

West Midlands UTC

Safeguarding Learners on Educational Visits

The Governors recognise the value of students being engaged in activities that may take place away from the normal college site. Activities such as these may at times present additional considerations for WMUTC staff when fulfilling our primary role of safeguarding students.

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Monitoring, Evaluation and Review	The Governing Body will review this document at least once every 2 years and assess its implementation and effectiveness in consultation with key stakeholders. Monitoring and Evaluation shall be conducted by the Educational Visits Co-ordinator (EVC) every year in light of emerging guidance and evaluation. Changes and amendments will be actioned by the EVC.		

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Equality and Diversity Statement

WMUTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

1. Purpose

- 1.1.** The purpose of this policy is to provide a framework for the safe and effective execution of educational visits at the WMUTC. Given the unique ethos of the WMUTC, particularly with reference to employer engagement and applied learning, it is foreseen that students will often be involved in employer projects which take place at sites of construction or technological interest, particularly the sites of the employers themselves. To this end, educational visits/learning outside the classroom will be a fundamental part of the learners' experience at the UTC. The value of learning outside the classroom cannot be underestimated and the objective of this policy is to both encourage and facilitate the planning process. The effective planning processes, including the time needed to plan and evaluate the effectiveness of educational visits are also set out in the policy.
- 1.2.** A common sense and proportionate approach to risk assessment and risk management should prevail to help activities take place safely and not prevent them from taking place.
- 1.3.** Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

2. Definition

- 2.1.** The remit of this policy is learning outside the Classroom (LOTC) and as such pertains to any visit outside the UTC site involving our learners conducted during or outside of the normal UTC day (including holiday periods). Examples include visits to construction sites, a local company, and a coursework visit to an area of geographic significance, theatre trips, sports matches and residential experiences both in this country and abroad.
- 2.2.** The term risk assessment and risk management describe a process of thinking about the risks of an activity and the steps taken to counter them. Sensible management of risk does not mean that a separate risk assessment is required for every activity.

3. Context

- 3.1.** The Principal will ensure that all UTC trips and visits comply with the existing regulations and guidelines provided by the Council for Learning outside the Classroom, the governing body and the WMUTC health and safety policy.
- 3.2.** The group leader(s) will have the necessary experience and be competent to monitor the risks associated with any visits and undertake steps to minimise such risks. The competency of the leader will be judged by the Educational Visits Co-ordinator (EVC) as delegated by the Principal.

4. The Legal Framework of Visits

- 4.1.** Under the Health and Safety at Work etc. Act 1974 employers are responsible for the health, safety and welfare at work of their employees. For the UTC this includes staff, students and all participants of off-site visits.
- 4.2.** In accordance with this legislation the UTC is therefore required to:-

- 4.2.1. assess the risk activities;
- 4.2.2. introduce measures to control these risks;
- 4.2.3. tell the participants about these measures.
- 4.2.4. Teachers and staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would in the same circumstances.

5. Roles and Responsibility:

5.1. Governing Body

- 5.1.1. The governors ensure that the existing regulations and guidelines for all trips are met. Guidelines issued by the Council for Learning outside the Classroom do not hold statutory status, but are considered across the education sector to be an effective code of practice for such activity.
- 5.1.2. The governors will satisfy themselves that the risk assessment has been carried out and that appropriate safety measures are in place and that training needs (if any) have been addressed.

5.2. The Principal

- 5.2.1. Like the governors, the Principal will ensure that guidelines are followed in addition to the UTC's own health and safety policy. The Principal delegates the management of this programme to the Educational Visits Co-ordinator (EVC).
- 5.2.2. The Principal (or by delegation, the EVC) will give **final** approval on all students wishing to take part in an educational visit. Where students are 'at risk of permanent exclusion' and following a support programme from the UTC, they will not normally be eligible for residential visits either in the UK or abroad as they have demonstrated over time a persistent failure to follow instruction and as such present a safety risk to themselves, other students and staff taking part in the visit. Decisions regarding day trips will be made at the discretion of the Principal based upon the student's conduct record over a period immediately before the date of the visit. The UTC will ensure that no student will miss out on trips or visits that are essential to the completion of their curriculum.

5.3. Group Leader

- 5.3.1. One member of staff, the group leader, will have overall responsibility for the supervision and conduct of the visit, being aware of the legal framework for successful visits. The group leader will have been appointed/approved by the EVC.
- 5.3.2. Ensure all staff supervising the activity are either a member of UTC staff, or other staff who have been approved and vetted by the UTC and have shown a current enhanced DBS certificate and ID in accordance with the Safeguarding policy
- 5.3.3. Discussion between the group leader and the EVC will focus on these issues:
 - 5.3.3.1. adequate child protection procedures are in place;

- 5.3.3.2. all procedures have been followed from initial planning until the end of the visit;
 - 5.3.3.3. the risk assessment has been completed/observed and appropriate risk minimization measures are in place;
 - 5.3.3.4. the group leader has the relevant experience for the type of activity planned and is sufficiently trained to meet the needs of the staff and students involved;
 - 5.3.3.5. other staff, both teaching and non-teaching, are appropriate people to supervise children;
 - 5.3.3.6. the ratio of supervisors to learners is appropriate;
 - 5.3.3.7. parents are fully informed and have signed consent forms (not applicable on ELE visits – see part 14.0);
 - 5.3.3.8. arrangements have been made for the medical and special educational needs (SEN) of all children;
 - 5.3.3.9. adequate first-aid provision is available;
 - 5.3.3.10. the mode of transport is appropriate and that all persons are fully informed about arrangements;
 - 5.3.3.11. there is adequate and relevant insurance cover;
 - 5.3.3.12. addresses, phone numbers, contact name of the venue are supplied, plus a nominated emergency contact number of which the group leader has details;
 - 5.3.3.13. there are agreed emergency procedures including those amongst the Senior Leadership Team;
 - 5.3.3.14. the group leader and other supervisors and nominated UTC contact carry full details of each child, including contact names (next of kin) and phone numbers in the case of visits which take place beyond the scope of the academy day;
 - 5.3.3.15. there is a contingency plan for any delays, including a late return home.
- 5.3.4. The group leader will**
- 5.3.4.1. ensure that every planned visit has a clear educational objective, as outlined in the Visits Application form (Appendix D);
 - 5.3.4.2. obtain the EVC's prior agreement for the visit to take place;
 - 5.3.4.3. follow Council for Learning Outside the Classroom (LOT) and the UTC's regulations, guidelines and policies;
 - 5.3.4.4. appoint a deputy where appropriate;
 - 5.3.4.5. clearly delegate responsibilities to other supervisors ensuring their suitability for the tasks;
 - 5.3.4.6. be able to control and lead learners taking part in the activity;
 - 5.3.4.7. be well prepared and suitably competent to instruct learners in an activity or ensure that the expertise is available from other instructors;
 - 5.3.4.8. be aware of child protection issues;
 - 5.3.4.9. ensure that adequate first-aid provision is available;
 - 5.3.4.10. undertake and complete the planning and preparation for the visit ensuring that all parties are fully informed (parents, pupils, UTC etc);

