

TRIPS, VISITS & RESIDENTIAL ACTIVITIES

Policy and procedures for organising and/or accompanying staff
including Operational Guidelines for 2017/18

Policy Reference Number	P03
Version	3
Originator	Janice Hamilton
Approved	COG on 9 February 2017
Issue Date	February 2017
Review Date	Annually

A Introduction

- A.1 All of us recognise the direct and indirect educational and social benefits of participating in trips, visits and residential activities. They can stimulate an interest in new subject areas and present opportunities for students to demonstrate a wide range of qualities and skills that are not normally seen within the classroom environment. It must also be recognised that additional responsibilities are incurred by staff when students are involved in educational activities off the College campus.
- A.2 Activities must be planned carefully and thoroughly in order to minimise the risk to students and it is crucial that those organising trips understand their roles, are supported, and are competent to lead or take part in them. Consequently, in order to protect both staff and students, the College has developed procedures designed to encourage participation and which are proportionate to the level of risk.
- A.3 The programme of planned trips and visits should be discussed and agreed within curriculum teams and the relevant Assistant Principal, and the organiser determined. Each trip or visit must have a designated lead organiser who accompanies the party.
- A.4 Teachers must be aware of the impact that a trip or visit may have on the other subjects within a student's programme of study. To promote a coherent programme of study for students, no day time or residential visits should be planned within the first four full teaching weeks for AS and A level students and no visits should be planned in the immediate run up to, or within, the timetabled periods for internal and external examinations. It must also be remembered that students who are not involved in the trip are entitled to experience a learning programme of equal value.

B Actions required when organising trips, visits and residential activities

- B.1 The organiser must take responsibility for the overall planning and marketing of the trip, with support from the Central Administration Team. The trip application form for completion is available on Staffnet under Curriculum Trips & Visits.
- B.2 Sufficient notice must be given for the organisation of all trips. For half or full day trips or theatre visits, this should be at least four weeks and for residential activities, at least three months.
- B.3 The organiser of the trip, with the support of the Central Administration Team, prepares a draft letter to students outlining the details of the trip and completes the trip application form which is in 3 parts.
- PART 1: Trip Information
 - PART 2: Risk Assessment
 - PART 3: Costing
- B.4 The Central Administration Team submits the form and the draft letter to PA Support to the APs. The relevant Assistant Principal will then check the form, raise any queries with the trip organiser, indicate their consent, and then forward the form and letter to the PA to the Vice Principal with responsibility for trips and visits for approval by the Principal.
- B.5 When approval has been granted, the form will be returned to the Central Admin Team. The organiser and the Central Administration Team can then proceed with more detailed planning.
- B.6 All financial exchanges between students, parents/guardians, external agencies and the College must be conducted by the Central Administration Team, but it is the responsibility of the organiser to liaise with the Central Administration Team to maintain the financial viability of the event.
- B.7 Organisers must assess that all participants on the trip are fit for the proposed trip or activity. Any relevant pre-existing medical condition which may require treatment or may affect participation in any activity during the trip or visit must be notified and attached to the trip register along with the individual student risk assessment if applicable.
- B.8 The organiser should identify two College contact points, usually the Assistant Principal and the relevant Curriculum Leader.
- B.9 The organiser sends a letter to parents outlining details of the trip or activity and costs. For more complex overnight trips and residentials, this will be followed up with a second letter giving full details of the activity, including the emergency contact number.

