



Policy No: 26. Safeguarding – Offsite Educational Activities Policy

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2014
Last Reviewed	Autumn 2016
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	Due to be approved Jan 2018
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn 2017
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

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POLICY FOR WELFARE, HEALTH & SAFETY ON UTC TRIPS

To be reviewed annually by the Principal and Senior Leadership Team;
Date of next Review: June 2018

OBJECTIVES

UTC@harbourside places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. It is a central part of the ethos of the UTC@harbourside to provide the opportunity for educational visits and UTC@harbourside excursions.

Student's physical and moral safety is of paramount concern. UTC@harbourside accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DCFS Guidance Health and Safety of Pupils on Educational Visits)

EQUAL OPPORTUNITIES

Every effort will be made to ensure that UTC@harbourside journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

Wherever it is feasible, students with special educational needs and disabilities should be included, whilst maintaining the safety of everyone in the group. Known problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the student's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

INITIAL INFORMATION AND PRE-PLANNING

Wherever possible, trips should be included in the calendar at the beginning of the UTC year and should also be available on the UTC website, allowing parents to plan which trips are likely to be best for their children, and to plan for any expensive trips which they may wish to commit themselves and their children to while at UTC.

Regardless of the trip, discussion with SLT must take place before agreement can be given (even if cover is not required), including evenings and weekends.

Any new trip must first be discussed with the Senior Leadership Team & the Education Visits Co-Ordinator.

COSTINGS

After agreement that the proposed trip is viable, the next stage is to put forward an outline set of costings, which should include staffing, travel/accommodation costs, insurance, administration costs and excursions. The trip cannot go ahead until these costings have been approved.

There may be some consideration for parents and families in financial difficulties.

On return from residential UTC@harbourside trips, organisers should produce a simple balance sheet, which matches the costings agreed at the beginning of the trip. Please remember to attach receipts for all expenditure. The sheet should also identify any unused contingency.

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MINIBUSES

Trip organisers are responsible for booking minibuses. UTC@harbourside drivers must be in possession of a valid permit for the size of vehicle been driven. Records of those approved drivers are kept with the Cluster Premises Manager

For all but local journeys (under 20 miles), it is strongly recommended that there should be two drivers.

The driver should ensure:

- The vehicle(s) are fit for use. Before departure basic checks on the vehicle ought to be carried out: lights, tyre pressures and wear, fluid levels (oil, brakes, radiator, and windscreen washer); wipers and horn.
- That all passengers have correctly adjusted and fastened their seatbelts.
- That all doors are properly closed before departure (but unlocked).
- Loose items, bags etc., are safely stowed at floor level and not blocking exits.
- Speed limits and road safety regulations are adhered to at all times.
- That the bus is left in a clean and tidy state.
- Any incidents/accidents/vehicle faults are reported to the appropriate person on returning to UTC@harbourside.

The following table summarises the main rules concerning drivers' hours:

A comprehensive explanation of the rules is contained in 'Drivers' Hours and Tachograph Rules for Road Passenger Vehicles in the UK and Europe' (PSV375). Available from www.vosa.gov.uk

- **Maximum length of working day 16 hours**
- **Daily driving period 10 hours**
- **Time driving without a break* 5 1/2 hours**
- **Minimum length of break 30 minutes**
- **Daily rest period 10 hours**

***The break is a period during which the driver may not perform other work and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hour. In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes.**

CONTINGENCY FUND

A contingency fund should be built into all UTC@harbourside trips.

LETTER TO PARENTS

Where/why the trip has been arranged: if it is to be aimed at a particular set of pupils (e.g. sports team, BTEC, GCSE Geographers etc.) then this should be made clear in the letter.

- The letter should also include date and length of trip
- Accommodation details
- Cost (payments can be made by cash or cheque)
- Travel arrangements

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- Excursions/activities
- A deadline date when a deposit is required and dates for further payments. It should also be stated that deposits may not be refunded unless a replacement student can be found, less any admin costs that may be incurred
- Name of organising staff
- Reply slip to show interest or to book their place: if it is a non-residential trip, request emergency contact details and medication information. Residential trips require a full medical/consent form.
- Useful also to request parent's e-mail address on the reply slip.
- If the trip is abroad, whether a collective passport is to be taken or a personal one is required. For foreign holidays where own passport is required, it is good practice to request student's name as stated on their passport.
- If day trip, whether UTC uniform should be worn and if a packed lunch/money required. If student has free UTC meals, packed lunch can be ordered from canteen – 24 hours' notice required.

