HUDDERSFIELD NEW COLLEGE

ORGANISING FIELD TRIPS, EDUCATIONAL VISITS AND EXCHANGES

A GUIDE FOR TEACHERS

Issued September 2009
To be reviewed 2010
# CONTENTS

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Flow Chart</td>
<td>3/4</td>
</tr>
<tr>
<td>2) The range of Educational Visits and Journeys</td>
<td>5</td>
</tr>
<tr>
<td>3) Planning and Procedures</td>
<td>6</td>
</tr>
<tr>
<td>3.1 General Principals</td>
<td>6</td>
</tr>
<tr>
<td>3.2 Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>3.3 Setting Educational Objectives</td>
<td>7</td>
</tr>
<tr>
<td>3.4 Approval and Financial Arrangements</td>
<td>7</td>
</tr>
<tr>
<td>3.5 Supervision</td>
<td>9</td>
</tr>
<tr>
<td>a) Ratios</td>
<td>9</td>
</tr>
<tr>
<td>b) Leaders</td>
<td>9</td>
</tr>
<tr>
<td>c) The use of Parents and other Voluntary Supervisors</td>
<td>10</td>
</tr>
<tr>
<td>d) Unsupervised Activities</td>
<td>10</td>
</tr>
<tr>
<td>e) Adventurous Activities</td>
<td>10</td>
</tr>
<tr>
<td>f) Foreign Visits</td>
<td>11</td>
</tr>
<tr>
<td>g) Work Experience</td>
<td>11</td>
</tr>
<tr>
<td>h) General Supervisory Considerations</td>
<td>11</td>
</tr>
<tr>
<td>3.6 a) Risk Assessment</td>
<td>11</td>
</tr>
<tr>
<td>b) Ongoing Risk Assessment</td>
<td>12</td>
</tr>
<tr>
<td>c) Exploratory Visits</td>
<td>13</td>
</tr>
<tr>
<td>3.7 Accidents and Emergencies</td>
<td>13</td>
</tr>
<tr>
<td>3.8 Insurance</td>
<td>14</td>
</tr>
<tr>
<td>Sample Initial Approval Form IA</td>
<td>15</td>
</tr>
<tr>
<td>CE1</td>
<td>16/17</td>
</tr>
<tr>
<td>CE1 (R)</td>
<td>18/19</td>
</tr>
<tr>
<td>Checklist CE2</td>
<td>20/21</td>
</tr>
<tr>
<td>Medical Consent Form MC1</td>
<td>22/23</td>
</tr>
<tr>
<td>Conduct Form TC1</td>
<td>24</td>
</tr>
<tr>
<td>Parent/Guardian Permission Form</td>
<td>25</td>
</tr>
<tr>
<td>Teacher Notification Form</td>
<td>26</td>
</tr>
<tr>
<td>Sample Initial Approval Form (Exchange) IAE</td>
<td>27</td>
</tr>
</tbody>
</table>
Organising a trip

START

Do I think that an educational trip will give the students a life-enhancing and enriching experience, bring out latent or undeveloped skills or help in raising achievement?

YES

Read the booklet ‘Organising Field Trips Exchange and Educational Visits’

NO

… and pigs might fly!

YES

But do I want them to go anyway?

NO

END

YES

Discuss with HoD and Helen Smithson

NO

Told to go ahead?

YES

Start planning next year’s trip

Michelle to amend LOA log

Ask Helen to sign Initial Approval Form; (IA or IAE)

NO

END

Keep a copy

Helen Smithson to notify Health & Safety Manager

Go to next page
See Meena provisionally to arrange transport and complete costing sheet. All payments to be made through Meena.

Send Permission Form and/or letter and TC1 to parents

Keep all reply slips

Send letter and forms MC1 and TC1 to parents. Get advice from AP if needed.

Keep master copies and all replies

If needed, arrange meeting(s) with parents. (Essential for foreign trips and exchanges.)

Harvey to keep copy

Do a risk assessment. Go through it with Harvey. Get it signed by all supervising staff. Harvey will arrange for it to be signed by Principal if necessary.

Students to ask teachers/parents to sign notification/permission form

Fill in form CE2 (Organiser’s Checklist)

Chase up incomplete documentation

Is all documentation complete? Initial approval form (IA or IAE), CE1 or CE1(R), CE2, Letter(s), TC1, MC1, teacher notification form, risk assessment.

