

# OFF-SITE ACTIVITIES POLICY AND PROCEDURES 2019

<b>Policy name</b>	Off-Site Activities Policy and Procedures
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*Through its policies and in its day to day work, the College is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age and embraces the College's legal responsibilities.*

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**Please note that any variation from the procedures laid down in this policy must be approved by a member of SMT**

# Mission

*To inspire, build confidence and prepare you for the life you want to live.*

# Vision

## ***“We’ll believe in you”***

Whatever your background, identity or experience of learning to date, we believe in you. We will support your achievement and success.

## ***“We’ll take you further than you expect”***

You’ll have the opportunity to choose from the widest possible range of courses in one place and we’ll stop at nothing to connect you with the best university, employer, or apprenticeship for you. And if you’re already working, we’ll help you to keep developing and growing.

## ***“We’ll provide an inspirational environment for you”***

You’ll experience a warm welcome from our community. You’ll grow in confidence, resilience and be ready for progression to the next step in your life, whether that’s further study, the world of work or your own unique adventure.

# Values

“For us to succeed in our mission and vision, the College has shared community values which help pull us together to act in agreed ways as part of an inspirational community.”

“We listen intently to the voice of those we serve and show unending commitment to continuous improvement and innovation.”

“We engage fully with the needs of the local community, employers and universities so we can secure your achievement, success and progression.”

“We respond quickly, so we’re always able to give you the best support, information, advice and guidance, just when you need it.”

“We celebrate together the successes and diversity of our community.”

## **Aims of the Policy**

The College Off-Site Activities Policy exists to ensure

- The Health and Safety and rights of students and staff, including carers and volunteers are maintained when taking part in offsite trips and activities.
- All staff recognise their duties and responsibilities for health and safety and equality of opportunity to control and minimise risks to students
- All relevant legislation is observed
- Issues causing concern are monitored to ensure prompt and correct action.
- guidance is provided for trip leaders to enable them to run all trips in a cost effective and efficient way.

## **Equality and Diversity**

All employees should ensure they abide by the College’s Values, Beliefs and Behaviours, including our commitments to Equality and Diversity values, including:

- Embracing and celebrating diversity
- Creating a welcoming and inclusive environment

- Removing barriers to access
- Raising awareness of equality and diversity issues
- Combatting all forms of discrimination and harassment
- Embedding equality and diversity in teaching and learning, guidance and services

This will be demonstrated by the trip leaders in the following ways

- listening to what others have to say and respect their point of view
- understanding that it is unlawful to discriminate on the grounds of race, religion, gender, age, sexual orientation or disability and that disciplinary action will be taken against those involved in discrimination, harassment or bullying on any grounds
- by speaking out, or reporting it, if they witness or are aware of bullying, vindictiveness, verbal or physical aggression – and not assume that it is someone else's responsibility
- questioning their own prejudices and assumptions
- avoiding using language and behaviour which might offend others
- familiarising themselves with the responsibilities that equalities legislation places on them
- being sensitive to issues of cultural diversity in their work
- By understanding the duties on the college to provide reasonable adjustments for students with a disability and/or learning difficulty that impacts on their ability to participate without suitable interventions.

## **1. DEFINITIONS**

### **Definition of Off-Site Activities**

- Day or half-day visits organised by a member of staff and involving group travel.
- Residential trips either at home or overseas organised by a member of staff and/or external agent and involving group travel
- Local visits or activities involving independent travel e.g. Worthing Library, Sussex University. (Whilst these are covered by the general parent/carer consent form issued at the start of the academic year these should be still be subject to a risk assessment)

### **An off-site activity should:**

- Have significant value, either educational or social
- Be suitable for the students concerned or adapted where practicable to meet the individual needs of participants
- seek to minimise any unfavourable impact on the teaching and learning of those students taking part
- Not interfere unduly with the work of the staff or of students not involved in the activity
- Not expose students to risk of racial, sexual or physical abuse or harassment.

## **2. ROLES AND RESPONSIBILITIES**

### **Roles and responsibilities**

**The Governing Body** is responsible for ensuring that the College has appropriate policies and procedures in place for the organisation of Offsite Activities and Trips and that these are updated regularly.

**The Principal** has responsibility for ensuring that this policy and accompanying procedures are fully implemented.

**The Trips Administrator** has responsibility for helping staff ensure that this policy and accompanying procedures are adhered to and all relevant legislation is complied with.

**Trip Leaders** to ensure that:

- The purpose of the activity is compatible with the aims and values of the College
- Sufficient time is allowed to organise the trip
- There is a competent person in charge who is suitably fit for the activity to be undertaken, and appropriately qualified.
- Appropriate staffing is in place, including a contingency in the event a member of staff is unable to go
- They have experience of organising a trip for the college.
- They have suitable experience and are a member of the teaching staff of the College. In the case of sports fixtures; this may be an external coach or a member of the support staff.
- They have a clear view of the purpose of the visit and the standards of behaviour expected of the students and accompanying staff and adhere to the College's Values, Beliefs and Behaviours and ensure that the students understand this.
- Be clear about rules for students relating to the use of alcohol and tobacco
- They recognise that those in charge of students on off-site activities while not acting in "loco parentis," exercise a duty of care at all times, including meeting the needs of students over 18
- A mobile phone is carried at all times (all college mobile phones will contain the SMT mobile numbers and can be booked with Reception)