Before advertising the trip and distributing letters, check through the letter with PA to the Principal.

It will then need to be decided if the trip is viable: if it has been oversubscribed, names should be drawn from a hat. The list of students should then be shown to the Heads of School for approval, before further confirmation is given to those going on the trip.

Parental permission for all trips must be given in writing or by e-mail: verbal permission is not acceptable.

RISK ASSESSMENT/HEALTH & SAFETY

It is essential that a Risk Assessment is prepared for any off-site activity, which must be approved through Evolve by the Educational Visits Coordinator (EVC) and by the Principal and / or the Local Authority for Residential and High Risk Vis. It is the trip organiser's responsibility to ensure a Risk Assessment is prepared and that all accompanying staff receive a copy. The EVC can give advice about the completion of the form.

Trip Leaders should complete the official RIDDOR accident forms for major injuries with consultation with the Cluster Premises Manager.

Any queries or concerns regarding Health and Safety issues should be directed to Facilities Manager.

FIRST AID

The First Aid Policy will be complied with on the off Site Trip

MOBILE PHONES

The Visit Leaders and Visit Staff must carry mobile phones and chargers as well as ensure they have the contact details of the UTC@harbourside Crisis Management Team.

STAFF ON TRIPS

All trips should be led by a member of UTCHS staff.

Staff/student ratios should be as follows:

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Key Stage 4:

Key Stage 5: 1 member of staff to 15 students with a minimum of two staff in total. If there are 10 students or below, one member of staff may solely accompany the group.

Where the risk assessment identifies a first aid risk, a first aider will accompany the trip.

Once a trip has been agreed, all staff must be agreed with SLT. Non-teaching staff can accompany UTC@harbourside trips and this should be encouraged.

INSURANCE

The UTC@harbourside Insurance Policy is with RPA, although some trips may have separate cover through a Tour Operator. The Visit Leader must make himself/herself aware of procedure on insurance policy in the event of a claim. Parents should be offered a copy of the insurance policy at a parents' meeting.

Dependant on the trip additional 'Trip Cover' may be required to be taken out. Also note that this cost will need to be included within the costs to students.

PARENTS' MEETINGS

For all residential and international visits (with the exception of Duke of Edinburgh expeditions) there should be a parents' meeting built into the planning for the trip.

Parents' meetings should cover the following details:

- Accompanying staff.
- Travel arrangements and journey times.
- Insurance.
- Accommodation address and telephone number.
- Advice re clothing, luggage, pocket money, valuables, safety and behaviour, customs and excursions.
- Telephone chain/emergency contact numbers.

Parents should be told what is expected of the pupils in terms of behaviour during the trip. In the event of pupils inappropriate behaviour, parents should be informed that the UTC@harbourside will take further action by, for example, charging for any deliberate damage, or not allowing pupils to attend further UTC@harbourside trips.

MEDICAL/CONSENT FORMS

Parents complete a Medical/Consent Form before all trips.

For European trips, students should take with them a European Health Insurance Card (E.H.I.C.). These can be applied for from a local post office or via www.nhs.uk. It is recommended that these are collected in advance of the trip.

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EMERGENCY CONTACT SYSTEM/CONTINGENCY PLANS

An emergency contact name and number will be provided in accordance with the Emergency Plan.

BEHAVIOUR ON THE TRIP

Behaviour on the trip should comply with the behaviour for learning policy and additional instructions given by the staff in relation to the specific trip.

STUDENTS SENT HOME

It should be made clear to parents in advance that if a student is sent home for misbehaviour then parents will be expected to pay for all costs incurred – for example if they are discovered to be drinking alcohol/smoking, in possession of drugs or buying dangerous objects (e.g. knives).

ACCOMMODATION

For residential trips always check allocated rooms on arrival at your accommodation and make sure that there is nothing unsafe and that you have noted anything that is broken, missing or in any way inadequate. Inform the hotel management at once.

Pupils **MUST** be shown Fire Escape routes in hotels and guest houses on arrival.

Make sure that the pupils know where to find a member of staff in the night in the case of any emergency. Members of Staff must check that all pupils are in their rooms at the appropriate bed-time. The security of their rooms should also be checked and where there are locks these should be used. If pupils are sleeping in downstairs rooms windows should be shut.

CANCELLATION OF TRIPS

If a trip is cancelled for any reason, the organiser must ensure that SLT, parents and students and the EVC are informed as soon as possible.

Evaluation of Trips

An evaluation form must be filled in by both students and trip leaders. Trip leader should collate this information to