



OFF SITE VISIT POLICY

Status: **Statutory**

Member of Staff responsible: **Principal**

Associated Policies and documentation

Safeguarding and Child Protection Policy

Health and Safety Policy

SEN and Inclusion Policy

Behaviour for Learning Policy

Data Protection Policy

Implementation date: September 2014

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OFF SITE VISIT POLICY

1. INTRODUCTION

1.1 Students at Daventry University Technical College (Daventry UTC) will be given every opportunity to participate in educational visits, residential and exchanges in order to expand their personal and social development and to extend curricular experience beyond the environment of the UTC. For the purposes of this policy, Educational Visits will comprise any of the following types of off-site activity:

- Short visits close to the UTC (e.g. Library, Place of worship, local factory, field study);
- Visiting a place of educational interest some distance from the UTC (museum, company sites of historical or geographical interest);
- Charity and Learning company activities and sponsored events;
- Evening visits to theatre or cinema;
- Visits to residential field centres and study courses;
- Visits to outdoor activity centres;
- Camping or adventure holidays
- Work experience visits;
- Holidays and exchange visits abroad.

1.2 The DfE advises that teachers have a duty of care for their students. The duty is to act in *loco parentis*. The standard of care is that of an *ordinarily careful parent* in the same circumstances as the teacher. In all cases where the tutor has accepted the care of students, he or she must take responsible precautions for their safety and welfare. A risk assessment for the visit (see Appendix 8) must be documented in advance.

Aims

1.3 The following aims will be adhered to when arranging any offsite activities:

- To organise activities within the guidelines outlined in all documents relating to the Health and Safety of all participants/students;
- To ensure that the destination to be visited and the programme of events planned serve an educational purpose enhancing and enriching students learning experiences;
- To ensure that staff involved in supervision of the activity have the necessary experience and qualifications to discharge their duties effectively and are conversant with emergency procedures.
- To ensure that the transport and venues used are suitable for the activities involved, bearing in mind the age of the students;
- To conform to the UTC's guidelines in terms of staff/student ratio at all times to maintain standards of behaviour expected by Daventry University Technical College.
- To promote the independence of students as learners and enable them to grow and develop in new learning environments.

2. RESIDENTIAL VISITS

2.1 Residential Visits must be clearly linked to the curriculum and planned as an integral part of the course programme.

Staff Involvement In Residential Visits

2.2 Involvement of staff in the organisation, planning and execution of Educational Visits will be co-ordinated by the Organising Tutor, working closely with their Curriculum Leader/Subject Manager, who will be responsible for ensuring that the Policy and Procedures are strictly adhered to.

Roles and Responsibilities

Principal

2.3 The Principal acting on behalf of the Governors must ensure that:

- Visits comply with the UTC Policy and each visit has a specific and stated objective;
- That adequate and appropriate arrangements are made for all visits
- The Group Leader is a responsible member of staff and has experience in supervising the age groups going on the visit and will organise the group effectively;
- Adequate child protection and safeguarding procedures are in place;
- The risk assessment (Appendix 8) has been completed and appropriate safety measures are in place;
- The group leader or another teacher is suitably competent to instruct in the activity and is familiar with the location, customs or centre where the activity will take place;
- Adult volunteers on the visit are appropriate people to supervise students (e.g. police and criminal background checks have been undertaken);
- The ratio of staff and adults to students is appropriate;
- Parents and carers have signed consent forms;
- Arrangements have been made for the medical needs and special educational needs of all the students;
- Adequate first aid provision will be available;
- The mode of transport is appropriate;
- Travel times out and back are known including pick up and drop off times and that contingency plans are in place for any delays including a late return home;
- There is adequate and appropriate insurance cover; there must be sufficient Public Liability Insurance or equivalent to cover the visit for UTC students and personnel.
- A UTC contact has been nominated for the visit (this may be the Principal or Deputy Principal) and the group leader has the details;
- The Principal or Deputy Principal, the group leader, group supervisors and nominated UTC contact have a copy of the visit information pack which should include copies of the itinerary, destination address, travel arrangements, names of all adults and students travelling in the group, and the contact details of parents, carers and adult next of kin. It should also include the agreed emergency procedures.

Role of the Group Leader

2.4 The Group leader has overall responsibility for the supervision and conduct of the visit and must have regard to the health and safety of the group. The group leader must be appointed by the Principal.