- B.10 Parental consent forms are required for all students on trips. Students over 18 who do not want to get parental consent can self-consent though an emergency contact number is still required. Students who do not have a consent form are not allowed to go on a trip.
- B.11 All high-risk activities, residential and foreign trips, also require a meeting to be held for parents/guardians to discuss requirements of the visit, for example, passport, money, contingency plans, specialist clothing, etc. The organiser must liaise with Central Administration to make sure that the room, e. g lecture theatre, is booked, that site staff are informed, and that appropriate measures have been taken to welcome students and parents.
- B.12 Parents of students on trips covered by B10 should be issued with a pack which includes the College Code of Conduct, summary of insurance cover, statutory provisions governing the lawful behaviour of students and emergency contact details.
- B.13 Immediately prior to the trip a register of student names and participating staff should be issued to all accompanying staff, reception, the PA to the Vice-Principal with responsibility for trips and visits, and the two College contact persons. The register should include details of medical conditions, emergency contact numbers, information on allergies/phobias, and special dietary requirements.
- B.14 On the day of the trip/visit, the organiser should collect the College mobile phone from reception and issue students with that phone number and the College contact numbers.
- B.15 In the trip letter a sentence will be included to remind students that it is their responsibility to inform their teachers and academic coach about any absence from lessons and the need to check and catch up on the work they will miss.
- B.16 For residential visits, details of the departure times and return to College, flight details, emergency contact numbers and the address and telephone number of the destination should be provided to students, parents/guardians and staff involved. The trip leader should hold photocopies of passports for all accompanying staff and students.
- B.17 The College contact persons should have copies of, or access to, all relevant information, including a list of all participants, address and telephone number of the destination, the itinerary, travel arrangements (flight details, departure and arrival times), home addresses and telephone numbers of all members of the party, parents/guardians and next of kin, and the risk assessment.

C Staff : Student Ratios

- C.1 Trips will normally be accompanied by at least two members of staff. For small groups (less than 10) on trips in Solihull or Birmingham, one may be sufficient but this needs to be carefully considered in the risk assessment. As a guideline, the minimum staff : student ratios are as follows:

Day trips by coach	2 staff to 50 students
Residential visits	2 staff to 25 students
Higher Risk activities	1 staff to 10 students

- C.2 These are the minimum ratios and must be modified according to the nature of the activity, eg 3 staff for 40 students on day trip by train to London (more difficult to supervise students using this form of transport). The relevant Assistant Principal or the Vice Principal with responsibility for trips and visits should be consulted if there are any queries regarding staff: student ratios.
- C.3 Except on local trips (Birmingham and Solihull), mixed groups of students should be accompanied by both male and female members of staff. The number and mix of accompanying staff should be referred to in the risk assessment.

D Risk Assessment

- D.1 It is the responsibility of the trip organiser to ensure that all reasonable steps are taken to ensure the safety of participants on the trip and others that may be affected by how we act or fail to act. Through a thorough risk assessment, hazards must be identified and sufficient measures taken to either remove the risk or reduce the risk of that harm occurring. There is an example of a trip risk assessment on Harriet that may be useful to guide organisers when completing their trip risk assessment.
- D.2 The trip organiser must ensure all staff supervising the trip are made aware of the hazards and control measures, in advance of the trip.
- D.3 Greater attention should be given to high risk activities and fully assessed in part two of the trip application form.
- D.4 If external agencies are being used to provide services for the trip, for example tour operators, activity/ field centres, tourist attractions etc, it is essential that safety documentation (risk assessments, insurance document, certificate of competence, licences etc.) or appropriate written assurance is provided before organisation of the trip progresses further. It is the responsibility of the trip organiser to familiarise themselves with this documentation. This may require a preliminary visit to the site by the trip organiser, in order to ensure that suitable control methods are in place. The higher the risk and the more significant the potential injury the attention is required to ensure that the risks are brought within expectable levels.
- D.5 Risk assessments will pay particular attention to any students with additional support needs and should establish individual and collective staff responsibilities regarding these students. Risk assessments for individual students should be attached to the Trip Register. Additional information such as name, address and telephone number of the GP and parental permission for the student to administer their own medication should also be provided.

