

# Trinity Specialist College

## Community Visits Policy



<b>Policy reviewed</b>	Dec 2019
<b>Date for next review</b>	Dec 2021
<b>Signed by Chair of Trustees:</b>	

## **Introduction**

Learners can derive a good deal of educational, social and emotional benefits from taking part in visits. Community visits play a major role in the education and development of all young people. They can contribute significantly to the development of cross curricular skills and to personal and social education through the use of problem solving methods and approaches and through encouraging responsibility, self-confidence and self-reliance. This policy is designed to help Teachers, LSA's and other interested parties to ensure that Learners stay safe and healthy whilst on community visits.

## **Aims and Objectives**

- To give all learners a wide range of high quality experiences outside the classroom.
- To encourage partnerships between colleges, local providers and other organisations over visits and out of college activities.
- The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit.
- Parental/Carer notification and any objections are sought, noted and addressed (bearing in mind consent is not required for adults).
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- All transport arrangements have been adequately assessed.
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources. Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced.
- Written risk assessments and control measures to minimise the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit.
- A check must be made to ensure any provider has public liability insurance as well as suitable arrangements for participant welfare.
- The financing of the trip must comply with Trinity Specialist College regulations
- An emergency procedure is in place, which includes means by which staff from the college and the group are able to contact each other (see mobile phone policy).

### **After the visit:**

- Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities.
- The standard RIDDOR accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted, in serious injury.
- An incident report must be submitted to the college giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

### **Planning Visits**

The following is aimed at tackling common questions from staff when planning visits and is designed to encourage 'good practice'

The aim, where possible, should be to obtain approval in principle and financial approval a month in advance.

Staffing ratios and requirements must be visit-specific according to the Learners involved and appropriate to the venue and activities planned. In mixed groups, at least one male and one female member of staff.

All groups on visits must have a nominated group leader and nominated deputy leader

Parents/Carers may be invited to accompany a group on a day visit but at no time must a parent/carer be left in charge of a student(s). Parents/carers should not be counted as part of the ratios.

### **Travel Arrangements**

If hiring a coach the vehicle should not be more than ten years old. It is important that coach bookings are made well in advance of your proposed visit. If you are hiring a minibus the vehicle should not be more than five years old.

If using a College owned minibus, you must be on the list of approved drivers. For visits involving travel over some distance, the driving should be shared and therefore the party should include at least two approved drivers per vehicle.

Learners must be required to wear safety belts in all vehicles. It is the driver, group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

For travel by train particular care needs to be given to the risk of some Learners being separated from the rest of the group and this must be set out in the Risk Assessment.

Parents/Carers must be clear about the travel arrangements.

### **First Aid**

One qualified member of staff must be nominated as being the First Aider for the trip.

This member of staff is:

- a) Responsible for the first aid bag. This should be taken on visits, as appropriate.
- b) To administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge.
- c) To remain with a casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

### **Risk Assessment**

A full written environmental and individual Risk Assessment is required for all visits. All Risk Assessments must be visit specific and must cover the full itinerary. Risk Assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly. If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own Risk Assessment and to refer to and include this as part of your own.

There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require.

On expeditions and visits involving any hazardous activity, Group Leaders and staff should always have and be prepared to revert to a 'Plan B'. Learners must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any student who is deemed to be a risk to the safety of other Learners should not be allowed on a visit.

It is important that Learners going on a visit are properly briefed before departure and given clear instructions as the visit progresses

### **Parental Consent**

Parental consent is not required for trips off site. However as a matter of good practice, Trinity seeks the views of parents/carers. Parents/carers views are

accepted on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only.

By agreeing to a trip, parents should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.
- Any hazardous activities, the supervision provided and the risk assessment.
- Insurance arrangements including insurance for hazardous activities. Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication Normally if a student needs to take any medication, the college should obtain permission from a parent.

The signed consent forms should be retained at college.

All staff should be given and retain through the visit, a list of staff and learners on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers of the college.