



Educational Trips Policy

Policy Details	
Policy Owner	Vice Principal Quality & Curriculum
Date produced	October 2023
Approved by	Policies and Procedures Committee
Date approved	17 October 2023
To be reviewed	October 2024
Publication	4Policies

1. Statement of Intent

- 1.1 USP College will ensure that students are given the opportunity to enhance their experience by taking part in educational visits and offsite activities as part of the college's career focused learning strategy. In this policy document all such activities will be referred to as trips.
- 1.2 All students are given, where possible, an equal opportunity to join in these trips. Where necessary, additional support will be available to students to help them access this provision.

2. Introduction and Purpose

- 2.1 To ensure the health and safety of all students and staff involved in a trip the policy aims to:
 - a. ensure that the trip leader follows all procedures before, during and after the trip
 - b. ensure that all trips are carefully planned, in line with the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulation 1999 ensuring that appropriate risk assessments are completed in advance
 - c. ensure that the trip is organised within the current government/College guidelines for COVID -19 and all testing and reporting procedures are addressed in the trip risk assessment. This will need to include any additional testing requirements and costs should a trip be proposed for travel abroad.
- 2.2 All procedures apply to trips organised by the college and relevant forms are attached as appendices and are referred to in the policy document.

3. Statutory Framework

- 3.1 The Health and Safety at Work Act 1974 provides the legal framework for the health, safety and welfare at work of their employees, of anyone on the premises and anyone else who may be affected by their activities this includes participants in trips. The college follows the principles of good practice set out by Health and Safety: responsibilities and duties for schools (Department of Education July 2021).
- 3.2 Trip leaders accompanying a group of 'young people' (under 18 or under 24 for students with learning difficulties/disabilities) are "in loco parentis" and are responsible for the safety and wellbeing of those 'young people' at all times. Other supervising adults will also have a similar duty of care, but the trip leader retains overall responsibility and must be aware of the statutory provisions in relation to 'young people' governing sex, smoking (including vaping), drugs and alcohol and relevant approved medical needs (subject to a student's individual risk assessment). The trip leader also has a duty of care for adult students attending a trip.
- 3.3 **Statutory Provisions Governing 'Young People'**

The following are those statutory provisions that govern what 'young people' can lawfully do before they reach the age of 18. However, the college (notwithstanding the law) will take every reasonable step to ensure that students follow the code of conduct laid out in form EV1 and EV3 attached to this policy.

 - a. Sex
 - i. A 'young person' may consent to heterosexual or homosexual sex at the age of 16

- ii. Under the Sexual Offences Act 2003 it is a criminal offence if a person over the age of 18 has sex with someone for whom they are in a position of trust. This applies to a teacher student relationship.
- b. Smoking and vaping
- i. A 'young person' can smoke at age 16 and may buy cigarettes at the age of 18.
- c. Alcohol
- It is illegal in the UK:
- i. to sell alcohol to someone under 18, anywhere
 - ii. for an adult to buy or attempt to buy alcohol on behalf of someone under 18
 - iii. for someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol in any circumstances
 - iv. for someone under 18 to drink alcohol in licensed premises, with one exception - 16 and 17 year olds accompanied by an adult can drink but not buy beer, wine and cider with a table meal
 - v. for an adult to buy alcohol for a person under 18 for consumption on licensed premises, except as above.
- d. Medical Treatment
- i. A 'young person' who has attained 16 years can consent to any surgical, medical or dental treatment. A younger child can also consent to treatment if the person responsible for delivering the treatment accepts that the child is competent to give that consent. If the 'young person' is over 16 and is in the UK, then previous parental consent is not strictly necessary.
- e. Medical Treatment and Consent: Travelling Abroad
- i. For a visit abroad, parents, guardians, carers, students and/or staff agreement must be obtained in advance for the provision of emergency medical treatment should it prove necessary.
 - ii. If the trip leader is advised that emergency medical treatment is needed, the trip leader gets in touch with the college emergency contact (as stated on the approved EV2 form) for advice, unless circumstances prevent him/her from doing so.
 - iii. The lack of consent may invalidate the college's insurance and render the college potentially liable for accidents which may occur during an event.

