

## Off- site visits Policy

### 1. Introduction

Chichester College Group (CCG) encourages opportunities for students to participate in off- site visits to enhance their learning experience locally, nationally and internationally. The safety of our staff and students when participating in these activities is our priority and this policy outlines how all off-site visits are to be managed and considers what needs to be completed in preparation of a trip, during any trip and on return.

- 1.1. The process is to be followed by any member of staff who is planning to take students on an organised visit outside the College, either, within or outside of working hours. The visit may or may not include transport and could be simply a walking tour of a local area, transport for a specific event or a much longer visit.
- 1.2. An off-site visit is defined, for the purpose of this policy, as one or more students who leave campus for an activity organised by the College.
- 1.3. All trips must be authorised by a member of the College Management team and managers are responsible for ensuring that the policy is adhered to.
- 1.4. This policy reflects current guidance for educational trips and legal requirements for ensuring the safety of staff and students. The policy will be regularly reviewed, as appropriate, to reflect changes in national guidance and requirements.

### 2. Principles

- 2.1. Any off-site visits organised must follow the procedure outlined in Annex A and all trips must be processed through CCG XTRA system.
- 2.2. All staff organizing or accompanying trips, as either a group leader or supporting staff, must complete CCG off site visits training prior to accompanying trips. Initial training will be valid for 3 years and then staff must participate in refresher training every 2 years.

- 2.3. This policy operates in conjunction with the CCG minibus procedures and policy.
- 2.4. This policy operates within the CCG Health and Safety policy
- 2.5. In the event of an emergency during an off-site visit, the contact manager must be notified as soon as possible and where appropriate the CCG disaster recovery plan will be implemented.

### **3. Off-site procedure and documentation**

- 3.1. The procedure for off site visits is detailed in Annex A and outlined in mandatory staff training. Records of staff who have completed training will be held by professional development
- 3.2. All trips need to be processed through the CCG XTRA system.
- 3.3. Trips should only go ahead and leave campus when appropriate authorisation has been given. For day trips that are not classified as hazardous, (as outlined in the CCG insurance schedule) authorisation will be made by a member of the college management team, normally the area manager.
- 3.4. For trips that are overseas, hazardous or residential, there are 3 stages of authorisation:

Stage 1 - Curriculum/Business support area manager

Stage 2 - Executive office - Insurance confirmation

Stage 3 - Group Director of Student Services and Pastoral Support.

Only when all three stages of authorisation are complete can the trip go ahead.

### **4. Key principles for Off Site visits**

- 4.1. Staff ratios must meet but not exceed requirements outlined in the off-site visit procedure (Annex A)
- 4.2. Parental consent must be in place for all students under the age of 18. The only acceptable form of consent is the CCG parental consent form (Annex B)

- 4.3. Students aged 18 and over must complete a medical/information form. This form ensures that the group has appropriate information to properly risk assess and manage any off site visits. This must be captured using the CCG over 18 medical/information form (Annex C)
- 4.4. An annual parental consent form and over 18 medical/information forms are available for use for day trips. Annual consent can be gained at the start of academic year and will be valid for that academic year only.
- 4.5. Annual consent forms cannot provide consent for overseas/residential and hazardous activities. Separate consent must be gained for these activities. The annual consent and medical information form is available on chi drive.
- 4.6. All trips should be appropriately budgeted for and follow CCG financial procedures. For example, all trips should be price checked to ensure best value for money.

## **5. Operation of this policy**

- 5.1 Ongoing training for all staff in relation to off-site visits is available through professional development.
- 5.2 All staff are responsible for ensuring that the policy is adhered too and appropriate supporting processes are completed.
- 5.3 In cases where incidents occur whilst off-site, these must be immediately reported to the contact manager and then detailed in an incident report on return from the visit. Incident reports should be submitted to Group Director of Student Services and Pastoral support and the health and safety team.
- 5.4 The quality of the delivery of the off site visits will be monitored through termly audit checks and regular feedback from students and staff.

## **6. Status of this procedure**

- 6.1. The procedure was approved by the Group Leadership Team in May 2021 and

supersedes all previous documentation.

