



# *Safety on Trips Policy*

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## Document Quality Control

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## *1.0 Introduction*

- 1.1 Cardiff Sixth Form College believes that students benefit from taking part in trips and activities outside the College. Students are offered the opportunity to attend educational trips, cultural visits and sporting fixtures as part of their overall learning experience.
- 1.2 All students are made aware that the same standards of behaviour are expected on trips as within College. Students are provided with full details of times, costs (where appropriate) and methods of transport in advance.
- 1.3 Parents are made aware that trips and visits are included in students' timetables and sign a consent and indemnity clause as part of the Acceptance Form. They can view the daily activities of their child through the iSams calendar system and are able to see Risk Assessment forms if requested.

## *2.0 Policy Guidance*

- 2.1 In drafting this policy, the college have responded to guidance provided by the Department of Education through the OEAP National Guidance:
  - 'Educational Visits – A safety guide for learning outside the classroom': All Wales Guidance 2010
- 2.2 In the event of any conflict between College Policy and National Guidance, the College Policy is the primary document with clarification given by National Guidance. Support should be sought from the Educational Visits Coordinator (EVC) for any clarification.

## *3.0 Clarification of Roles:*

### **3.1 Governing Body / Managing Director:**

- 3.1.1 The College Governing Body / Managing Director should view their main role as being "to enable and ensure"; otherwise described as being a "critical friend".
- 3.1.2 The Managing Director should ensure that:
  - He / She has a clear understanding of whether or not it is the employer of establishment staff and is fully aware of an employer's responsibilities under health and safety law.
  - There is guidance in place for the safety of students on trips.
  - Robust systems support implementation of the guidance.
  - He / She challenges in order to be clear about how outdoor learning and visits lead to a wide range of outcomes for children and young people and contribute towards establishment effectiveness.

- There is an establishment visits/outdoor learning policy and procedures – including emergency procedures – and it supports the principles of inclusion.
- The involvement of the Managing Director in the visit approval process is clear and approval and notification procedures operate effectively.
- There is a trained EVC who meets the employer’s requirements, with a sufficient time allowance to fulfil the role and training to support the planning and delivery of visits and outdoor learning.
- There are monitoring procedures in place, activity is evaluated, good practice is shared and any issues are followed up to comply with statutory and employer’s requirements.

### 3.2 **Principal / Head:**

#### 3.2.1 The Principal / Head:

- Has an establishment visits/outdoor learning policy and procedures that conform to and follow the requirements and recommendations of the College guidance.
- Is aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance. The EVC should be appropriately competent to their role (see below) and should be allowed sufficient time to fulfil the role, including attendance at OEAP- approved training, as appropriate. The EVC is appointed by the Principal / Head and in the absence of an EVC, the responsibilities of the role pass to the Principal / Head.
- Keeps the Managing Director informed about the delivery of visits and outdoor learning and their contribution towards establishment effectiveness.
- Where needed, gains access to expert advice such as from an accredited outdoor education adviser.
- Is familiar with the College policies for outdoor learning, off-site visits and Learning Outside the Classroom.
- Is aware that all activities and visits comply with this guidance and are notified or submitted for formal approval as required.
- Has ascertained that all leaders are appropriately competent, confident and accountable to carry out the responsibilities they are allocated.
- Has clearly designated a suitable member of staff as the EVC and that the designated person meets the College requirements, including undertaking EVC Training as recommended or required.
- Ensures that outdoor learning is included within the process of self-evaluation providing evidence that may support how it contributes towards school improvement and overall effectiveness.