The Group Leader must:

- Obtain the Principal's prior agreement before any off-site visit takes place; Appendix 1 gives guidance on how to set up and obtain authorisation for a visit. Checklists are at Appendix 2 for Residential visits and Appendix 3 for Day visits.
- Appoint supporting staff as appropriate, approved by the Principal or Deputy Principal;
- Clearly define each adult's role and ensure all tasks have been assigned;
- A full itinerary of places to be visited, accommodation to be used etc., should be prepared well in advance;
- A full costing showing the total cost of the visit, student contribution and any other sources of funding should also be prepared;
- Be able to control and lead students of the age and ability appropriate to the type of visit;
- Be suitably competent to instruct students in an activity and be familiar with the location/centre and customs where the activity will take place;
- Be fully aware of child protection and safeguarding issues;
- Ensure adequate first aid provision will be available; *the leader or accompanying adult must have knowledge of First Aid appropriate to activities proposed.*
- Undertake the planning and preparation of the visit including the briefing of group members, parents, carers and students (draft letters at Appendix 5); if a student is subject to a care order (Looked After), the foster carers must get consent from Social Services for the visit.
- The Group Leader must arrange a parents and carers meeting for all residential visits so that parents and carers have full information about the activities to be undertaken, the staff involved, arrangements for travel, supervision and emergency procedures as well as a meeting with students involved to discuss their responsibilities on the visit.
- Undertake and complete a comprehensive risk assessment (Appendix 8);
- Have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed or confirmed;
- Ensure the ratio of staff/adults to students is appropriate for the needs of the group;
- Ensure that the supervising adults have details of the UTC contact, the emergency procedures and the students' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Terminate the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality.

Role of Tutors

2.5 Tutors and Support Staff on UTC visits must ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They must:

- Follow the instructions of the group leader and help with control and discipline;

- Terminate the visit or the activity, notifying the group leader, if they consider the risk to the health and safety of the students in their charge is unacceptable.

Role of Adult Volunteers

2.6 Non teacher adults on the visit should be clear about their roles and responsibilities during the visit. The Group Leader, with the Deputy Principal, must assess the suitability of any adult volunteers before allowing them to accompany the visit. (This will include List 99 / CRB checks) and will discuss the arrangements for staff to be included in the visit with the Principal. Non teacher adults acting as supervisors must:

- Ensure the health and safety of everyone in the group;
- Not be left in sole charge of students;
- Report any concerns of risk they consider has or may arise, immediately to the Group Leader;
- Follow the instructions of the Group Leader and tutors if concerned about the health or safety of students any time during the visit.

Role of Students

2.7 The Group Leader must make it clear to students that they must:

- Not take risks
- Follow the instructions of the group leader and other adults including those at the venue of the visit;
- Dress and behave appropriately;
- If abroad should be sensitive to local codes and customs;
- Be vigilant for anything which may hurt or threaten themselves or the group and tell the group leader or other accompanying adult about it.

Role of Parents and Carers

2.8 Parents and Carers must:

- Provide the group leader with emergency contact numbers;
- Sign the consent form (Appendix 5);
- Give the group leader information about their child's emotional, psychological and physical health (including any medication to be held by staff) which might be relevant to the visits (usually by means of the medical form.);
- Help prepare their child for the visit by reinforcing the code of conduct;
- Provide appropriate clothing and footwear.

3. RATIOS OF ADULTS TO STUDENTS

3.1 All Daventry University Technical College groups must be accompanied by an adequate number of adults, at least half of whom must be tutors at the UTC. All visits more than twenty miles from the centre of Daventry and those involving an overnight stay must have at least one accompanying adult (approved by and known to the Principal) of the same sex as the children. Where an overnight stay is planned as part of the visit, the ratio must be a minimum of 1:10.

3.1.1. Local visits as part of the curriculum. Minimum adult student ratio 1: class unit

3.1.2. Visits within a twenty mile radius of the centre of Daventry, which do not involve adventurous activity or additional risk. Minimum adult/student ratio 1: 20

3.1.3. Visits more than twenty miles from the centre of Daventry, which do not involve adventurous or additional risk. Minimum adult/student ratio 1: 20

3.1.4. Visits within a twenty mile radius of the centre of Daventry involving adventurous activity. Minimum adult/student ratio 1:15 (see special categories in the table below)

3.1.5. Visits more than twenty miles from the centre of Daventry involving adventurous activity may also be residential. Adventurous activity includes rambling/low level and coastal walks, hill walking, mountaineering, climbing, caving, water-sports, camping, pony trekking, orienteering, cycling, skiing and other similar activities with an element of risk. Minimum adult/student ratio 1: 10

3.1.6. The staffing should reflect the gender composition of the student group as much as possible, and if there under 18 year olds present, a female member of staff must accompany any group which includes female students, and a male member of staff must accompany male students.

3.1.7. For all visits abroad, approval to be given by the Principal (application to be completed at least three months prior to the visit). Minimum adult/student ratio 1: 10

Provided that the Principal shall have power to allow application upon shorter notice where appropriate and where all the UTC policy on educational visits can be complied with as appropriate to the visit.

Special Categories of Activity

3.2 The ratios for the different category of visit are given above but for categories 4 and 5 the following special adult to student ratios apply for the activities listed: the figures for adult supervision are the absolute minimum.

Ser	Special Category of Activity	Ratio Adult : Student
1	Rock climbing: Single Pitch climbs	2:8
2	Multi Pitch Climb	1: 2
3	Caving/Mine Exploration	1: 5
4	Canoeing (River)	1: 6
5	Canoeing (Sea)	1: 4
6	Dinghy Sailing (Inland)	2: 10
7	Dinghy Sailing (Sea)	2: 8
8	Skiing On Snow	1: 8

4. EDUCATIONAL VISITS: PLANNING PROCEDURE

The following procedures may be undertaken in parallel to one another. The sequential arrangement of these procedures does not necessarily indicate a hierarchical approach.

Preliminary Planning

The Group Leader should follow the procedure outlined below when planning any off site visit:

4.1. The Group Leader must identify the objectives for the educational visit; the length of the visit and its location; the type of accommodation; the requirements of the organisation or location to be visited and the curriculum guidelines and codes of practice.

4.2. In view of the greater element of risk attached to some education visits and outdoor pursuits, all course organisers should ensure that proper health and safety measures appropriate to the activity are understood in advance and adhered to during the activity. They should ensure that there is a current licence, especially if an activity centre. (Note that some activities offered by commercial companies with or without charges must be licensed. A list of potentially high risk activities and environments are at Appendix 6. Where possible the group leader should visit the venue beforehand. Licences can be checked at:

www.hse.gov.uk/aala/about-activities-licensing.htm

4.3. Some activities may require specialist leadership experience and skills. A programme of events with accompanying health and safety measures included in the arrangements should be provided by the organisation prior to the visit, and signed off by the UTC Health and Safety Advisor on the visit approval checklist (Appendices 2 and 3).

4.4. If using a travel or airline company, the group leader should check that the company holds the appropriate current ABTA, ATOL or AITO registration.

4.5. The safety of students should be paramount. Every effort should be made to reduce the risk of accidents, and all Group Leaders should undertake a health and safety risk assessment (Appendix 8) on the activities undertaken by staff and students, before applying for approval of an educational visit. Members of staff should be competent in health and safety risk assessment themselves, or seek advice from the UTC Health and Safety Advisor.

4.6. Accompanying staff who identify an unexpected risk or hazard, should ensure that risks are minimised and, if considered necessary, stop the activity until the situation is improved. Advice should be sought from a member of the Senior Leadership Team as necessary. This is particularly important on visits which take the students into an industrial environment.

4.7. The Group Leader must assess students' suitability for the visit. Any students whose behaviour is considered to be a danger to themselves or the group should not be allowed to go on the visit for the safety of others. The curricular aims of the visit for these students will be fulfilled in other ways where possible.

Insurance

4.8. The UTC indemnifies through its Public Liability Insurance, all third parties in respect of damage, loss of equipment, injury or loss of life caused by or through the actions or activities of the UTC and its authorised personnel.

4.9. The Group Leader must discuss insurance with the Deputy Principal to establish whether additional cover is required. Check insurance cover carefully, especially for any exclusion. Make sure students with SEN or medical needs come within its scope.

4.10. Only reputable transport companies should be used.

4.11. UTC personnel driving one of the UTC's mini buses must be approved to do so. The driver is responsible for ensuring that the vehicle is checked prior to use e.g. tyres, lights, hazards, oil, water and fuel, and that the vehicle displays a current tax disc.

4.12. It is the driver's responsibility to ensure that all passengers wear a seatbelt.

4.13. For visits to company premises, it is important for organising tutors to ensure that the company has sufficient Public Liability Insurance or equivalent to cover the visit for College students and personnel.

Communications With Parents Or Carers

4.14. If parental consent (Appendix 5) for a visit is to be obtained, they need to be fully informed not only on the practicalities but also of the aims and objectives. If students are to be away overnight, parents and carers should be able to meet the staff concerned. A meeting should be arranged to outline:

- a. The aims and objectives of the visit;
- b. Its duration;
- c. Activities planned, with details of a typical daily programme;
- d. The parent's responsibility for ensuring those children are fit to go;
- e. Clothing, luggage, type and labelling;
- f. The base(s) from which the group will be operating;
- g. The place and time of the start, and return, particularly if either of these is away from the UTC or outside the normal hours;
- h. Arrangements for the picking up and dispersal of the group;
- i. If the journey is an extended one, some reassurance that there will be effective communication links between yourself and the UTC in case of emergency;
- j. Financial matters, including pocket money.

4.15. Allow time for questions. Printed information will be an important back up to the meeting, but is never a thoroughly satisfactory substitute. You will need a range of information about students. This could be explained, though best not gathered, at the meeting. You may need:

- a. Passport information
- b. Photographs for identity cards.
- c. Details of special dietary needs
- d. Essential information for medical treatment, including current medication (this will need clear labelling with students names, the dosage and name of the drug).

- e. Consent forms should also relate to any needs for emergency treatment.
- f. Contact address and telephone number.

4.16. Students should be medically fit to cope with the activities of the visit. With visits of more than five days a medical inspection a few days before departure is recommended.

Information Pack

4.17. Information packs containing the details of the visit must be produced in advance of the visit. Before the group leaves the UTC, a pack must be left with the Principal and a further pack must be taken by the staff on the visit. The pack must include contact phone numbers, the itinerary, a list of group members, copies of travel documents and parental consent forms. The Group Leader must ensure that they have contact details of the Principal and Deputy Principal before the visit. The Principal and Deputy Principal must ensure that they remain contactable whilst visit are taking place.

5. EMERGENCY PROCEDURES

5.1. In the event of a student having an accident or illness, medical attention must be obtained as necessary. The tutor in charge must inform the Principal (or Deputy Principal in Principal's absence) in the event of an accident, record carefully and as soon as possible the staff's version of events and all action taken to minimise harm and protect the students. On return to the UTC an accident form should be completed.

5.2. The Principal must ensure that all facts relating to the incident are collated accurately; taking special care over names of students involved and any related injuries. The Principal must then act as the Incident Controller from the UTC; this will involve contacting parents/carers, contacting any relevant agencies and making all necessary arrangements. This allows the Group Leader to concentrate upon local issues and the welfare of the students.

5.3. Student access to telephones should be restricted (to ensure that relatives are informed before the media). If the media are at the scene, keep them away from group members who should be instructed not to discuss the matter.

5.4. The Principal, or in his absence the Deputy Principal, shall report to the Chairman of Governors immediately any untoward incident or accident occurs in respect of any educational visit.

5.5. The Principal shall remain as the Incident Controller until the incident has been successfully closed.

6. ARRANGEMENTS AFTER THE VISIT

6.1. The Group Leader should submit a report to the Principal outlining the success of the visit against the original aims and objectives. It should also include an evaluation of the centre or venue and review procedures for any return visit. The report of the visit, excluding the recommendations and action plan, should also be submitted to the Clerk to the Governors within 1 month of the visit taking place.

6.2. All floats and expenditure should be accounted for.

7. MONITORING AND REVIEW

7.1 This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide an annual report to the Governing Body and interim reports on request.

7.2 The policy will be reviewed by the Governing Body as per the published policy review cycle.

Approved:

Review date:

Appendices:

1. Guidance to set up and obtain authorisation for a visit.
2. Checklist for arranging a Residential Visit.
3. Checklist for arranging a Day Visit.
4. Day Visit details
5. Draft Information Letter to Parents and Carers.
6. List of potentially high risk activities and environments.
7. Daventry UTC – Student Exchange Form.
8. Daventry UTC Risk Assessment Form.

GUIDANCE TO SET UP AND OBTAIN AUTHORISATION FOR A VISIT.

Residential Visits

1. A full itinerary of places to be visited, accommodation to be used etc., should be prepared well in advance.
2. A full costing showing the total cost of the visit, student contribution and any other sources of funding should also be prepared.
3. Group Leaders should plan and seek written approval for a proposed visit from the Principal at least 14 weeks before the visit takes place using the checklist in Appendix 2.
4. Once approved by the Principal, part 1 of the checklist (Appendix 2) must be submitted for approval by the Governors at least 10 weeks before the visit takes place. Forms should reach the Clerk to the Governors by the last Wednesday in the month in order to be considered at the following month's Board meeting.
5. If it is planned that an external provider is to deliver an element of the programme, Group Leaders should note that they must check whether the provider is licensed and ensure that health and safety arrangements are signed off by the UTC Health and Safety Advisor on the checklist.
6. When approved, the itinerary, with the telephone numbers for accommodation, must be given to students and written permission to go on the visit must be obtained from parents/carers.
7. At least 5 working days before the visit takes place, the Group Leaders should ensure that the student receives a copy of the final itinerary, transport and accommodation details. Amendments to the itinerary should only be made during the visit in exceptional circumstances.
8. Insurance cover should be obtained, and for overseas visits, ensure that students and accompanying staff have passports, EHIC (European Health Insurance Card), appropriate currency and/or travellers cheques. All student contributions are to be collected in advance.
9. Before departure, an accurate list of all members of the party must be lodged with the Deputy Principal. A copy of all paperwork relating to the visit must also be lodged with the Principal's PA.
10. The Group Leaders must notify the Deputy Principal when the students arrive back to College.

Additional Planning for Overseas Visits and Exchanges

For overseas visits or exchanges all of the above apply as well as the following:

11. Students must hold a passport in the same name known by the UTC, and passports and tickets must be checked to ensure that names match exactly.
12. Checks of passports must be made. Organisers must check the group for students whose nationality or immigration status may be in doubt, and then check their rights of re-

entry to the UK with the Home Office's Immigration and Nationality Directorate. Expiry date must also be checked (some countries require passports to have a period of validity from the travel date). Check vaccination requirements, medical insurance and European Health Insurance card.

13. Check foreign legislation on Fire and Safety regulations and ensure all staff know how to reach the nearest British Embassy or Consulate. One of the adults in the group must speak and read the language of the country to be visited.

14. Daventry UTC Student Exchange Form is at Appendix 7.

Non-Residential (Day Visits)

15. A full itinerary of places to be visited should be prepared well in advance.

16. A full costing showing the total cost of the visit, student contribution and any other sources of funding should also be prepared.

17. Group Leaders should plan and seek written approval for a proposed visit from the Principal at least 5 weeks before the visit takes place using the checklist in Appendix 3.

18. If it is planned that an external provider is to deliver an element of the programme, Group Leaders should note that they must check whether the provider is licensed and ensure that health and safety arrangements are signed off by the UTC Health and Safety Advisor on the checklist.

19. Transport should be booked either through the internal booking system or by booking a hired vehicle well in advance.

20. When approved, written permission to go on the visit must be obtained from parents/carer. Parents/carers should be asked to sign a consent form and be informed of the costs. All monies should be collected before departure.

21. All student contributions are to be collected in advance.

22. Before departure, an accurate list of all members of the party must be lodged with the Deputy Principal. A copy of all paperwork relating to the visit must also be lodged with the Principal's PA.

23. Where UTC transport is being used and the return to College is unavoidably delayed, the Deputy Principal must be notified at the earliest opportunity to enable alternative homeward journey arrangements to be made. If the late return requires alternative arrangements being made for the homeward journey for students on the visit, the Group Leader, in conjunction with the Deputy Principal, will be responsible for making the arrangements and to notify parents/carers where appropriate.

CHECKLIST FOR ARRANGING A RESIDENTIAL VISIT – PART 1

This form must be submitted to the Principal for initial approval at least 14 WEEKS prior to the visit.

ARRANGEMENTS					COMPLETION DATE	APPROVAL / COMPLETION
Course:					At least 14 weeks prior to departure. target date: _____	Approved in principle: _____ (Principal) Date _____
Dates of visit:	From		To			
Objectives of the visit						
Organiser of the visit:						
	Name		Mobile no.	First Aid Cert?		
Group Leader:						
Other staff accompanying tour:						
Number of students attending:	Male under 18		Female under 18			
	Male over 18		Female over 18			
Additional study places to be visited:						
Address(es) of accommodation					At least 12 weeks prior to departure. target date: _____	Details checked _____ (Deputy Principal) Date _____
Tel no:						
State how the students will travel?						

ARRANGEMENTS					COMPLETION DATE	APPROVAL / COMPLETION
Provide a detailed itinerary						
Complete Risk Assessments	Travel / accommodation:	Y N	Activities:	Y N		
Give details of any work experience involved.						
State whether any of the programme will be delivered by an external provider of adventure activities and whether they licensed?						
List any potentially high risk activities involved.						
Where external providers are being used or high risk activities taking place, show the Risk Assessments to the UTC Health and Safety Advisor.	Risk Assessments have been completed for the high risk activities described in the itinerary _____ Date: _____ UTC Health & Safety Advisor				At least 12 weeks prior to departure. target date: _____	
State what insurance cover will be in place.					At least 12 weeks prior to departure. target date: _____	Visit approved subject to permission from Governors: _____ (Deputy Principal) Date _____
Calculate the cost (provide a breakdown of costs, showing the total and cost per student)						
State how this cost will be met.						

ARRANGEMENTS		COMPLETION DATE	APPROVAL / COMPLETION
Submit part 1 of this form for Governor Approval	<i>Note: forms should reach the Clerk to the Governors by the last Wednesday of the month in order to be considered at the following month's Board meeting.</i>	At least 10 weeks prior to departure. target date: _____	Permission received on Date _____

GROUP LEADER CHECKLIST FOR ARRANGING A RESIDENTIAL VISIT – PART 2

Issue consent forms, detailed itinerary and Code of Conduct to all students and staff	At least 9 weeks prior to departure: target date: _____	Completed on: Date _____
Collect money and consent forms from students and staff	At least 8 weeks prior to departure: target date: _____	Completed on: Date _____
Book accommodation		Completed on: Date _____
Book transport		Completed on: Date _____
Confirm staff are able to drive UTC minibuses		Completed on: Date _____
Arrange insurance if required		Completed on: Date _____
Check driving regulations for trips outside the UK		Completed on: Date _____
Check and copy student and staff EHICs and passports for trips outside the UK	At least 4 weeks prior to departure: target date: _____	Completed on: Date _____
Notify Deputy Principal of cover requirements for staff going on the visit	_____	Completed on: Date _____
Issue final itinerary to students/carers	At least 5 days prior to departure: target date: _____	Completed on: Date _____

Copy all information and lodge a copy with the Principal's PA <i>Note: items to be copied are this form, risk assessments, consent forms, passport/EHIC cards, itinerary, list of staff and students going on the visit</i>	At least 5 days prior to departure: target date: _____	Completed on: Date _____
Provide a list of names of staff and students going on the visit to the Deputy Principal	At least 1 day prior to the visit	Completed on: Date _____
AFTER THE VISIT		
Notify the Deputy Principal on return from the visit	On return	
Prepare a brief report outlining the success of the visit against the original aims and objectives. It should also include an evaluation of the centre or venue and review procedures for any return visit.	Within 1 month of the visit: target date: _____	Completed on: Date _____
Submit the visit report to the Clerk to the Governors	Within 1 month of the visit: target date: _____	Completed on: Date _____

CHECKLIST FOR ARRANGING A DAY VISIT

This form must be submitted to the Deputy Principal for initial approval at least 5 WEEKS prior to the visit.

ARRANGEMENTS					COMPLETION DATE	COMPLETION
Course:					At least 5 weeks prior to departure. target date: _____	Approved in principle: _____ (Deputy Principal) Date _____
Date of visit						
Objectives of the visit						
Organiser of visit						
	Name	Mobile no.	First Aid Cert?			
Group Leader:						
Other staff accompanying tour:						
Number of students attending:	Male under 18		Female under 18			
	Male over 18		Female over 18			
Visit to:					At least 5 weeks prior to departure. target date: _____	Completed on: Date _____
Address						
Tel no:						
State how the students will travel						
Provide an itinerary						

ARRANGEMENTS		COMPLETION DATE	COMPLETION
Complete Risk Assessments		At least 5 weeks prior to departure. target date: _____	Completed on: Date _____
Give details of any work experience involved.			
State whether any of the programme will be delivered by an external provider of adventure activities and whether they licensed?		At least 4 weeks prior to departure. target date: _____	Completed on: Date _____
List any potentially high risk activities involved.			
Where external providers are being used or high risk activities taking place, show the Risk Assessments to the UTC Health and Safety Advisor	Risk Assessments have been completed for the high risk activities described in the itinerary _____ Date: _____ UTC Health and Safety Advisor		
Check venue has adequate Public Liability Insurance		At least 4 weeks prior to departure. target date: _____	Completed on: Date _____
Calculate the cost (provide a breakdown of costs, showing the total and cost per student)		At least 4 weeks prior to departure. target date: _____	Completed on: Date _____
State how this cost will be met.			

	ARRANGEMENTS	COMPLETION DATE	COMPLETION
Seek approval from the Deputy Principal	Visit approved _____ Date _____ (Deputy Principal)	At least 4 weeks prior to departure. target date: _____	

GROUP LEADER CHECKLIST FOR ARRANGING A DAY VISIT – PART 2

Issue consent forms and itinerary	At least 3 weeks prior to departure: target date: _____	Completed on: Date _____
Collect money and consent forms from students	At least 3 weeks prior to departure: target date: _____	Completed on: Date _____
Book facilities if required		Completed on: Date _____
Book transport		Completed on: Date _____
Confirm staff are able to drive UTC minibuses		Completed on: Date _____
Arrange insurance if required		Completed on: Date _____
Notify Deputy Principal of cover requirements for staff going on the visit		Completed on: Date _____
Provide a copy of this form plus a Day Visit Details form (Appendix 4) containing a list of names of staff and students going on the visit to the Deputy Principal	Day of the visit	

APPENDIX 5 (Residential)

DRAFT INFORMATION LETTER TO PARENTS AND CARERS (SAMPLE)

A specimen letter to parents and carers, based on the example below, should be submitted to the Principal along with our completed application for an educational visit (Appendix 2). Please complete details, inserting or deleting as necessary and return it to the Principal's PA (in order to obtain a reference from the Parent/carer Letter File), together with your completed Application Form.

Dear Parent or Carer,

HEADING eg. DESTINATION AND DATE OF PROPOSED VISIT.

The attached details concern an educational visit, which your son/daughter is invited to attend as part of their course. The visit will take place on (day/date/year).

The purpose of the visit is: (Please list the objectives)

The itinerary of the visit is: (if a residential include information on accommodation)

The cost of the visit will be £ (to the nearest pound) and includes:
(state clearly **all** the costs covered by the above sum).

Not included are: (state **all** items not include e.g. personal spending money, refreshments)

Students will also require (list any special clothing etc.)

For visits that are an integral part of the curriculum state:

If insufficient voluntary contributions are received then the UTC reserves the right to cancel the visit,

For optional visits state:

If insufficient numbers of students wish to go then the UTC reserves the right to cancel the visit.

Daventry UTC will take all reasonable precautions to make the visit as safe as possible and I would ask you to impress upon your son/daughter the need to comply with all instructions given by the organising tutor and members of UTC staff before and during the visit to minimise the risk of accidents or mishaps.

A written Student Code of Conduct is also enclosed. By signing the consent form you are confirming that you and your son/daughter have read this. Your son/daughter is also required to sign to confirm that they will abide by the Code of Conduct.

All students require consent of their parent or carer before they can undertake the visit. I would be grateful if you could complete the attached consent form, and return it to the member of staff organising the visit as soon as possible together with a deposit/payment of £ which is non-refundable (except in the event of UTC cancellation)..

For Residential Visits state:

A meeting will be held on (day/date/time) to provide further information and answer any questions that you may have.

Please add to all requests for parental contributions:

If you have any concerns regarding costs for the visit, please contact Mrs Sally Kirk, Deputy Principal in confidence.

Yours Sincerely,

Group Leader

APPENDIX 5a (Residential)

HEADING eg. DESTINATION AND DATE OF PROPOSED VISIT.

To be completed by the Daventry UTC :

Please return to : _____(Group Leader) Tel No: _____

The Group Leader will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group: _____ Place of visit: _____

Day & date of departure: _____ Time: _____

Day & date of return: _____ Time: _____

List of activities to be undertaken: _____

To be completed by Parent/Carer (please use block capitals)

Student's full name: _____ Date of birth: ____/____/____

Home address: _____

_____ Post code: _____

Main telephone no : _____

Name of parent(s)/carer(s)/next of kin:

_____ Relationship: _____

_____ Relationship: _____

Addresses of parent(s)/carer(s)/next of kin:

_____ Tel. no. _____ Mobile: _____

_____ Tel. no. _____ Mobile: _____

Doctor's name : _____

Doctor's Tel. no: _____ National Health No.(if known): _____

Date of last known tetanus injection (if known): _____

Please give details of any recent illnesses:

Please give name and dosage of any medications currently being taken:

Please tell us about any allergies, e.g., medicines, food, bee stings, etc.

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information which you feel might be useful in an emergency, or that the Group Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.

I am willing for my son/daughter to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.

I fully understand and accept that, while the supervisory adults in charge of the group will take all reasonable care of the young people, neither they, nor Daventry UTC, can necessarily be held liable in respect of loss or damage to property or injury suffered by my son/daughter arising out of the educational visit/journey, unless such loss, damage or injury results from the negligence of Daventry UTC, its employees or official volunteers.

I give/do not give* permission for my son/daughter to receive pain relieving medication when appropriate (one dose of Paracetamol only).
(* please delete as appropriate)

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. (please delete if you do not wish to give permission)

I understand the extent and limitations of the insurance cover provided.

I have read the Student Code of Conduct for the above Visit, and agree to follow the conditions therein.

Signature of Student: _____

Signature of Parent / Carer: _____

Should there be any amendments to this form after it has been handed in, please contact the Group Leader immediately.

STUDENT CODE OF CONDUCT FOR OFF SITE ACTIVITIES

Dear Student,

All educational visits arranged by Daventry UTC are on the basis that students will behave in a responsible and adult manner.

Your invitation to participate in a residential student visit is conditional upon you agreeing to the following conditions by signing and returning the reply slip to your tutor before departure.

I agree that I will:

- 1 Cooperate fully with the Group Leader, travel escort and my colleagues to make this visit enjoyable, trouble free and educationally rewarding.
- 2 If appropriate, carry my passport and tickets on my person and not pack them in my suitcase, and, clearly label my luggage both inside and outside with my name (do not put home address on outside of checked baggage).
- 3 Participate fully in all discussions, lectures, visits and meetings arranged during the visit.
- 4 Dress in appropriate clothing as guided by the Group Leader.
- 5 Be punctual at all times.
- 6 Avoid any behaviour, which might inconvenience others.
- 7 Return to the accommodation by the agreed time each evening and not leave the accommodation without the express permission of the Group Leader.
- 8 Abide by the laws of the country visited and comply with duty free regulations.
- 9 Carry out any duties that may be reasonably expected of me.
- 10 Be liable to be sent home early and at my own expense, in the event of a breach of this agreement or through any other behaviour likely to bring the UTC into disrepute.
- 11 Report any illness or symptoms to the accompanying staff.

Failure to comply with the Code of Conduct may result in disciplinary action.

APPENDIX 5b (Non-Residential)

DRAFT INFORMATION LETTER TO PARENTS AND CARERS (SAMPLE)

A specimen letter to parents and carers, based on the example below, should be submitted to the Principal along with our completed application for an educational visit (Appendix 2). Please complete details, inserting or deleting as necessary and return it to the Principal's PA (in order to obtain a reference from the Parent/carer Letter File), together with your completed Application Form.

Dear Parent or Carer,

HEADING eg. DESTINATION AND DATE OF PROPOSED VISIT.

The attached details concern an educational visit, which your son/daughter is invited to attend as part of their course. The visit will take place on (day/date/year).

The purpose of the visit is: (Please list the objectives)

The itinerary of the visit is: (if a residential include information on accommodation)

The cost of the visit will be £ (to the nearest pound) and includes:
(state clearly **all** the costs covered by the above sum).

Not included are: (state **all** items not include e.g. personal spending money, refreshments)

Students will also require (list any special clothing etc.)

For visits that are an integral part of the curriculum state:

If insufficient voluntary contributions are received then the UTC reserves the right to cancel the visit,

For optional visits state:

If insufficient numbers of students wish to go then the UTC reserves the right to cancel the visit.

Daventry UTC will take all reasonable precautions to make the visit as safe as possible and I would ask you to impress upon your son/daughter the need to comply with all instructions given by the organising tutor and members of UTC staff before and during the visit to minimise the risk of accidents or mishaps.

All students require consent of their parent or carer before they can undertake the visit.

I would be grateful if you could complete the attached consent form, and return it to the member of staff organising the visit as soon as possible together with a deposit/payment of £ which is non-refundable (except in the event of UTC cancellation).

Please add to all requests for parental contributions:

If you have any concerns regarding costs for the visit, please contact Mrs Sally Kirk, Deputy Principal in confidence.

Yours Sincerely,

Group Leader

HEADING eg. DESTINATION AND DATE OF PROPOSED VISIT.

Student's name

I have read the information about the proposed educational visit, and I give my consent for my son/daughter to participate in the visit.

Signed

Date

Please print name

Enc

LIST OF POTENTIALLY HIGH RISK ACTIVITIES AND ENVIRONMENTS

Provided here is a list of potentially hazardous situations which, if participated in as part of an **off site visit**, will require a risk assessment to be carried out.

NOTE: similar activities carried out on site, or locally as part of routine teaching arrangements, will normally have been covered by existing risk assessments, and no formal agreements are required.

ACTIVITIES

Air sports	Hiking/Hill Walking	Sailing
Abseiling	Horse Riding/Pony Trekking	Scrambling
Archery	Orienteering	Shooting
Camping	Mine Exploration	Skiing
Canoeing	Mountaineering	Swimming
Caving	Pot Holing	Sub Aqua
Cycling	Rock Climbing	Windsurfing
Fishing	Rowing	Water Skiing
Gorge Walking	Rope/Assault Course	White Water Rafting
Motor Cycling	Boat Trips	

ENVIRONMENTS

Open Water	Gorges, Waterfalls
Coastal Locations	Quarries, Mines
Caves and Potholes	Mountains and Open Moor land
Cliffs, Rocks	Snow and Ice
Building Sites	

DAVENTRY UTC: STUDENT EXCHANGE FORM

To be completed by the student taking part in a Student Exchange

Exchange Details:	Start Date	Finishing date

Student's Name	Year Group	Personal tutor

Will your exchange partner

- a) have a bedroom of his/her own
- b) share a bedroom

Please tick one of the above. NB The exchange partner must have his/her own bed.

Names and ages of any brothers and sisters that will be in the home

.....

Please give details of your interests:

.....

.....

.....

Do you have any pets?

.....

To be signed by the participant

I understand that should I be successful in securing a European work placement/study visit, I will be required to complete work based assignments to complement my studies at Daventry UTC and to complete an evaluation of the scheme.

Signed Date

To be signed by the Parent/Carer

I give my permission for m child to take part in the above placement

Signed Date

To be signed by Parent/Carer if appropriate

I give my permission for my child to be accommodated with a family having a child of a similar age and accept responsibility for hosting a return visit by a European partner at a mutually convenient time.

Signed Date

DAVENTRY UTC RISK ASSESSMENT FORM

<p>1. Describe the hazard.</p>						
<p>2. Identify the persons at risk and describe how they might be harmed.</p>						
<p>3. Identify the existing control measures and explain how they are intended to control the risks.</p>						
<p>4. Calculate an initial risk rating based upon existing control measures.</p>	<p>Severity</p>		<p>Likelihood</p>		<p>Overall Rating</p>	
<p>5. Describe any additional control measures required and explain how these will reduce the risks.</p>						
<p>6. Calculate a revised risk rating based upon any additional control measures.</p>	<p>Severity</p>		<p>Likelihood</p>		<p>Overall Rating</p>	

Risk Assessment Matrix

	Likelihood	Unlikely	May Happen	Likely	Very Likely	Certain
Severity		(1)	(2)	(3)	(4)	(5)
Death	(5)	5	10	15	20	25
Major Injury	(4)	4	8	12	16	20
Over 3 Day Injury	(3)	3	6	9	12	15
Minor Injury (First Aid off site)	(2)	2	4	6	8	10
Minor Injury (First Aid on site)	(1)	1	2	3	4	5

Risk Rating Table

Score	Priority	Action
1-4	Low	This represents a low risk and activity can go ahead. Although control measures must be maintained.
5-10	Medium	Action required to control the risks. Measures required before activity can take place.
12-25	High	Action required urgently to control risks. Activity must not go ahead.