



**HEALTH AND SAFETY OF STUDENTS  
ON EDUCATIONAL VISITS POLICY**

Policy	Health & Safety of students on visits and on school journeys Policy
Applies to	All staff and students in college and boarding premises
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Approved by	I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Principal and the Board of Directors  Tim Joseph (Principal)
Annual Review	October 2015 / October 2016  Tim Joseph

School journeys refer to educational visits, welfare visits (extra-curricular activities, visits to entertainment sites by boarding students), transporting students to and from boarding premises and moving students between college sites.

Chelsea Independent College recognizes that educational visits and welfare visits are an important part of a broad and balanced curriculum and to improve students' welfare. Such visits afford students the opportunity to extend their learning and/or enrich their understanding of themselves, their peers and the world around them. In addition, these visits can often act as a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment.

The College recognizes its duty of care and responsibilities for the health, safety and welfare of students, staff, providers and members of the public in connection with educational and welfare visits for which it is accountable.

The college also recognises its duty of care and responsibilities to students under 16 in journeys made between college sites and boarding accommodation.

## **PURPOSE**

- To ensure that every student has the opportunity to benefit from educational and welfare visits as an extension to their academic studies
- To ensure that all visits are safe, purposeful and appropriate to meet the educational or welfare needs of pupils taking part
- To enable the College to identify appropriate functions, responsibilities, training, support and monitoring for staff, students and providers involved in educational and other visits.
- To ensure that whenever appropriate, further advice is sought from external organizations and technically competent sources.
- To ensure the safe movement of under-16's between college sites and boarding accommodation.

## **IMPORTANT CONSIDERATIONS**

- The venue: what is known about the site to be visited? Before a trip takes place, a visit to the site may be necessary, if it has not been used by the college before
- Staff to student ratios: these should be set according to the risks and any special needs of the students.
- Special training: this may be needed for staff (in first aid, for example) prior to the trip
- Transport: staff may be responsible for driving minibuses for the college. Specialist training is usually required and special category driving licences may be needed for some minibuses. In addition, the needs of all those transported must be taken into account and included in the risk assessment prior to the journey
- Students with disabilities: wheelchair users can only travel if staff have been trained in the use of specialist securing equipment. Staff who drive minibuses should also ensure they comply with the college insurance requirements
- Assessing risks: the activities during the trip can vary from a museum visit to a field trip. If there is a significant risk that college staff are unable or not trained to assess or control, then information from the organisers at the venue must be obtained and approved by the Principal before the visit

## **TYPES OF VISITS**

It is essential that all visits are subjected to a rigorous risk assessment. Such risk assessments should take account of the environmental considerations relating to the proposed visit/activity. For example, a “hostile” environment, activity near water, winter conditions or steep terrain are considerations that might rate a visit/activity in a higher category than initially thought.

## **CATEGORIES OF VISITS**

- *Low Risk Visits/Activities*

Visits/activities that present low risks, e.g. walking in parks, museum visits of one day or less duration. The person in charge of the Visit Leader should be assessed as competent by the College Principal or his designated nominee.

- *Medium Risk Visits/Activities*

Visits or activities that:

- (1) present medium risk when the safe supervision of students requires the Visit Leader to have undergone a familiarization process specific to the activity and/or location
- (2) involve overnight stays or residential accommodation. The Visit Leader will have to be approved to be appropriately competent by the College Principal or his designated nominee

- *High Risk Visits/Activities*

High risk visits/activities may include those near or in water. This is the most demanding category when all activities should be under the instruction/supervision of persons holding appropriate governing body qualifications.

## **KEY PRINCIPLES**

### **Staff**

- All visits will have a clear, recorded educational or welfare purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures
- The Principal will be responsible for the approval of all visits although may, in his absence, designate this responsibility to a member of the College’s Senior Management Team
- There will be a named and approved Visit Leader (and, where necessary, Deputy) on all educational and welfare visits. This person will be responsible for all aspects of the planning, risk assessment and organization of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment.
- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- The college will elect and train responsible mentors to escort under-16s between college sites and boarding (these may be members of staff or mature and reliable older students).

## **Parents**

- Informed parental consent is required for all educational and welfare visits by young people up to the age of eighteen years. This will normally have been obtained in writing prior to the beginning of the academic year
- The College will provide all parents and guardians with a copy of the policy on request relating to the health and safety of students on external visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate, for high risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to students and their parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances

## **Students**

- Wherever possible, students should be involved with the planning of an educational or welfare visit and procedures for the safe escort of under-16's between college premises. They should be involved in establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Students should be adequately briefed about aims, expectations and codes of conduct for all educational or welfare visits and for movement between college premises. Ongoing briefings are an important element of learning and safety.