- 5.3.4.11.** undertake and complete a comprehensive risk assessment where necessary. This risk assessment (generic or bespoke) should be signed, making clear that other teachers have read and understood the document, as well as the plans for the itinerary. The signed copy should be returned to the EVC to ensure compliance;
 - 5.3.4.12.** review regularly undertaken visits and make necessary adjustments, keeping line managers fully informed;
 - 5.3.4.13.** ensure all other supervisors are fully informed of risk assessments and emergency procedures;
 - 5.3.4.14.** ensure the ratio of supervisors to pupils is appropriate for the needs of the pupils.
 - 5.3.4.15.** consider stopping the visit/activity if the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;
 - 5.3.4.16.** ensure that all concerned have the required parent/staff contact details and a copy of the emergency procedures;
 - 5.3.4.17.** ensure that the details of medical and special educational needs are given to other supervisors;
 - 5.3.4.18.** ensure that teachers and other adult volunteers have followed the guidance set out for them;
 - 5.3.4.19.** take any necessary action to remove a child from a trip at any point before departure if any information comes to light which threatens the safety and security of the trip. This information must be communicated to parents before initial sign-up to a trip and corresponding financial penalties accepted.
- 5.3.5.** For foreign residential trips, the trip leader must have, at the very least, acted in deputising capacity on a previous trip of this nature. Following an agreed programme of trial leadership duties in this role, the qualified deputy leader will have gained the relevant experience of leading such a trip.

5.4. Group Members

- 5.4.1.** Staff on UTC-led visits act as employees of the UTC, whether the visit takes place within normal hours or outside those hours. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.
- 5.4.2.** They will:
 - 5.4.2.1.** follow the instruction of group leader and help with organisation, control and discipline;
 - 5.4.2.2.** consider stopping the visit/activity, and inform the group leader, if they think the risk to the health and safety of the learners in their charge is unacceptable;

- 5.4.2.3. ensure that they have the experience and/or training required to provide the necessary supervision and/or instruction for the visit;
- 5.4.2.4. ensure that the group leader keeps them fully informed prior to the visit. During the visit there must be a daily review and morning briefing session.

5.5. Adult Volunteers

- 5.5.1. Non-staff adult volunteers on the visit will be clear about their roles and responsibilities during the visit.
- 5.5.2. Adult volunteers acting as supervisors must, if their role is to support a learner with special needs, ensure that this role has been fully discussed with the group leader and SENDCO.
- 5.5.3. Any adult volunteers from outside the UTC must be vetted and receive the appropriate DBS check clearance. For residential visits this must be an enhanced disclosure, for day trips clearance from the 'barred list' will suffice if the trip leader is content that the person is not left on his/her own with children.
- 5.5.4. On any DBS check and clearance, it is the trip leader's responsibility to ensure that he/she has risk-assessed the level of clearance provided by the DBS for all participating staff in order to ensure suitable supervision of children and the protection of staff against any allegation of misconduct. For further advice on this issue, the Principal can advise on protocol and make final decisions.
- 5.5.5. It is the responsibility of the visit leader to ensure that the medical needs of both participating staff and learners have been addressed and in the case of students, any prescribed medication is taken and its dispensing arrangements agreed by parents. Medical forms will be held on UTC premises and will require signed parental updates to ensure the correct provision of health-care needs. A database of significant medical conditions will be held by the UTC and visit leaders will need to use this database to inform any adjustments to the specific/generic risk assessment for the visit.

5.6. Pupils

- 5.6.1. **The group leader will make it clear to pupils that they must:**
 - 5.6.1.1. return a signed parental consent form (Appendix F) as well as a code of conduct form (Appendix D) for residential visits;
 - 5.6.1.2. follow the instructions of the leader and other supervisors, including those at the venue of the visit;
 - 5.6.1.3. dress and behave sensibly and responsibly (following the UTC code of conduct);
 - 5.6.1.4. if abroad, be sensitive to local codes and customs;
 - 5.6.1.5. look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it;
 - 5.6.1.6. report all injuries, however minor to their adult supervisor;

5.6.1.7. inform their adult supervisor of any illness or sickness.

5.6.2. Every visit must be planned in advance, and details of the lead-times for planning are contained in the table in section 6.1 of this policy. A checklist for planning a visit is to be found in Appendix C of this document. All visits beyond the Extended Learning Environment must be approved following the completion of the Educational Visits Application Form (available from the UTC Office – Appendix D, H and I). This form will guide the visit leader on steps regarding visit risk assessment and will require the signature of the EVC for approval.

5.6.3. Informing all those staff in the UTC who will be affected by the visit, e.g. UTC kitchen, site officers, pastoral tutors, teachers of those students going, is the responsibility of the leader of the visit. An accurate list of participants must be made available to the EVC prior to the visit.

5.6.4. For visits which carry a parental contribution, students and parents will receive clear instructions about:

5.6.4.1. payments;

5.6.4.2. timing and itinerary;

5.6.4.3. Clothing and equipment;

5.6.4.4. Behaviour.

5.7. Parents

5.7.1. Parents will be able to make an informed decision whether their child will go on the visit. The group leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions (particularly for international visits). This information will explain the nature and purpose of the visit and outline the programme/itinerary with reference to health and safety issues. The group leader will also tell parents how they could prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

5.7.2. Parents will need to:

5.7.2.1. provide the group leader with emergency contact number(s);

5.7.2.2. sign the consent form;

5.7.2.3. give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).

