



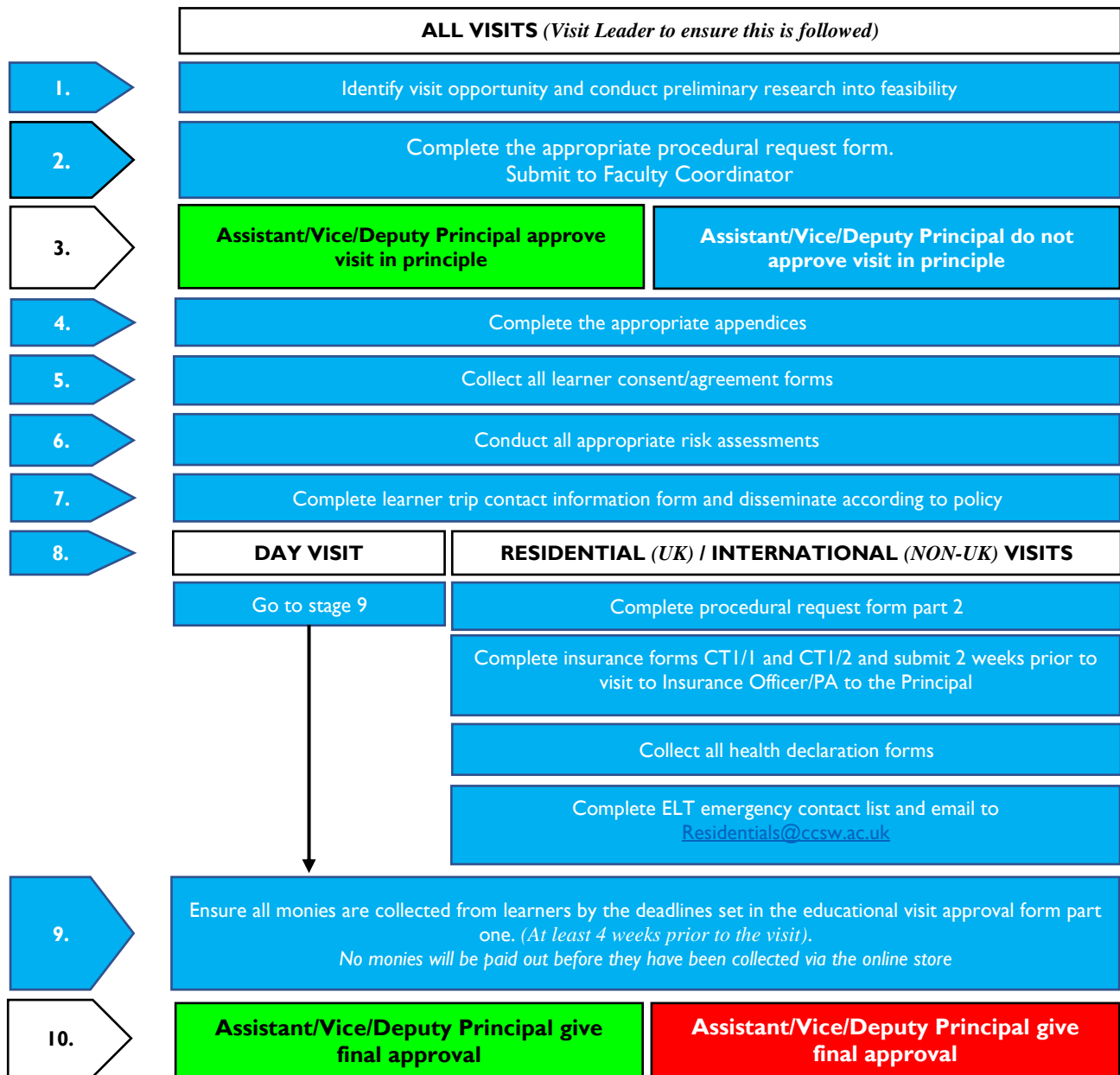
**Cheshire College  
South & West**

## Educational Visits Policy

Key Information	
Policy Reference Number	CCSW - EVP
ELT Post Responsible for Updating and Monitoring	Vice Principal – Innovation, Curriculum and Quality
Published on Website	Yes
Date Approved by ELT	24 August 2021
Date Approved by Governor's Committee	14 October 2021
Date of Next Policy Review	31 October 2023
Corresponding form(s)	Procedure & Request Forms – Educational Visit. Day Trip, Residential & International