To ensure that trip supervisors

- are fully briefed as to the purpose of the visit, their responsibilities, the level of supervision required and the standards of behaviour expected and that they are aware of any potential hazards
- carers or volunteers, who are not staff of the College, are carefully chosen and acceptable to the leader.
- have a Disclosure Check (DBS)
- aware of their responsibilities under the College's Equality and Diversity Policy and the Child protection and Safeguarding Policy

**See appendix 6 for a detailed list of responsibilities**

### **3. ORGANISING A TRIP**

#### **3.1 Level of Supervision**

- 3.1.1** The level of supervision should be determined according to the nature of each activity, the travel arrangements and the experience of the leaders. As a guideline the minimum levels of supervision must be:

1: 15 for non-residential trips or residential trips in the UK – Minimum of 2 members of staff for all trips

1: 10 for residential trips abroad – Minimum of 2 members of staff for all trips

**3.1.2** Sports fixtures will be an exception to the above levels where it is only practicable for one member of staff to accompany the team.

**3.1.3** If possible, one of the leaders should be a qualified first aider or appointed person. Additional staff required on a trip can be either teaching or support staff or in an emergency bank staff may be used provided they have the relevant DBS check.

**3.1.4** Where a party includes both male and female students, a male and female member of staff should accompany the group if possible. In the case of residential visits this must be the case. All students must be accommodated with a student of the same sex.

**3.1.5** Where a lone female/male student is involved in a trip it is desirable for the student and a staff member of the same sex to be accommodated in close proximity to each other.

**3.1.6** If you take a group swimming you should ensure in advance that your group includes a qualified life-saver, or that there will be life-saving cover provided.

## **3.2 Unaccompanied Visits**

**3.2.1** In some instances unaccompanied journeys and visits may be appropriate e.g. fieldwork, certain sports fixtures (including county, regional and national trials processes) or travel to work experience placements etc. Where there is any doubt regarding the potential hazards of such activities the matter should be referred to a member of SMT who will consider whether it is appropriate that these students are unsupervised. The students should be informed that they are responsible and accountable for their own actions on such visits.

**3.2.2** As with all other off-site activities, students under 18 must have parent/carers consent. This may need to be waived where a student has requested no parental consent. Whilst away from College no group should be less than 3 students (an exception to this maybe certain sports fixtures including county, regional and national trials processes) or greater than 8 students in number. Groups of more than 8 must be accompanied by a member of staff or volunteer.

## **3.3 Parent/Carer Consent**

**3.3.1** Parent/carers consent must be obtained for each trip. The form is completed on line by the student using the Student Intranet (SIS). Medical information is also collected, which must be completed and signed by a parent/carers also gives current medical information and seeks authority for the person in charge of the group to give consent (on behalf of the parent/carers) for anaesthetic to be administered, or for any other urgent medical treatment to be given. This may need to be waived where a student has requested no parental contact.

**3.3.2** In the case of trips abroad, additional information is requested regarding passport details.

**3.3.3** The Parent/Carers Consent Forms or a printout of contact details and medical information must be taken on the trip by the Trip Leader. The Trip Information Sheet must also be

taken and this will be produced by the Trips Administrator ( a copy of the standard form can be found on the Intranet/Document Libraries/Trips. Copies of these forms will be lodged with the Information Centre (in order to deal with any enquiries from parent/carers during the trip) and with the Out of Hours Contact at the College (for emergency contact only).

### **3.4 Hazardous Trips**

- 3.4.1** A list of hazardous activities is shown in Appendix 5.
- 3.4.2** If a trip falls into this category you must follow the West Sussex County Council Guidance as best practice. A copy of this can be found on the intranet under: Document libraries/Trips
- 3.4.3** A hazardous trip must be approved by your CTM and member of SMT

### **3.5 Overseas Trips**

- 3.5.1** The trip must be planned in the academic year prior to departure and included in the college calendar.
- 3.5.2** When choosing a travel company the Trip Leader must ensure the company is reputable and bonded by ABTA and/or ATOL
- 3.5.3** Establish exactly what the travel company will provide and agree any variations required to meet a specific itinerary.
- 3.5.4** Consider flight times, pick-up points, age of coaches, insurance cover offered (see Section 7) the quality, suitability and safety of the accommodation used and the experience of the staff at the foreign destination.
- 3.5.5** Ensure sufficient levels of supervision will be possible at all times given the activities planned
- 3.5.6** Check on the nationality/place of birth of all students and staff travelling with the group to ensure they comply with current passport regulations in force. Staff and students who hold anything other than a British Passport may require a visa for certain countries
- 3.5.7** The Trip Leader should take photocopies of all passports and keep them with him/her at all times if possible. A second copy should remain at the College.
- 3.5.8** If a passport is lost contact the local police and the British Consul who can issue emergency travel documents
- 3.5.9** Students travelling within Europe must carry a valid European Health Insurance Card
- 3.5.10** Check if any vaccinations are required
- 3.5.11** If medical treatment is given abroad, obtain duplicate copies of all doctors' letters, bills, vouchers etc. for UK insurance purposes.
- 3.5.12** Currency will be ordered by the Finance Team, please order a week in advance.

### **3.5.13 Brief students on**

- Careful eating habits (e.g. the need to wash or peel fruit and whether or not the tap water is safe to drink)
- The dangers of sunburn/heatstroke
- The difference in cultural backgrounds. Groups should be made aware that certain behaviour may be misinterpreted.