5.7.2.4. Parents will, for certain higher cost visits, have the opportunity to pay in instalments for the activity. Although the UTC relies on voluntary contributions by parents, there are circumstances when parents may apply to the Principal for assistance. (In most circumstances the pupils would be expected to fall into the Pupil Premium category.)

6. Timelines

6.1. Adequate planning is essential in the effective execution of educational visits. Below is a guide to the time needed to plan educational visits. This will act as a guide for all visit leaders. (See Appendix C)

Category A visits (those within the Extended Learning Environment which fall within the remit of the generic risk assessment)	<24 hours before departure
Category B1 visits (regional and national visits)	1 week to 1 month before departure
Category B2 (international) and C visits (adventurous)	>1 month and up to 1 year before departure.

7. Planning

7.1. Whether the visit is to the local area for a lesson or a residential stay in the UK or abroad it is essential that planning has taken place for every stage. The Principal will delegate this planning to the organiser of the visit (the group leader). The planning process behind the visit remains the most effective risk/benefit analysis and is the precursor to the risk assessment, which simply serves to illustrate this thought process in paper form. This planning process starts with a planning meeting with the EVC.

7.2. The Principal must be satisfied that this person is competent and has the necessary relevant experience. This will require some basic information about the proposed excursion and might include:

7.2.1. visit objectives;

7.2.2. likely date, duration, venue and an initial estimate of costs;

7.2.3. student target group, staffing.

8. Risk/Benefit Assessment

8.1. In practice, risk assessments, which employers are legally required to do, are to be carried out by the visit leader. An assessment will be completed well before the visit, and will be approved by the EVC.

8.2. Risk assessments completed by employers/providers are helpful documents to guide risk assessment for visit leaders/the EVC, but are only a guide for the completion of the legally-binding internal risk assessment process.

8.3. The risk assessment will be based on the following considerations:

8.3.1. what are the hazards?

8.3.2. who might be affected by them?

8.3.3. what measures need to be in place to reduce risks to an acceptable level? (e.g. locks on doors of sleeping accommodation)

8.3.4. can the group leader put the safety measures in place?

8.3.5. what steps will be taken in an emergency?

8.3.6. an appropriate 'Plan B', will the excursion be impeded for any reason

- 8.3.7.** once risks have been assessed and appropriately minimised, the trip leader must once again assess whether the trip may proceed.
- 8.4.** The visit leader/EVC will take the following factors into consideration when assessing the risks:
- 8.4.1.** the type of visit/activity and the level at which it is being undertaken;
 - 8.4.2.** the location, routes and modes of transport;
 - 8.4.3.** the competence, experience and qualifications of supervisory staff;
 - 8.4.4.** the ratios for teachers and supervisory staff to students;
 - 8.4.5.** the group members age, competence, fitness and temperament and the suitability of the activity;
 - 8.4.6.** the special educational or medical needs of pupils;
 - 8.4.7.** the quality and suitability of available equipment;
 - 8.4.8.** seasonal conditions, weather and timing;
 - 8.4.9.** emergency procedures;
 - 8.4.10.** how to cope when a pupil becomes unable or willing to continue;
 - 8.4.11.** the need to monitor the risks throughout the visit. This forms an important part of dynamic risk assessment and all group leaders will be made aware of the need to continually re-assess hazards, particularly in the light of changing circumstances, e.g. weather, closure of facilities or unexpected environmental changes.
- 8.5.** It is good practice to ensure that:
- 8.5.1.** groups of students will never be left in an area where they are unaware of a proximate point to locate a member of staff (remote supervision). This arrangement must be communicated clearly to children and several verbal checks carried out with identified learners;
 - 8.5.2.** it is the group leader's responsibility to be aware the approximate location of his/her supervisory staff at all times;
 - 8.5.3.** arrangements will be made to ensure that when the group are working independently, they can be gathered together swiftly and effectively;
 - 8.5.4.** groups of students must never be left on their own and separated *en masse* from supervisory staff;
 - 8.5.5.** if students become distressed as a result of environmental or social factors affecting a planned activity, the trip leader must re-assess his/her risk-benefit analysis of the activity, and, if the need arises, be prepared to withdraw the activity to ensure the continued safety and security of the children involved.

9. Exploratory Visits

- 9.1.** Where possible, this will be made by any teacher trying to organise an activity. This will allow the group leader to:
- 9.1.1.** ensure the venue is suitable to meet the aims and objectives of the visit;

- 9.1.2. obtain advice from the people who manage events or run venues for schools/academies – they may also provide names and addresses of other schools/academies who have used their facilities;
- 9.1.3. assess potential areas and levels of risk;
- 9.1.4. ensure that the venue can cater for all the needs of the staff and pupils in the group;
- 9.1.5. become familiar with the area the party intend to visit.

10. Financial Planning

- 10.1. The visit organiser must ensure that all costs are included and clearly explain to parents what is included in the price per student.
- 10.2. Day visits will normally include:
 - 10.2.1. transport;
 - 10.2.2. admission charges;
 - 10.2.3. insurance;
 - 10.2.4. reprographic materials.
- 10.3. Residential trips will include:
 - 10.3.1. transport;
 - 10.3.2. accommodation
 - 10.3.3. meals (half/full board);
 - 10.3.4. evening entertainment;
 - 10.3.5. insurance;
 - 10.3.6. reprographic materials;
 - 10.3.7. specialist tuition/equipment;
 - 10.3.8. admission charges;
 - 10.3.9. contingency fund for emergency.
- 10.4. The costing of the visit, including insurance and administration charges and the procedures for all financial arrangements must be discussed with the Director of Operations and Finance before any information is given to students. It is the visit leader's responsibility to complete the educational visits application form and to ensure that the Director of Operations and Finance has signed it to approve any financial transaction. These include:
 - 10.4.1. a calculation of cost per child;
 - 10.4.2. insurance costs;
 - 10.4.3. entry costs;
 - 10.4.4. transport costs;
 - 10.4.5. reference to other costs (e.g. pocket/spending money guidelines);
 - 10.4.6. there is a £1 per pupil administration fee for day trips;
 - 10.4.7. there is a £10 per pupil administration fee for residential trips.
- 10.5. Students are not expected to pay for any related cover costs, as these resources are allocated centrally.