4. Procedures for planning and undertaking trips

4.1 The following procedures apply to all trips organised for students. All documentation is completed online via <https://trips.uspcollege.ac.uk>

4.2 The Curriculum Director (CD) must ensure that the trip leader has previous relevant experience and is competent to lead the group within defined limits. Trip leaders must always work within the limits of their qualifications and competence. It is essential that activities are agreed between the CD/Department and the trip leader, and boundaries are set at the point of planning to ensure that defined limits are understood.

4.3 Prior to a trip being planned the trip organiser must complete all of the forms (appendices EV1-EV6) as confirmation the trip may be organised. This must be signed and authorised by Vice Principal Quality & Curriculum (VP) or nominated member of the Senior Management Team (SMT).

4.4 The trip leader must submit an application form EV2 (refer to appendix EV2 forms) in order to seek approval for a trip. The CD/Department must be satisfied that there is a genuine curriculum or career focused justification for the trip.

4.5 Where possible trips and visits should not be planned for a Friday as this is the normal remote working day for staff and students, as part of the hybrid working pilot. Where there is no alternative the trip leader and CD need to ensure that the following planning considerations are accounted for:

- a. Safeguarding
- b. Transport
- c. Emergency Contact
- d. Key Stakeholders awareness including Front of House/Reception/Assistant Principal Student Experience

4.6 Parental Consent

It is essential to obtain the parents, guardians and carers written consent for students under 18 years, or the personal consent of students who were aged 18 or over at the start of their course, before they take part in any trip.

- a. The trip leader must complete a consent form (EV3) (refer to appendix EV3 forms) for every student. This is compulsory if the trip involves a residential stay, is overseas or involves a hazardous activity.
- b. Completion of an EV3 form will cover parental/carers consent for students to attend all non-hazardous trips covering:
 - i. regular sporting activities/fixtures
 - ii. work experience placements
 - iii. visits as part of a college learning company
 - iv. regular ad-hoc visits in the immediate vicinity of either campus
 - v. regular theatre trips
 - vi. voluntary service trips.

It is the CD responsibility to ensure 100% compliance on completion of the forms. If a form has not been completed the student cannot attend a trip.

- c. All letters and/or other information relating to the trip must be approved by the CD. The CD must ensure that students and parents, guardians and carers are made aware of the potential for financial support in the letter to parents, guardians and carers.
- d. For trips of a residential nature and those involving hazardous activities, the trip leader is required to produce a letter for parents, guardians, carers and students.
- e. A trip is only authorised if the EV2-EV8 forms have been appropriately completed and signed by VP or member of SMT.

4.7 Student Behaviour

The Student Disciplinary Policy is applicable to all trips. Students are expected to meet the expectations set out in this policy. Prior to each trip, a letter detailing the event should be sent to parents, guardians and carers which must refer them to the student code of conduct for trips EV3 (refer to appendix EV3 forms).

4.8 Student Behaviour – Residential Trips

For residential trips, the leader must inform parents, guardians and carers that they will be expected to fund the early return of a student whose conduct gives serious cause for concern. This will be followed up on return as part of the intervention process (Student Disciplinary Policy).

In the event of a student being asked to return early, the trip leader must first discuss the situation with their college emergency contact and through them obtain agreement from VP, a member of SMT.

4.9 Parents, Guardians and Carers Meeting – Residential Trips

For residential and overseas trips an information event should be held with parents, guardians and carers to discuss: money, passports, itinerary, contingency plans etc. If any concerns are raised at the meeting, the trip leader must consider reasonable ways to alleviate those concerns. This event could be held online using Microsoft Teams.

4.10 Physical Activities

An activity must be properly supervised in accordance with guidelines produced by the activities governing body. Many outdoor activities have national governing bodies which produce their own guidelines. These should be used if there are any concerns. The trip leader must seek further justification/explanation from the organisation arranging the activity

- a. In the case of outdoor or physical activities based at a centre other than the college, the trip leader must receive a written risk assessment from the centre
- b. Commercial British Centres/LEAs must hold a licence if they provide outdoor education or physical (sporting) activities. The AALA (Adventurous Activities Licensing Authority) website lists all licence holders (UK companies only). No licence is required for companies that use man-made facilities or voluntary organisations
- c. Students must submit a completed EV3 form for all trips involving hazardous activities – see Appendix EV3
- d. Personal accident and personal liability insurance is provided for all authorised college trips. The trip leader, in discussion with the finance department if necessary, must be certain that all students and staff are covered for the visit or activities being organised.