- D.6 All risk assessments will be checked by the relevant Assistant Principal before submission to the Principal for final approval. Where insufficient consideration has been given to risk, the trip application form will be returned to the organiser for further consideration. Trip approval will not be granted until College leadership is satisfied that the risk assessment has taken into account all key factors and is proportional to the level of risk.
- D.7 Organisers should not be daunted by the thought of preparing a risk assessment. It involves good common sense, and best practice is to 'walk' through the trip or visit in your mind, thinking of the different changes of environment – from coach to car park, from hotel to tourist attraction, in the theatre, etc – and examining each for conditions, equipment or activities that could post a hazard.
- D.8 Consideration should be given to significant hazards, ie those that might lead to the risk of serious accident, and the actions needed to eliminate or at least minimise the risk. There are five steps to the risk assessment process:
- [a] identify the hazards, ie anything that could cause harm, for example an assembly point on a busy road
 - [b] decide who might be affected by those hazards and the potential consequences
 - [c] consider the control measures already in place, including supervision
 - [d] calculate the residual risk with the existing control measures, ie the likelihood that someone might be harmed by the hazard, for example stepping from behind a coach onto the road
 - [e] where the residual risks are anything more than low, put in place additional control measures to minimise or prevent harm, including steps to be taken in an emergency.
- D.9 Safe practice is not about eliminating risk, it is about managing risk to an acceptable level and preparing young people progressively to cope with the level of risk inherent with being in different situations and places.

E Equality and Diversity

- E.1 All College trips and activities should be available and accessible to all who wish to participate, irrespective of special educational or medical needs, disability, ethnic origin, gender or religion. The protected characteristics of students and staff should be impact assessed when planning and organising trips and visits. All students should be encouraged to participate in as wide a range of activities as possible.
- E.2 Advice on equality and the implications of current equality legislation can be obtained from any member of the College Leadership team.

F Responsibilities of all accompanying staff

- F.1 Responsibilities for staff on offsite activities are divided into three broad categories, though any individual activity may blur the boundaries between

these. Any issues arising from this should be clarified in the risk assessment for the particular activity.

[a] Non-residential activity in non-hazardous environments, eg theatre visits, conferences, court or museum visits

[b] Non-residential activity in potentially hazardous environments, eg sporting activity, visit to a city or workplace

[c] Residential activities.

F.2 Staff accompanying any activity have a duty of care for the students at all times during the activity which cannot be delegated to other agencies. This applies to all staff at all times.

F.3 The member of staff leading the activity has the delegated authority of the Principal to direct staff and manage students in the interests of safety.

F.4 All members of staff accompanying any activity must be aware of the risk assessment covering the activity, and should have agreed specific responsibilities within this with the organiser. The risk assessment must make clear how members of staff can access help and support during the activity, including first aid and emergency communication. Accompanying staff should monitor the risks throughout visits and take appropriate action as necessary to control any risk changes, eg changes to the weather or itinerary.

F.5 College policies and guidelines apply through offsite activities, including those for safeguarding, equality and diversity, student behaviour management and health and safety.

F.6 All staff accompanying students on trips, visits or residential visits must sign to say that they have read the guidelines and understood the procedures and their responsibilities. The central administration team maintains a record of all staff who are authorised to accompany trips and visits. Refresher and new staff training is available on request via staff development.

F.7 Staff accompanying non-residential activities in potentially hazardous environments must additionally ensure:

[a] they are fully aware of particular safety rules and arrangements for the location and activity concerned, and must work actively with students throughout the activity to ensure these are followed

[b] they work with the activity leader to deliver appropriate arrangements for communicating with students and managing any independent time when students are not subject to direct supervision.

F.8 Staff accompanying residential visits must additionally:

[a] work with the activity leader to ensure appropriate supervision at all times. It is good practice for each accompanying member of staff to be allocated a specific group of students for regular registration, communication, supervision and room checks

- [b] direct any member of accompanying staff to undertake any reasonable task related to safety and student management
- [c] send a student home (the equivalent of suspension) if the continued presence of the student presents a danger to themselves or other members of the party. This should normally be done in consultation with the College and may need a member of staff to accompany the student for part or all of the journey.
- [d] work as a team under the activity leader and take an active role in making the visit a success. It is good practice for all staff involved to have particular responsibility for an element of the programme.