- 10.6.** Once approved, the Director of Operations and Finance will ensure that the mechanisms for payment e.g. *ParentPay* are activated.
- 10.7.** Banking arrangements will be in place to ensure that the visit's receipts are separate from other UTC funds and from private accounts.
- 10.8.** A visit may have to be cancelled if there are not enough voluntary contributions to ensure the viability of the visit. Visit organisers must include this information in a letter to parents outlining the cost of the visit.
- 10.9.** The Principal may levy a charge for visits when it is deemed to be an optional extra i.e.
- 10.9.1.** falls outside UTC hours;
 - 10.9.2.** does not form part of the UTC Curriculum or is not within the scope for the statutory requirements relating to religious education.
- 10.10.** The charging arrangements for any trip must be cross-referenced with the financial policy of the UTC. For visits outside the remit of the ELE, the UTC will ask for a voluntary parental contribution to cover all costs (not including cover costs of the visit or absent teachers) of the visit. It will be made clear, however, that visits may not run without sufficient voluntary contributions.
- 10.11.** For ELE visits, the UTC will ask parents for a 'one-off' voluntary contribution to cover transport costs to employer sites and curriculum venues.

11. First Aid

- 11.1.** This will form part of the risk assessment. As outlined in the ELE section of this policy, it will usually be expected that a first-aid box accompanies the leader on any ELE trip. Under normal circumstances, appropriately trained first-aid staff and facilities will be available at construction employer/sponsor sites, however the trip leader will need to confirm arrangements for this in advance. An appropriately trained first-aider must accompany an international visit.
- 11.2.** All adults in the group will know how to contact the emergency services and access pupil's medical details. Student and staff medical information must be checked before any visit departure and appropriate risk management procedures considered e.g. the administering of an epipen for anaphylaxis.
- 11.3.** In the event of an accident, medical treatment will be sought. An adult must accompany the child until the parent is able to take over. The Principal or UTC emergency contact person will be kept fully informed of all circumstances.

12. Head Counts

- 12.1.** Regular head counting is a simple procedure to avoid losing contact with students on UTC visits. The students will be assigned a teacher for the duration of the visit. They will carry a list and be aware of the whereabouts of their learners throughout the visit. Group leaders will appoint a person to be responsible for total head counts. These are particularly important before the start and finish of all journeys and transition of activities during the day.

12.2. All learners will be aware of emergency procedures if they become separated from the group. If students are given the opportunity to spend time away from their 'adult' they will work in small groups. No student will go off on their own as part of an organized UTC activity.

13. Emergency Planning

13.1. All visit leaders are expected to take the relevant contact details of members of the UTC's leadership team.

13.2. The expected course of action in the event of an emergency is as follows:

13.2.1. Contact to the Principal or a nominated member of the Leadership team;

13.2.2. inform the contact of location, time and nature of emergency;

13.2.3. do not under any circumstances speak to third parties or parents until the Principal is aware of the emergency.

14. Extended Learning Environment (ELE)

14.1. Our Extended Learning Environment (ELE) will provide a framework within which visits to approved partner sites as well as sites which are assessed to be of low-risk can take place without the explicit permission of parents. Parents will have an opportunity to opt out of the ELE scheme, however given the ethos of the UTC and the fact that all students have made an active choice to join the UTC, this is considered to be extremely unlikely to occur. Alternative on-site arrangements will be made if this is the case, including the provision of appropriate learning resources.

14.2. **The rationale for ELE** is to improve access to the local business and academic community for staff and students at the UTC, by minimising administrative barriers to the organisation of UTC trips under the banner of a clearly defined generic risk assessment.

14.3. **Access** Many of these local visits (defined as visits within the West Midlands – the catchment area of all pupils at the UTC) will be on foot, however some visits within can be accessed by mini-bus or alternative sustainable transport.

14.4. **An Extended Classroom:** Visits taking place within the ELE are of intended to be an extension of the classroom learning environment and will not require individual parental consent. Instead, teachers and support staff will be able to use their initiative to take a group of learners, often at short notice, to a location in the local community, so that learning can take place in a 'real-life' context. Parental consent for ELE visits will be achieved by the provision of a signed 'opt-out' letter, otherwise the WMUTC will make it clear that all students will be expected to be active participants in ELE visits. Letters home, a policy overview on the UTC website and newsletter items will refer parents to the operation of the ELE to re-assure parents of the benefits this innovative and flexible approach to low-risk local visits. All usual teacher-to-student ratios will be followed and risk-assessment planning will take place to ensure the safety and security of each visit. The UTC will always be aware of time, location and pupil composition of an ELE visit. There will normally be no charge for ELE visits.

15. Reviewing Activities

15.1. Following an activity taking place, the lead member of staff is required to debrief the Principal on the success of the activity, procedures for health and safety and educational merit of the visit.

15.2. Where appropriate, the lead member of staff will be required to review and update stored risk assessments for the activity to ensure that they remain fit for use and up to date.

16. Reporting Injuries and Accidents

16.1. The lead member of staff will assess any situations that arise and make appropriate changes to the activity and procedures to ensure the continued safety of all UTC members.

16.2. In the event of a minor injury, the lead member of staff will ensure appropriate first aid is administered and then assess the situation to determine any changes from planned activities either for the individual or the group as a whole.

16.3. In the event of serious injury or death, the lead member of staff will follow the procedures described in **part 13**, above.

17. DfE Guidance and other documentation has been used to create this document. The specific guidance documents include:

- [Health and Safety advice on Legal Duties and Powers](#)
- [School Trips and Outdoor Learning Activities](#)
- [Council for Learning Outside of the Classroom](#)

Other relevant policies:

- Teaching and Learning Policy
- WMUTC Health and Safety Policy
- Emergency Planning policy

Appendix A – List of Locations forming part of the Extended Learning Environment.