## **3.6 Planning and the Trip Checklist**

**3.6.1** When organising a trip you must follow the trips checklist (see Appendix 1)

**3.6.2** Arrange to meet with the Trips Administrator (TA) at the start of the term in which you plan to run the trip unless the trip is at the start of term in which case you need to see the TA in the preceding term and at least a month earlier.

**3.6.3** Ensure you complete the costing sheet accurately and completely, seeking advice from Student Services and Finance where needed.

**3.6.3** It is essential that you plan well in advance to allow plenty of time to organise the trip.

## **3.7 Travel Arrangements**

Please see Appendix 2 for details

## **4 EMERGENCY PROCEDURES**

### **4.1 General Guidance**

**4.1.1** All students taking part in the activity must be given the Trip Leader's mobile number.

**4.1.2** If there is an expected delay in students returning home the Trip Leader must let the College (daytime) or out-of-hours contact (after 1700 hours) know of this.

**4.1.3** If a student behaves inappropriately during the course of the trip it may be necessary for the trip organiser to send the student home. By agreement with the parent/carer it is acceptable for the student to be unaccompanied on the journey.

**4.1.3** A procedure should be agreed between the party leaders for contacting the emergency services and/or dealing with an emergency should the need arise, and inform the students.

**4.1.4** All injuries, accidents or near misses (i.e. an event that has the potential to cause injury but was prevented by circumstances) must be documented and reported to the H&S Coordinator on return to the college

### **4.2 In event of a major incident**

**4.2.1** The Trip Leader will inform the Principal or a member of SMT as soon as possible.

**4.2.2** Make sure all of the group are accounted for and immediately establish the names of any injured students and the extent of their injuries. Ensure that any injured students are accompanied to hospital by an adult they know if possible.

- 4.2.3.** Ensure that the rest of the group is adequately supervised and if possible restrict access to telephones until the Trip Leader has made contact with the Principal or a member of SMT.
- 4.2.4.** Note the names, addresses and telephone numbers of any independent witnesses.
- 4.2.5** In the event of a fatal accident or serious incident the Police have the duty of notifying parents/carers and a member of SMT will need to agree with the Police the timing of any contact with parents/carers they may wish to make themselves.
- 4.2.6** In other cases involving injury or incident to students or staff a member of SMT must be informed who will decide who should convey the information on behalf of the College. Once firm and definite information about an incident is available it may well be necessary for all parent/carers to receive information as a form of reassurance, even if their own children have not been directly involved in, or affected by, the incident.

### **4.3 Fire Precautions and Evacuation Procedures**

Wherever off-site activities/visits involve a stay in unfamiliar premises the Trip Leader should take the following action:

- 4.3.1** Check that fire notices are displayed and make sure students are aware of what they say.
- 4.3.2** Obtain advice from the management on the escape routes and check all escape routes to ensure that they are unobstructed and that all fire doors are unlocked.
- 4.3.3** If the fire alarm sounds all members of the group should proceed quickly to the pre-arranged assembly point.
- 4.3.4** If it is safe to do so, you should check that all of your group have heard the alarm and are evacuating the premises.
- 4.3.5** Carry out a roll call at the assembly point. If any group members are missing report them immediately to the fire officer in charge.
- 4.3.6** On no account should you or any other members of the group re-enter the building to attempt to locate/rescue missing persons.

## **5. THE DUTY OF CARE**

### **5.1 Voluntary supervisors**

Whilst the duty of care principle still applies the law would be likely to expect a higher standard of care from teachers because of their training and experience

### **5.2 Students over 18**

The Trip Leaders should assume that the duty of care is the same.

### **5.3 Outside agencies**

Where an activity involves the use of resources or expertise of an establishment or organisation other than the College, the Trip Leader must be sure that the agency involved is competent and any establishment is safe. He/she must also be satisfied that any individual and/or organisation involved in the delivery of facilities and services to students' are respectful of our commitments to equality and diversity.

#### **5.4 Assessing and meeting the needs of disabled students and those with a learning difficulty**

- 5.4.1** Under the Disability Discrimination Act part 4, you must make sure that no student is treated less favourably, for a reason related to a disability. The college is committed to making reasonable adjustments so that no student is placed at a substantial disadvantage compared with a student who is not disabled.
- 5.4.2** The duties apply to all student trips, including field trips and outdoor education, other outings and trips, study abroad and work placements.
- 5.4.3** If the College is aware that a student has a disability and/or learning difficulty an assessment of each disabled student's needs should be made
- 5.4.4** Every effort should be made to make reasonable adjustments to enable the student to participate, this may include enlisting additional helpers
- 5.4.5** The College is only justified in not making adjustments if there are 'material' and 'substantial' reasons for this. Defining such terms is notoriously difficult outside of the context of an individual case. As such, the College is guided by the outline grounds for not making reasonable adjustments given below:
- the need to maintain academic standards
  - the cost of the required adjustment
  - the extent to which it is practicable
  - the extent to which the aids or services would otherwise be provided (.i.e. there will be some instances when a disabled student is provided with support from another agency and it would not be reasonable to duplicate)
  - health and safety requirements. DDA does not override health and safety legislation – an adjustment would not be reasonable if it would endanger the health and safety of either the disabled person or of other people.
  - The relevant interests of other people, including other students. E.g. where an adjustment for a disabled person results in significant disadvantage for other people or students. It is important to weigh level of inconvenience to others against the substantial disadvantage to the disabled person.