YES

Give copies of CE1 or CE1(R), CE2 to Michelle to sign and keep

Have a nice trip!

From previous page
INTRODUCTION

Huddersfield New College recognises the personal and social value of educational activities, visits and field work away from College and is keen to encourage and assist their development.

Those who are responsible for educational visits and journeys must plan and supervise them carefully and thoroughly. This publication offers advice and guidelines on the planning and implementation of educational visits and journeys. However, owing to the diversity of possible activities involved – ranging from the regular supervised trip to hazardous outdoor pursuits – general principles are covered rather than detailed guidance for specific activities.

The following notes should therefore apply to all visits and journeys organised by teachers and involving students at Huddersfield New College.

Teachers organising visits are strongly advised to read the DfES booklet "Health and Safety of Pupils on Educational Visits" available on loan from the Library and the Health and Safety Manager.

1) A Flow Chart is included at the front of this booklet.

2) THE RANGE OF EDUCATIONAL VISITS AND JOURNEYS

Off-site activities covered by these guidelines fall into four categories, largely defined by the length of time away from College. These categories are neither exhaustive nor mutually exclusive. Some of the range of visits and journeys are given below to illustrate the wide scope covered by such activities.

a) **Regular curriculum-based activities, occurring largely within College hours**
   e.g. trips to local Universities, playing fields or sports halls.

b) **Activities extending beyond normal College hours**
   (without involving overnight stays)
   e.g. theatre, museum or concert trips; local field studies.

c) **Activities or visits which last longer than 24 hours**
   (involving accommodation away from home)
   e.g. overnight visits to field study or residential centres.

d) **Journeys outside Great Britain**
   (including travel by air or sea)
   e.g. skiing trips, work experience visits, travel abroad.

e) Exchanges, where the College as host might arrange activities such as (a) to (c) above for visiting staff and students.
3 PLANNING AND PROCEDURES

3.1 General Principles

We recognise that in many subjects it is desirable, or even essential, that learning takes place outside the classroom. Many successful activities can be arranged locally and may just take students out of college for a half day or day. Some will however require longer stays. These trips and visits inevitably cause a potential tension with other subject areas, where students may be required to miss classes.

All staff are therefore asked to be mindful of the needs of other curriculum areas when planning such activities.

These guidelines are designed to ease these tensions; we encourage departments to design a wide range of learning activities, but are mindful of the fact that student’s learning in other areas will suffer if they miss too many classes.

1. Some trips out of college are essential to the course. By definition, all students have to go, and these trips should be free to students. These should be planned into the college year schedule first.

2. The calendar of residentials should be agreed with Helen Smithson before the end of July of the previous academic year.

3. Use of the period between AS students returning in Mid June and the end of term should be maximised.

4. Unless a trip is directly linked to preparation for an exam, e.g. linked to pre-release material, no activities, one-day or otherwise, that take students away from other examined classes, should be organised in January or May.

5. No residential trips should be organised between February half term and the June exams.

6. Any curriculum area should not take students away from their other subjects for more than a maximum of 5 working days per year.

7. BTEC National groups are less affected by this issue as students don’t take other AS subjects along side these courses. They also require students to go on more extended periods of work experience and to get involved in more activities which will take them out of college.

8. We aim to be an inclusive college, so the cost of trips should be considered in terms of the impact on students who would like to go away, but can’t afford to.
9. Residentials should only be organised if they are deemed to be a very important element to enriching the course.

3.2 Responsibilities

Those organising educational visits and journeys are always under a general duty of care towards others in their charge and must do all that is reasonably practicable to ensure the safety of students. Teachers in charge, and all other supervisors, are said to act in "loco parentis" and are expected to exercise the same care which a "reasonable, prudent and careful parent would exercise". The Corporation Members duty of care for students on educational visits is exercised through the Principal who has overall responsibility for providing appropriate planning and supervision. It is important therefore that adequate preparation and planning is made before any visit. Thorough and early planning is essential for the safety and well-being of all participants in any visit, journey or activity. The following specific matters need careful consideration:-

3.3 Setting Education Objectives

In planning activities, teachers should be careful to define their educational objectives in relation to the course. Objectives relating to the needs of the curriculum, as well as the personal and social development of the individual or group, should be clearly expressed to both students and parents. This will ensure that there is clear understanding by all concerned about the nature and purpose of the events.

Care must be taken to ensure that activities match the age, needs and experiences of students – especially in the case of adventurous activities.