- Visits to Springfield Brewery site for learning activities as part of the construction curriculum
- Visits to the University of Wolverhampton (city campus) for specialist training and lessons, careers advice, guidance and other related activities
- Visits to sporting or similar venues to conduct enrichment during UTC hours
- Visits to local employer partners as part of the construction curriculum
- Visits to local schools as part of shared curriculum delivery

Appendix B

A GUIDE TO EDUCATIONAL VISITS RESPONSIBILITIES– UK (CATEGORY B)

Use this guide to ensure that the correct procedure is carried out for each trip in a safe and timely manner. Please also refer to the Educational Visits policy document, which can be found in the staff shared area, for additional information.

What?	When
Initial trip notification	At least 4 weeks in advance of the trip.
Complete the “Application for and Educational Visit” form	At least 25 days prior to the visit taking place.
Letters to parents	At least 3 weeks prior to the visit taking place.
Additional information to parents	At least 2 weeks prior to the visit taking place
Complete Student register	This should be completed when all the permission and medical forms have been received from parents at least 1 week prior to the visit taking place.
Participating Staff briefing	At least 3 days prior to the visit taking place.
Student Briefing	At least 2 days prior to the visit taking place
Complete Student register	Immediately prior to departure

Group Leader Responsibilities

- One adult, the Group Leader, must have overall responsibility for the planning, management, supervision and conduct of an off-site visit or activity.
- Every off-site visit or activity must have a Group Leader and approved aim(s) and objective(s) (to be included on the visits booking form).
- The Group Leader must be appointed or approved by the Governing Body or Principal, Vice Principal and/or EVC within the UTC for off-site visits.
- The Group Leader is the key person in the process of safe and successful delivery of off-site visits and activities.
- The Group Leader is expected to remain with the group and stay in the same accommodation, close to the group, unless approval has been given for remote supervision or delegation of responsibility to another adult.
- The UTC should offer CPD through a process of induction and ‘apprenticeship’ style training and are strongly recommended to send future Group Leaders on the Group Leader Training course.
- Within this context the Group Leader must:
- Have the experience, training and qualifications (where appropriate) to safely control the group on the planned visit or activities and lead the team of other accompanying teachers and adults;
- Appoint a competent deputy in conjunction with the Principal, Vice Principal and/or EVC, if working with one or more other adults;
- Use the WMCUTC Visits Policy to prepare for a visit or activity;
- Follow the special guidance for exchange visits;
- Carry out all the necessary planning and preparation before the visit including full risk assessments and risk management processes and where necessary a planning visit to the site;
- Ensure all activities are suited to the age, aptitude and experience of the particular pupils;
- Maintain appropriate levels of supervision – see LOTC guidance within the Educational Visits policy;
- Be aware of child protection issues;
- Define the roles and responsibilities of accompanying teachers and other adult;
- Provide full written information to parents or carers and obtain their fully informed consent;
- Prepare and brief pupils, their parents and accompanying teachers and other adults;
- Ensure all adults are aware of any special needs or medical issues;

- Manage the overall organisation during the visit, including staff leadership, supervision of pupils and have due regard for the health, safety and welfare of everyone at all time;
- Be able to facilitate continuous and on-going risk assessment for the duration of the visit or activity and be prepared to stop the visit or activity if appropriate;
- Be able to initiate 'Plan B' or cease all activity and return to the UTC or base if appropriate;
- Be conversant with good practice in planned activities including those activities they are not directly leading or delivering;
- Determine the level of first aid and medical provision required and appoint an adult(s) to take that responsibility;
- Provide the Principal and/or EVC with all relevant documentation before departure;
- Carry all relevant documentation including emergency procedures;
- Have an effective and tested communication system with the designated member of staff from the academy/establishment in the event of emergency or delay;
- Report and record any accident, incident or near miss appropriately – see policy guidance;
- Carry out a review of the visit or activity with the Principal and/or EVC;
- Observe the guidance set out for teachers and other adults.

Appendix C - A Step by Step Guide for Planning a Visit outside the remit of the ELE

1. Seek permission.

Approach the EVC for permission clearly stating the objectives of the visit, the likely date, duration and venue. Include information about target groups, staffing, resources and costs.

2. EVC will check the suitability of the trip, including possible examination clashes with the MIS Manager/Examinations Officer.

3. Planning

- where? (venue);
- transport options;
- staffing: teaching and non-teaching – expertise;
- staff: pupil ratios – ensure that all pupil needs are met;
- anticipate activities. Costing implications;
- delegate organization;
- cost - calculate realistic cost to parents. Minimum group size for viability;
- maximum group size;
- letter to parents, reply slips, other documentation;
- deposit or full payment;
- risk Assessment;
- plan activities – pupil workbook/diary;
- meeting with parents.

Before any trip is confirmed, approval by Educational Visits Co-ordinator is required.

1. Issues to consider before offering the trip by letter to parents/students:-

- Full cost to venue.
- Are staff places free? If not, these need to be costed in.
- Full cost of transport
- Full cost of equipment charges
- Full cost of extra clothing (are the students expected to wear uniform?)
- Full cost of accommodation
- Insurance costs
- Admin fee for any non-compulsory trips (£1 Day Trip, £10 Residential)
- Minimum numbers required to make trip viable.
- **Ensure any travel agency is abta bonded in writing from abta**

2. Other costs to consider.

- Food and drink
- Emergency Fund
- Mobile phone costs
- Hire charges for specialist equipment
- Minibus costs
- Cover costs cannot be included.

4. Ratios

When considering supervision of pupils the ratio of adult supervisors to pupils will consider:

- age, and ability of pupils;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site visits;
- duration and nature of journey;
- type of accommodation;
- competence of staff for type of activities;
- requirements of the organisation/venue being visited;
- competence and behaviour of pupils;
- first aid cover.