- When the Principal / Head takes part in a visit or activity, He/She and other members of the Visit Leadership Team are clear about the role. If he/she is not leading the visit, he/she should follow the instructions of the designated Visit Leader (who should have sole charge of the visit).
- Ensures that suitable child protection procedures are in place, including vetting at an appropriate level of all adults including volunteers, helpers and visitors. Decisions need to be made about when these adults are engaged in regulated activity and so should be subject to Disclosure and Barring Service (DBS) checks.
- Has assigned sufficient time for leaders to organise activities and visits properly.
- Supports an apprenticeship/succession planning culture to ensure sustainable activities and visits and the development of competent leaders and EVCs.
- Supports the EVC in ensuring that: all activities and visits are effectively supervised with an appropriate level of leadership, information has been shared with parents and consent has been given if required.
- Ensures that arrangements have been made for the medical needs and special educational needs of all participants and staff.
- Checks that inclusion issues are addressed.
- Checks that suitable transport arrangements are in place and meet any regulatory requirements.
- Checks that insurance arrangements are appropriate.
- Checks details related to off-site activities and visits (including personal details of both participants and leaders) are accessible at all times to designated 24/7 Emergency Contacts in case of a serious incident.
- Puts arrangements in place for the Managing Director to be informed of such visits via EXCOM and Governors' Meetings in the monthly management reports.
- Ensures that where charges are made to parents, these are within legal and college requirements. Proper procedures are in place to account for the visit finances.
- Checks that College policy identifies the types of visit that require a preliminary visit by staff.
- Checks that Risk Management is proportionate, suitable and sufficient.
- Ensures that where the activity or visit involves a third party provider: appropriate checks have been made and assurances obtained; a clear contract is in place setting out what the contractor is to provide; the provider holds sufficient indemnity insurance.
- Checks that all visits are evaluated against the visit objectives. Addressing issues raised by any incident and informing of future visits.

- Ensures there are contingency plans in place to deal with changing circumstances during a visit (Plan B).
- Ensures there are suitable Emergency Procedures in place for each visit and the college has an Emergency Plan for off-site visits, including procedures to ensure that parents are appropriately informed in the event of a serious incident.
- Ensures that serious incidents are reported to the Managing Director meeting the requirements of RIDDOR.

### 3.3 **Educational Visits Co-ordinator:**

#### 3.3.1 The EVC:

- Is a member of college administration who plays a role in Event Management and is an experienced organiser and leader of events. He/She has undergone appropriate EVC training either before appointment or soon after with the interim period giving ultimate EVC responsibility to the Principal / Head.
- Is a champion for all aspects of visits and outdoor learning
- Challenges colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Supports/oversees planning so that well considered and prepared arrangements can lead to well- managed, engaging, relevant, enjoyable and memorable visits/outdoor learning.
- Mentors leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs.
- Ensures that planning complies with the college requirements and that the arrangements are ready for approval within agreed timescales.
- Supports the Principal / Head and Managing Director in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensures that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and college requirements.
- Keeps the Principal / Head and Managing Director informed about the visits/outdoor learning taking place and its contribution to school/establishment effectiveness.

### 3.4 **Trip/Visit Leader:**

#### 3.4.1 The Trip / Visit Leader:

- Is approved to carry out the lead role for the specific activity.

- Is able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes.
- Liaises with The College's Educational Visits Co-ordinator (EVC) to ensure that visits have clear aims and are planned to appropriately balance benefits and risks.
- Ensures that there is effective supervision.
- Takes a lead on risk management.
- Defines the roles and responsibilities of other leaders (and participants) to ensure effective supervision, appointing a deputy wherever possible.
- Ensures that child protection issues are addressed (e.g. good safeguarding practice is followed and adults are appropriately vetted and checked).
- Provides relevant information to other leaders including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensures that informed parental consent has been obtained as necessary.
- Provides relevant information to parents and participants, and arrange pre-visit information meetings where appropriate.
- Makes sure there is access to first aid at an appropriate level.
- Ensures that if the visit leadership team includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision.
- Ensures that all leaders and any third party providers have access to emergency contact and emergency procedure details.
- Evaluates all aspects, both during and after the event.
- Reports any accidents, incidents or near misses.
- Collects all copies of the risk assessment and student details after a visit / trip has concluded, returning them to the EVC for appropriate action in line with GDPR regulations.

