College Trips Policy

College Trip *– an educational or recreational trip, during a single day, organised by the College in order to enhance the learning experience and development of LBC pupils.*

Group leader(s) *– the individual(s) given responsibility by the Asst-Principal to organise and lead a college trip. All college trips will have a designated group leader.*

Policy Statements

- College trips take place to improve the learning opportunities for all pupils and complement the curriculum they study within the classroom.
- College trips will be made available to all pupils and will be enjoyable, rewarding and safe.
- The Asst-Principal must approve all college trips and educational visits.
- Pupils may be charged for college.
- Appropriate staffing will be provided by the College for all college trips, taking into account staff:pupil ratio and relevant experience / expertise of accompanying staff.
- A trained member of staff with responsibility for child protection will accompany all residential college trips.
- if required, the College will provide a mobile phone to the group leader accompanying a college trip.
- In the event of an emergency, a serious breach of discipline or child protection matter emerging, the group leader will contact the Principal, Asst-Principal or another member of the College Leadership Team at the earliest available opportunity.
- All relevant documentation will be checked and approved by the Asst-Principal prior to the departure of a college trip.
- A trained member of staff with responsibility for first aid will accompany all college trips.
- A first aid kit will be taken on all college trips.
- A pupil with special educational needs or a disability will be given an equal opportunity to participate in a college trip.
- The College Behaviour and Discipline Policy applies to all pupils whilst on a college trip.
- Any pupil who consumes tobacco, alcohol or other illegal substances whilst on a college trip is liable to exclusion.
- Pupils will only be allowed to participate in a college trip if they demonstrate good conduct and behave responsibly whilst at the College.
- A trip is open to all College staff.

Responsibilities

Group Leader

- To complete all relevant College Educational Visits documentation, including risk assessments and requests for leave of absence forms.

- To acquire risk assessments completed by external agencies (for example, a tour operator) as appropriate.
- To ensure all pupils have made necessary payments and completed the necessary documentation.
- To plan accordingly for an accompany child with a pre-existing medical condition and ensure appropriate provision.

Accompanying Staff
- Staff who accompany a college trip will be delegated responsibilities by the group leader, including responsibility for first aid and child protection.
- Where significant numbers of pupils are participating in a college trip, they will be organised into smaller groups. Accompanying staff will be assigned to each of these groups.

Asst-Principal
- To approve all college trips.
- If necessary, to withdraw a pupil from a college trip for disciplinary reasons.
- If necessary, to ban a pupil from participating in any future college trips for an appropriate and determined period of time.
- To be available to offer appropriate guidance, advice and support to the group leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.
- To determine whether a pupil will be sent home from a college trip in the event of a serious breach of discipline.
- To meet with the group leader to 'sign off' all documentation (including risk assessments) prior to departure.

Child Protection Officer
- To provide appropriate training to the teacher with responsibility for child protection who is accompanying a college trip.

Director of Finance
- To set an appropriate budget for Departments to allow them to meet the costs of any essential college trips they may need to run.

College First Aid Officer
- To provide a first aid kit to the member of staff responsible for first aid who is accompanying a college trip.
- To provide any training to staff accompanying a college trip prior to departure

Human Resources Manager
- To ensure advanced disclosure DBS checks have been completed for all adults accompanying college trips.

The Administrative Team
- To ensure that all parents have completed a medical information form at the beginning of each college year. This can be used for all visits in which their son / daughter participate.

- To ensure that all parents have completed a parent consent form for each trip

Process and Procedures

Staffing

- Where an educational visit is offered within a curriculum area, it will be staffed as appropriate by members of staff within that faculty / department. Additional places will be open to all College staff.
- Where an educational visit has a cross-curricular element, a member of staff from the relevant department may attend.
- For remaining places on educational visits, and for all places on recreational trips, the group leader will be expected to consult with all staff to determine who would be willing to participate in the trip. It will then be possible to generate a list of participating staff.
- The following factors will be taken into consideration when determining the staffing of a trip:

o impact on cover requirements
o impact on pupils who remain at the College
o experience
o the need for a qualified first aider
o an appropriate member of staff to handle any child protection matters

- The staff:pupil ratios will be determined by the Asst-Principal dependent upon the nature of the visit and pupils who are participating.
- It may be appropriate or necessary to invite an adult outside the employment of the College to accompany the trip.
- Any accompanying adults must be DBS checked (advanced disclosure).