4.11 Physical Activities

The trip leader must assess all participants, including the suitability of staff, as far as is reasonably possible, as being fit for the proposed physical activity. All students must advise the trip leader of any conditions that could affect the trip.

- a. Trip Leaders should have copies of the Medical Information form EV3 and EV4 in their trip paperwork prior to departure
- b. For residential or overseas trips, the trip leader will need to photocopy the EV3 form to take on the visit.

4.12 Designated Emergency Contact

For every trip the leader has to be aware of who is the designated contact in the college and ensure that their duties (person identified on the EV2 form), which include strategic emergency planning, are agreed and understood. This person should be a senior member of staff.

- a. For events wholly taking place during the college day (8.30am-4.30pm) the first contact point in an emergency will be either Front of House/Reception (who will inform the designated contact), or a direct dial or mobile phone number, either of which will be provided to the trip leader by the manager appointed as the designated contact

- b. For events operating beyond the college day there must be a manager who is able to act as the point of contact. They must be contactable by mobile phone and available 24 hours a day while on duty. This is ideally the emergency contact identified on the EV2 form but could be another Senior Manager out of hours who will also be identified on the EV2 form. This also applies to any trip taking place on a Friday during hybrid working patterns.
- c. In the event of any incident or accident during the visit the college's reporting procedure must be followed as outlined in point a and b.
- d. All staff involved in a residential or overseas trip and at least the trip leader if non-residential should be issued with a college mobile phone. Students on the trip should be given this number(s) to use in an emergency.
- e. Where trips are of longer duration than a day parents, guardians and carers must be informed, prior to the visit, of the name and contact number of the college designated contact. This should also be included in the trip letter.
- f. The designated contact must:
 - i. Be informed immediately by the trip leader of any emergency or major disciplinary problem.
 - ii. Provide the link between the group on the visit and the home community – the trip leader must only contact parents/guardians directly where they have not been able to contact the college designated contact or failing that their CD.
 - iii. Have available, 24 hours a day, all relevant information including a full list of all people involved in the event.

4.13 College Emergency Contact

For every trip the leader must give a copy of the trip register to each accompanying member of staff. A copy of this register must be given to Front of House/Reception and to the college emergency contact as part of the process.

- a. The trip register (EV4) must be completed before departure of the trip. This must indicate all students and any with particular medical conditions.
- b. The trip organiser must, on the day of the trip, inform admissions names of actual students attending the trip. A copy is then given to Front of House/Reception.

4.14 Travel and Transport Requirements

The trip leader is responsible for ensuring that arrangements for travel and transport are appropriate and conform to local guidelines, national regulations and legal requirements.

- a. An appropriately qualified and competent driver must be used or hired from the vehicle company which provides the transport. A reputable vehicle company must be used. A judgment as to whether a firm is considered reputable will be based primarily on past use and by experience of the college. The trip leader should consult other staff where appropriate, and especially in respect of travel abroad.
- b. If the college minibus is used or a minibus is hired without a driver, the member of staff chosen to drive the vehicle must have training in driving minibuses and produce for the trip leader documentary proof of this. Drivers of minibuses with 9-17 seats must have a

D1 entitlement on their licence. Minibuses with over 11 seats cannot be driven in Europe by staff.

- c. The trip leader must plan with their driver sufficient stops to ensure the safety of all group members including the driver. Where the driver is a member of staff who has been teaching all day, a minimum break of 30 minutes must be taken before driving.
- d. Refer to minibus code of practice for further information on breaks and vehicle loading. Available from the Executive Director Estate Operations.
- e. Where transport is hired abroad it is recommended that the trip leader contact the appropriate tourist office or embassy well in advance of the planned visit to confirm compliance with safety standards or otherwise to provide sufficient time so that reasonable alternative arrangements can be made.