The College wishes to ensure that it complies with the requirements of the Disability Discrimination Act 1995, as amended by the Special Educational Needs Act 2000. "We try to ensure that any student with a learning difficulty or disability can take full advantage of educational trips and visits and work experience placements". (College Disability Statement).

Every effort must be made to ensure disabled students can be included in trips and visits. Those organising visits may need to arrange different transport from the main group and write a separate risk assessment. The Assistant Principal will give advice concerning funding for additional costs that may be incurred by including disabled students.

3.4 Approval and Financial Arrangements

a) Authorisation by Helen Smithson must be obtained for all trips, visits and exchanges. The Initial Approval Form IA and IAE and Forms CE2 and CE1 or, where residential accommodation is required Form CE1 (R), should be completed and given to Michelle Bates well in advance of the proposed visit. These forms can be obtained from Student Services or from k:\health and safety\trips.
b) At an early stage, and before authorisation is sought, Student Services should be asked to obtain competitive quotes for the cost of residential accommodation, transport etc. The College has an approved list of coach companies which meet acceptable health and safety standards.

c) Until the initial approval has been completed and signed by Helen Smithson, students should not ‘sign up’ for the trip. Clearly the possibility of a trip or visit shall be discussed to ascertain the level of interest, but no firm plans should be made.

d) After authorisation, Student Services will make bookings and enter into contractual arrangements, including insurance arrangements. Under no circumstances should you make these arrangements, or enter into contracts by yourself.

e) All payments by students and staff should be made to Student Services, which will then make payments to travel agents, transport companies, insurance brokers etc.

f) Helen will want to be satisfied about the experience and competence of the proposed party leader, about the realism and appropriateness of the visit’s objectives, and that arrangements have been made to notify other colleagues. Teachers may need specialist qualifications for certain activities (outdoor pursuits, activities of a hazardous nature), and outdoor pursuit centres may need to be approved centres under current legislation or guidelines.

g) Written consent by parents is required for all activities which take place off the college premises. The trip organiser must not allow any student to take part in the trip if parental consent has not been received. An email to confirm that all consent forms have been received must be sent to Michelle Bates prior to the trip taking place. For overnight stays and foreign trips, parents should be required to provide relevant medical and other details on Form MC1. Organisers of trips must also check the list of students with known medical conditions. If parents do not agree to this the risk assessment may require the student to be withdrawn from the group, given the additional responsibility this would entail for the group leader. Parents should also receive at some stage written details of any routine visits or journeys and any foreseen risks, (including periods of unsupervised activity) and they should have the opportunity to discuss these with the organisers if requested.

h) Before residential and foreign visits, a briefing meeting should be set up where details of the proposed visit should be provided. Alternative arrangements should be made for parents who cannot attend or who have difficulty with communication in English.
Students are expected to behave when on a visit and they and their parents should sign the Code of Conduct Form TC1. This form may be modified to cater for visits where drinking of alcohol may be allowed in moderation e.g. with meals.

i) For sports fixtures, work placement visits etc., it may be convenient for students to use their own transport. They must be willing to do so and they must be told that they travel on their own insurance, and will have to make their own arrangements if their car/motorcycle breaks down. They must obtain permission from the owner if the car/motorcycle is borrowed (e.g. from their parents). Staff who use their own cars to take students must ensure that they are covered on their own insurance (i.e. for business use).

j) When teams plan trips the normal arrangements for sickness cover do not apply and cover arrangements must as far as practicable be made within the team.

3.5 Supervision

Any regulations must be regarded as a minimum requirement.

a) Ratios

Sensible and practical levels of supervision need to be decided for each visit depending on circumstances involved – the nature and location of the visit, the experience of the supervisors, the age and maturity of the group, weather conditions, availability of prompt outside assistance, and so forth. Particular regard should be given to the supervision ratios for students with special needs.

However the ratios of at least 1 adult to 15 students and 1 to 10 for journeys abroad should normally apply, with a minimum of two supervisors in any case. In addition any mixed group should be accompanied by not less than 2 adults, one of each sex.

Hazardous activities require considerably improved ratios. It is the ultimate responsibility of the Principal and activity leaders to ensure that the quality and level of supervision accords with all relevant factors relating to the activity. The ratios must be checked with the National Governing Body – refer to 3.5 (i) below.

