

Trips and Visits Policy and Procedure

Date Approved:	July 2018
Approved by:	Principalship
Review Date:	July 2019
Responsible Manager:	Assistant Principal Student Experience
Principalship Lead:	Vice Principal Curriculum & Support
Accessible to FE Students:	Yes
Relevant to HE:	Yes
Relevant to WBL:	No
Relevant to MOL:	No
Relevant to Novus:	No

Introduction

Whether the visit or trip is to a local park, museum or swimming pool, a residential stay in the UK or abroad or an adventure activities trip, all trips and visits must be planned and approved following the Trips and Visits Policy and Procedure.

Overall responsibility for ensuring the procedure is followed is delegated to the Trip Organiser. The appropriate manager must satisfy themselves that the person planning the visit is competent to do so and has the necessary relevant experience to take responsibility for planning and managing the trip or visit.

All trips and visits must receive HoD and AP approval with VP approval for those classed as high risk or international (Refer to approval flow chart)

- One Day Visits minimum of 2 weeks prior to visit
- Residential UK trips minimum of 6 weeks prior to trip
- Overseas trips minimum of 16 weeks prior to trip

For all trips and visits, written permission for 14-19 learners and emergency contact and medical information for all learners must be obtained. When learners are on a trip or visit, an accurate emergency contact list must be available at college including details of trip/visit, learners and staff on the visit and named emergency contact at college.

Scope

The policy and procedure applies to all trips and visits for 14-16, 16-18 and 19+ learners. The responsibility for providing emergency and medical information lies with parents/carers for 14-18 learners. Responsibility for providing emergency contact and medical information lies with the learners if 19+. The exception is for adult learners with additional learning support needs/disabilities where this information may be sought, with the agreement of the learner, from parent/carer. In addition the safety of staff must be considered and included into the planning and risk assessment

process. All staff and volunteers who may have unsupervised contact with learners under the age of 18 or with vulnerable adults must be DBS checked.

Monitoring and Reporting

Written evidence must be maintained as evidence of planning for all trips and visits. All trips and visits require completion of the Trips and Visits Risk Assessment. The Risk Assessment must be reviewed immediately prior to any trip or visit to ensure there have been no changes to learner cohort, activities, destination or Home Office advice regarding safe travel that require additional/amended risk assessment.

Summary Procedure:

1. Complete Travel/Trips Request and Authorisation Form and Risk Assessment Form for AP and VP approval
2. As part of Risk Assessment, ensure safe travel arrangements are considered taking into account any current government or authorised government agency travel advice
3. Agree staffing required for trip
4. Complete and distribute Trip letter and Medical Information/Emergency Contact Form
5. For 14-18 learners include Permission Slip with letter
6. Confirm trip bookings (including travel and accommodation)
7. Ensure you have a copy of signed Permission Slips (14-18) and Medical Information/Emergency Contact Form for each learner on the trip
8. Complete summary list of emergency contact details
9. Ensure copy of emergency contact details list is provided for Reception and Emergency College Contact

Approval process for all Trips and Visits

Refer to approval chart

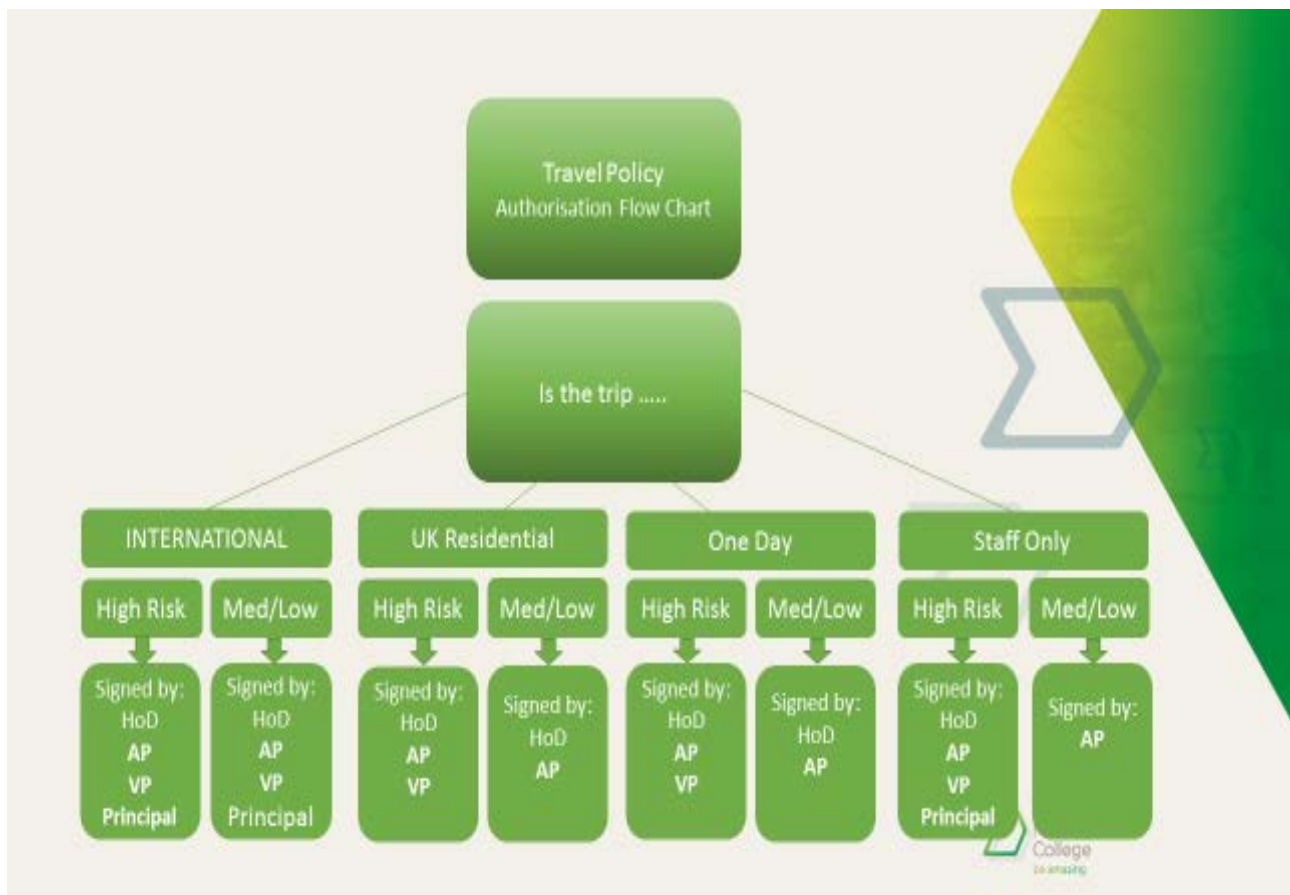
For any high-risk trips and visits, all students must sign a disclaimer