#### **6. RISK ASSESSMENT AND RISK MANAGEMENT**

- 6.1** A risk assessment must be prepared for all trips. See Appendix 4 for guidance
- 6.2** Where possible, Trip Leaders must carry out a risk assessment of all premises/outdoor areas/activities prior to arranging an off-site activity or immediately on arrival and prior to the activity beginning. However, where the visit does not involve an overnight stay, is within the UK and is to a low risk site the level of detail required in the risk assessment should be appropriate. Low risk sites would include other educational establishments and places

normally open to the public such as museums, theatres and art galleries. In these situations detailed attention need only be paid to those situations that are out of the normal, such as student (or staff) with special needs.

- 6.3** In the case of outdoor/hazardous activities this must also be extended to include the qualifications/suitability of any instructors being used in order to establish whether a particular activity is adequately safe and can be carried out without placing students and staff at any unacceptable risk. The assessment must be based on best practice such as WSCC or the Association of PE.

## **7. INSURANCE**

- 7.1** Insurance cover must be taken out on behalf of parent/carers, teachers and helpers to cover risks arising from cancellation, loss of personal possessions, personal accident and medical expenses. The policy also covers repatriation.
- 7.2** The college insurance must be used unless a member of SMT approves the use of alternative cover
- 7.3** In the case of exchange visits, Trip Leaders should be aware of the potential risks involved in students' skiing etc. at the invitation of host families. The standard insurance will not cover this, additional insurance must be arranged.
- 7.4** The college insurance covers the group members against claims arising out of negligence by third parties. Any damages that might be payable would be covered by the policy, providing of course that the terms of the policy had been met. A teacher, or approved volunteer acting as a supervisor, would be covered for such liability by the College's third party liability policy.
- 7.5** Further details on insurance can be obtained from the Trips Administrator or the Finance Team

## **8. STUDENT WORK EXPERIENCE**

Please refer to the Learner Health and Safety Policy for details on work placements.

## **TRIPS CHECKLIST**

This checklist is to the trips leader to ensure:

- The safety of participants and staff
- Effective organisation and administration

### **1. GROUP LEADER**

Is there a clearly identified group leader, familiar with the basic principles of safe practice? Someone who is sufficiently experienced to assess the risks and manage the proposed activity?

### **2. PURPOSE**

Have the purpose and objectives and learning outcomes of the visit been clearly identified? Is the trip residential, overseas or hazardous trip has this been presented to an SMT member for review prior to any further work being undertaken on the trip.

### **3. RISK ASSESSMENT**

Have the risks involved in the activities you propose been fully considered and has a risk assessment been completed?

Have you planned and where necessary, recorded your control measures using the risk assessment form

### **4. LOCATION**

Is the location of the visit appropriate to the activity to be undertaken and manageable for the group?

### **5. ADVICE AND APPROVAL**

Have you discussed plans with the Trips Administrator

Have you received approval from your CTM?

If the trip is residential, overseas or hazardous do also have approval from a member of SMT

### **6. STAFF**

Are the members of staff, instructors or adult volunteers leading activities suitably qualified and experienced, i.e. competent to do so?

Have all members of staff or adult volunteers been vetted, regarding child protection, where necessary? (List 99, DBS checks.)

### **7. STAFF/PARTICIPANT RATIO**

Will the group have acceptable staff/participant ratio necessary for the activities proposed?

## **TRIPS CHECKLIST (Continued)**

Do plans and staffing ratios reflect the needs of people with disabilities?

Will this include male and female supervision where necessary? If not have you got approval from SMT and parent/carer consent

### **8. PRELIMINARY VISIT**

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?

If not have you considered the following: travel time, access including disabled members, facilities and equipment, leisure or recreational facilities for residential stays, potential health and safety issues, shelter, toilets, references from previous users.

### **9. PARENT/CARER CONSENT**

Have you drafted a letter to parent/carers?

Has the consent of parent/carers been obtained for the visit and for the activities which are planned?

For significant visits, has a parent/carers' meeting been arranged?

### **10. THE PROGRAMME**

Do the participants and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the participants prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the participants?

Is there an alternative programme ('Plan B') in the event of poor weather?

### **11. ORGANISATION**

Have you booked a first aid kit?

Have you booked a mobile phone for yourself and the out of hours contact?

Has a European Health Insurance card been acquired for trips to Europe for all participants,

Have you made provisional booking for tickets, flights, accommodation, and transport

## **TRIPS CHECKLIST (Continued)**

If the trip is hazardous have you followed the WSCC guidance Intranet/Document Libraries/Trips

## 12. TRANSPORT

Have you arranged the relevant transport?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Have sufficient arrangements/adaptations been considered for students requiring such?

## 13. FINANCE

Have adequate arrangements been made to finance the visit?

Have you completed a costing sheet? A copy can be found on: Intranet/Document Libraries/Trips

**Please note that a 10% administration charge will be added to all trips.**

## 14. BRIEFING FOR PARTICIPANTS

Will the participants be properly briefed on the activities they will undertake during the visit?

The briefing may need to include:

- appropriate clothing and equipment
- rendezvous procedures for lost participants
- significant hazards
- groups for study or supervisory purposes
- a system of recall and action in emergencies
- relevance to prior and future learning
- agreed codes of conduct and behaviour

## 15. BRIEFING FOR STAFF

Is a briefing for adults and voluntary helpers required?

The briefing may need to include:

- defining roles and responsibilities
- careful supervision, to cover the whole time away
- communications arrangements
- anticipation of hazards and the nature of the programme
- standards of participant behaviour expected

## **TRIPS CHECKLIST (Continued)**

-emergency procedures

### **16. EMERGENCY CONTACT**

Have you identified an out of hours contact (if necessary)

Does this person have a list of the group members, home contact numbers and a programme of the group's activities?

Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency? Is there an, up-to-date, Emergency Response Plan?

### **17. INSURANCE**

Is insurance cover in place?

### **18. PREPARATION AND COMMUNICATION**

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

### **19. FOLLOW UP**

Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit?

Are there any issues to report in respect of the risk assessment?

Has the Trips Administrator and/or your manager been informed of positive aspects of the visit and lessons to learn from problems or incidents?

Have financial records been completed?

Have you notified finance of any insurance claims?

Have you notified student services if a student did not turn up for the trip?

Have you notified the H&S Coordinator of any injuries or near misses?

**Please note that there is a detailed list of specific duties for the Trip Leader and the Trip Administrator and Finance on the Trips folder on the intranet**

## **TRAVEL ARRANGEMENTS**

### **Travel by Train**

- Check with the Trips Administrator for information regarding the best offers
- Remember that there are restrictions on times of travel on some train tickets

### **Travel by Coach/Bus**

- The College will obtain at least 2 quotations from different companies before confirming a booking.
- All coaches must be fitted with seat belts suitable to that vehicle.

### **Travel by Minibus**

Minibuses should be operated within the College minibus guidelines These can be found on the intranet in document libraries/Premises.

Please note that, depending on the nature and duration of the trip, there may be a charge incurred to contribute to the cost of using the minibus.

When journeys are planned drivers must be aware of the following

- Passenger tolerance
- The needs of students requiring adaptations
- The capacity of the driver to maintain concentration
- Maximum driving time without stopping is 2 hours. Two drivers are necessary on trips longer than 4 hours.
- The type of journey – motorway or otherwise
- Traffic conditions
- Weather conditions.

Only minibuses that have forward-facing seats and are fitted with seat belts suitable to that vehicle can be hired.

### **Travel by Private Car**

**The College's Liability Insurance does not cover any bodily injury sustained by any person**

- Carried in a vehicle
- Entering or getting into or out of a vehicle.

Any member of staff conducting college business in their own motor vehicle will be required to show that they insurance cover for business use.

Members of staff who ask, or accept offers from students to use their cars as transport for sports fixtures/visits etc. must adopt the following procedure:

- The student must complete the College form confirming that he/she has a valid licence to drive the vehicle, insurance, tax and MOT and confirming the date of travel.
- The parent/carer/carer of any passenger must complete a separate form giving permission for the journey to take place and acknowledging the fact that any accident/injury would be covered by the driver's insurance policy, not the College's insurance.

### **Appendix 3**

#### **Outline of Trips Letter (\* denotes compulsory paragraphs)**

(Please leave enough room at the top of the letter for it to be printed on headed paper.)

*Date*

Dear Parent/Carer

#### **Activity Title and Date**

**We propose (enter here detail such as venue (including address and tel. no.) and purpose of trip).**

**The day/trip will include (enter here itinerary, talks etc.)**

(Go on to give details on method of travel, level of supervision, code of conduct, details of any potential hazards involved and any special clothing requirements.) Students will be supervised at all times except (give info here on lunchtimes, free times etc.)

.....  
.....

The cost of the trip will be..... **(Include here any information on deposits/instalments agreed with the Finance Office and give deadlines for each. Also include details of any extra money the students will need to bring on the trip.)** If your son/daughter is interested in attending please complete the attached slip and return with cash or cheque (payable to Worthing College) to the Cash Office **by .....at the latest.** If money is not received by this date, places will not be guaranteed. **(Give information here as to non-returnable deposits etc. and the scale of refunds should there be payments in instalments.)**

Places will be limited to .....

- **The Parent/carers' Consent Form** must be signed and returned with the payment.
- It must be completed **on-line** on the "**student intranet, student information system, trips**" using your **pin number** and following the on-screen instructions.
- Please check any medical details for your son/daughter shown as held by the College. Please note that undisclosed medical information and some pre-existing medical and emotional conditions may invalidate the college insurance and hence prevent inclusion in this activity, if in doubt please check with the Trip Leader.
- **Please add all information before printing and signing.**

- **Your payment will not be accepted at the Cash Office unless you show your College ID and it is accompanied by the fully-completed consent form.**

\*The College will arrange travel and personal accident insurance for all those taking part. However, if you wish to arrange your own cover please feel free to do so, and advise me accordingly. Details of the College insurance can be found on the Student Intranet Sites.

\*The College contact, during normal College hours (8.00-17.00) will be on (01903) 275755 The out-of-hours contact for the duration of this activity/trip will be .....on .....I will have a mobile phone with me at all times. This number will be ..... Please only use this for emergencies.

Trip Organiser

.....

## **GUIDANCE ON COMPLETION OF OFF-SITE ACTIVITY RISK ASSESSMENTS**

Risk assessments for all trips must be undertaken. However, the detail in these should be in proportion to the level of risks involved and where they are mostly at the level of those faced in everyday life (such as using public transport, crossing roads etc), generic considerations below can be included in documentation with no further assessment needed unless the controls cannot be implemented.

Similarly where the visit is to a low risk site (such as educational establishments and places normally open to the public such as museums, theatres and art galleries) detailed attention need only be paid to those situations that are out of the normal, such as student (or staff) special needs owing to, for instance, disability.

