



## EDUCATIONAL VISITS POLICY

All tutors should complete a **Field Trip Master Request form**. This must be completed and submitted to the Principal. The Principal's permission must be obtained before a visit takes place. The Principal will not allow a student to participate in the activity if the student has previously exhibited unsatisfactory behaviour or if the student has been placed on a code of conduct which is in force at the time of the visit.

A risk assessment should be completed by the group leader before the visit, using the Bath Academy proforma available in the proformas folder on the shared computer drive, and should be approved by the Principal. All completed assessments should be kept in the appropriate folder in the general office.

The Principal should be satisfied that all travel arrangements are suitable. Coaches and minibuses must be hired from reputable companies known to provide fully stocked first-aid boxes. The driver is responsible for the vehicle during the visit. All minibuses and coaches carrying students under 15 must be fitted with a seat belt for each child.

Staff must have obtained the following from each student in advance of the trip:

- A consent form signed by the parent/guardian
- Details of any medical conditions that the students have (from the student health record forms)
- A code of conduct form outlining expected standards of behaviour that has been signed by the student

### Information to Parents/Guardians

The following information should be given to parents:

- Date(s) of the visit.
- Visit's objectives.
- Time/location of departure.
- Time/location of return.
- Details of any unsupervised time.

- Pick-up and drop-off points, if appropriate.
- Mode of travel including the name of any travel company.
- Name, address and telephone number of any hotel or other overnight accommodation
- Size of the group and the level of supervision.
- Name of the group leader and other staff.
- Standards of behaviour expected (e.g. with reference to alcohol, sexual behaviour, smoking, general group discipline).
- What students should/should not take (including money).
- Details of insurance cover.

### Group Leader's Responsibility

It is the responsibility of the group leader to ensure that:

- There is a ratio of at least 1 adult to 15 students for students under 18 and 1 adult to 20 students for those over 18.
- If students are under 18, supervision of their behaviour and actions should be provided from the formal start of the visit to the formal end of the visit. These formal times will be reported to parents in advance. If students are given 'unsupervised' time during a visit they should be informed clearly of a reporting back time and parents should be informed that there may be some unsupervised time.
- If students are under 16 and the group consists of both males and females, then one male and one female adult should accompany the group. Accompanying adults must have undergone an Enhanced CRB check.
- All adult supervisors must understand their roles and responsibilities at all times. Supervisors should be aware of any students who may require closer supervision, such as any with special needs or those likely to cause trouble.
- Head counts should take place regularly, particularly before leaving any venue.

### Principal's Responsibility

It is the responsibility of the Principal to:

- Ensure adequate Child Protection procedures are in place.

- Ensure that a risk assessment has been completed or obtained for the visit/trip and appropriate safety measures are in place to adequately control any risks.
- Appoint a suitable group leader.
- Ensure that parental consent forms are obtained for under 18s.
- Ensure that adequate first-aid provision has been arranged.
- Ensure an appropriate mode of travel.
- Ensure that travel times out and back have been advised, including pick-up and drop-off points if applicable (and contingency plan for delays).
- Arrange adequate insurance cover.

### Insurance Cover

Insurance cover will include:

- Employer's liability.
- Public liability.
- Personal accident cover for teachers and students.
- Costs of medical treatment.

### Emergency Procedures

If an accident happens the priorities of the group leader are to:

- Establish the nature and extent of the accident as quickly as possible.
- Ensure that all of the group is safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Inform the police if necessary.
- Inform the Principal of the college. (The Principal will normally be responsible for making first contact with Bath Academy's insurers but the group leader may need to be informed of relevant telephone numbers for future calls.)
- Inform the college and anyone else who needs to know.
- Write down all relevant facts and witness details and preserve any vital evidence.

- Keep a written account of all events, times and contacts during and after the incident.
- Complete an accident report form as soon as possible.
- Ensure no-one in the group speaks to the media and no names are given to the media.
- Ensure no-one discusses legal liability with other parties.

September 2011

## FIELDTRIP/VISIT REQUEST FORM

**NAME OF TUTOR IN CHARGE:**

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**COURSE :**

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**STUDENTS INVOLVED (or attach list)**

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**NATURE OF FIELDTRIP/VISIT:** (Including name of performance) (e.g. Theatre – Romeo and Juliet)

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**DAY(s) AND DATE(s):** (e.g. Thursday, 22 October 2011)

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**VENUE:** (full address and telephone number, if possible)

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**MEETING POINT** (e.g. Bath Academy)/Venue address :

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**MEETING TIME :** \_\_\_\_\_

**FINISHING TIME :** \_\_\_\_\_

**MODE OF TRANSPORT TO VENUE :** \_\_\_\_\_  
\*Delete as appropriate

- \*Parents-Guardian
- \*Public Transport with Tutor
- \*Public Transport without Tutor

Other : (Please expand)

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**MODE OF TRANSPORT FROM VENUE :** \_\_\_\_\_  
**collected:** \_\_\_\_\_  
\*Delete as appropriate

- \*Parents-Guardian – **time to be**
- \*Public Transport with Tutor
- \*Public Transport without Tutor

Other : (Please expand)

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**COST OF FIELDTRIP/VISIT** (Including public transport fares, if any) : \_\_\_\_\_

**PLEASE NOTE:** IT IS ESSENTIAL THAT PRIOR TO THE FIELDTRIP THE COLLEGE RECEIVES FROM EACH STUDENT:

- RELEVANT CONSENT FORM** (Signed by Parents/Guardian if under 16)
- CURRENT MEDICAL HEALTH FORM** (Signed by Parents/Guardian)

WHEN REQUESTING FIELDTRIPS etc – PLEASE ATTACH TO THIS FORM AN ITINERARY, EITHER PUBLISHED OR HAND-WRITTEN.

**PLEASE COMPLETE AND HAND THIS FORM TO THE GENERAL OFFICE**

**TWO WEEKS NOTICE FOR FIELDTRIPS/VISITS IS REQUIRED IN ALL CASES**



## RISK ASSESSMENT

DATE		REVIEW DATE		ASSESSED BY		LOCATION	
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No.	ACTIVITY/PRACTICAL	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RATE	MEASURES TO BE TAKEN TO REDUCE RISK	RESULT

Severity Scale		Likelihood Scale		Rate	Key to Result	
1	Delay Only	1	Very unlikely	Severity × Likelihood	T	Trivial
2	Minor injury, minor damage	2	Unlikely		A	Adequately Controlled
4	Lost time, illness, damage	4	May Happen		N	Not Adequately Controlled
6	Major injury, illness, damage	6	Likely		U	Unable to Decide
8	Single Death	8	Very Likely			
10	Multiple Death	10	Certain or Imminent			