Approval deadlines:

One Day Visits minimum of 2 weeks prior to visit

Residential Visits minimum of 6 weeks prior to visit

Overseas Visits minimum of 16 weeks prior to visit



Procedure for all Trips & Visits	
1.	Complete Travel/Trips Request and Authorisation form (TV1).
2.	Complete Risk Assessment of location and planned activities against cohort of learners expected to participate (RA1).
3.	If a self-drive vehicle is required: <ul style="list-style-type: none"> - complete Vehicle Hire Request (TV2) - ensure driver/s have a copy of Transport: Responsibilities and Guidelines for Drivers (TV2a)
4.	On completion, forward TV1, RA1 and TV2 (if applicable) for approval in line with process approval chart.
Procedure following VP approval	
5.	Book trip/visit (in conjunction with College Travel Administrator as required). Ensure (where appropriate) booking is provisional until final numbers are secured.
6.	16-18 learners/learners with additional learning support needs: Send Trip Details and Permission Letter (TV3) and Medical Information/Emergency Contact Form (TV4) to parents/carers 19+ learners/Adults Distribute trip details letter & Medical Information/Emergency Contact Form (TV4)
7.	Collect signed permission slip (14-18 learners) and medical information/emergency contact forms for all learners prior the trip.
8.	<i>If required</i> , agree with Admin Services to take payment from learners
9.	<i>If required</i> , arrange for a college loan phone, logged through IT help desk. Phone number to be provided to designated college emergency contact, learners, parents or carers for use in an emergency.
10.	<i>If required</i> , for residential trips: <ul style="list-style-type: none"> - confirm travel and other arrangements with learners and parents/carers at a pre-trip meeting - ensure copies of all relevant travel documents are collected
11.	Complete Contact List for Visit Participants (TV5) immediately prior to trip
12.	Agree name/s of emergency college contact to be available for duration of trip/visit
13.	Prior to visit/trip, provide copy of Contact List for Visit Participants (TV5) plus copies of trip details (TV3) and Risk Assessment (RA1) to relevant reception and emergency college contact
14.	Complete copy of Trip and Visit Planning Checklist (TV6)
15.	Ensure a copy of Emergency Guidelines for Trips and Visits (TV7) and Additional Guidance (TV8) is taken on each trip/visit

- Appendix 1 TV1 Travel/Trips Request and Authorisation form
- Appendix 2 RA1 Risk Assessment & Approval flow chart
- Appendix 3 TV2 Vehicles Hire Request
- Appendix 4 TV2a Transport: Responsibilities and Guidelines for Drivers
- Appendix 5 TV3 Trip Details/Permission Letter
- Appendix 6 TV4 Medical Information/Emergency Contact Form
- Appendix 7 TV5 Contact List for Visit Participants
- Appendix 8 TV6 Trip and Visit Planning Checklist
- Appendix 9 TV7 Emergency Guidelines
- Appendix 10 TV8 Support Guidance for Trips and Visits

Equality and Diversity

Learners can expect an inclusive and supportive learning environment whatever their background. It is acknowledged as a part of this policy that achieving equality is not about the same approach for all learners but rather equality of opportunity is achieved by targeting resource and additional support to learners with additional barriers to success and progress which may be due to a number or combination of personal characteristics and a range of risk factors.

LINKED POLICIES AND PROCEDURES

Safeguarding Scheme
Single Equality Scheme
Behaviour Support & Disciplinary Policy
Attendance and Punctuality Policy

LOCATION AND ACCESS TO THIS POLICY

Staff Intranet