However, where the visit involves an overnight stay, is outside the UK or involves a potentially high risk site (such as a construction site, mine, factory etc) or involves hazardous activity the level of detail required in the risk assessment would be much higher. In the case of Hazardous activities listed in appendix 5 the West Sussex County Council Guidance shown in section 3.4 must be followed.

### **Generic Hazards and Controls**

#### **1. General H&S Organisation**

- Take initial register before start of journey and again before return.
- Students informed of the itinerary of the day and where appropriate meeting points and times.
- Staff carry mobile phone and first aid kit.
- Students are given staff mobile phone number for use in emergencies.
- Students informed of rendezvous point and time.
- Emergency pack taken by group leader including copies of all consent forms containing medical details and contact telephone numbers.
- Students advised to stay in groups of not less than three.

#### **2. Travelling in Road Transport**

Advise students to remain seated and use seat belts and adhere to coach company regulations.

#### **3. Staff driven Mini-Bus**

Driver responsible for 'walk round checks' and completing all paperwork before journey. Any one driver should not drive for more than two hours or after a days work.

#### **4. Train/Tube Journey**

Advise students to remain seated and adhere to rail/tube company regulations. Travelling under group ticket all group must stay together until end of journey with adequate staff/student ratio.

#### **5. Road walking/crossing**

Road crossing points selected with safety in mind. Stopping traffic may be necessary with large groups. If students are given free unsupervised time they are advised to stay in groups of not less than three. Rendezvous time and place agreed.

#### **6. At Venue**

Students informed of evacuation procedures and location of nearest fire exit and assembly point. Maintain staff/student ratio. Observe venue code of conduct. Rendezvous point agreed for end of visit.

## **GUIDANCE ON COMPLETION OF OFF-SITE ACTIVITY RISK ASSESSMENTS cont**

### **7. Student Health**

All students complete consent forms which include information on medical problems and medication, and emergency contact numbers. Staff familiarise themselves with information on medical problems before trips, and take forms for reference on trip.

### **Completing a risk Assessment**

When completing the College Risk assessment form you should use the College risk assessment form and pay particular attention to:

#### **Hazards**

Look only for hazards which you could reasonably expect to result in significant harm either separately for each activity or altogether. Use the following examples as a guide.

There are four principle causes of death and disabling injuries.

- Impact with something solid (which either falls onto you or onto which you fall)
- Hypothermia
- Drowning
- Poisoning

There are many hazards associated with off-site activities that will need to be addressed, for example:

- Visiting environments unfamiliar to participants
- Slipping and tripping hazards (eg boulder fields, iced rocks, muddy paths, wet grass)
- Fire (eg: from flammable materials such as camping stove fuel)
- Electricity (eg: poor wiring, lighting)
- Chemicals (eg: battery acid)
- Work at height (eg from abseil tower)
- Poor lighting (eg: caves)
- Vehicles (eg: traffic, minibuses, canoe trailers)
- Low temperature (eg: adverse weather conditions)
- Water and water activities
- Trekking
- Climbing
- Bikes/biking activities

#### **Who might be harmed:**

There is no need to list individuals by name – just think about groups of people doing similar activities or who may be affected, eg:

- Trip Leaders/instructional staff
- Clients/students
- Members of the public
- People sharing the area for other, possibly similar, activities
- Other site users

## **GUIDANCE ON COMPLETION OF OFF-SITE ACTIVITY RISK ASSESSMENTS cont**

Pay particular attention to:

- People with disabilities
- Inexperience clients/students and staff
- Lone workers
- People with prior medical conditions

### **How will you control risk:**

For the hazards listed, can you confirm that the precautions already taken:

- Meet the standards set by a legal requirements and WSCC Regulations & Notes of Guidance for Off-Site Activities
- Comply with a recognized industry and National Governing Body Standards
- Represent current good practice
- Reduce risk as far as reasonably practicable

Have you provided:

- Adequate information, instruction & training
- Adequate systems or procedures
- Appropriate leadership
- Supervisory ratios
- Emergency arrangements

### **Post Event Review:**

Where an activity or visit may be repeated a review will keep the risk assessment current and need minimal revision the next time it is needed.

On review, check that the precautions for each hazard still adequately control the risk. If not, indicate what you need to do. Note the outcome (eg 'OK').

A review should take place when you introduce new

- Activities
- Venues
- Equipment
- Personnel

Or when you identify that something is wrong, as a result of:

- An incident, or accident
- Concerns expressed by staff

This risk assessment has suggested common hazards and controls, which may be included in your assessment. You should examine these and approve (when you sign the document), amend or delete as appropriate. Please see the Off-Site Activities Policy and Procedures 2011 document Appendix 4 for further information.

<b>Activity:</b>				
<b>Location:</b>				
<b>Date:</b>				
<b>Assessment Date:</b>		<b>Assessment undertaken by:</b>	(Name)	(Signature)

HAZARD	WHO MIGHT BE HARMED? List of groups of people who are especially at risk from the significant hazards you have identified:	HOW IS THE RISK ADEQUATELY CONTROLLED? You can append or refer to relevant documentation that explains your safety arrangements, eg letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	POST EVENT REVIEW Use this column to comment if you have a concern or an incident occurred.
	All Students	Take initial register before start of journey. Students informed of the itinerary of the day and where appropriate meeting points and times. Students are given staff mobile phone number for use in emergencies.	
Coach or minibus hired with driver	All students/staff	Advise students to remain seated and use seat belts and adhere to coach company regulations.	
Use of college mini bus with college staff driver	All students/staff	Driver responsible for 'walk round checks' and completing all paperwork before journey. Any one driver should not drive for more than two hours or after a days work. Ensure all students remain seated and use seat belts.	