# Appendix I

## Flowchart for Approval (Visit leader to follow)



## **1. Aim/Scope**

- 1.1 The College is committed to enriching the experiences of its learners through high-quality, inspirational and safe educational visits.
- 1.2 The College has high expectations for its learners. Their involvement in high-quality local, regional, national and international visits broadens their horizons, raises their aspirations and supports their development as citizens of their communities.
- 1.3 It is the aim of the policy to ensure that all educational visits are safely managed, well-planned, rigorously checked prior to approval and that accountability for each stage of the visit is clearly allocated and accepted.
- 1.4 The policy correlates with the College's procedural request form(s). There are 3 versions of this form dependant on the visit type. The appropriate version must be completed in line with the policy and procedure. The Faculty Coordinator is responsible for ensuring the correct procedural request form is completed:
  - 1.4.1 Procedural request form – Educational Visit: Day trip (*Any visit less than 24 hours*)
  - 1.4.2 Procedural request form – Educational Visit: Residential (*UK visits overnight*)
  - 1.4.3 Procedural request form – Educational Visit: International (*Non-UK visits overnight*)

## **2. Key Principles**

- 2.1 All visits will have a clear educational purpose and be planned sufficiently well in advance, adhering to the timescales outlined herein and timetabled to ensure registers are available in advance of the visit. The Management Information System (MIS) Team must be informed to ensure timetabling and registers are correct.
- 2.2 Every educational visit will have a visit leader who will take overall responsibility for organising the visit, completing the appropriate paperwork and will also have immediate responsibility for maintaining the health and safety of the party during the visit.
- 2.3 The primary responsibility for ensuring the successful management and organisation of the visit lies with the visit leader.
- 2.4 Staff participating in any off-site visit must always act in accordance with the position of trust and conform to the College's safeguarding policy, being mindful of any exposure to radicalisation or extremist views.
- 2.5 The visit leader must ensure the staffing ratio of 1:12 (day trips), 1:12 (residential & international) is adhered to as a minimum with two staff in attendance. This may need to be increased if:
  - 2.5.1 the learners are under 19;
  - 2.5.2 learners with additional needs are identified;
  - 2.5.3 hazardous activities are involved; or
  - 2.5.4 the visit is residential
- 2.6 Trips and visits are to be sanctioned by the appropriate staff after GCSE exams are complete, and once learners have completed their coursework. Learners who have been escalated up the disciplinary scale should not be allowed to go on visits.

## **3. Educational Visit Standards**

- 3.1 Inclusion
  - 3.1.1 All learners should have the opportunity to take part in educational visits and every reasonable step should be taken to ensure learners are not excluded on the grounds of economic background, race, ethnicity, religion, gender, sexual orientation or disability.
  - 3.1.2 If a group-specific educational visit is planned, the visit should be able to accommodate all learners who choose to attend. If an educational visit has limited spaces the following expectations apply:

- 3.1.2.1 no learner should be disadvantaged in applying for a place on the visit; and
- 3.1.2.2 the normal College experience should not be negatively affected for any learners not taking part in the visit.

### 3.2 Maths and English

- 3.2.1 Maths and English: All visit leaders should strive to arrange visits that do not clash with GCSE or Functional Skills Maths and English classes.
- 3.2.2 If a learner is taking part in a visit that does clash with Maths or English classes, formal approval in writing must be sought and gained from the Assistant Director for Foundation Maths and English.

Approval may only be granted in one or more of the following circumstances;
Learners will attend a different Maths/English class in the same week or soon enough before/after the visit to ensure that no course content is missed.
Learners will attend a specifically scheduled catch-up class with times, dates and staffing approved by the Assistant Director for Maths and English.
GCSE and/or Functional Skills content will be delivered during the visit by an accompanying member of staff qualified to deliver it.
GCSE and/or Functional Skills content will be delivered via an independent learning arrangement if the Assistant Director for Foundation Maths and English agrees that all learners affected are in the position to do so, based on starting points and current progress.