Where there is more than one teacher/supervisor a group leader should be appointed who has authority over the whole group.

b) Leaders

Any activity leader must be an experienced teacher at the college, and leaders should have experience of the type of visit being undertaken and be suitably qualified and/or experienced if in charge of a specialist activity.
The teacher in charge is responsible for ensuring the effectiveness of other supervisors involved, and that they are fully briefed about the nature of activities being undertaken or about special regulations concerning the safety of adults and students.

c) **The Use of Parents and Other Voluntary Supervisors**

In the event of parents and other voluntary supervisors being used on College visits, the principle of their being in "loco parentis" also applies, but a court is unlikely to expect of them the same standard of care as a teacher employed to exercise supervision. Leaders should bear this in mind when allocating responsibilities. Adult supervisors should be able to meet students before the visit and be fully briefed on their responsibilities, on what is expected of them, and to whom they are responsible.

When voluntary supervisors are required to accompany students on visits, staff should be aware that Julie France at the college may apply to the Criminal Records Bureau for an Enhanced Disclosure to check for convictions or inclusion on List 99. Volunteers do not have to pay a fee for these Disclosures. Anyone who has not had a CRB check must never be left in sole charge of students. For the protection of both adults and students all adult supervisors should ensure that wherever possible, they are not alone with a student.

d) **Unsupervised Activities**

The question of student free-time should be carefully considered. Students should understand the nature of activities being undertaken, the pattern of responsibility to supervisors, and any safety regulations. They should receive clear instructions on time and area limits, on emergency meeting points and on responsibilities for watching out for each other.

Long periods of unsupervised time cannot be condoned except where students have been trained for specific projects. Such opportunities occur in the Duke of Edinburgh Award, in field work, environmental studies and other outdoor education for students to become self-reliant, responsible and independent.

It is important that students have the necessary skills and techniques before engaging in such opportunities, and that experience is acquired gradually and progressively. The aims and objectives of this independent work should always be made clear to parents.

e) **Adventurous Activities**

It is important that teachers undertaking activities of a specialist or hazardous nature hold qualifications of the relevant National Governing Body (NGB) and should satisfy themselves of the competence of other adults involved at centres or places to be visited. They should check
qualifications and ask to see copies of certificates. Student/teacher ratios will need to be carefully assessed and prior familiarity with the particular location is also imperative for all adventurous activities. The site/centre must meet the requirements of the relevant NGB. Where centres are used they must have an AALA license and the organising teacher must keep a record of the license number.

Names and addresses of National Governing Bodies are available from the Health and Safety Manager.

f) Foreign Visits

One of the adults with the group should be able to speak and read the language of the visited country. If not, it is strongly recommended that the leader or another adult learns enough of the language to hold a basic conversation and knows what to say in an emergency. It is also advisable that pupils have a basic knowledge of the local language before the visit.

The only exceptions are:-

i) where trips are arranged to field centres with residential English staff who speak the local language.

ii) where there is a contact person in the visited country fluent in English and the local language.

Group leaders should keep photocopies of passports (personal details pages) and numbers of European Medical Cards (if appropriate)

g) Work Experience

Teachers who organise work placements must satisfy themselves that students will be in a safe environment. The health and safety of placement students is the responsibility of the host employer, but colleges have an obligation to ensure a good standard of health and safety on employer’s premises where students participate in work placements.

h) General Supervisory Considerations

**Headcounts**  
Frequent headcounts are vital to all supervision. Its importance is too often overlooked because it is so basic.

**Roll Lists**  
Roll lists can be most important if a party is separated or divided, or in case of accident or emergency.

A list of names and addresses and mobile phone numbers should be carried at all times by all members of staff.
All providers of work experience or work shadowing must complete the college assessment form, available from the Health and Safety Manager. It should be checked by the Health and Safety Manager well before the work placement takes place.

**Group Size**

More effective supervision is provided by small groups under an individual supervisor’s control than by large parties under the general care of various supervisors. Each supervisor should have a roll list of their own group.

**Mobile Phone**

At least one of the supervisors should carry a mobile phone.

**First Aid**

All leaders taking groups off-site should preferably be qualified first aiders, or failing that, a "competent person" should be appointed, or a check made to ensure first aid is available at the venue. Indeed, the risk assessment may deem this essential. A first aid kit must be taken on all journeys.

### 3.6 Risk Assessment

a) It is an offence to cause a risk of injury, and this implies that there is an obligation to identify hazards and eliminate or at least reduce the risk of injury to a minimum. All staff planning trips or visits must assess the risks involved and decide whether action needs to be taken to reduce likelihood of injury. It is particularly important that the needs of disabled students are taken into account. For short, frequent local trips it is not essential that a risk assessment be written down, although for some outdoor pursuits and adventurous activities, and for residential and overseas visits, a written risk assessment is expected. For risk assessment forms and advice see the Health and Safety Manager or K:/Health and Safety/Trips/Assess risk for trips and visits. The risk assessment must be checked by the Health and Safety Manager. For all overnight and foreign visits, and adventurous activities, the risk assessment must be signed by all supervisors and by the Principal. The teacher in charge must take a copy of the risk assessment on the visit.

**Risk assessments for residential and foreign trips should be done at least one month in advance and reviewed nearer the time.**

b) **Ongoing Risk Assessment**

The risk assessment does not stop once it has been written and signed. The teacher in charge and all supervisors should re-assess risks while the
visit is taking place, making judgements and decisions as the need arises. Examples of the need for ongoing risk assessment are changing weather, tiredness or illness in the group, issues with other groups at the same venue and vehicle breakdown. Control measures would often include changing to a pre-assessed 'Plan B'.

If one supervisor has to give prolonged attention to one group member, the group leader should re-assess the supervisory roles of the other supervisors so that all students know who is responsible for them. Activities may need to be amended until the other supervisor returns all of his or her attention to the group.

c) Exploratory Visits

An exploratory visit should be made by any teacher who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity in a location that is not familiar to them.

If it is not possible to visit beforehand the Health and Safety Manager will want to be satisfied that alternative arrangements are sufficient for an assessment to be made. These might include obtaining advice from those with experience of a previous visit or using experienced and reliable local guides.

Any such visit, if deemed necessary, should be undertaken before approval is finally agreed, and before students are told that the trip will take place.

3.7 Accidents and Emergencies

It is essential to establish procedures and lines of communication and contact in case of an accident or emergency.

Emergency procedures should be clear to all leaders and students. All staff in charge of the venture must have up-to-date information and accurate lists of names, addresses and telephone numbers for the students, and for a day-and-night contact person for the college. Similar lists, along with any relevant consent forms, must be readily available at the college where the nominated contact person should form a communication link with the party. In event of a delay in returning to college the party leader should inform the contact person of the reason for the delay and the expected time of arrival so that parents can be informed.

In the event of a serious accident or fatality the party leader should:

a) Assess the situation and the casualty by:

   i) staying calm.
   ii) taking charge.
   iii) ensuring the safety of the casualty, of others and of him/herself.
iv) guarding against any further casualties arising.
v) giving the casualty confidence
vi) getting others to assist

b) If a qualified First Aider, or the appointed "competent person", give immediate and appropriate treatment.

c) Phone Rescue Services and/or the Police stating the need for immediate action and priority and relating full details of the accident.

d) Phone Contact Person, who should inform the Principal. The Principal will make a decision about passing the information to the parents and the Chairman of the Corporation.

e) Remove party to secure accommodation and place under the care of staff who will protect them from press/media attention. All press/media must be referred to the Principal.

f) Write down accurately and as soon as possible all the relevant facts and witness details and preserve any vital evidence.

In an emergency a supervisor may panic or overlook some of the procedures that should be carried out. For residential and foreign trips take a copy of the DfES sheet on Emergency Procedures which has a framework/checklist for coping with emergencies. This is available from the Health and Safety Manager.

3.8 Insurance

Adequate insurance cover must be provided for all educational visits and journeys. It is essential that organisers fully inform parents and adult helpers of the cover provided by the College Travel Policy, well before any visit takes place. Members of staff and students taking part in approved educational journeys in the UK are covered by the Corporation’s normal Public Liability insurance arrangements.

The group leader should take a copy of the College Travel Insurance Policy on any residential or foreign trip.

Parents and students should be warned that items that will be stored in the hold of an aircraft are not insured, except perhaps on home contents insurance.

Parents should be told if their son/daughter drops out of the trip they may be liable to pay the full price, depending on the stage of which they withdraw.
### Date of visit
(State whether am, pm, evening or all day)

### Place of visit

### Group involved
(e.g U-VSE-F1)

### Purpose of visit

### Member of staff responsible

### Other staff accompanying
* Very Important

### Number of students (approx)

### Authorised by
Helen Smithson

### Date

This form should be completed as early as possible before the trip/visit takes place. Full details, such as mode of transport, costings, emergency contacts and student names are not needed at this stage. **Please inform Michelle Bates as early as possible of any subsequent changes (e.g. cancellation, supervising staff).**
HUDDERSFIELD NEW COLLEGE

TRIPS AND VISITS

All planned trips and visits by staff and students outside College during normal working hours must be notified well in advance. Unless there are compelling reasons, last minute applications will not be approved.

Staff should fill in the Initial Approval Form IA and forms CE2 and CE1, overleaf and return the completed copies of CE1 to Meena Gill and Michelle Bates. Students must obtain Permission/Notification Forms and get them signed by their parents/guardians and teachers.

INSURANCE FOR TRIPS

All trips and visits are automatically insured provided form CE1 is completed and returned.

COSTING/STUDENT PAYMENTS

The member of staff organising the visit should liaise with Student Services, which will make all bookings, costings and contractual arrangements.

Students should be advised that they must pay for the trips in advance. Payments should be made to Meena Gill in Student Services.
HUDDERSFIELD NEW COLLEGE

FIELD TRIPS AND VISITS (Single Day/Evening)

You must leave a copy of this form with Michelle Bates before going on the trip.

DATE OF VISIT

ADDRESS AND LOCATION TO BE VISITED

TIME OF DEPARTURE

TIME OF RETURN (approx)

TYPE OF TRANSPORT NEEDED

PURPOSE OF VISIT

MEMBER OF STAFF RESPONSIBLE
Mobile phone no:

OTHER STAFF ACCOMPANYING
Mobile phone nos:

All staff supervisors must discuss their involvement on the trip with their HoD or line manager, and arrangements must be agreed for covering classes and other duties, if applicable.

NUMBER OF STUDENTS

STUDENT NAMES

AUTHORIZED BY (Vice Principal)  DATE

Before signing, the Vice Principal will require a copy of the Organiser’s Checklist, Form CE2.

Contact number and name for College to contact you in event of emergency:
HUDDERSFIELD NEW COLLEGE

RESIDENTIAL TRIPS AND VISITS

All planned trips and visits by staff and students outside College during normal working hours must be notified well in advance.

Staff should fill in the Initial Approval Form IA and forms CE2 and CE1 (R), overleaf and return the completed copies of CE1 to Meena Gill and Michelle Bates. Students must obtain Permission/Notification Forms and get them signed by their parents/guardians and teachers.

INSURANCE FOR TRIPS

All trips and visits are automatically insured provided Form CE1 (R) is completed and returned.

COSTING/STUDENT PAYMENTS

The member of staff organising the outing should liaise with Student Services, who will make all bookings, costings and contractual arrangements.

Students should be advised that they must pay for the trips in advance. Payments should be made to Meena Gill in the Finance Office.

Revised Nov 2008
HUDDERSFIELD NEW COLLEGE

FIELD TRIPS AND VISITS (Residential)

You must leave a copy of this form with Michelle Bates before going on the trip.

DATE OF DEPARTURE ..........................................................................................................

DATE AND TIME OF RETURN ...........................................................................................

ADDRESS AND LOCATION TO BE VISITED .................................................................
(Including telephone number of emergency contact)

...........................................................................................................................................

PURPOSE OF VISIT ..............................................................................................................

TYPE OF TRANSPORT ........................................................................................................

MEMBER OF STAFF RESPONSIBLE .................
Mobile phone no: ...........................................

COLLEGE BASED CONTACT PERSON .................................................................
IN CASE OF EMERGENCY

OTHER STAFF ACCOMPANYING .................................................................
Mobile phone nos: ...........................................................................................................

All staff supervisors must discuss their involvement on the trip with their HoD or line manager, and arrangements must be agreed for covering classes and other duties, if applicable.

NUMBER OF STUDENTS ............................................................................................

STUDENT NAMES AND HOME TELEPHONE NUMBERS

AUTORISED BY ............................................. DATE ..................................
(Vice Principal)

Before signing, the Vice Principal will require a copy of the Organiser’s Checklist, Form CE2
ORGANISER’S CHECKLIST FOR TRIP AND VISITS

Please tick the appropriate boxes and return to Michelle Bates with Form CE1 or CE1(R).

Those organising educational visits and journeys are ALWAYS under a general duty of care towards others in their charge and must do all that is reasonably practicable to ensure the safety of students. This checklist is designed to ensure that organisers have considered carefully the issues related to any proposed visit. If you answer no to any of these questions you should seek advice from the Vice Principal. Bookings and the collection of money will be done for you by Meena Gill.

Date of departure: ..........................................................................................................

Address and location to be visited: ..............................................................................................

............................................................................................................................

............................................................................................................................

PLANNING AND PROCEDURES

| YES | NO |
|---------------------------------|
| ❑ | ❑ | Have you read a copy of “Organising Field Trips and Educational Visits - A guide for teachers”, available from Student Services? |
| ❑ | ❑ | Have you checked the examination timetable to ensure the trip does not clash with student exams? |
| ❑ | ❑ | Have you completed forms IA or IAE, CE1 or CE1(R)? |
| ❑ | ❑ | Have you set clear educational objectives for the visit or journey? |
| ❑ | ❑ | Have these objectives been communicated to students and parents? |
| ❑ | ❑ | Have you costed the trip to take account of unforeseen emergencies? |
| ❑ | ❑ | Have parents received full details of the proposed visit and journey? |
| ❑ | ❑ | Have parents been given the opportunity to discuss the proposals with the organiser(s)? |
| ❑ | ❑ | Has the written consent of the parents of all students been obtained? |
| ❑ | ❑ | If students are using their own transport have they been told they are responsible for insurance and breakdowns? |
| ❑ | ❑ | If staff will be using their own cars to transport students, do they have insurance cover for business use? |
| ❑ | ❑ | Have the students and parents been asked to provide relevant medical and other details that the College should be aware of? (See Form MC1) |
| ❑ | ❑ | Have the staff to student ratios of 1-15 for UK visits and 1-10 for overseas been observed? |
If the visit or journey has mixed sex participants is there a mix of sex amongst the supervisors?

Is the activity leader an experienced teacher?

Does the leader have experience of the type of activity to be undertaken?

Is the leader a qualified first-aider?

If the leader is not a qualified first-aider, has a competent person been nominated?

Have all supervisors been fully briefed as to their duties?

Have all supervisors discussed their involvement on the trip with their HoD/line manager, and made arrangements for cover?

If parents, non-teaching staff or supervisors who are not members of the teaching staff are being used, have they been introduced to the students and been fully briefed regarding their role?

If the activities are of an "adventurous" nature do the supervisors have the appropriate qualifications?

If using a centre is it an “approved” centre with appropriately qualified staff?

Has a risk assessment been carried out? The risk assessment must take account of any disabled students in the party.

Will a mobile phone be taken on the journey or visit?

Do you have the name and telephone number of the designated Contact Person who you should contact in an emergency?

Have you checked that there is adequate insurance cover?

For foreign trips have you kept copies of passport details and European Medical Cards

Have you confirmed, by email to Michelle Bates, that all parental consent forms have been received.

GOOD PRACTICE WHEN ON A TRIP OR JOURNEY:

• Make sure you undertake regular HEADCOUNTS
• Make sure each supervisor has a ROLL LIST of all students participating, with emergency contact numbers.
• If appropriate, take a FIRST-AID KIT - have its contents checked by Karen Fairburn.
• When dealing with large groups designate students to a particular supervisor at the ratio of 1:15 or 1:10 as appropriate.
• Students should not be left unsupervised for long periods. If they are unsupervised they should now WHEN AND WHERE to meet and have an emergency contact point with immediate access to staff.
• Do not make personal loans to students.
• Take a mobile phone.

ALL BOOKINGS AND THE COLLECTION OF MONEY SHOULD BE ARRANGED VIA THE FINANCE OFFICE.
HUDDERSFIELD NEW COLLEGE

FORM MC1

Medical Consent for a College Visit

1. Visit to:
   From: _______________ Date/time: _______________ To: _______________ Date/time:

Medical information about your son/daughter

Student’s Name: __________________________

a. Any conditions requiring medical treatment, including medication? YES/NO
   (Please let us know of all such conditions, even if you have already notified the College).

   If YES, please give brief details:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

b. Please outline any special dietary requirements of your son/daughter and the type of
   pain relief medication your son/daughter may be given if necessary:

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

   ___________________________ ___________________________ ___________________________

c. To the best of your knowledge, has your son/daughter been in contact with any
   contagious or infectious diseases or suffered from anything in the last four weeks that may
   be contagious or infectious? YES/NO

   If YES, please give brief details:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

   ___________________________ ___________________________ ___________________________

d. Is your son/daughter allergic to any medication? YES/NO

   If YES, please specify:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
e. When did your son/daughter last have a tetanus injection?