Wolverhampton LA guidelines are:

Category A (Local - <10 miles) and B (UK visits)

KS4 pupils = 1:10-15

KS5 pupils = 1:10-20

Category C (International) and C (Adventurous)

All years = 1:10-12 (minimum of two staff)*

Centre Holidays = 1:5-8 (minimum of two staff)

* For small KS5 groups, one adult is appropriate if risk-assessed

General guidance:

- Additional adults will be required for children with special educational or medical needs and if parents accompany a son/daughter on the visit, their presence does not add to the overall staffing ratio
- Ratios will take into account emergency situations when one member of staff may need to accompany a child to hospital. The ratios will still be sufficient to allow other activities to take place. The ratio does not have to be teaching staff. It may include non-teaching adults.
- The gender balance of the group will also be considered and addressed where possible.
- In high risk activities a lower ratio is required during the actual activity. This will include specialist instructors. Please check that the specialist instructors have undertaken a risk assessment and are working in group sizes which meet the academy's ratio requirements. With these visits, it is essential that instructional handover is made clear to students.
- For the protection of both adults and children no adults will spend time alone with a pupil.
- The staff code of conduct states clearly that in all other circumstances, staff will always be aware of the location of students and ensure they are never left on their own unattended.

5. Selection Process

This will be as fair as possible. Where possible students will have priority over those who have already taken part in a similar visits. Selection will then be based on good behaviour and attendance.

6. Insurance Cover

Under normal circumstances all educational visits will be covered under the UTC's insurance arrangements.

7. Information to Parents

Parents will be kept fully informed throughout the planning stage. Before residential visits parents will be encouraged to attend a briefing meeting.

Type of Information:

- dates of visit; departure/return dates, time and venue; mode of travel, including name of travel company;
- cost of visit with simple breakdown costs;
- size of group and level of supervision, clearly stating any occasions when children may not be under close supervision;
- Needs to be clear about what the UTC will and will not provide within the cost of the trip.
- Needs to explain visit objectives; what the trip involves i.e. travel to and from the venue, accommodation if applicable, details of meals if applicable. If it is an activity trip, then details of whether the instructors are qualified, evening activities and insurance; details of accommodation, including supervisory arrangements;
- names of group leader and other supervision staff;
- details of provision for special educational or medical needs;
- procedures for students who require medical attention;
- information about standards of behaviour, particularly relating to out of academy hours;
- clothing and equipment needs, plus information about what will not be taken on trip;
- Needs to explain that pocket money is not included; money required by students and the arrangements for distribution of money (daily pocket money, foreign currency etc.) Security arrangements will be set up to ensure safe-keeping of money;
- Needs to explain if a packed lunch is available on the trip.
- Needs to be copied to the Finance staff, so that a new account can be set up.
- Needs to explain the full cost and that the deposit is non-refundable unless the trip does not go ahead.
- Needs to have a tear off slip, to return to the UTC to indicate interest.
- What the selection process is, i.e. is it first come, first served etc.?
- further information will be needed for visits abroad.

Send a final letter to parents/students confirming that the trip is definitely going ahead. Include:-

- Instalment deadlines and date for full payment.
- If payment is expected in full, then ensure that this is indicated on the letter and that the place will be lost if payment is not received.

Ensure that the letter includes the UTC's Cancellation policy. This is particularly important for residential trips, where the costs are substantial. (The Cancellation Policy includes a clause which states that if a parent has signed up for a trip and agreed to pay, even if they then decide to withdraw their son/daughter from the trip, they are still liable to pay in full.)

Keep checking with Finance section on payments received.

- If there are any students who have defaulted on payments, then Finance staff will alert staff to this.
- The person responsible for the trip will then need to progress this with the parent.

Cancellations.

- If a student is withdrawn by the UTC for any reason, then the costs of the trip have to be fully refunded.
- If a student becomes ill or has a fracture, before the trip, then an insurance claim form would need to be obtained from the UTC's insurance provider and then the student reimbursed for their payments to date. Medical evidence needs to be obtained.

Please ensure that copies of all letters are approved by the EVC before sending to parents. (Examples of letters are also available to support staff planning new activities in Appendix H).

Checklist for Trip/Visit Planning

Visit:

Visit Leader:

Date:

		Complete	Copy For File
1	Discuss possible dates in department		
2	Calculate total cost		
3	EVC approval after submission and sign off of completed application for (Appendix D).		
4	Check diary for suitable date with MIS Manager		
5	Approach staff for involvement if help needed.		
6	Provisionally book suitable venue (s) – accommodation / events and leisure activities (Inc. cinema listings)		
7	Book Transport (hire bus to arrive day before if early departure)		
8	Confirm other adults, observing pupil : adult ratios		
9	Selection of pupils ensuring a fair process		
10	Risk Assessment completed. Risk assessment submitted to SM. Signed copy received back.		
11	Write letter to parents Inc. dates, times, cost kit list and trip details		
12	Organise collection of money via ParentPay		
13	Check Insurance / obtain copy of school insurance for file		
14	Collect all consents / medical info / dietary / emergency contacts		
15	Book school mobile phones : <i>Trips 1</i> -07469 618765 / <i>Trips 2</i> -07469 618770 / <i>Trips 3</i> - 07469 618774		
16	Book equipment		
17	Make arrangements for medical or special educational needs		
18	Confirm venue		
19	List pupils involved in staff room notice / e-mail as reminder		
20	Collate pupil information on sheet for staff / Centre (include PUPIL Mob Nos.)		
21	Meeting with parents (all international visits)		
22	Clarify spending money		
23	Order Packed lunches (esp. FSM) for day of travel, inform school kitchen of reduced numbers at break/lunch on day of visit		
24	Order first aid kit from David		
25	Risk assessment passed to staff involved ONE WEEK BEFORE DEPARTURE		

26	Complete room lists and pupil group lists for activities		
27	Print pupil lists for bus if more than one bus being used		
28	Create telephone tree- copy to office and all staff with Risk Assessment		
29	Provide maps / directions / itinerary for drivers		
30	Confirm that staff involved have read information pack / Risk Ass.		
31	Confirm Departure and arrival arrangements		
32	Provide contact cards for pupils with emergency numbers		
33	Provide / agree a rota of duties for the duration of the trip		
34	Pack stationery and field equipment, educational booklets		
35	Organise cover work during absence		
36	Check minibuses for fuel, complete log book		
37	Give copy of pupil information list to Vyrn to confirm medical		
38	Remember to collect packed lunches / phones		

Appendix D

(EV1) Visit Application Form

Applications to arrange a UTC visit are all approved by the EVC.