## 4. Approval Process and Timelines

### 4.1 Approval Stages

- 4.1.1 All residential and international educational visits will require a two-stage sign off:

Approval Stages	Required Information to Pass
1. Approval in principle	<ul style="list-style-type: none"> <li>• Procedural request form – Educational Visit (Part One) – Appendix II</li> </ul>
2. Final approval	<ul style="list-style-type: none"> <li>• Procedural request form – Educational Visit (Part Two) – Appendix II</li> <li>• All learner/parent consent forms</li> <li>• Individual learner risk assessments</li> <li>• Confirmation of collection/payment</li> </ul>

### 4.2 Day Visits (UK)

- 4.2.1 Day visits (hazardous and non-hazardous) must be approved by the appropriate Assistant Director and Assistant Principal.
- 4.2.2 Day visits must secure approval **14 days prior** to the date of the visit and provide a list of learner names and contact details at least 7 days prior to the date of the visit.

### 4.3 Residential Visits (UK overnight)

- 4.3.1 Residential visits (hazardous and non-hazardous) must be approved by the appropriate Assistant Director, Assistant Principal and Insurance Officer, before final sign-off from the Vice Principal.
- 4.3.2 Residential visits must secure approval in principle **90 days prior** to the date of the visit and final approval **30 days prior** to the date of the visit.

### 4.4 International Visits (Non-UK overnight)

- 4.4.1 International visits (hazardous and non-hazardous) must be approved by the appropriate Assistant Director, Assistant Principal and Insurance Officer, before final sign-off from the Deputy Principal.

- 4.4.2 Residential visits must secure approval in principle **90 days prior** to the date of the visit and final approval **30 days prior** to the date of the visit.

## 5. Code of Conduct

*The Learner Code of Conduct is attached as an appendix to the Learner Disciplinary policy ([Link](#)) and applies to all educational visits.*

### 5.1 Roles of Visit Leaders and Accompanying Staff

- 5.1.1 It is the responsibility of all accompanying staff to ensure the safety and well-being of learners at all times.
- 5.1.2 All College residential visits must be booked using the relevant bonding or licencing agency e.g. ABTA/ATOL. Tour operators used for coach tours must be ABTA bonded operators. By exception only (due to unusual circumstances) and at the discretion of the College, visit leaders may organise travel and accommodation for UK trips separately without the relevant bonding or licencing agency. This will only be possible with prior approval from the appropriate Assistant Principal *and* the Vice Principal Innovation, Curriculum and Quality.
- 5.1.3 Additionally, learners and parents will be informed that a non-bonded company is being used. Any accompanying risks, such as these companies suffering bankruptcy or business interruption, should be clearly identified and communicated.
- 5.1.4 Visit leaders and all accompanying staff must be familiar with the College Health and Safety guidelines, including risk assessment:
- 5.1.4.1 An appropriate risk assessment (RA) (contained in each procedural trip request form) must be completed and approved by the Health & Safety Officer, The RA must be kept with the procedural trip request form.
- 5.1.4.2 Where outside expertise is needed for risk assessments, any costs incurred must be included in the costs of the residential.
- 5.1.5 When using commercial providers/outdoor activity centres, where activities are booked directly with commercial providers, it is the responsibility of the visit leader to check that activities are safe and appropriate. Visit leaders should check that commercial provider's specified outdoor activities are licensed by Adventurous Activities Licensing Authority (AALA). Their website, [www.aala.org.uk](http://www.aala.org.uk) gives details of licensed centres and the activities they are accredited for.
- 5.1.6 College staff leading outdoor activities must have appropriate qualifications (e.g. mountain leaders' certificate and experience).
- 5.1.7 The visit leader must report all accidents or emergencies verbally as soon as possible to the appropriate member of the College Leadership Team.
- 5.1.8 The visit leader must submit the appropriate procedural trip request form (educational visit request form – day, residential or international) to the appropriate Assistant Principal and the Vice Principal Innovation, Curriculum and Quality as soon as any visit is proposed and at least **90 days** in advance of the trip.
- 5.1.9 Participation by non-members of College staff or non-College learners:
- 5.19.1 only College staff and learners will be able to participate in residential visits, except; and
- 5.19.2 a limited number of places may be allocated to learner family members or carers over the age of 21 in exceptional circumstances and where the Safeguarding Lead provides written approval.
- 5.1.10 Checklist - The visit leader is responsible for submitting all necessary documentation as outlined in the Educational Visits Policy and for completing all documentation by the deadlines given.
- 5.1.11 Group Membership – If learners from other Faculties are included in the group, the visit leader must consult with the relevant curriculum managers.
- 5.1.12 An information letter (invitation to participate) must be sent to parents / carers (or given to learners aged 19+) giving information about the trip, including its purpose, travel arrangements, costs and staffing. A tear-off slip or reply facility should be included for parents of learners under 19 to give their consent and for learners aged 19+ to request a place on the trip. If air travel is to be used, parental consent must also be obtained and included on the slip.

### 5.1.13 Fee Collection for Trips and Residential Visits:

- 5.1.13.1 learner payments for trips and residential visits are taken via the online store: <https://store.s-cheshire.ac.uk/>;
- 5.1.13.2 please submit a product request for all trips via email to the relevant Faculty Coordinator who will process and generate:
  - 5.1.13.2.1 a 'product' available on the Online Store; and
  - 5.1.13.2.2 a project code specific to each trip/residential – this must then be used for all associated expenses for this trip (Proactis orders, GPC spend, float expenses).
- 5.1.13.3 The product request document can be found on MyDay.
- 5.1.13.4 All monies should be collected from learners before the College commits to expenditure. If necessary, separate deadlines should be in place for the collection of deposit and final balance where a deposit is needed sooner to secure tickets etc. For visits taking place in September and October, where time restrictions may not allow for this, the College can pay in advance of monies being collected from learners. In order to limit the College's liability this should only happen in exceptional circumstances. All monies are required at least 4 weeks before trip departs.
- 5.1.14 The College uses external travel agents, who are ABTA and ATOL registered, when booking residential visits. The College abides by their terms and conditions regarding payments and refunds, full details of which will be given upon request. The College does not always use the same company as it always strives to get the best deal for its learners. Refunds for trips and visits will be reviewed on an individual basis.
- 5.1.15 Bursary Payment: Learners may be eligible for part or full cost of the trip. International and residential visits are subject to strict payment deadlines set by external travel agencies. Any cancellation after these deadlines may result in the learner being liable for the full cost of the trip, either through the bursary balance or cash reimbursement

## 5.2 Staffing

- 5.2.1 It is the duty of the Assistant Principal to ensure sufficient staffing is provided on College trips to meet the needs of the learners concerned. Particular consideration must be given to learners with special needs.
- 5.2.2 The staff to learner ratio of 1:12 (day trips), 1:12 (residential & international) but may vary up or down according to a number of criteria. These include the:
  - 5.2.2.1 age of the learners and any special needs;
  - 5.2.2.2 abilities of the learners;
  - 5.2.2.3 nature of the residential or trip;
  - 5.2.2.4 staffing provision already at a residential centre; and
  - 5.2.2.5 activities to be undertaken
- 5.2.3 The visit leader must be a member of staff with suitable experience and training relevant to the location and activities being undertaken.
- 5.2.4 There must be an appropriate level of College staff accompanying any group where there are learners under 19, unless the centre at which they are staying provides its own trained and qualified staff to undertake activities with the learners. See procedural trip request form for guidance.
- 5.2.5 It is expected that staff will stay in the same accommodation as the learners. Where this is not the case, details and reasons must be stated on the Educational visit request form and approved by the College safeguarding lead.
- 5.2.6 In the case of a mixed gender group, the group should be accompanied by both a male and female lecturer but may be adjusted subject to agreement with the Assistant Principal where all participants are over 19.
- 5.2.7 One accompanying member of staff must be acquainted with the learners and any special requirements.
- 5.2.8 The visit leader, or at least one other accompanying member of staff, must possess appropriate first aid qualifications, where the trip is residential the College will provide training to the required level where necessary (minimum requirement HASAWA). For day trips, where possible visit leaders should

seek to ensure at least one accompanying member of staff is first aid trained however instances where this is not possible the visit leader should ensure that the trip destination has a trained first aider on site.

- 5.2.9 Visit leaders of trips involving hazardous activities or outdoor pursuits should hold, as a minimum, the appropriate leadership qualification in the specific activity; for example, British Mountaineering Council accredited courses and qualifications:
- 5.2.9.1 Hill and Moorland Leader and Mountain Leader ([www.mountain-training.org](http://www.mountain-training.org)); or
  - 5.2.9.2 a level 3 Qualification in Lowland Expedition Leadership or Lowland Leader ([www.mountain-training.org](http://www.mountain-training.org)); or
  - 5.2.9.3 be within a 45 minute walk from a serviceable road (for activities taking place under 600 ft) unless the Centre through which the activity is taking place provides its own staff qualified to such a level to supervise the activity. (*See para 5.1.4*)
- 5.2.10 The visit leader and the accompanying staff should hold pre-visit briefings for the learners where the following may be discussed as appropriate:
- 5.2.10.1 group responsibilities towards each other;
  - 5.2.10.2 travel arrangements;
  - 5.2.10.3 minimum standards of behaviour/zero tolerance of illegal substances and alcohol;
  - 5.2.10.4 dress code;
  - 5.2.10.5 any curfews;
  - 5.2.10.6 assignment responsibilities;
  - 5.2.10.7 free time;
  - 5.2.10.8 additional languages spoken (international trips) - prevention of language barriers; and
  - 5.2.10.9 other matters applicable to the individual trip.
- 5.2.11 Where the trip is organised as part of the Duke of Edinburgh Awards or other approved schemes (*e.g. an expedition for Silver or Gold Award*), the conditions of the Duke of Edinburgh Award scheme or other approved schemes will apply.

## **6. College Insurance Policy**

- 6.1 Full details of the College Insurance Policy are held by the Chief Financial Officer.
- 6.2 Only persons authorised by the College as identified under this code are covered under the College Insurance Policy.
- 6.3 Learners under 19 must use the transport arrangements provided by the College.
- 6.4 The College will not be responsible for any loss, damage or injury of any kind sustained by learners or other family members because of failing to comply with instructions issued by any member of staff or while making use of transport or other arrangements not provided by the College.

## **7. Insurance Form CTI/I (Appendix 4)**

- 7.1 This form is required for any visit lasting more than 24 hours and for any day trip overseas.
- 7.2 No trips of more than 24 hours' duration may take place without submission of the form CTI/I, even if a travel package also includes insurance. Details of insurance included in a travel package must be forwarded to the Insurance Officer with CTI/I for checking that cover is adequate.
- 7.3 A full list of names and home addresses of all staff and learners (using form Appendix 4) must accompany the form. Telephone contact numbers of next of kin should be included. The Insurance Officer will return a copy to the visit leader after authorisation.

## **8. Insurance Form CTI/2 (Appendix 5)**

- 8.1 This form is also required for trips involving hazardous activities and/or outdoor pursuits (including ski trips) and must accompany form CTI/1.

## **9. Staff Car Insurance**

- 9.1 Staff authorised by the Assistant Principal to use their own cars to convey learners on College trips must ensure their insurance policies include business insurance.

## **10. Insurance Claims**

- 10.1 Damage or loss attributable to a travel company, airline, hotel etc should be reported immediately to the body responsible and thefts reported to the local police within 24 hours of discovery. A copy of the police report and reference number must be provided to the Insurance Officer.

## **11. European Health Insurance Card and Global Health Insurance Card (EHIC)**

- 11.1 The visit leader should check that all staff and learners have a valid EHIC or GHIC to take advantage of European Union reciprocal arrangements for medical treatment. Existing UK EHICs will be valid until the expiry date of the card, once expired a GHIC is needed to replace it.

## **12. Passports, Visas and Vaccination Certificates**

- 12.1 The visit leader must check that all passports are valid and arrange for visas, if appropriate. If a group passport is used for learners, it is recommended that at least 2 groups are made in case of accident. Visit leaders must ensure all passports have at least 6-months validity from visit leave date.
- 12.2 The visit leader must make a note of the passport numbers and place of issue for the group and ensure that this list is kept with other trip information during the stay abroad.

## **13. Self-Declaration Health Form – Learners and Staff (Appendix 3)**

- 12.3 The visit leader must ensure that learners or parents (in the case of learners under 19) and accompanying members of staff complete and sign a copy of the Self-Declaration Health Form at **least 30 days before** departure. The visit leader must check the forms and discuss with the learners/parents/guardians if any health problems or physical disabilities are indicated.
- 12.4 The forms should be returned to the learners and staff members to complete section 2 immediately prior to departure.
- 12.5 The Self-Declaration Health includes a signed statement that the visit leader or their deputy could sign for any urgent medical treatment such as an anaesthetic in the case of an emergency, if the next of kin cannot be reached.
- 12.6 The learners' attention must be drawn to the section on the consent form mentioning possible implications of any non-disclosure of a health condition that could jeopardise the health and safety of others on the trip.

## **14. Code of Conduct Letter (example Appendix 11)**

- 14.1 It is important that learners and parents are aware that accompanying staff take their responsibilities seriously on any residential or exchange and expect all learners to adhere to an agreed code of behaviour.
- 14.2 Visit leaders should submit a Code of Conduct Letter for approval to the Assistant Principal, outlining the behaviour expected of learners and the purpose of the visit. When approved, this letter should be given to learners and the contents discussed with them.



- 14.3 In the case of a group of learners aged over 19, the matter of appropriate conduct may be discussed without a letter being issued, at the discretion of the Assistant Principal.
- 14.4 Learners must sign and return the form attached to the Code of Conduct Letter.
- 14.5 Visit leaders must indicate on the checklist when the letters have been returned, signed by both learners and/or parents or guardians, if under 19 years.

## **15. Itinerary**

- 15.1 Two typewritten copies of the itinerary, including the name, address and telephone number(s) of the accommodation (*for use in emergency only*) should be given to the learners, one of which is for their next of kin. Copies should also be emailed with a typed copy of Learner Trip Contact Information Form to:
  - 15.1.1 all ELT;
  - 15.1.2 Assistant Principal;
  - 15.1.3 accompanying staff;
  - 15.1.4 College Reception (*list of names etc.*); and
  - 15.1.5 the itinerary must include the names of accompanying staff, in addition to the visit leader and the name of the Faculty involved.

## **16. List of Participants and Next of Kin Contact Details (Appendix IV)**

- 16.1 The Group must give College Reception typed copies of learner contact details, next of kin and medical declarations as well as a copy Insurance Form CTI/I for Insurance Officer. The same details must be emailed\* to:
  - 16.1.1 Assistant Principal
  - 16.1.2 all ELT; and
  - 16.1.3 relevant ELT PA's, Reception and Estates teams – included in the following mailing list:

[Residentials@ccsw.ac.uk](mailto:Residentials@ccsw.ac.uk)

*\*N.B. The reason for emailing is to enable the list to be accessed from home by College leadership in the event of an emergency occurring after College hours.*

## **17. Contingency Fund**

- 17.1 Visit leaders must make arrangements with the Finance Office to order travellers cheques (*or other appropriate method*) to be used in the event of an emergency e.g., medical treatment, telephone calls etc.
- 17.2 Receipts for expenditure must be returned to Finance Office with any unused cheques.

## **18. Reporting of Accidents, Emergencies or Delays**

- 18.1 The visit leader is responsible for reporting all accidents or emergencies verbally as soon as possible to the Assistant Principal or duty member of the ELT, followed by a written report immediately on return for the Assistant Principal. If appropriate, a copy should be placed in the College Accident book, together with the names and addresses of witnesses.
- 18.2 Visit leaders must be familiar with the guidelines for reporting accidents or loss (*found in Appendix 11*) and all accompanying staff should be given a copy to take with them. This states that for more serious accidents (*including certain fractures or injury resulting in hospitalisation for more than 24 hours*) the Director of Estates and Facilities should be provided with a written report.

- 18.3 See *Appendix 12* which gives examples of a list of incidents requiring immediate notification by telephone to the Health and Safety Public Body. This will be done by a member of the ELT after a briefing from the visit leader.
- 18.4 It is recommended that visit leaders agree before departure that parents or next of kin will only be contacted if a learner has a serious accident or is seriously ill. Parents will be contacted by the Assistant Principal when requested by the visit leader. Parents must be informed of any special arrangements including meetings arising from an injury or illness.
- 18.5 In the case of travel delays, the visit leader and Assistant Principal should ensure that there is a means of contacting the parent or next of kin to inform them of the delay and the new Estimated Time of Arrival (ETA).

## 19. Appendices

- 19.1 Appendices referred to in this policy are listed below and available in a separate procedural document ([link](#)).

Appendix	Document
1	Flowchart for approval
2	Procedural request form
3	Self-declaration health form / Permission slip
4	Trip contact information sheet
5	ELT emergency contact list
6	Guidelines for reporting serious incidents, accidents or loss
7	Incidents requiring immediate notification
8	Risk assessment guidance and template
9	CT1/1
10	CT2/2
11	Example Code of Conduct letter for overseas residential
12	List of incidents requiring immediate notification by telephone to the Health and Safety Public Body