#### *4.0 Procedures for Conducting & Monitoring Off site visits:*

4.1 These include:

- Day trips outside lesson times
- Day trips in lesson times
- Overnight trips

4.2 Safe practice for these trips depends on:



- An awareness of the potential dangers and hazards.
  - Sound judgement of what constitutes a dangerous situation.
  - Preventing access to these dangerous situations by those ill-equipped to cope.
  - Adequate supervision.
  - Knowledge of how to help oneself and others in danger.
  - Adequate preparation (including linguistic and cultural) to ensure all students understand what is required of them.
- 4.3 Before an off-site visit is permitted, there must be a clearly identified group leader who has the necessary expertise to lead the group. The leader must have a First Aid certificate and, if driving, be approved by Cardiff Sixth Form College to do so. Risk assessments are provided by the identified group leader and must be given for all aspects of the trip, especially if learners are under 16. In these instances, provision will be made for these students to be provided with transport and a chaperone to and from the college as part of the trip to ensure their safety.
- 4.4 In line with Welsh Guidance ('Educational Visits – A safety guide for learning outside the classroom': All Wales Guidance 2010) visit leaders must ensure access to first aid cover at an appropriate level: the extent and nature of first aid required will depend on the group, visit location, planned activities, the risks identified and the availability of external first aid cover or medical assistance.
- 4.5 If you are operating away from a site with first aid cover it is good practice to carry a first aid kit appropriately stocked (which must be checked by the allocated Educational Visit Coordinator and Group Leader before leaving site) to cope with likely injuries and for one of the leaders to have a good working knowledge of first aid.
- 4.6 For visits where there is no access to external first aid cover, or where there is remoteness/difficult access will lead to a significant delay before the emergency services could attend, one of the leaders should hold an up to date first aid certificate or qualification appropriate to the environment and activity. Suitable emergency equipment should be carried to keep the rest of the group comfortable while the casualty is cared for (e.g. group survival shelter in exposed locations).
- 4.7 All adults in the group should know how to contact the emergency services. All minibuses and coaches are required by law to carry a first aid-kit.
- 4.8 The group leader must be familiar with the Cardiff Sixth Form College Crisis Management Plan and ensure that this is always followed. In addition to this, the Educational Visits Coordinator must be aware of any future additions to Welsh Policy and amend existing college policy in light of this and inform all other staff involved with educational visits. All paperwork required by the plan must be completed before departure and a copy taken on the trip. In addition, the party leader must be satisfied that these requirements about the proposed trip have or will have been met:

4.8.1 The purposes and objectives of the visit have been clearly identified and that they are appropriate to the age, ability and subject specification (if relevant) of the group.

4.8.2 The location of the visit is appropriate to the activity being undertaken and an alternative programme exists in the case of a change of plan, e.g. for bad weather.

4.8.3 The staff leading the activities:

- are suitably experienced or qualified for the activities proposed
- are aware of hazards
- will have / have had sufficient rest time before / after other duties required of them
- are clear as to the standards of student behaviour expected
- know their supervision responsibilities
- possess a list of names of students with their mobile phone numbers
- will regularly count the students
- know what action to take if there is a problem
- know how to contact the emergency services
- know how to contact the College, including out of college hours
- have a first aid kit
- have a College mobile phone (which must be switched on 24 hours a day)
- will have checked the medical details with the College nurse – making sure all information is up- to-date

4.8.4 The staffing ratio (staff/students) and the gender ratio (male/female staff) must comply with Welsh Policy guidance and therefore take into consideration the factors outlined in section D3 of the 'Educational Visits – A safety guide for learning outside the classroom': All Wales Guidance 2010:

- Sex, age and ability of group;
- Young people with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;

- Competence and behaviour of young people.
- First aid cover

4.8.5 All group leaders should determine the ratio for staff visits using the young person ratio as a guide in Annex 2 of the policy 'Educational Visits – A safety guide for learning outside the classroom': All Wales Guidance 2010'.