4.15 Staff/Students Ratio – Gender mix

The CD/Department and the trip leader must always ensure that the group is adequately supervised. The ratio of participants to staff must be such as to ensure adequate control and safe conduct during all phases of the trip. The group size and staff/student ratio is dependent on the nature of the activity. A ratio of one member of staff to 20 students for low-risk activities must not be exceeded, unless a risk assessment has been carried out into this specific aspect and indicates that a higher ratio is adequate to provide a safe level of supervision.

- a. It is recognised that the staff/student ratio will need to be varied according to the age and requirements of participants and the type of visit undertaken. The appropriate ratio will be determined at the stage when the nature of the activity or visit is known and a risk assessment is carried out by the trip leader.
- b. Other than in exceptional circumstances approved by the CD/Department, mixed groups should be accompanied by both male and female staff where possible.
- c. The risk assessment may indicate that one adult can adequately cover a short journey to a nearby venue when appropriate emergency procedures have already been set up. The ratio remains at 20 students to one staff member.

4.16 Finance Procedures

College procedures for financial aspects of the trip must be followed. When the trip is provisionally authorised, a Visit Cost Form (EV5) will be submitted to Finance.

- a. The closing date for payment by students will depend on the trip but should be at least 7 calendar days before the date of the trip. For all trips, no confirmed booking should be made until deposits are paid for the trip. In cases where the sum is £50 or less, students should be asked for the full price. For trips over £50, the deposit should be £50 or 20% of the overall trip cost whichever is higher. For students who are experiencing financial difficulties, a payment plan option should be made available but full payment of the trip should be made at least seven working days before the trip unless advised otherwise. The deposit will be returned if numbers are insufficient to run the trip.
- b. The CD and the trip leader must ensure that arrangements are in place prior to the trip to deal with a financial crisis and that the Chief Finance Officer approves those arrangements.
- c. The William Palmer Trust will consider supporting educational trips for students based at the Palmer's Campus up to a maximum of £100 per person. The trip organiser may approach the Trust through the Finance Department.

- d. How to Pay:
 - i. Parent Pay is the preferred payment method. The trip leader should provide to Finance a list of students/class/group to ensure that only that set of learners have access to paying for a particular trip. This list should be provided alongside the EV5 form at least seven working days before the trip
 - ii. Online Shop – guardians and other relations of the student (that do not have access to parent pay) have an option to pay for a trip on the college online shop which will be found on the college website section shop.
- e. Trips that are mandatory in order for a student to complete their qualification must be free. If a student is in receipt of a College bursary, they can email bursary@uspcollege.ac.uk with details of the trip they are attending including cost and this will be part or fully covered by the bursary fund.
- f. All other trips where required, must be paid for or contributed towards by the student.

5. Roles and Responsibilities

5.1 Relevant Experience

The CD must ensure that the trip leader has previous relevant experience and is competent to lead the group within defined limits. Trip leaders must always work within the limits of their qualifications and competence. It is essential that activities are agreed between the CD/Department and the trip leader, and boundaries are set at the point of planning ensuring that the defined limits are understood. An inexperienced trip leader is advised to seek advice and guidance from a suitably experienced colleague and be accompanied by such a colleague where necessary.

5.2 Duty of Care

The CD and the trip leader are responsible for ensuring that all staff, paid or voluntary, are fully briefed and their roles and responsibilities clearly defined. It is the duty of the trip leader to ensure that the competence of each member of staff is appropriate to their role. When using a third party, for example, specialist instructors, centres or drivers of vehicles to deliver any aspect of the trip, the principal duty of care remains with the trip leader.

5.3 First Aid Requirements

First Aiders (where appropriate) must be appointed, a deputy group leader nominated and responsible adult(s) allocated to group members as supervisors. Responsibilities must be established at an early stage so that no conflict of responsibilities occurs later on. The trip leader will, however, retain an overall duty of care in respect of the trip.

Where a trip proceeds without a nominated First Aider there will need to be qualified first aid provision at the trip venue. This must be detailed within the EV5 form to evidence this.