HAZARD	WHO MIGHT BE HARMED? List of groups of people who are especially at risk from the significant hazards you have identified:	HOW IS THE RISK ADEQUATELY CONTROLLED? You can append or refer to relevant documentation that explains your safety arrangements, eg letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	POST EVENT REVIEW Use this column to comment if you have a concern or an incident occurred.
Train/tube journey	All students/staff	Advise students to remain seated and adhere to rail/tube company regulations. Travelling under group ticket all group must stay together until end of journey with adequate staff/student ratio. Major accidents covered by emergency services.	
Road crossing/walking	All students/staff	Road crossing points selected with safety in mind. Stopping traffic may be necessary with large groups. If students are given free unsupervised time they are advised to stay in groups of not less than three. Rendezvous time and place agreed. Students made aware of staff mobile phone number.	
Theatres, art galleries and museums	All students/staff	Staff to inform students of evacuation procedures, fire exits and assembly point. Maintain staff/student ratio. Observe venue code of conduct. Agree rendezvous point and take register before return journey.	
Students being separated/lost	All students	Emergency pack taken by group leader including copies of all consent forms containing medical details and contact telephone numbers. Mobile phone & first aid kit. Students given staff mobile number and informed of rendezvous point & time. Parents advised by letter (with returnable consent slip) if students are given free unsupervised time. Students advised to stay in groups of not less than three. Staff mobile number given. Rendezvous time & place agreed. Register taken before return journey.	

<b>HAZARD</b>	<b>WHO MIGHT BE HARMED?</b> List of groups of people who are especially at risk from the significant hazards you have identified:	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b> You can append or refer to relevant documentation that explains your safety arrangements, eg letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	<b>POST EVENT REVIEW</b> Use this column to comment if you have a concern or an incident occurred.
Student Health	All students	All students complete consent forms which include information on medical problems and medication, and emergency contact numbers. Staff familiarise themselves with information on medical problems before trips, and take forms for reference on trip.	
Consumption of alcohol or illegal drugs	All students	Staff to inform students and parents/carers of trip rules before they sign up to the trip, including a statement about the consumption of alcohol / illegal drugs	
Loss of property	All students	Students advised not to bring valuable items with them, and that they are responsible for looking after personal property. With coach travel, driver responsible for coach security. With mini bus travel, care taken to lock doors and windows on leaving bus.	
Emergency procedure	All students/staff	Staff should be familiar with college emergency procedure as outlined in the college offsite activities policy.	

## **Hazardous Activities**

The following activities are regarded being of a hazardous or adventurous nature.,

Land: Abseiling

Angling

Archery

Assault Courses

Camping

Caving (Registration of Leaders and OE1 Monitoring reqd.)

Climbing (Rock & Artificial) (Registration of Leaders and OE1 Monitoring reqd.)

Cycling

Expeditions (Registration of Leaders and OE1 Monitoring reqd.)

Fell Walking (Registration of Leaders and OE1 Monitoring reqd.)

High Ropes Courses (Registration of Leaders and OE1 Monitoring reqd.)

Horse Riding and Pony Trekking (Registration of Leaders and OE1 Monitoring reqd.)

Initiative Courses/low ropes courses

Karting

Motor Sports

Mountain Biking

Mountaineering (Registration of Leaders and OE1 Monitoring reqd.)

Mountain Boarding

Orienteering

Potholing (Registration of Leaders and OE1 Monitoring reqd.)

Rollerblading (ramps)

Shooting

Skydiving

## **Hazardous Activities (continued)**

Snowsports:

Skiing and Snowboarding (Registration of Leaders and OE1 Monitoring reqd.)

War Games/Paint Balling

Water: Canal Boating

Paddlesports:

Canoeing/Kayaking etc. (Registration of Leaders and OE1 Monitoring reqd.)

Power Boating (Registration of Leaders and OE1 Monitoring reqd.)

Rafting (white water) (Registration of Leaders and OE1 Monitoring reqd.)

Rowing

Sailing (Registration of Leaders and OE1 Monitoring reqd.)

Sub-Aqua & Snorkelling (Registration of Leaders and OE1 Monitoring reqd.)

Surfing (Registration of Leaders and OE1 Monitoring reqd.)

Swimming (other than in swimming pools)

Water Skiing (Registration of Leaders and OE1 Monitoring reqd.)

Windsurfing (Registration of Leaders and OE1 Monitoring reqd.)

Airborne Pursuits: Ballooning (Registration of Leaders and OE1 Monitoring reqd.)

Parasending (Registration of Leaders and OE1 Monitoring reqd.)

Parachuting (Registration of Leaders and OE1 Monitoring reqd.)

Gliding (Registration of Leaders and OE1 Monitoring reqd.)

Flying other than with a Commercial Airline

The list is not exhaustive and any activities not listed but considered to be hazardous should be discussed with your Director.