4.8.6 When determining staffing levels, group leaders should:

- Recognise that large parties create special supervisory problems and should be sub-divided for activity purposes;
- Be aware that small parties with minimum staffing are very vulnerable to staff illness or accident. This eventuality needs serious consideration at the early planning stage, especially for extended visits or visits abroad.
- Allow for the possible reduction in effectiveness of any member of staff who is accompanied on the visit by a close relation. This may be particularly relevant in an emergency situation.
- Where leaders operate alone, the group should be trained and briefed on action to take in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader incapacitated.

4.9 Cardiff Sixth Form College has set the below regulations for off site visits.

4.9.1 For general visits the staff ratio should be 1:20, adventurous activities and overnight visits may follow different ratios, this will be decided by the EVC

4.9.2 For visits where the students will be split into groups for part of or all of the visit, there must be one member of staff per group.

4.9.3 Regardless of minimum numbers there must be at least 2 members of staff on every visit unless the trip is within a 30 minute driving distance from the college, at this time the usual ratios will apply.

4.9.4 For overnight trips or trips to a rural location female and male staff should be present if female and male students are on the trip.

4.9.5 The mini bus driver will only be able to be classed as support staff if they are taking part in the full visit and are within their driving regulations. Refer to Vehicle and Driver Policy for driving regulations.

4.9.6 Any spouses who are agreed by senior management to accompany staff on a trip will have to be DBS checked and pay for their own costs where necessary (e.g. Airfare) unless contracted / required in a supervisory role.

4.9.7 The students have the appropriate dress/equipment for the activities proposed. The students are prepared for, and physically capable of, taking part in the proposed activity. Staff must not discriminate against students on any grounds such as 'disability'. However Health & Safety considerations may mean that special

arrangements are necessary in some cases. If these cannot be put into place or the parents do not wish to meet the additional costs thereof, this could prevent the student from taking part in the trip.

4.9.8 The students will have been properly briefed on the activities they will undertake. This will include:

- Rendezvous procedure for lost students
- Recall system and action in an emergency
- Relevance to prior and future learning
- Groupings for study or supervisory purposes
- Code of Conduct to be read and signed by all students on overseas visits

4.9.9 Cardiff Sixth Form College insurance covers the proposed activity, by checking with a member of Senior Management.

4.9.10 The potential hazards, and Health & Safety competence of all third parties, must have been checked and assessed. This requires a full risk assessment to be done and/or a prior visit to the site or centre.

4.9.11 Adequate arrangements for the financing of the visit have been made and approved by the Head of Academic Studies and Outreach and Outreach / Head of Pastoral, as appropriate.

4.9.12 Parental consent is confirmed for all overnight educational visits.

4.9.13 Please note that if parents/carers withhold their consent absolutely the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the person in some other way wherever possible.

4.9.14 A list of names of participants has been given to a member of Senior Management. This list will include venue, date, times and an outline of the programme.

4.9.15 This information must be supplemented by a named contact at Cardiff Sixth Form College (and telephone number) to whom all these details are available.

4.9.16 The proposed trip can then be submitted for approval as follows:

- a) By the Head of Pastoral for overnight trips and trips outside lesson times.
- b) By the Head of Academic Studies and Outreach in the case of day trips within lesson times.