G Insurance

- G.1 The College's insurance policy provides insurance cover for all trips with the exception of some high risk activities. An up-to-date copy of the College's insurance policy relating to visits and residentials can be obtained from the Estates and Health and Safety Manager. Queries on cover and all insurance claims (for which crime numbers are required) should be channelled through the Estates and Health and Safety Manager.

H Financial Procedures for Trips

Surplus/Deficit

- H.1 Each trip or visit should aim to make a small surplus to cover unexpected costs, unplanned price increases, and students who drop out. Any surplus or deficit made on a trip will be held in a separate ledger code till the end of the academic year to act as a buffer, although deliberate cross-subsidisation of trips is not permissible. Where a surplus made on a particular trip is more than £10 per student, this will be returned to the students. Curriculum areas are responsible for any losses made.

Costing of Trips

- H.2 When costing trips and determining the price to be charged to students, all costs directly attributable to that trip should be taken into account. A number of costs can commonly arise which may be overlooked by staff when costing a trip. Key elements of the costing may include preliminary visits by the organiser if necessary, entrance fees, transport, minibus hire, fuel, accommodation, under occupancy supplements, meals, guides, tips, staff expenses of up to £15 per day, staff travel, airport parking, staff accommodation, staff cover and time off in lieu. This list is not exhaustive and it is advisable to include a contingency of approximately 10% for incidentals and unexpected costs (i.e. taxi if student taken ill, cancellations etc.)
- H.3 All trips and visits must be self-financing. Currently the only exceptions to this are Geology and Theatre Studies. Trips on these two courses are compulsory and to give all students the opportunity to participate, the College provides an annual subsidy. Students who have provided evidence for, and who have been awarded, a bursary, may be considered for additional funding from the

subsidy. The decision on the amount of the subsidy should be made by the relevant Curriculum Leader in conjunction with the Student Finance Officer, and approved by the Assistant Principal.

- H.4 All classes for staff who are out of College on trips must be covered. Teams may choose to cover all of the classes from within their curriculum team. If paid cover is required, this should be costed into the trip at the rate of £35 per lesson. As a minimum, 50% of required cover should come from within the curriculum area and no more than 50% costed into the trip. A form P3 must be completed before the trip takes place if paid cover, additional hours, time off in lieu or additional payments are being requested.
- H.5 Part-time staff on trips outside of their normal working hours will be paid at their normal hourly rate for additional working up to 6.5 hours maximum per day. Additional hours should be costed into the trip.
- H.6 Support staff will be paid at their normal hourly rate of pay up to 7.5 hours per day Monday to Thursday, and up to 7 hours on Friday. Again, this should be costed into the trip if cover is required.
- H.7 The accompanying adult rate is £35 per day. The relevant Assistant Principal must confirm the status of the accompanying adult and, if agreed, the rate should be costed into the trip. All accompanying adults need a current DBS.
- H.8 If any staff accompanying the trip wish to take time off in lieu, at any time in the academic year, this too should be costed into the trip at an hourly rate of £35 for teaching staff and £15 for support staff.

Collection of Income

- H.9 The College's preferred method of payment is Parentpay and students should always be encouraged to pay by Parentpay. This should be advertised in the trip letter.
- H.10 If a student is not able to pay via Parentpay, he/she should be directed to the central administration office. Cheques must be crossed and made payable to The Sixth Form College, Solihull. Students should write their name, title and date of the trip on the back of the cheque. On receipt of the income by cash, a receipt will be issued to the student. The student's name and amount, including whether cheque or cash, should be written onto a spreadsheet on income received for that trip.
- H.11 Parents should be given adequate notice of trip monies due. For expensive trips, students and parents may be offered the facility to pay in instalments provided that there is a maximum of four instalments. Offers of more than four instalments are in breach of the Consumer Credit Act.
- H.12 In the trip letter, it should be made clear to both students and parents that all deposits paid are non-refundable.