**TRIP LEADER'S DUTIES**

1. Plan the trip and make all enquiries, inform Curriculum Team Manager/ Director of Curriculum of proposals and make sure you have read the College Off-Site Activities and Procedures Policy and Equality and Diversity Policy. SMT approval is required for all residential and/or hazardous trips
2. Complete the risk assessment
3. Complete costing sheet with assistance from Student Services (this must be counter-signed by the relevant CTM)
4. Arrange an out-of-hours contact if necessary (normal college hours are 8.00 - 17.00)
5. For residential and overseas trips produce a student code of conduct. Students and parents / carers must sign the code of conduct to confirm their agreement with the rules. The code of conduct must include a statement about the consumption of alcohol and illegal drugs – see residential trip template.
6. Write the letter/itinerary and e-mail with the code of conduct forms to 'All Student Services' to be checked and printed
7. Book out the mobile phones and minibus through reception
8. Make any provisional bookings for Conference, Theatre, Entrance etc. Student Services can arrange coach quotes and bookings
9. Confirm bookings
10. Check student numbers with Finance on the day the trip closes. It may be possible to extend the deadline if numbers are low – this must be agreed by Student Services
11. Arrange for any group train tickets and make payment using the College credit card after the trip has closed (these can be bought on the day of travel for day trips). Finance can assist with this.
12. If your trip is going abroad then you must ask your students to provide you with a photocopy of their passports and remind students to obtain a European Health Insurance Card and give you a photocopy of this too. This information must be included in the letter.
13. Inform students if trip is to be cancelled. Also inform Student Services and Finance.
14. Cancel any provisional bookings
15. Cancel any internal bookings (mobile phones, minibuses etc.)
16. Arrange for any petty cash or foreign currency with Finance staff
17. Collect trip pack from pigeonhole, collect tickets from Finance and make sure you have them all
18. Collect all mobile phones booked out on trip from reception and pass one to out of hours contact
19. Take a student register before leaving College and again when departing venue
20. Return mobile phone to reception
21. Return any cash or receipts to Finance
22. Return trip pack to Student Services

**STUDENT SERVICES TEAM DUTIES**

1. Assist the Trip Leader to complete the costing
2. Check and print itinerary and letter
3. Arrange for two quotes from coach companies and book coach
4. Set up the trip in Student Services database
5. Keep a file of all the information relevant to the trip and make sure all the procedures in the Off-site Activities Policy have been followed
6. Give Finance a copy of the final payment record and costing from the file (for reconciliation use)
7. If the trip is cancelled prepare all the refund paperwork
8. Prepare the trip information packs after the deadline for payment
9. On completion of the trip, shred all the consent forms and other personal information from the trip pack

## **FINANCE TEAM DUTIES**

1. Set up a trip cost centre in Resource
2. Arrange for payment for tickets (Conference, Theatre, Entrance etc.) either by invoice or College credit card
3. Set up the trip in the cash office
4. Take and receipt all the payments from the students and check the consent forms
5. Order and arrange collection of any currency or traveller's cheques
6. Reconcile each trip cost centre
7. If the trip is cancelled issue refunds to students

[Activity Title and Date]

### College code of conduct

**It is essential that all students behave in a reasonable and acceptable fashion during their stay in [venue].**

Any student who fails to meet the code of conduct (may be breaking the booking conditions set out in the Fair Trading Agreement with [tour operator].) or breaches the agreement may have to travel home early and pay for any cost incurred for themselves and any staff member who may have to accompany them. Students may also be withdrawn from their place at College.

#### It is essential that students adhere to the following points

1. No student is allowed to consume illegal substances at any stage of the trip.
2. No alcohol may be consumed at any stage of the trip.  
OR: Alcohol may only be consumed by students who are 18 or above. Alcohol consumption should be with teacher and parental permission and must be in keeping with the laws of the country.
3. Students are not allowed to smoke in a hotel bedroom due to fire hazards and the health issues for other students in the room
4. Students are required to act in a reasonable fashion during the trip and should not behave in a way likely to cause damage to property or offence to other people. Students will have to pay for any damages to rooms and/or to any area of the hotel, that they are responsible for. (Staff will carry out room checks at both check in and departure)

Parents/Guardians will be notified by phone in the first instance in case of any significant misbehaviour and should be aware that any student breaking the rules could be sent home at their own expense with further disciplinary measures taken by College on our return.

Students are responsible for their personal property (passport, camera, phone, money) and must take every precaution to secure them. Staff will recommend that each room take a safety deposit box.

Students must be on time at meeting points after free-time.

Students are expected to stay in groups of 3 or more at all times.

Student should be respectful of others both fellow students and staff as well as other travellers not known to them.

**They are ambassadors of Worthing College as should behave in line with the College code of conduct at all times.**

**Students will not be able to go on the trip to [venue] unless the attached College code of conduct is signed by both student and parent/guardian and returned by [date].**

[Activity Title and Date]

**College code of conduct**

**Student name:** .....

This along with other residential trips organised within the college has always been very successful and students have always enjoyed the experience and we expect the trip to [Activity Title and Date] to be the same.

Both student and parent/guardian need to sign the slip below acknowledging the trip code of conduct. Students may be liable for any costs incurred due to damages caused at the hotel.

**Can you please ask your son/daughter to bring this back to the Cash Office by [date].**

.....

**Student**

Students should read the College code of conduct carefully and fully appreciate the implications of them failing to meet any of the standards set out.

I have read and agree to the code of conduct that I will be required to adhere to when on the trip to [Activity Title and Date]

I understand that my place at college may be withdrawn if I break any of the conditions of the code of conduct

**Student signature**

**Date**

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**Parent/guardian**

I have read and agree to the code of conduct that my son/daughter will be required to adhere to when on the trip to [Activity Title and Date]

I understand that their place at college may be withdrawn if they break any of the conditions of the code of conduct

**Parent/guardian signature**

**Date**