



# **Energy Coast UTC**

## **Educational Visits Policy**

**2016-2018**

**Approved by:**

**Signed:**

**Date: July 2016**

**Date for Review: July 2018**

**Revision History:**

<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Owner</b>	<b>Summary of Changes</b>
<b>1</b>	<b>July 2016</b>	<b>DMcC</b>	<b>Update</b>
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

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## **Rationale**

Safe, well planned and executed educational visits provide Energy Coast UTC students with valuable experiences which enhance their learning at College. These provide a variety of 'real-life' opportunities for students, enabling them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice at the UTC.

## **Purpose**

Educational visits can provide stimulus and support to work being covered as part of the UTC curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a unit of work to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to students are maximised.

## **Educational Visits Co-ordinator**

The EVC will endeavour to ensure that:

- A suitable Group Leader has been appointed.
- The Group Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively.
- The Group Leader has relevant skills, qualifications and experience if acting as an instructor.
- The Group Leader is familiar with the location of the activity
- All necessary actions in line with this policy, have been completed before the visit begins.
- The risk assessment is complete and that it is safe to proceed with the visit.
- Training needs of the Group Leader, teaching staff and other adults (supervisors) have been met.
- All supervisors on the visit are appropriate people to supervise students and have Enhanced DBS clearance.
- The Chair of the Governing Body or nominated representative has approved the visit if necessary; this is a requirement for all residential visits.

The EVC will be appointed by and act on behalf of the Principal, and is therefore responsible to the Governing Body for overseeing all off-site visits. **The EVCs for the UTC are Andrew Davidson and Danielle McLeavy.**

### **Responsibilities of the Group Leader**

One member of staff, the Group Leader, has overall responsibility for the supervision and conduct of the visit. The Group Leader should:

- Ensure that the visit has been authorised by the Principal, EVC and as appropriate, the Chair of Governors. This should be done via the online Kym Allan system or for The Duke of Edinburgh's award via the EVOLVE system.
- Be able to control and lead students of the relevant age range.
- Be suitably qualified if instructing an activity and, if not, be conversant with the good practice for that activity.
- Undertake and complete the required planning and preparation of the visit including the briefing of group members and parents/carers (supervisors).
- Undertake and complete a comprehensive risk assessment, as outlined in this policy.
- Have regard to the health and safety of the group at all times.
- Observe the guidance set out for teachers and other adults, as outlined in this policy.
- Know all the students proposed for the visit to assess their suitability.
- Ensure that students understand their responsibilities (see Responsibilities of Students below).
- Be aware of any medical or health-related issues for all students and supervisors; this will include details of any medication. This **must** be uploaded to the Kym Allan system under 'attachments'.
- Delegate responsibility to supervisors as appropriate.
- Take the UTC phone and First Aid kit.
- Leave full details of the trip (itinerary, emergency contact details etc.) with an EVC.

### **Responsibilities of other Teachers and Adults Involved in a Visit**

Teachers on College-led visits act as employees of the Governing Body. They will therefore be acting in loco-parentis throughout the duration of the planned activity. Teachers and other adults on the visit must:

- Do their utmost to ensure the health and safety of everyone in the group.

- Care for each individual student as any reasonable parent/ student carer would.
- Follow the instructions of the leader and assist with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health or safety of the students in their charge is unacceptable.

*Please note, any parent/carer on the trip is not permitted to take their own child with them.*

All other adults involved in visits must have Enhanced DBS check.

### **Responsibilities of Students**

The Group Leader should make it clear to students that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other adults (supervisors).
- Dress and behave sensibly and appropriately.
- Look out for anything that might hurt or threaten anyone in the group and inform the Group Leader immediately.

### **Responsibilities of Parents/Carers**

The Group Leader should ensure that parents/carers are given information about the purpose and details of the visit. Parents/carers will be invited to a briefing session for longer visits i.e. outside the UK. The Group Leader should also provide advice and guidance to parents/carers as to how they can help prepare their child for the visit by, for example, reinforcing the code of conduct of the visit. The needs of all students will be considered, including:

- Students with English as an additional language;
- Students with disabilities;
- Transgender students.

Parents/carers must:

- Provide the Group Leader with emergency contact number(s).
- Sign the relevant consent forms.
- Give the Group Leader relevant information about their child's health.

## Risk Management

As the employer, the UTC has a legal duty to ensure risks are managed, requiring them to be acceptable or tolerable, as it is recognised that elimination is not always possible or reasonable. This requires that suitable and sufficient risk management systems are in place. All visits organised by UTC staff and involving UTC students, both in and out of term time, must adhere to the College Educational Visits policy. The safety of all members of the UTC is a priority. Any students whose behaviour is considered to be a danger to themselves or to the group will be prevented from going on the visit. Once a payment (full or part) has been received, it will not be reimbursed if the behaviour of the student is deemed unacceptable and prevents the student participating in the visit. The curricular aims of the visit for these students will be met in other ways.

Generic educational visits risk assessments can be accessed through the Kym Allan system. All risk assessments **must** be customised by the Group Leader and uploaded onto the Kym Allan Site to be approved by the EVC.

The Group Leader and other supervisors should continually re-assess the risks throughout the visit and take appropriate action if students are in or likely to be in danger.

In the event of a national/international emergency, the EVC will consult with the relevant bodies including the Foreign Office, the College's insurance company and Kym Allan, as to the risks associated with the planned visit.

Appropriate ratios are determined during the risk assessment process.

## Procedure

All educational visits **must** be logged using the online Kym Allan system. This can be accessed via [www.kymallanhsc.co.uk](http://www.kymallanhsc.co.uk).

The visit request **must** be completed:

- **4 weeks** prior to the visit if the visit is of low risk (category 1).
- **8 weeks** prior to the visit if the visit is not low risk or is a residential visit (category 2).
- Residential visits also require approval from the Chair of the Governing Body.

Exceptions will be considered for shorter notice depending on: levels of risk, staffing, timetabling and the educational relevance of the visit.

## **Application**

Any visit that leaves the College grounds is covered by this policy, whether as part of the curriculum, during College time, or outside the normal College day or term time. This also applies to The Duke of Edinburgh's Award and the Combined Cadet Force.

In addition to this Educational Visits Policy, Energy Coast UTC:

1. Adopts Cumbria's Local Authority (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance**'.
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by Cumbria LA).
3. Uses Kym Allan, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with UTC policy (i.e. this document) and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the National Guidelines.

## **Equal Opportunity Act (2010)**

Learning about different cultures and lives and taking part in activities may lead to overnight stays both at home and abroad. Lesbian, Gay, Bisexual and Trans (LGBT) students and their parents/carers will have a discussion with the Group Leader and Designated Safeguarding Lead/Deputy Safeguarding Lead to ensure their needs can be met on the visit.

Each individual case and visit will be considered separately and in-depth discussions will take place well in advance of the visit.

There are countries that are not as legally and culturally open as the UK; the laws of some make it illegal to be part of the LGBT community. Energy Coast UTC will seek specialist advice and respond accordingly.

## **Emergency Procedure**

The emergency response of the UTC to an incident is based on the following key factors:

- There will always a nominated emergency base contact for any visit:
  - During College hours, this will be the UTC reception.
  - Non-College hours/out of term time, this will be a member of the Senior Leadership Team or EVC who will contact the Chair of Governors if necessary.
- All emergency contacts will have access to medical and emergency information via the Kym Allan system.
- Parents/Carers will be contacted after advice has been sought from Cumbria LA and Kym Allan.
- In the event of a serious injury or fatality an Emergency Base will be established at a local school/College- details to be confirmed.