5.4 Staff Disclosure & Barring Service (DBS)

Any member of staff taking part in a trip must have a DBS completed within the last five years or be registered with the DBS update Service and agree that HR will carry out an update check prior to the trip taking place. If DBS is over five years and the member of staff is not on the update service a risk assessment must be carried out by the CD and added to the trip risk assessment form.

5.5 Data Protection

The trip leader is responsible for the security and disposal of all trip forms and for ensuring the retention period of these forms does not exceed GDPR regulation.

6. Monitoring, Review and Evaluation

- 6.1** Executive Director Estate Operations will monitor changes in the statutory regulations for educational visits and will amend the policy and related procedures accordingly.
- 6.2** The college will review this policy on an annual basis or sooner in order to take account of new statutory regulations and recommendations for improvement.

7. Short Notice Trips

- 7.1** In the event, that an opportunity arises at short notice for students to attend a relevant trip to their study programme, a shortened process and version of the paperwork will be followed. This will include completion of the EV2, EV4, EV6 and relevant risk assessments.
- 7.2** This will be signed off by the CD, Human Resources, Executive Director Estate Operations and relevant VP.
- 7.3** Examples of short notice trips would include:
 - a. College Company live briefs
 - b. Student CPD opportunities
 - c. Enrichment opportunities.

8. Related Policies

- a. Student Disciplinary Policy
- b. Health and Safety Policy
- c. Safeguarding and PREVENT Policy
- d. Equity, Diversity and Inclusion Policy
- e. GDPR Policy.

Equality and Diversity Statement & Impact Assessment

USP College is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions.

This form should be used by managers and policy owners within their area of responsibility to carry out Equality and Diversity Impact Assessments (EDIAs) in relation to protected characteristics including, but not limited to: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation. The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

1. Name of Policy

Educational Trips Policy

2. Which of the following groups could be affected by this policy?

(Tick all that apply)

Students	√
Staff	√
Wider Community	√

3. Complaints

Have complaints been received from anyone with one or more protected characteristics about the service provided? If yes then please give details.

No

4. The Impact

Four possible impacts should be considered as part of the assessment:

- a. **Positive Impact** - Where the policy might have a positive impact on a particular protected characteristic.
- b. **None or Little Impact** – Where you think a policy does not disadvantage any of the protected characteristics
- c. **Some Impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristic is likely to be greater than on another.
- d. **Substantial Impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Thought-provoking questions, which might help come to a decision about the impact of a policy on individuals with protected characteristics:

- e. Does policy outcomes and service take up differ between people with different protected characteristics?
- f. What key information do we have? Does data or engagement with people with protected characteristics give insights into areas of disadvantage, which relate to the policy area?
- g. If the policy is likely to have a negative impact on individuals, sharing particular characteristics what steps can be taken to mitigate these effects?
- h. Will the policy deliver practical benefits for certain groups?
- i. Does the policy miss opportunities to advance equality of opportunity and foster good understanding/relationships between groups?
- j. Do other policies need to change to make this policy more effective?
- k. Is there any elements of the policy that could be unlawful under the Equality Act 2010?

Use the guidance provided above and complete the following table: **(Please Tick √)**

Gender/Age	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Gender		√		
Age		√		
Disability	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Visually Impaired	√			
Hearing impaired	√			
Physical Disability	√			
Specific Learning Difficulties	√			
Global Learning Difficulties	√			
Autistic Spectrum Disorder	√			
Any other disability – Various	√			
Other Factors	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Race	√			
Culture	√			
Religious Belief	√			
Sexual Orientation	√			
Gender Reassignment	√			
Marriage/Civil Partnership	√			
Pregnancy /Maternity /Paternity	√			

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the below action plan.

5. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		
E.g., Disabled people can be treated more favorably under the Disability Discrimination Act 2005. If a policy appears to treat disabled people more favorably than other equality groups, the disadvantage may be justifiable		

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

<p>Action Plan: To ensure that Curriculum Directors review their intended trips to, where possible, expose students to experiences that promote positivity around diversity and protected characteristics.</p>