- 6.2. The operation of this policy and procedure will be kept under review by the Group Director of Student Services and Pastoral Support.
- 6.3. It may be reviewed from time to time by the Group Leadership Team.

Date Approved:	May 2021
Approved by:	Group Leadership Team
Implementation Date:	May 2021
Date for Review:	July 2022

### Procedure for off-site visits

The procedure outlined below must be followed for all Off Site visits as defined in the CCG off-site visits policy.

It is a requirement of the College group that staff attend Off -Site visits training before accompanying or planning any trips. Training will be valid for 3 years and refresher training will then need to be completed.

All documentation relating to off-site visits can be found on Chi Drive.

#### 1. Definitions

- **Group Leader**      The member of staff leading the trip.
- **Contact Manager**    The manager who agrees to be on call, in case of any issues, at all times while the visit is taking place.
- **Self-funding**        When the students are paying all or part of the cost themselves.
- **Support Staff**        Staff who are attending the trip to meet staff ratios and support the group leader.

#### 2. Planning the visit

The group leader plans the visit. The planning must include:

- Approval from your line manager that the trip can be undertaken and planning can begin.
- A risk assessment of the activity being undertaken.
- The identification of a contact manager within his/her area who will be available at the time the visit occurs either within in or outside working hours to deal with an emergency.
- The identification of staff who will participate in the visit so that that staff/student, male/female ratio remains:

14-16 year olds	1 to 12
16-18 year olds	1 to 15
Over 18	1-20
Trips overseas	1-15
SLDD	As assessed in the risk assessment.

- No trip should leave campus with only one member of staff, to properly support activities off site and meet the minimum requirements a minimum of two staff must accompany any group.
- Where relevant, an appropriately trained member of staff (e.g. swimming instructor) must be identified.

- Additional support/Health needs assessments must be completed as detailed in mandatory training. All support identified must be put in place to allow students to access the activity.

### **3. Authorisation of the visit**

Authorisation for trips is automated through CCG XTRA system. There are two types of authorisations required

- a. Overseas, Hazardous and Residential trips are approved by curriculum/business support manager, Executive offices (to meet insurance requirements) and then the Group Director of Student services
- b. For all other trips, authorisation is required from the area manager, either business support or curriculum manager.

### **4. Once the visit details are approved in principle.**

- The visit should be advertised, if appropriate, to students.
- If the students going on the visit are under 18 then Parental Consent forms must be issued to the students for their parents to complete. Receipt of authorised forms must be checked prior to the visit and any identified medical needs or support needs must then be appropriately risk assessed for the activity.
- Students over 18 must complete the medical/information form to give us details of any medical conditions that need to be risk assessed and emergency contact details.
- The College has standard forms for Parental consent and over 18 information, which can be found on chi drive. No other forms of consent are acceptable.
- If the students are under 16, consent has to be sought from the School - which will deal with the parental consent approval.
- Wherever possible, payment for trips should be taken through the online store.

### **5. Arrangements prior to the visit commencing**

- All staff accompanying the trip and the contact manager should be provided with a passenger list, details of the trip, itinerary and a copy of the risk assessment. The CCG XTRA system produces the appropriate documentation based on the information provided.
- The telephone number of the contact manager available to deal with an emergency outside working hours should be confirmed and included in the trip information pack given to each supporting staff member.
- Staff are not permitted to drive minibuses or coaches abroad and should therefore arrange for hire of transportation overseas if it is required.

- Staff and students are not permitted to drive with passengers using their own vehicles to a trip destination unless they have adequate business insurance.

