

## SAFEGUARDING AND PROMOTING THE HEALTH AND SAFETY OF STUDENTS ON OFFSITE ACTIVITIES

### 1. Introduction

Callywith College views educational activities as a very important part of its provision; allowing students to gain a wide range of experiences not available in the classroom. The College therefore encourages employees to organise high-quality, off-site activities for the benefit of its students and appreciates the time and effort involved in organising and running these events.

The overall aim of this policy is to provide employees with the necessary information in order that they can make sound and thorough preparations when organising enjoyable and safe off-site activities.

### 2. Scope of the Policy

This policy covers all off-site activities including residential visits in or outside of the UK, visits involving adventurous activities and non-residential visits of one day or less. This policy does not cover work experience placements.

### 3. Responsibilities

The **Principal** is responsible for the implementation, management, evaluation and review of this policy.

The **Assistant Principals** have the overall responsibility for the planning, finance, safety and staffing of any activity in their curriculum area. They are responsible for approval of the activity, confirming its relevance to the curriculum and where necessary advising and assisting the **Group Leader** with preparations for the visit.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit and must have regard for the health & safety of the group. Lecturers wishing to involve themselves in leading outdoor activities must be appropriately qualified and are expected to use their careful judgement in assessing the level of risk that learners face.

**Other Staff** attending an activity are responsible for ensuring the health and safety of everyone in the group and are expected to follow the legitimate instructions of the **Group Leader**.

#### **4. Timing of Activities**

The College strongly recommends that wherever practicable, off-site activities, especially those that are residential, take place outside normal term time or at weekends but accepts that this will often not be possible.

Arrangements for off-site activities which have to take place during term time, must include provision for those learners not taking part in the trip and teaching cover for all of the lecturers involved.

#### **5. Funding of Off-Site Activities**

When a planned visit has been approved by the Assistant Principal an account must be set up with the finance department. The voluntary contributions to be made by learners/parents to cover all costs associated with the activity can then be paid into that account. Any deficit incurred will be charged to the appropriate curriculum budget.

Wherever possible details, including proposed costs, of any offsite activity which forms part of a student's programme of study should be published in the College prospectus and any other course promotional literature.

All costs associated with the activity must be agreed with the relevant Assistant Principal in the first instance.

The College does not have a formal system for allocating funds to learners who cannot afford to participate in an educational activity but students can apply for assistance through Student Services.

#### **6. Approval for Off-Site Activities**

Approval must be obtained from the relevant Assistant Principal before an activity can take place. Approval will normally be granted where the Assistant Principal is satisfied about the following:

- A risk assessment has been carried out and appropriate safety measures are in place to include appropriate staffing/student ratios.
- Training needs have been addressed.
- The group leader has provided appropriate financial plans.
- Appropriate provision for learners who are not involved in the activity has been made.
- Appropriate cover arrangements have been set for any staff involved in the activity.

## **7. Risk Assessments**

A risk assessment must be in place for every offsite activity. Risk assessments will necessarily vary in detail for each activity but all risk assessments must include consideration of transport arrangements, staffing ratios, first aid arrangements, emergency contact procedures and where appropriate, accommodation arrangements. One copy of the risk assessment should be retained by the group leader and one copy of the risk assessment should be attached to the Visit Approval Form and sent to the relevant Assistant Principal. A list of students attending will be held at the College's main reception desk.

## **8. First Aid Arrangements**

Under health and safety legislation the College must ensure that adequate and appropriate first aid equipment and trained staff are available while people are off-site on activities. No activity can be approved unless appropriate first aid cover is in place. Training can be arranged via the relevant Assistant Principal.

## **9. Transport Arrangements**

The group leader must give careful thought to transport planning. All transport must be booked. The relevant Assistant Principal must be satisfied that all transport arrangements, including the hire of private coaches or buses, are suitable for the nature of the activity. Where appropriate, employees who have passed the College's driving assessment, can request a hired minibus in order to transport learners on off-site activities.

## **10. Private Cars**

The use of private cars is not encouraged or recommended and learners should be offered an alternative method of travel.

## **11. Learner Agreement/Parental Consent**

All off-site visits/activities must have parental consent for those students under the age of 18.

## **12. Medical Details**

All students taking part in an off-site activity should complete and return a Medical Details Form which must then be carried at all times by the Group Leader. This information constitutes sensitive data under the Data Protection Act and must be disclosed only to those staff who need to be aware of potential problems. Once the activity has been successfully completed this data must be destroyed.

### **13. Insurance**

The College provides Personal Accident Travel Insurance for employees, volunteers, governors and students.

Where insurance cover is provided through a tour operator or other provider, this will supersede the College's insurance and all claims should be made on that insurance.

### **14. Equal Opportunities**

Every effort should be made to ensure that all visits/activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religious belief.

### **15. Information**

A brief itinerary for the visit with a list of all persons attending and their contact details, must be left with the relevant Assistant Principal and copied to the College's reception desk and the Principal's Secretary.

### **16. Evaluation Procedures**

Evaluation is an important part of any process or activity and gives people the opportunity to reflect on what actually happened. The College encourages employees to evaluate their off-site activities to assist with future planning and organising of trips.

Please also see:

Risk Assessment - residential trips.

Risk Assessment - day trips and public transport.