Please note: Advance notice needs to be given for all category B and C visits – see Educational Visits policy for further details

FULL DETAILS OF YOUR TRIP			
Department			
Visit to			
Aims of visit:			
Date of visit		Year Group	
Maximum number of students		Minimum number of students	
Approximate cost per student			£
Staff member responsible			
Staff accompanying			
Non UTC employees involved – and DBS check notes			
Lessons to be covered (include all staff involved) Please attach cover sheet			

MIS Manager Approved		Date:	
Curriculum Leader Approval:		Date:	
Book an appointment to discuss your trip with EVC		Date:	
Electronic application submitted including risk assessment form, parental letter and student list, together with any other relevant information.		YES	NO

APPLICATION BELOW TO OPEN AN ACADEMY VISIT ACCOUNT IS FORWARDED TO DIRECTOR OF OPERATIONS AND FINANCE	
Cost of venue/activity/entrance/equipment charges etc	£
Transport	£
Accommodation, if applicable	£
Food & drink	£
Insurance	£
Emergency fund	£
WMUTC admin fee (£1 per student day trip, £10 residential)	£
Parents informed of any cancellation charge & liability for any possible cost increases	£
Total cost & cost per student	£
APPROVED BY EVC	Date: <input type="text"/>
APPROVED BY DIRECTOR OF OPERATIONS AND FINANCE	Date: <input type="text"/>
FORMALLY PUBLICISED WITH PARENTS AND STUDENTS	Date: <input type="text"/>

Generic Risk Assessment – Extended Learning Environment

West Midlands UTC		Leader:	Venue:
Activity: Various		Group No: Class or small group Staff No: See Ratios	Date(s): Ongoing
Identifying significant hazards-assessing the risks: Hazards and harm which may occur. Consider: Venue: Itinerary: Activity (staffing, equipment, emergencies): Group and Plan B	Control Measures - managing the risk (Please see Appendix A for a list of ELE activities) Controls, including relevant sources of guidance		
VISIT	Staff must have been passed out as 'Competent to lead' by EVC & received permission for the trip to take place.		
	Staff to learner ratio will be correct		
	Emergency phone numbers will be carried by staff		
TRAVEL (Accident in minibus, journey problems, RTA whilst on foot)	Behaviour of students for the bus journey will be discussed prior to departure		
	An additional adult must travel in any bus driven by a member of staff.		
	Behaviour of students for the bus journey will be discussed prior to departure		
	An additional adult must travel in any bus driven by a member of staff.		
	Seat belts will be used by all		
	Mini-bus driver is ultimately responsible for all checks		
	Staff will have correct and up to date mini-bus training		
VENUE (Separation from group, members of the public and animals)	Use crossings where appropriate / available – standard crossing points and routes identified and known to all staff. Staff to use appropriate management techniques for crossings with a group.		
	Agreed boundaries, meeting points and times.		
	Learners will be briefed on interactions with the public and made aware of hazards such as animals where appropriate.		
ACTIVITY (Adverse weather conditions)	Learners will be supervised at all times on the trip (this can be close or distance supervision however this must be in 'buddy pairs' as a minimum). During the course of the visit, pupils to be counted regularly as appropriate. Always double count.		
	Appropriate clothing and/or footwear must be worn. Sunscreen and sunhats where needed.		
ITINERARY (Medical emergency, injury, emergency)	Staff must have a knowledge of learners' medical conditions. Staff and pupils to have access to personal medication.		

		First aid kit carried / arrangements in place. Ongoing assessment of environment, location and equipment. Learners and staff made aware of hazards and no go areas.	
		Academy to be aware of location and times. Operational rucksack will be carried. Staff to have mobiles and the academy and other staff to have the number. Follow agreed emergency procedure.	
Completed by:			
Signed EVC:		Date:	
CHECK LIST FOR STAFF USING THE LOCAL AREA TO ENHANCE AND EXTEND THE LEARNING ENVIRONMENT			
Do pupils have appropriate clothing and/ or footwear? i.e. raincoat, sunscreen etc.		YES	NO
Are there any pupils with medical issues i.e. asthma, allergy etc. and are they carrying their inhaler/epi-pen/medication? If not have you collected their spare from the nurse?		YES	NO
Are staff pupil ratios correct? (see below)		YES	NO
Notify Principal, EVC or Director of Operations and Finance by phone (must be a person-to-person conversation, not an answer machine message)		YES	NO
Leave a list of names of staff and learners going with the Executive Assistant to the Leadership team		YES	NO
Leave details of where you are going and estimated time of arrival back with Executive Assistant to the Leadership team		YES	NO
Take UTC trip operational rucksack including mobile phone and first aid kit (Signed in and out from Reception)		YES	NO
RATIOS FOR GENERAL ACTIVITIES INCLUDING FIELDWORK			
These ratios may be increased as a result of individual discussion with the EVC based on experience of trip leader.			
Activity	Age of young people	Staff: young person ratios – typical range NB actual ratios must be determined by a process of risk assessment	Visit leader competence
Category A - Local visit	Year 10-11 (KS4)	1:10-15	Previous experience: Y/N
	Year 12 – 13 (6th form)	1:10-20	Previous experience: Y/N
School Contact Number	Landline:		Mobile Number:

Appendix F

EV3: PARENT/CARER CONSENT FORM FOR AN EDUCATIONAL VISIT

This form should be read with the accompanying information/letter about the visit - all sections **MUST** be completed.