## 6. The day of the visit

- A list of the students who are going on the visit must be left with the contact manager or main reception during the normal working day. This list must be accurate and reflect the students and staff actually on the trip.
- The XTRA system will produce a passenger list with the appropriate information
- Students should be briefed prior to departure from College on any emergency procedures and specific instructions relating to the control measures outlined in the risk assessment.
- If more than one vehicle is being used, passenger lists (including those left with the contact manager) must identify which vehicle each student is travelling in and the registration of the vehicle. Students should not change vehicles throughout the trip.
- All staff accompanying the trip must have a passenger list, copy of the itinerary and risk assessments and list of any students/staff with medical needs or additional support needs. Medical/Additional support needs should detail what staff should do to provide support to those students. This may include a copy of an EHCP (Educational health care plan)

## 7. Arriving at the visit destination

- Students should be briefed on meeting points, time of departure and other key information.
- If students are being allowed unsupervised time during the visit, each student should be given a card which shows a contact number that can be used if they get lost, or experience any other problem. Staff should not provide their personal mobile telephone numbers.
- Group leaders should ensure support staff are fully aware of all arrangements and can remain in contact with the group leader during any unsupervised time

## 8. If an emergency occurs

Depending on the type of emergency and severity, a number of possible actions may need to be taken as explained in the off-site visits mandatory training.

The role of the contact manager is to support in any emergency situation, this may vary from giving advice and guidance to co-ordinating medical support. Ultimately, in any emergency situation:

- The group leader should contact the contact manager. Contact managers can then advise accordingly of actions to be taken and provide support where necessary. In extreme circumstances, the contact manager will also initiate the CCG disaster recovery plan.

- If the group leader is unable to contact the contact manager, supporting staff should make contact as soon as possible.

## **9. On return from the visit**

On return from any visit, the Group leader and staff supporting the trip should ensure that all students have means to get home particularly when returning late at night.

The group leader, who keeps one set for reference and shreds the rest to ensure GDPR requirements are met, should collect all passenger lists.

Any incidents, issues or concerns that have occurred during the trip must be written up as soon as possible on an incident form (available as part of the student referral process).



**Parent/Guardian Off-site visit consent form**

I wish (full name of student in capitals please) \_\_\_\_\_

Date of birth: \_\_\_\_\_ Student ID No: \_\_\_\_\_

To take part in the trip to: \_\_\_\_\_ From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

To be allowed to take part in the above trip and agree to them taking part in any or all of the activities described under the conditions set out. I understand that during this trip students may have free time and will not be directly supervised but that all trip supervisors will be contactable. I have ensured that the student understands that it is important for their safety and for the safety of the group that rules and any instructions given by the staff in charge are obeyed.

I understand that, while the College staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by the student arising during or out of the journey.

(Note: the student will be covered by the College's insurance in the event of injury incurred during the excursion).

Please delete and complete the following as appropriate:

The student has no illness, allergy or physical disability\*

The student has the following illness, allergy or physical disability\* \*Delete as appropriate

\_\_\_\_\_

\_\_\_\_\_

Which necessitates the following medical treatment \_\_\_\_\_

\_\_\_\_\_

Has the student received in patient treatment in the last 12 months? YES/NO (Delete as appropriate)

Doctor's Name: \_\_\_\_\_ Doctor's telephone no: \_\_\_\_\_

Doctor's Address \_\_\_\_\_

I consent to any emergency medical treatment necessary during the course of the visit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address	Home	Work
Telephone No.		

Mobile No. \_\_\_\_\_

\_\_\_\_\_

If, for any reason, I am not available at the above, please contact:

Name: \_\_\_\_\_

Home telephone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Students and their parents/guardians are responsible for updating the College Group of any changes to medical conditions or support needs once annual consent is given.

Note: photographs may be taken that include the student. If you do not wish for such pictures to be used for normal publicity purposes including the College's publicity material, please tick box



**Medical /Information Form for  
Over 18s Attending College Trips**

If you are over 18 and attending a college trip you must complete this form with all requested details.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Student ID Number (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Details of any medical conditions or illnesses:**  
\_\_\_\_\_

**Details of any allergies or special dietary requirements:**  
\_\_\_\_\_

**Have you received in-patient treatment in the last 12 months? YES/NO (delete as appropriate)**

**Emergency Contact:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

I have received all the information regarding the trip and agree to abide by the rules and instructions (college code of conduct) given by college staff to ensure my safety.

I understand that it is my responsibility to update the college of any changes to the information I have provided.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

Note: photographs may be taken. If you do not wish such pictures to be used for normal publicity purposes including the College's publicity material, please tick box