- H.13 Students and parents must be asked to pay in advance of the College having to pay the costs of the trip. It should be noted that travel agents and tour operators frequently require full payment by eight weeks before the date of departure.
- H.14 The College is insured for cash only if it is stored in the College's safe in the finance office. The central admin team is, therefore, advised to submit all cash receipts daily to the finance office, without necessarily waiting until all income has been received. Where requested by the central administration team, the finance office may delay banking of receipt with the College's bank (eg where it is uncertain whether a trip may be cancelled and students may be refunded), provided that the value of cash held in the safe does not exceed prescribed insurance limits.
- H.15 Where the income is not banked immediately with the finance office, cash must be securely stored (eg in a locked filing cabinet or locked drawer) with any loss arising being financed from the relevant curriculum area's capitation. However, cash must not be stored overnight.
- H.16 All income must be collected and banked with the College's bank prior to the date of the trip taking place. The trip organiser must not allow students to participate in a trip unless they have paid in full beforehand.
- H.17 If a cheque from a student or parent 'bounces', a standard letter will be used to inform the student or parent. Replacement cheques for 'bounced' cheques should also seek to reimburse the College for bank charges incurred when depositing the 'bounced' cheque.
- H.18 The Central Administration office will track payments received. The trip organiser will be made aware of any shortfall. It is the responsibility of the trip organiser to liaise with the AP as needed to ensure that they are kept informed of any shortfall.
- H.19 All income received from students and parents must be banked. Cash received cannot in any circumstances be used by the curriculum area to directly finance foreign currency or petty cash expenditure.

Trips Expenditure

- H.20 Credit cards are now commonly used to pay for all elements of trips, visits and residentials.
- H.21 The College's financial procedures require three written quotations for any cost of £5,000 where more than one supplier exists. These quotations must be provided, together with an explanation in cases where the cheapest supplier has not been selected. Where a specialist supplier is being used, or the same fixed price has arisen from any supplier, this rule is waived. In cases of doubt, the finance office will provide advice.

- H.22 Written confirmation of prices, itineraries and accommodation details quoted by travel agents must be obtained, as past experience tells us that travel agents may subsequently try to increase prices in the absence of written confirmation. All quotations must clearly state the total number of students and the number of free places on which the quotation is based.
- H.23 Expenditure should not normally take place until all the trip income has been collected. This requires the approval of the Director of Finance of the finance office supervisor. However, in the case of residential or foreign trips, bookings may have to be secured well in advance of the visit. In such cases, a substantial non-returnable deposit should be secured prior to booking confirmation. Reference to the deposit must be clearly made in the initial letter to students and parents informing them of the trip. It is also advisable to include a reference to the deposit in any subsequent letter in regard to payment.
- H.24 Invoices must be in the name of the College as the customer, not the trip organiser, and should be sent by suppliers directly to the finance office.
- H.25 Where a cost is invoiced in one financial year (1 August to 31 July) for a trip which takes place in the following financial year, the central admin team should inform the finance office so that the expenditure can be carried forward as a prepayment at each month end and at the year end. This will allow the month end financial reports to report solely on income and expenditure relating to the year's visits.
- H.26 Petty cash and foreign currency requests should be submitted to the finance office. The College's bank takes 48 hours to process a request for foreign currency.
- H.27 Petty cash and foreign currently requests made in advance of a visit must be accompanied by a breakdown of the amount being requested, eg 3 staff x 7 days x £15 subsistence allowance, plus rail travel for 30 students @ £8 = £555.
- H.28 Staff must provide receipts for all petty cash and foreign currency expenditure and must return any unspent money to the central admin team within one month of the visit taking place. Receipts are not required to support subsistence allowances unless a different amount from the standard allowance is being sought. Where it is impractical to provide receipts for a given item of expenditure, an explanation should be provided.
- H.29 Where a member of staff or any individual accompanying the trip receives any personal benefit or gift exceeding a value of £25 as a result of their position at the College, a declaration of interest should be made to the Secretary to the Corporate Board. Benefits include free or reduced price staff places received for reasons other than a qualifying number of student places. For further guidance, refer to the College's policy on acceptance of gifts and hospitality.