GENERAL INFORMATION			
West Midlands UTC	Date(s) of Visit		
	On/From		To
Proposed visit/activity			
Venue			
I wish my son/daughter		Date of Birth	
<p>To be allowed to take to take part in the above-mentioned activity or visit and, having read the information sheet agree to his/her taking part in any of the activities described. I understand that, whilst the Academy staff in charge of the party will take all reasonable care of the young people they cannot necessarily be held responsible for any loss or damage suffered by my son/daughter during the visit.</p> <p>NOTE. All visits are covered by public liability insurance and trips outside the City are usually covered by comprehensive travel insurance. Details of the cover are available from the Academy on request.</p>			

MEDICAL INFORMATION		
My son/daughter has a condition requiring regular medical treatment or medication	YES	NO
If yes, please give details:		
My son/daughter needs to retain control of his/her medication.	YES	NO
Please give details of the kind of pain/flu treatment to be administered to your son/daughter:		
Any recent illness, accident or injury suffered by your son/daughter recently which staff should be aware of?	YES	NO
If yes, please give details:		
Does your suffer son/daughter suffer from allergies?	YES	NO
If yes, please give details:		
Does your son/daughter suffer from any lifelong condition or disability?	YES	NO

If yes, please give details either on this form or in a letter:		
Is your son/daughter up-to-date with his/her vaccinations?	YES	NO
When date was his/her last anti-tetanus jab?		
Does your son/daughter suffer from travel sickness	YES	NO
What is your son's/daughter's National Health Service's Medical Card Number?		
Please give the name, address and telephone for your family doctor below:		
If you have any further medical information relating to your son/daughter which has not been covered above and which you feel the Academy should be aware of, please state below:		

DIETARY INFORMATION (residential visits only)				
Does your son/daughter have any food/drink allergies?			YES	NO
If yes, please give details below including any medical treatment that may be needed in the event of a reaction, i.e., epi pen:				
Does your son/daughter have any food/drink intolerances?			YES	NO
If yes, please give details below:				
From the food list below, please delete the item which your son/daughter does not eat				
Chicken	Lamb	Fish	Eggs	Other:
Beef	Pork	Cheese	Nuts	

EMERGENCY CONTACT			
Name of parents/carers			
Address			
Emergency Contact No.	Daytime	Evening	Mobile
ALTERNATIVE EMERGENCY CONTACT SHOULD PARENTS/CARERS NOT BE AVAILABLE			
Name of contact			
Address			
Relationship to your son/daughter			
Emergency Contact No.	Daytime	Evening	Mobile

DECLARATION
<p>Having read the information sheet, and having understood the level of supervision to be provided, I agree to my son/daughter taking part.</p> <p>I understand that all reasonable care will be taken of my son/daughter during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.</p> <p>I understand that if my son/daughter seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation there will be no obligation on the academy to refund any money.</p> <p>I agree to my son/daughter receiving medication as I have instructed in this form and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.</p> <p>Full name of parents/carer (please print) _____</p> <p>Signed _____ Date _____</p>

EXPLANATORY NOTES
This form serves several important functions as listed below:-
1 It confirms your knowledge of and your agreement to your son's/daughter's participation in the planned visit.

2	It advises you that the UTC will NOT necessarily be legally liable for every type of loss suffered by a pupil whilst on a visit.
3	It contains information about your son/daughter together with your consent to medical treatment if required.
4	It gives the supervising staff immediate information on how to contact you in an emergency.
5	If this form is not returned your son/daughter will NOT participate in the visit.
6	If you wish to discuss the contents please contact the Principal of WMUTC.
7	Data Protection Personal data will only be disclosed in accordance with the Data Protection Act 1998. Data collected is used for registration and monitoring purposes, and emergency contact information.

The organisation of a residential visit places many demands on staff, who undertake such work voluntarily. Such visits need to be enjoyable and safe for all participants; all students need to be aware that they share responsibility for enabling this to happen.

We want everyone to have an enjoyable and safe trip. In order to do this we have to consider other members of the party. We want you to agree to these few common sense guidelines which will make the trip pleasurable for everyone.

PLEASE

- Attend all briefing/fitness sessions before the trip.
- Behave sensibly at all times.
- Be helpful and co-operative.
- Follow your teacher's/supervisor's advice.
- Turn up on time at agreed meeting places.
- Take responsibility for your own belongings and look after your luggage and money.
- Remember that you are representing your academy and you want to create a positive impression.
- Be responsible if you are allowed to take a mobile phone/mp3 player/camera with you as the UTC cannot be held responsible for the device (or any bills incurred) whilst on the visit. This includes loss or theft.
- Wear your seat belt at all times when on the coach.

PLEASE DO NOT

- Buy or consume alcohol, cigarettes or other illegal substances.
- Distract the driver or stand in the coach whilst it is moving.
- Leave the main group without permission.

PLEASE BE AWARE THAT FAILURE TO COMPLY WITH THIS CODE OF CONDUCT MAY RESULT IN YOUR REMOVAL FROM THE VISIT.

SIGNATURE OF STUDENT: _____

SIGNATURE OF PARENT: _____

DATE: _____

Appendix G

EV4: LIST OF PARTICIPANTS AND STAFF

West Midlands UTC		Visit			
Inclusive Dates		No. of Students		No. of adults	

Name	Gender	D O B	Address	Primary Tel. No.	Ethnic Group*	PS/ PP/ S
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Signature:	(Principal/EVC)	Date
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Ethnic Group - W – White, M – Mixed, A – Asian, B – Black, C – Chinese, O – Other

PS – paying pupil, PP – Pupil Premium, S - staff
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Appendix H

SAMPLE LETTER FOR EDUCATIONAL VISITS

Dear Parents/Carers

<Description of visit>

Our UTC has been allocated twenty places for <visit, students, trip information> and your son/daughter has been nominated to take part. I am writing to ask for your permission for them to attend this visit. There is <cost> cost involved with the visit.

The aim of the day is to <aims>. We also hope that in the short term, the day will raise aspirations and motivate learners as they prepare for and take their GCSE exams.

The visit is organised by <organisers>. Your son/daughter will be accompanied on the trip by WMUTC staff.

The group of students will travel by coach and your son/daughter will be picked up and dropped off at the UCT site. I will write to you again in <month> to confirm the time of collection and return.

In order to confirm your son's/daughter's attendance, I am asking for your consent forms to be returned to me by <date>.

I hope you will consent to your son's/ daughter's participation in this trip.

Yours faithfully

<Name>
<Position>

☐ _____

I give my permission for my son/daughter (please print name)

of form to participate on the visit to <visit / date>

Signed Date.....
(Parent/Carer)