Documentation

- The group leader must meet with the Deputy Principal a week before the trip departs.
- All completed educational visits documentation (including risk assessments) must be 'signed off' by the Deputy Principal prior to departure.
- Any risk assessment completed by an external agency must be attached to the educational visits documentation.

Pre-existing medical conditions and medication

- Accurate records of any participants who have a pre-existing medical condition or / and are taking medication must be retained by the group leader.
- Pupil medication that has been provided by parents must be in the original bottle / container, clearly labelled and contain enough medicine only for the duration of the visit.
- If a member of staff accompanying the trip administers medicine it must be recorded.
- For any pupil who is self-administering medicine, the group leader must ensure a checking system is in place.
- It may be helpful to discuss any pre-existing medical conditions, including their management, with a pupil and their parents prior to departure.

Inclusion

A child with special educational needs or a disability may require additional supervision during a college trip and, depending upon the nature of the condition, it may be necessary to complete a separate risk assessment.

Risk Assessment

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
It is not a legal requirement to complete a risk assessment for every activity or trip. Some activities, especially those happening away from school, such as mountaineering, canoeing and sailing, involve higher levels of risk. In these cases an assessment of significant risks should be carried out. The School must ensure that the person assessing the risk understands the risks and is familiar with the activity planned. School employers should take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place.

The School Trip Information Form contains a section on risk assessment. For most 'routine' trips the thorough completion of this section is a sufficient process of risk assessment. Any trips involving high risk activities and all trips involving overnight stays require a full, separate risk assessment.

The risk assessment must be based on the following considerations:

1. *What are the hazards?*
2. *Who might be affected by them?*
3. *What safety measures need to be in place to reduce risks to an acceptable level?*
4. *Can the trip leader put the safety measures in place?*
5. *What steps will be taken in an emergency?*

While every trip will have its own particular risks that must be assessed, research has shown that the following are the most commonly found dangers, so are worthy of particular consideration when doing a risk assessment for any trip away from school.

For trips that will involve outdoor or adventurous activities or indeed residential trips, staff are reminded to request copies of risk assessments from the service provider well in advance of the trip and to make reference to these in their own risk assessments.

Hazard	***Risk***	***Control measures***
Separation from the party	*Getting lost*	*Regular head count, small groups. Must stay with an adult.*
Leaving party member behind	*Risk of assault or abduction*	*Check numbers before every departure.*
Road crossing	*Being hit by vehicle*	*All groups to line up parallel with kerb and cross as one. Ensure good sight line. Staff to arrive first at kerbside.*
Road traffic	*Falling off path into traffic*	*Keep buffer zone between group and kerb.*
Sea/lakes	*Drowning*	*Adults always on waterside. Group maximum of 6. Adults trained.*
Sand	*Damage to eyes*	*Students briefed and strong action at first sign of throwing.*
Sun	*Sunburn*	*Hat, sun block, parental letter, supervised use.*
Heat	*Heat stroke or dehydration*	*Pre-visit and establish access to shaded area. Plentiful supply of liquids.*
Trains	*Falling into the path of a vehicle*	*Keep buffer zone between group and train.*

Discipline

- It may be necessary for the group leader to issue an appropriate sanction to a pupil who behaves poorly during a college trip.

- For a serious breach of discipline, the group leader should inform the Principal, Deputy Principal or member of the College Leadership Team to discuss the matter at the earliest available opportunity.

Mobile Phone

- A College mobile phone can be collected from the reception prior to departure.

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