



## Policy for Health and Safety of Students on Educational Visits

Date updated: January 2017

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## **Policy for Health and Safety of Students on Educational Visits**

This policy is written with regard to the DfE guidance document; 'Health and Safety of Pupils on Educational Visits' – A good practice guide 2014

Oxford Tutorial College recognises the value of the many educational and extra curricular visits that take place during the academic year. These vary from regular sporting fixtures to residential cultural trips.

Examples of educational visits include:

- Sporting fixtures
- Visits to art galleries, museums and the theatre
- Science field trips
- A residential team-building course designed to improve students' cultural and social skills
- Social activities including: ice skating; cinema visits; paintballing; indoor skiing; restaurants; pool and bowling

The Student Activity Manager or the Health & Safety Officer can give advice on the planning of educational visits and risk assessments. A member of the SMT or appointed deputy must give final approval before the educational visit takes place.

The following documents should be used by group leaders in conjunction with this policy to aid planning:

- 1. Guidelines for Educational Trips and Visits**
- 2. Risk Assessments for Educational Trips and Visits and Risk Assessment Form and Form Completion Guidelines (Appendix A, B & C)**
- 3. Educational Trips and Visits Planning, Application and Approval Form**
- 4. Parental Consent Form for Educational Trips, Visits and Out of College Activities**

**It is recommended that you refer to the Crisis Management policy for guidance when planning your trip.**

For every educational visit, a group leader will be appointed and the composition of accompanying staff group planned to ensure an appropriate level of supervision and expertise. The group leader will be responsible for all aspects of the educational visit, although the group leader may delegate tasks to other members of staff or volunteers accompanying the trip. The staff to pupil ratio should not only reflect the nature of the trip but also the gender balance and ages of those pupils going. The Health & Safety Officer can advise on appropriate staff-pupil ratios but as a guide 1/12 for local and low risk activities, 2/12 for activities outside Oxford. Trips abroad will need to be individually assessed for the ratio of staff to students. All personnel to be included in these calculations must be authorised by a member of the SMT or appointed deputy. The group leader will draft the guidelines and code of conduct for the students taking part in the visit ensuring they are clear and that it is explained to them. The

group leader will organise the group effectively, preparing students including those with particular learning and medical needs.

The group leader must ensure that:

- appropriate child protection procedures are in place. The risk assessment must include a statement that appropriate vetting checks (for example DBS checks for supervisors on overnight stays) have been carried out
- appropriate risk assessments have been carried out
- the expectations of acceptable students' behaviour are understood by students and staff,
- all necessary actions have been completed before the visit begins
- training needs have been assessed and met and the needs of staff and students considered
- at least one member of staff is suitably competent to instruct the activity
- non-teaching supervisors on the visit are appropriate people to supervise children
- ratio of supervisors to pupils is appropriate
- parents/guardians have signed the consent forms for students who are under 18. If over 18 a student can sign his/her own consent form.
- arrangements have been made for the medical and educational needs of all students on the educational visit
- adequate first-aid provision will be available, First aid kit to be taken on out of city trips.
- there is adequate and relevant insurance cover and that the insurance cover arrangements have been approved by the Finance Manager
- the travel arrangements and timings are known
- a school contact has been organised and all the accompanying staff have details
- all those who need to, have names and contact details of everyone in the group, as well as full details of the arrangement
- A trip phone taken out on all trips, this will be signed out from reception when the risk assessment is handed in. It will be returned when the trip returns or first thing the next morning if after normal working hours.
- all the staff on the visit, the school contact, and the Principal or appointed deputy should be given details of the following:
  - the address and phone number of the visit's venue and have a contact name;
  - a copy of the agreed emergency procedures;
  - the names of all the adults and pupils travelling in the group
  - the contact details of parents and the teachers' and other supervisors' next of kin;
  - risk assessment documents
  - a contingency plan for any delays including a late return home.

### **Planning**

- Outline approval by a member of the SMT or appointed deputy should be requested before any other planning takes place. (See Appendix A)
- Dates, times, budgeting and staffing arrangements of the proposed trip should be checked with the Academic Director.
- Transport and other arrangements should then be made and confirmed in writing.

