


RESIDENTIAL AND NON-RESIDENTIAL TRIPS AND VISITS POLICY



Policy Review				
Author	Position	Approved by:	Approval Date:	Review Date:
Emma Cox & Karen Foster	VP Finance & Resources & Head of LRC	SMT: 	2/9/22	2 years Sept 2024

Document Control – Revision History (Policies only)					
Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Kate Wills	No changes required	12.06.18	18.03.16		N
Jo Frith-Williams	Minor changes made i.e. update of VP title, two weeks' notice for a non-residential visit rather than one and clarification that parental consent is needed for those under 18 years	23/08/21			<u>N</u>
Karen Foster/Emma Cox	Changes to reflect the new Ed visits procedure and guidelines, using Sharepoint Ed Visits site.	25/8/22		v1	

Initial Equality Impact Screening	
Has any one else been consulted on this policy and/or procedure? No	
What evidence has been used for this impact screening (e.g. related policies, publications)?	
Declaration (please tick one statement and indicate any negative impacts)	
<input checked="" type="checkbox"/>	I am satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.
<input type="checkbox"/>	I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity
Completed by:	Emma Cox
Position:	VP F&R
Date:	16/9/22
Has this been reviewed by Equality & Diversity Group: NO If Yes add Date:	
<input type="checkbox"/>	I confirm that any recommended amendments have been made
Summary of Comments/Recommendations from Equality & Diversity Group Review:	
Requirement for risk assessment for every individual learner essential. The result of the RA may lead to the individual not being able to attend the visit, but that would be best interest of the individual.	
Amended by Author:	
Position:	
Date:	

PURPOSE OF THE POLICY

The College recognises that learners can derive considerable value and educational benefit from taking part in planned trips and visits. The college has a responsibility to ensure that all trips and visits from college comply with the requirements of Health and Safety legislation, the requirements of the Children Act 2004 and that all practical steps are taken to ensure learner health and safety.

SCOPE

All visits and trips, regardless of length, location or whether for adults or young people, are covered by this Policy.

The actual requirements depend upon the nature of the visit e.g. day trip, residential, reoccurring, within the UK or overseas.

RESPONSIBILITY AND AUTHORITY

- 1) All staff have a responsibility to ensure that the required guidelines (available on Sharepoint) are followed and that all required actions are taken.
- 2) All staff and students participating in any trip or visit are subject to the same expectations and behaviours which govern on site attendance.
- 3) Risk assessments must be carried out and retained in the Ed Visits Sharepoint site under the relevant trip, along with all other trip information. All relevant documentation can be found in the Ed Visits site and the College Hub Forms button (add in file path)
- 4) Parental consent must be obtained in accordance with the guidelines for learners under 18. For all visits a 'consent and medical form for educational visits' must be collected from every learner regardless of age.
- 5) The guidelines must be followed to ensure that only reputable companies which adhere to Keeping Children Safe in Education are used for the provision of travel and accommodation.
- 6) The deadline for the completion of on-line application forms is as follows:
 - Overseas visits 4 months minimum before the visit
 - UK Residential visits at least 2 months before the visit
 - Non-residential visits at least two weeks before the visit
- 7) All day trips and visits must be approved by the appropriate Assistant Principal detailed in the guidelines.
- 8) All UK and overseas residential visits must be approved by the Vice Principal Quality of Education.
- 9) The Trip Lead is responsible for checking the documentation and for overseas trips, the appropriate Assistant Principal is responsible for ensuring the process has been followed, by following the checklist provided in the process.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

These are available on the College Sharepoint:

- Ed Vists Site on Sharepoint
- Safeguarding Policy