________________________________________________________________________

I will inform the Group Leader/Principal as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

3. Declaration

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.
I understand the extent and limitations of the insurance cover provided.
I understand that I do not have to give medical information, but if I choose not to I accept that my son/daughter may be placed at higher level of risk.

Contact telephone numbers/e-mail:
Work: __________________________   _______________________________________
Home: __________________________   _______________________________________  
Home address:  _____________________   ______________________________________
________________________________________________________________________

Alternative emergency contact:
Name: _____________________________    Tel: _____________________________
Address: __________________________________________________________
________________________________________________________________________

Name of family doctor: __________________   Tel: ___________________________
Address: __________________________________________________________
________________________________________________________________________

Signed: _________________________              Date: _____________________________

Full name: ________________________________________________________

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT.
A COPY MUST BE RETAINED BY COLLEGE STUDENT SERVICES OR THE NAMED COLLEGE CONTACT.
HUDDERSFIELD NEW COLLEGE

FORM TC1

Code of Conduct for Educational Trips and Visits

Visit to ........................................................................................................................................

Date ................................................................

The College expects all students participating in educational trips and visits to abide by the Student Charter, particularly the section concerning Health and Safety (page 13). College policies on drugs, harassment, health and safety and equal opportunities will also apply.

1. To lessen the risks associated with transport all students must arrive at the pick-up points on time, and wait in a safe place. They must wear seat belts and behave sensibly (e.g. not distract the driver of the coach or minibus).

2. Under no circumstances will the participant buy, own, transport or use illegal drugs whilst on the visit.

3. Students will not be allowed to drink alcohol on this trip.

4. Smoking will only be permitted in designated areas according to the policy of the location visited. Smoking will not be permitted in accommodation or on the coach/minibus.

5. In the interests of the safety of themselves and others, participants will not be allowed to carry firearms, weapons, explosives, knives or items containing disabling, maiming, or inflammable substances.

6. Sometimes it may be necessary to ban students from entering certain parts of towns or places visited.

7. On residential trips students will not be allowed to swop or exchange their allotted accommodation or groups, unless it is with the agreement of College staff. Students will be expected to be in their sleeping accommodation at a reasonable time which will be decided by supervising staff. The supervising residential staff at the places visited are there to make the visit enjoyable, and are to be treated as having similar authority as College staff.

Unacceptable behaviour or a breach of these rules may lead directly to a final written warning or exclusion from the College. Examples of unacceptable behaviour are to be found in the student planner.

Please detach and return ☐

................................................................................................................................................

Declaration

Section A  I have read and accept the above code of conduct relating to educational visits and trips organised by Huddersfield New College.

Signed ................................. (student)  Full name (capitals) .................................

......................................................................... (parent /guardian)  Date .................................
HUDDERSFIELD NEW COLLEGE

Parent/Guardian permission form for attendance at Conferences, Dayschools, Open Days, Field Trips

Date(s) ................................................................................................................

Times ....................................................................................................................

Venue ....................................................................................................................

Purpose and details of visit ...................................................................................

............................................................................................................................

............................................................................................................................

............................................................................................................................

............................................................................................................................

Cost £ ....................................................................................................................

In order to participate in the above outing, you must obtain permission from your parents/guardians and notify any teacher whose lessons you will miss. You will undertake to catch up any work missed and to pay for your place. Your own signature on the reply slip forms your agreement to these conditions.

I herewith give permission for ...................................................... to attend.


SIGNATURES:-

Student .................................................................................................

Parent/Guardian ..................................................................................
HUDDERSFIELD NEW COLLEGE

Notification of release from classes to attend one-day conferences, open days, field trips etc

Event details (to be filled in by course organiser):

Subject:

Event:

Date:

Student name: ...............................................................

In order to participate in the above outing you must notify any teacher whose lessons you will miss. Please ask your teachers to sign the appropriate boxes.

<table>
<thead>
<tr>
<th>Group Tutor</th>
<th>Box A</th>
<th>Box B</th>
<th>Box C</th>
<th>Box D</th>
<th>Box E</th>
<th>Box F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Visit to Huddersfield New College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of staff accompanying</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of students accompanying</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of visiting College or organisation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Huddersfield New College staff involvement (include staff names, lessons or half-days to be covered, how to be covered etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Huddersfield New College student involvement (nature or type of activities, extent of involvement etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed (organising teacher)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorised by Helen Smithson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>