H.30 The trip administrator will aid the finance officer, who will complete the trip reconciliation.

J Parental Consent

J.1 A student should not be allowed on a trip without a completed consent form having been returned for that trip. On Parentpay, there is a box for parents to tick to give their consent and this is accepted as the consent form.

J.2 College policy for students over the age of 18 is that a parent must normally sign the consent form and must still be informed of trip details.

K Review of Guidelines for Trips, Visits and Residentials

K.1 These guidelines will be reviewed and revised as necessary to take into account any organisational and legislative changes and any issues arising out of implementing the policy, or problems and risks encountered on trips and the reasons for such problems arising.

K.2 The PA to the Vice Principal with responsibility for trips and visits will keep a log of all trips, visits and residentials in each academic year and will produce an annual report for consideration by College and Curriculum Leadership. Central Administration will maintain a record of all completed approval forms, costings and risk assessments for at least two years and a record of staff eligible to lead or accompany trips and visits.

Sources

Health and safety: advice on legal duties and powers, February 2014

Policy statement from the Health and Safety Executive (HSE) 'School trips and outdoor learning activities: Tackling the health and safety myths'.

Policy & Procedures for Management of Educational Visits, SMBC

ACTION CARD 10 : INCIDENT DURING A COLLEGE TRIP OR VISIT

A General

Staff in charge of students during a visit have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take life-saving action (if trained) in an extreme situation.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform the emergency services and everyone who needs to know of the incident.

B Responsibilities

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back-up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used. If it is a local trip with only one member of staff (ie a local trip to Birmingham or Solihull with less than ten students), the leader should assess the situation and follow the general guidelines as detailed above.

The College contact person is to link the group with the College and parents, and to provide assistance as necessary. The contact should have all the necessary information about the visit.

C Emergency procedures framework

All those involved in the College trip, including staff, students and their parents, should be informed of who will take charge in an emergency, the College contact person, and what they are expected to do in an emergency.

D Emergency procedures framework during the visit

If an emergency occurs on a College visit, the main factors to consider include:

1. establish the nature and extent of the emergency as quickly as possible
2. ensure that all the group are safe and looked after
3. establish names of any casualties and get immediate medical attention
4. ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
5. ensure that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together

6. notify the police if necessary
7. notify the British Embassy/Consulate if an emergency occurs abroad
8. inform the College contact, whose telephone number should be accessible at all times during the visit
9. details of the incident to pass on to the College should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
10. College contact to notify insurers, especially if medical assistance is required
11. College contact to notify the provider/tour operator
12. ascertain telephone numbers for future calls
13. write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
14. keep a written account of all events, times and contacts after the incident
15. complete an accident report form as soon as possible, and if appropriate the College's Estates and H&S Manager will contact HSE
16. no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact at the College. Social media should also be monitored for mention of any incident
17. no-one in the group should discuss legal liability with other parties.

E Emergency procedures framework for the College

Prior to the visit, the name and telephone numbers of the College contact person should be identified. It is advisable to arrange a second contact as a reserve. The main factors for the College contact to consider include:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the College
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The College contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency
- liaison with the Principal/Chair of Corporate Board. The College contact should act as a link between the group and the Principal/Chair of Corporate Board and arrange for the group to receive assistance, if necessary
- if a serious incident occurs, refer to section G, media
- the College's Estates and H&S Manager will report the incident using appropriate forms, if necessary. Some incidents are reportable under RIDDOR.

F After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other students or staff in the College have been affected. In some cases, reactions do not surface immediately but College staff should be vigilant and sensitive.

ACTION CARD 11 : COMMUNICATIONS

- A For all incidents it will need to be decided which staff/students are to be briefed on the incident and by whom. In general, briefings will be carried out by members of the Incident Management Team possibly with the Principal briefing particular groups of students or a particular year group.

The first briefing will be given on the day of the incident where possible to quash any rumours or untruths. Where briefings of students take place concerning traumatic incidents, staff will be provided with written briefing notes.