- A full risk assessment for the whole visit, including each significant activity, must be made and appropriate planning undertaken as a result of this. The risk assessment must include first aid arrangements and vetting checks (for example DBS checks for supervisors on overnight stays). Particular attention must be given to safeguarding arrangements and the likelihood of a terrorist attack and what measures the trip leader will take in the event of an incident (see the Safeguarding, Child Protection and Crisis Management policy). An exploratory visit should be carried out prior to the event if necessary, to better assess the risks involved.
- The document: Educational Trips and Visits Planning, Application and Approval Form must be completed and approval given by a member of the SMT prior to the visit.

### Contact with Parents/Guardians

Parents or guardians should be sent details of the proposed trip, which should include the following;

- dates, times and the proposed itinerary
- transport arrangements
- preparing students, including those with particular learning needs and medical needs
- cost and payment arrangements if appropriate including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc.
- details of staffing: supervision including ratios and vetting checks (for example DBS checks for supervisors on overnight stays)
- insurance
- details of the code of conduct for students going on the trip
- details of any equipment, clothing etc., students need to take
- emergency procedures including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted

Parents will be asked to sign a consent form “Consent Form for Educational Trips, Visits or Out of College Activities” (Appendix B) for all students. **Students will not be permitted to take part in the trip or visit if a consent form is not completed.** For any trip involving an overnight stay this should involve consent for a member of staff to act *in loco parentis* in terms of agreeing to medical treatment in an emergency. Parents should be asked to provide emergency contact numbers and a medical report detailing any known medical conditions or allergies their children have. Once these are known, if the group leader has any doubts as to whether or not a given student should attend, this should be discussed with a member of the SMT or appointed deputy. Regular sporting fixtures and local low risk activities do not require a consent form.

### **Further Arrangements**

- A responsible person must be appointed to act as a school contact and a relevant telephone. A member of the SMT or appointed deputy must know the identity and details of this contact.
- A full list of members of the party along with the detailed arrangements, to include consent forms and risk assessments, must be provided for the Health & Safety Officer and a copy of this kept on the college's ICT system on O Drive/Procedures.
- Parents should be provided with details of the trip including the estimated return time and emergency procedures for informing them of late or early arrivals. This will include the trip phone number which is being used for the trip.
- When students are missing lessons then a list of those going should be noted on the register in 3Sys and their Personal Tutors informed.

### **During the School Visit**

Detailed advice is set out in the Guidelines for Educational Trips and Visits. It is essential that all students be supervised with the degree of care that would be expected from a responsible parent in similar circumstances. The group organiser should be prepared to modify plans in the light of circumstances and in the interests of the group's welfare and in the event of a suspected or actual terrorist attack follow the plan agreed in the Risk Assessment. See the Crisis Management policy for guidance.

### **Emergency Procedures**

It is the responsibility of the party leader to see that all staff accompanying the visit have been given relevant documentation on students' medical conditions and emergency contact numbers. The group leader should ensure that all the staff are aware of the emergency procedures. See the Crisis Management policy for guidance.

### **After the Visit**

A statement of account should be agreed with the Finance Manager. Depending on the nature of the trip, a brief written report on the trip should be provided for a member of the SMT or appointed deputy and appropriate college publications. In the event that there has been an accident, emergency or terrorist attack during the trip the group leader will be required to provide a detailed account of the events and the action taken. Depending on the severity of the situation parents/guardians and or agents will be informed by a member of SMT as soon as it is possible to do so.

**Appendix A**

<b>Visit/Activity Risk Assessment Form</b>			
<b>Date of visit/activity</b>		<b>Place(s) to be visited</b>	
Purpose of visit/activity		Student groups involved (please circle as appropriate)	OTC APP OASP ERC GCSE
Number of students and Names			
Number of accompanying staff (names)			
Name and Number of trip phone taken		<b>Trip phone name:</b>	<b>Number:</b>
Means of transport			
Departure time (from Oxford)		Departure time (from visit location)	
Arrival time (at location)		Return time (Oxford)	
Who should be contacted in case of emergency?		OCT Reception 01865 793333 Rupert Gill 07557 515568 Carole Nyssen 07786 910492 Jacqui Ecoeur 07786 910492	
What are the anticipated risks?		How are risks to be avoided?	

Have the students been briefed on the above?				
By whom? (Print name)		Signature	Date	

By whom? (Print name)		Signature	Date	
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**Authorisation** (by Academic Director or Student Services Director)

**Appendix B**

**Oxford Tutorial College: Consent Form for New or Infrequent Educational Trips,  
Visits or Out of College Activities**

**Student's Name:** ..... **Date of Birth:** .....

**Details of Trip:** .....

**Date(s) of Trip:** .....

<p><b>Contact Details</b></p> <p>Name of Parent/Guardian: .....</p> <p>Address: .....</p> <p>.....</p> <p>..... Post Code: .....</p> <p>Telephone Nos: Work: ..... Home: ..... Mobile: .....</p>
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<p><b>Alternative Emergency Contact Details</b></p> <p>Name: ..... Relationship to Student: .....</p> <p>Address: .....</p> <p>.....</p> <p>..... Post Code: .....</p> <p>Telephone Nos: Work: ..... Home: ..... Mobile: .....</p>
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<p>Please give details of any medical condition or recent injury the college should be aware of, including any regular medication or allergies to a particular medication.</p> <p>.....</p> <p>.....</p> <p>Details of any special dietary requirements: .....</p>
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<p>I consent to ..... participating in the trip/visit/activity and have read any information sheets provided.</p>
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- I have ensured that s/he understands that it is important for his/her and the group's safety that any instructions by the staff are complied with.
- I undertake to inform the college of any changes in the health of the student, or any other changes deemed relevant, prior to the date of departure.
- I agree that staff may, in the event of an emergency, give permission for my son/daughter to receive medical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I accept that the college has no liability for any personal property lost, damaged or stolen and appreciate that valuable items should be covered by my domestic household insurance as recommended by the college.

Signature of Parent/Guardian: ..... Date: .....

## Appendix C

### Oxford Tutorial College: Educational Trips and Visits Planning, Application and Approval Form

The visit organiser or group leader should complete this form as soon as preparations for the trip are complete. The visit organiser should have already received permission from the Director or appointed deputy for the proposed visit with regular updates to the Director on the progress of preparations and any subsequent changes to planning, organisation or staffing. The visit organiser should obtain parental consent where appropriate using the Consent Form for Educational Trips and Visits. When complete this form should be kept on the visit organiser's trip file and a copy given to the Student Activity Manager with copies of the documentation requested. Any insurance requirements should be checked with the Finance Manager.

*NB Not all section will be relevant to every proposed visit. Please attach any extra information not covered in these sections.*

#### 1. General details

Group participating:

Visit organiser:

Date of consent from Principal:

Size and composition of group:

Age range:

Leader (adult) to participant (student) ratio:

#### 2. Purpose of visit and specific educational objectives

#### 3. Places to be visited

#### 4. Dates and times of departure/return to/from College

#### 5. Transport arrangements (including name of transport company)

**6. Organising company/agency including any ABTA/licence no. (if any)**

**7. Proposed cost and financial arrangements**

**8. Details of programme of activities**

**9. Details of high risk activities and associated planning, organisation and staffing (attach a full risk assessment of activities)**

**10. Names, relevant experience/qualifications and responsibilities of accompanying staff/supervisors accompanying the group**

**11. Confirmation of appropriate vetting checks (DBS checks) for all staff including supervisors on overnight stays**

**12. Existing knowledge of places to be visited and whether an exploratory visit is to be conducted**

**13. Consent information – all forms duly completed/signed by parent if under 18 or student if over 18 as appropriate**

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**14. Names and details of any students with particular learning and /or medical requirements**

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Please attach copies of the following documents:

- Any information sent to parents
- Internal risk assessment forms for each activity and from the activity providers for higher-risk activities, coach travel companies, external educational visit organisers/providers
- A full list of students and staff attending

Signed: .....Date: .....

Full name of Group Organiser: .....