



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

Date updated: June 2022

Date to be reviewed: June 2023

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

This policy is written with regard to the DfE guidance document; 'Health and safety on educational visits' Published 26 November 2018 and covers all trips and activities both within the College working day/week and at weekends.

Oxford Sixth Form 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
- Residential Geography fieldtrips.
- Social activities including: ice skating; cinema visits; paintballing; indoor skiing; restaurants; pool and bowling

The Educational Visits Coordinator (EVC), the Vice Principal (VP) 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** (DfE Health & Safety on Educational Visits <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-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** (Part of the Enrollment form or for High Risk activities see Appendix B)

**You must refer to the Crisis Management policy for guidance when planning your trip outside of Oxford.**

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 student ratio should not only reflect the nature of the trip but also the gender balance, ages and individual needs of those students going. The EVC will advise on appropriate staff-student 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 your Director of Studies (DoS) and 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 and submitted to Sphera for sign off
- 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 students 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 (except in the case of high risk activities which must be signed off by a parent, guardian or agent)
- 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 college 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 college 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 students 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 your DoS (at least 3 weeks before the trip) and then a member of the SMT or appointed deputy (at least 2 weeks before the trip) 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 DoS
- Transport and other arrangements should then be made and confirmed in writing (Assistance from the EVC should be sought).
- 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.
- The risk assessment must be uploaded to Sphera via the IT portal and completed using the “Educational Visits Risk Assessment” Template (Appendix 3)
  - All sections highlighted Yellow *must* be completed, the “Trip Organiser/Owner” changed to the group leader/person uploading to Sphera, “Trip Reviewer” changed to EVC (Chantelle Baxter) and “Trip Approver” changed to Carole Nyssen (VP)
  - You may also add an additional Team member and put your Director of Studies

### Contact with Parents/Guardians

Parents or guardians should be sent details of the proposed trip via the appropriate Senior Tutor/s, 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 have been asked to consent to trips and activities on part of the enrolment form. **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 College contact and a relevant telephone number given. 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 EVC and a copy of this kept on the college's Data system, iSAMS (this is managed by the Reception Administrators).
- 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 Celcat and their Senior Tutors informed.

### **During the School Visit**

Detailed advice is set out in the DfE Guidelines for Educational Trips and Visits 2018. 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 financial 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, timeline 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

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

The visit organiser or group leader should discuss their trip with their Director of Studies at least 3 weeks before completing this application.

If the Director of Studies approves of the trip in principle, then you should complete this form and ask your Director of Studies to sign it off before permission is sort from the Vice Principal (VP).

In your planning you should consider changes to planning, organisation of classes missed and/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 EVC (Chantelle Baxter) 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 & signature from DoS:

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 and signed (Yes / No)**

.....

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

.....

.....

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: .....

Approved by Vice Principal:.....

Date of approval:.....

**Appendix B**

**Oxford Sixth Form College: Consent Form for High Risk activities and Overnight activities**

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

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

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

<b>Contact Details</b>
Name of Parent/Guardian: .....
Address: ..... ..... ..... Post Code: .....
Telephone Nos: Work: ..... Home: ..... Mobile: .....
<b>Alternative Emergency Contact Details</b>
Name: ..... Relationship to Student: .....
Address: ..... ..... ..... Post Code: .....
Telephone Nos: Work: ..... Home: ..... Mobile: .....
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. ..... .....
Details of any special dietary requirements: .....
I consent to ..... participating in the trip/visit/activity and have read any information sheets provided. <ul style="list-style-type: none"><li>➤ <b>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.</b></li><li>➤ <b>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.</b></li><li>➤ <b>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.</b></li><li>➤ <b>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.</b></li></ul>
Signature of Parent/Guardian: ..... Date: .....

**Appendix C**

<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 (circle)	OxSFC APP OYA GCSE PAL AL BTEC
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?		OxSFC Reception 01865 793333: option 6 Carole Nyssen (VP) 07786 910492	
What are the anticipated risks? (List below)		How are risks to be avoided? (List below)	
Have the students been briefed on the above?			

By whom? (Print name)	Signature	Date
-----------------------	-----------	------

**Authorisation** (Principal or Vice Principal)

Print name	Signature	Date
------------	-----------	------