

HAVEN HIGH TECHNOLOGY COLLEGE COLLEGE TRIPS AND VISITS POLICY

These guidelines have been drawn up to assist staff and help to ensure that proper procedures are followed. They should be read in conjunction with the procedures for Coping with Emergencies. The Executive Headteacher carries responsibility for all trips and visits although the organisation and delivery of the trips is delegated to others. Bridget Blackham has general oversight of trips and visits.

Whenever staff are considering organising a trip or visit, please remember:

- any trip that is arranged in curriculum time must be open to all students in the Year Group/Form etc.
- payment can only be through voluntary contributions
- actual costs must be charged and parents must not be expected to subsidise the costs of other children nor members of staff
- no trip must make a profit
- all trips must be insured

Administration of Trips

All trips and visits (including sports fixtures) must be agreed with the Executive Headteacher well in advance of the proposed date, and the Administration Manager informed. The following trips require the approval of the Governing Body:

- visits involving a hazardous activity (see Section 7 of Booklet EC276(SCH) 1/97 held by the Administration Manager,
- visits involving an overnight stay,
- visits abroad.

For the above trips, an “Application for Approval of Educational Visit” must be completed and submitted to the Executive Headteacher at least one month prior to departure. Forms are available from the Administration Manager.

The group leader is also required to carry out a Risk Assessment which should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The completed Risk Assessment should be attached to the Application for Approval of Educational Visit, if appropriate.

Actual costs should be charged for trips (this should include cost of staff cover, stationery, postage, telephone calls etc.) and no trip should aim to make a profit. All bookings and financial transactions should go through the Administration Manager. If there is a need for a trip to be subsidised either from college fund or the delegated budget this must be negotiated with the Executive Headteacher in advance. All prices that are used in the calculation of costs should be confirmed in writing and all documentation kept. Where coaches are to be hired at least three quotes should be obtained.

Insurance cover must be obtained for all students and adults prior to the trip. Insurance forms are available from the Administration Manager

Arrangements should be made to take a mobile phone on the visit, checking beforehand that it is fully charged.

Once a trip has been agreed by the Executive Headteacher, the Group Leader will open a trip folder and checklist. This folder should include all documentation relating to the trip and should be made available at all times prior to the trip.

Staff should be familiar with the college's procedures for dealing with emergencies and these should be readily available on any trip or visit.

CHECKLIST FOR TRIPS AND VISITS

All items marked * on the following checklist must be left with the Administration Manager prior to departure (checklists from Bridget Blackham):

1. Date of trip*
2. Year/Form groups to be involved*
3. Number of boys and girls
4. Itinerary*
5. Approval form and risk assessment
6. Transport arrangements and vehicle registration numbers*
7. Total cost of transport
8. Cost of accommodation
9. Insurance form completed and returned to county
10. Cost of insurance
11. Other expenses (please specify)
12. Members of staff involved*
13. Group leader*
14. Approval by Governing Body, where appropriate (see above)
15. Proposed cost per student (show breakdown)
16. Draft letter to parents
17. Consent form
18. Up-to-date list of participants (including contact names & numbers)*
19. Passport and currency arrangements (if necessary)
20. Date of briefing meeting with parents and the domestic arrangements for this
21. Final letter to parents
22. Insurance certificate (copy *)
23. Administration Manager informed for booking supply
24. Catering Manager informed
25. Policy for Coping with Emergencies
26. Transport booked
27. Letter to confirm transport
28. Letter to confirm accommodation
29. Financial summary (including receipts)
30. Emergency telephone contact * (see Item 29 in this section of the Staff Handbook).
31. Emergency pack collected