#### 4.10 **Safety During the trip**

4.10.1 Accompanying staff are responsible for the safety supervision of students and remain with them unless directed otherwise. All staff should refer to section I - 'Educational Visits – A safety guide for learning outside the classroom': All Wales Guidance 2010' when organising any trip to appropriately assess the level of risk. During the trip regular head counts must take place and missing students contacted

immediately. If a missing student cannot be contacted, a member of SMT must be told. In an emergency:

- Establish the nature and extent of the emergency
- Administer first aid as needed
- Telephone relevant emergency services
- Ensure all members of the party are accounted for
- Ensure that an adult accompanies any casualty to hospital
- Arrange early return for other students and staff to college
- Pass full details of the event and those involved to a member of SMT who will contact parents
- On return to college, write a full record of the event

## *5.0 Induction & training for staff:*

5.1 Cardiff Sixth Form College requires the following training for key staff involved in offsite visits:

- EVC training for the EVC by a nationally recognised provider.
- Trip/Visit Leader training provided by the EVC and Principal / Head, or Head of Subject/Expert in the field of provision.
- Assistant Trip/Visit Leader training provided by the Trip/Visit leader.
- Managing Director training in the roles required to support the delivery of high quality educational experiences and visits/trips.
- Annual Academic and Administration whole staff instructions in the procedures and monitoring required for undertaking trips/visits and in the undertaking and completion of the Risk Assessment process.
- Monitoring and Evaluation training provided by the EVC/Principal/Head/Head of Pastoral/Head of Academic Studies and Outreach in order to feedback into the refinement of trip/visit selection and improvement.

## *6.0 Risk Management and Risk-Benefit Assessment*

6.1 The aim in undertaking risk management and risk-benefit analysis is to provide an educationally valid enhancement activity for the college curriculum. All staff must implement their training in Risk Management by completing the following processes:

- Complete 'Educational Visits Proposal Form' and Pass to Educational Visits Co-ordinator for approval 4 weeks prior to departure for a day trip. 12 weeks prior to departure for overnight trips or adventurous activities.
- Once approved (within 1 week) advertise to students.
- Discussion with the EVC to raise issues of Risk Management and evaluate the initial proposal.
- Complete Student List and, for Overnight Visits or adventurous activities, collect Parental Consent Forms for all students.
- Pass to EVC to sign off with Academic and Pastoral Team – 3 weeks prior to departure.
- Once signed off (within 1week) make any recommended changes.
- Complete Final Student List and pass to EVC 2 weeks prior to departure.
- Read and Sign Final Risk Assessment 1 week prior to departure.
- Give all students a full briefing and get Code of Conduct Forms signed for any overnight visits at least 2 weeks prior to departure.
- Collect Risk Assessment Pack and distribute copies to support staff 24 hours prior to departure.
- On the day, before departure, turn on the mobile phone and leave behind a copy of the final student list
- On return from the visit hand in First Aid Kit and Mobile Phone to College EVC.
- Complete Visit Evaluation Form and submit to EVC within 1 week of return.

## *7.0 Overseas/International Trips e.g. International Citizenship Experience (ICE)*

- 7.1 All usual Risk Assessment procedures to be adhered to.
- 7.2 Students and parents are provided with full details of times, costs and methods of transport in advance.
- 7.3 Individual written consent is required from each parent of student involved.
- 7.4 Parents are invited to attend or take part in briefing meetings.
- 7.5 Students are made aware of any cultural differences to be expected in the overseas destinations.
- 7.6 Code of Conduct to be read and signed by all students.
- 7.7 Travel insurance held by the college covers all aspects of the trip.

- 7.8 Risk Assessment to include Emergency Services contacts of any overseas counties visited.
- 7.9 Trip Leaders to ensure students have correct visa documentation.
- 7.10 ICE co-ordinator to be based at college to liaise with trip leaders abroad during ICE trips. Trip leaders to have all contact details for ICE Co-ordinator.
- 7.11 A fully briefed trip co-ordinator to be based at college to liaise with trip leaders abroad during (non ICE) international trips.
- 7.12 Staff to Student ratios to take in to account the specific country being visited, decision on a trip by trip basis, and to not exceed 1:10 in any circumstance.

## **8.0 *Travel at other times***

- 8.1 Cardiff Sixth Form College will not release students under the age of 16 into the care of any person other than their parent or guardian without written permission from parents or guardians.

**This policy will be reviewed annually and amended by the Educational Visits Coordinator in line with new government policy changes and recommendations.**