The Principal or delegated alternate will contact the Chair of Corporate Board as soon as a critical incident is declared and subsequently on a regular basis (at least daily) until the incident is deemed no longer critical.

- B Briefings of students and staff may contain the following elements:

- a factual account of the problem or incident
- details of any arrangements necessary as a result of above
- details of help that is available.

- C Useful information for College staff:

- how all students are going to be told formally about the situation
- accurate details of what can be relayed to the students
- guidance on need to discourage speculation or rumours (combined with dissemination of 'hard information' as it is acquired)
- need to respond sensitively to grieving students, with guidance on recognising real symptoms of upset
- guidance on the need to monitor particular students who may be more affected than others
- availability of external support staff; where and when they can be contacted by staff and students
- when 'normal' lessons will be resumed
- which staff and students may attend the funeral, in consultation with the bereaved family.

Staff Cover Costs

50% covered within subject area and 50% funded by College.

Annual trip information and cost implications to be provided to Human Resources.

Part-time teaching staff on trips/visits outside their normal hours to be paid at their normal hourly rate for additional working up to 6.5 hours maximum per day.

Support staff to be paid at their normal hourly rate of pay up to 7.5 hours per day Mon-Thurs and up to 7 hours on a Friday.

Accompanying adult rate £35 per day. Assistant Principal to confirm the status of the accompanying adult.

Expenses for staff to be included within the cost of the trip.

The current expenses for staff and governors will apply.

TOIL

Fractional Teaching and Support staff TOIL for weekend residential (Friday, Saturday and Sunday) - total 2 days maximum

Full-time Teaching and Support staff TOIL for weekend residential (Friday, Saturday and Sunday) - total 2 days maximum

Teaching and Support staff TOIL of 3 hours for each night away from home (when not part of weekend residential).

Trips & Visits Operational Guidelines 2017/18

These operational guidelines were added in 2015/16 to ensure a common sense approach within the blocked timetable framework. Please note these are not **rules** but practical, common sense steps to consider when making decisions. These should be considered alongside the policy.

- 1 Local visits/internal events to take place in morning or afternoon sessions as far as possible – not straddling the crossover.
- 2 Local visits/internal events to take place as far as possible in small groups in own subject time.
- 3 Clear expectation that students on local visits in the morning return to College for afternoon lessons, and students on afternoon visits attend their morning lessons.
- 4 Day trips within subject areas should take place on different days throughout the year to avoid impacting on the same classes more than once.
- 5 No trips to take place in Year 12 or Year 13 in September, or after Easter in Year 13 (unless in own lesson time or in BTEC where it is an integral part of the course). Year 12 trips may resume after the AS external examination period.
- 6 No internal events (other than formal examinations) which draw students out of their normal classes to take place after Easter in 13. Internal events for Year 12 students may resume after the end of year assessment period.
- 7 Staffing of trips should be spread out over the year so that the same classes are not affected by the same teachers being away.
- 8 Curriculum Leader to be responsible for ensuring a sensible spread of trips across the year.
- 9 Attendance of support staff to be encouraged on trips to impact less on teaching.
- 10 Lessons in College must not be cancelled for students who have chosen not to go on trips as this is damaging to the reputation of the College.
- 11 It is good practice for trip organisers/leaders to notify staff of students who are participating in trips and visits.
- 12 Evening visits and residentials are largely unchanged in terms of impact.



TRIPS, VISITS & RESIDENTIAL ACTIVITIES

Guidelines for organising and/or accompanying staff

- I confirm that I have read The Sixth Form College, Solihull, guidelines for staff organising and accompanying trips and visits. I understand the procedures and responsibilities that this entails.

- I have familiarised myself with Action Cards 10 and 11 from the Incident Management Plan (Appendix to the Guidelines for Staff) in relation to procedures in the event of an emergency.

- I undertake to familiarise myself with the risk assessment of any trips or visits I accompany.

Name:

Curriculum Team:

Date: