Action required

8 **Emergency contact, trip register, communications and incident procedures confirmed.**

☐ Complete ☐ N/A ☐ Action required

9 **Data access, sharing and secure handling arrangements confirmed.**

☐ Complete ☐ N/A ☐ Action required

10 **Finance, payments and any financial support arrangements confirmed.**

☐ Complete ☐ N/A ☐ Action required

11 **Curriculum Director and relevant Vice Principal or authorised senior manager approvals recorded.**

☐ Complete ☐ N/A ☐ Action required

12 **If short notice, justification recorded and all essential requirements completed before departure.**

☐ Complete ☐ N/A ☐ Action required

13 **After the trip: incidents, concerns, near misses and learning points reported through College procedures.**

☐ Complete ☐ N/A ☐ Action required

APPROVAL GATE

Do not confirm bookings or commit College funds until required checks and approvals are complete.

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)

Students	√
Staff	√
Wider Community	√

3. Complaints

Have complaints been received from anyone with one or more protected characteristics 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:

a. **Positive Impact -** Where the policy might have a positive impact on a particular protected characteristic.
b. **None or Little Impact –** Where you think a policy does not disadvantage any of the protected characteristics
c. **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.
d. **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:

e. Does policy outcomes and service take up differ between people with different protected characteristics?
f. 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?
g. If the policy is likely to have a negative impact on individuals, sharing particular characteristics what steps can be taken to mitigate these effects?
h. 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 √)**

Gender/Age	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Gender		√		
Age		√		
Disability	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	√			
Other Factors	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)

Action Plan:
To ensure that Curriculum Directors review their intended trips to, where possible, expose students to experiences that promote positivity around diversity and protected characteristics.