

Author | Matt Nolan

Version | 6

Pages | 4

Publication

Date | 01/02/2019 Last

Review Date | Summer Term  
2025

Next Review Date | Autumn  
Term 2026

## Residential and Day Trips Policy

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### INTRODUCTION

This policy is intended for all College staff and sets out the process for both residential and day trips.

All trips and visits are in accordance with the Outdoor Education Advisors Panel (OEAP - [oeapng.info](http://oeapng.info)). Staff will be encouraged to utilise the advice and guidance provided through the OEAP website.

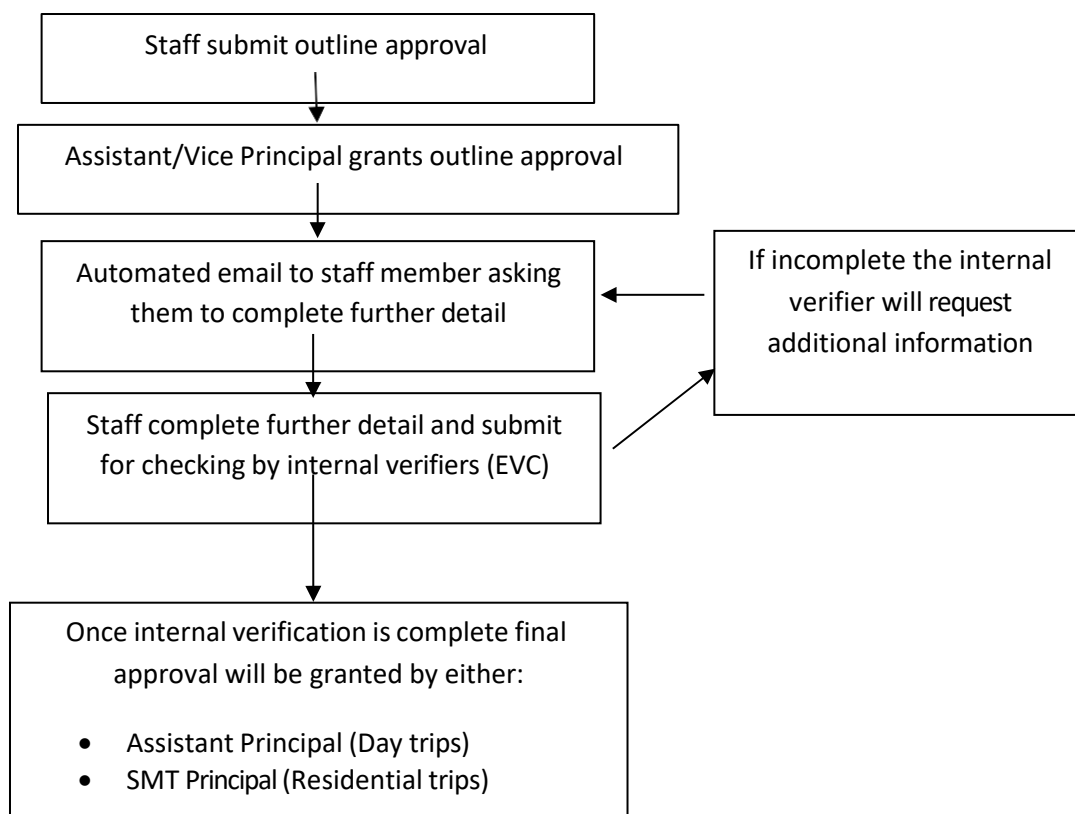
## ENQUIRIES

If you have further questions or would like clarification on any of the information in this document, please contact [trips@richuish.ac.uk](mailto:trips@richuish.ac.uk).

### 1. SCOPE

This policy applies to all employees and volunteers of Richard Huish College

### 2. APPROVAL PROCESS



### APPROVAL (All Trips)

**Day trips** and overnight trips in the UK must be submitted for outline approval a minimum of 6 weeks prior to the departure date.

**Overseas trips** must be submitted for outline approval a minimum of 6 months prior to the departure date.

Failure to meet the above deadlines could cause the trip not to be approved and therefore not run.

All trips should be self-financing through a clear and concise budget based on all the costs including travel, fuel, food accommodation, activities, additional staffing, insurance etc.

### 3. TRAVEL INSURANCE (All Trips)

Staff should reject travel operator insurance and use the College insurance.

**Day trips** – a £1 per student charge should be added to the student cost of the trip.

**Overseas trips** – a £5 per student charge should be added to the student cost of the trip.

Any surplus money after trips will go towards the cost of insurance, the online trip system and resources required for trips.

## 4. VACCINATIONS (Overseas Trips)

Trips abroad: Initial research must include obtaining government advice about required vaccinations, precautionary medication, and the general safety of the area you intend to visit. [You can find government advice here.](#)

## 5. MEDICAL PROCEDURES (Overseas Trips)

Medical facilities within the destination country must be checked as part of insurance cover. You must ascertain information about which hospitals the insurers use.

### The Trip Leader must

- Write letters/emails to all students who wish to participate in the trip, providing trip expectations, information, and guidelines, along with insurance details and payments system.
- An electronic consent form must be accessed through Evolve for all trips that are overnight, outside of college hours or are adventurous/hazardous, requesting parental/carers consent, this is a legal requirement including the disclosure of any criminal convictions.
- A Trip Leader must adequately prepare students and provide them with written information, including an itinerary and kit list prior to the trip.
- The Trip Leader must take a First Aid Kit, which must always be kept with them (not necessary on a flight as the airline carries advanced equipment unless specialist equipment is needed for a student).
- The Trip Leader must make individual health risk assessment plans for students who require any additional support with their physical or mental health.
- A Trip Leader must have a college mobile phone which can be requested from the LC and the number shared with parents and students (only 1 mobile is required per trip).

Once in the destination country, if hospital assistance is required, you should use the hospital authorised by the insurance company. If in doubt, you must use the best, most expensive hospital after clearing it with insurance company.

## 6. PAYMENT and CONSENT

Once final approval for the trip has been received, the Trip Leader must then use the Evolve payment system to promote and collect payment for a trip. The Trip Leader can use the Evolve promotion system to promote the trip and ask for interest in attending the trip prior to offering students the opportunity to book a place and pay. The Evolve system can set a payment schedule that should include a sufficient non-refundable deposit to cover initial costs. The student payment schedule should be designed to accommodate the payments required by the companies involved with the trip prior to the departure.

Payments to travel operators should only be made once there are sufficient funds in place and cannot be made in advance of the trip receiving final approval.

The College does not expect students to participate in any trip for which there is a cost. Any trips that require payment will be optional in all circumstances. However, students can apply for financial assistance from the Bishop Fox's Fund if eligible.

All trips that are overnight, outside of college hours or are adventurous/hazardous require consent from parents/carers, this will be sent via email through the Evolve system as soon as the names are added to each trip. Consent can also be given over the phone in exceptional circumstances and recorded via Evolve. Failure to gain consent from parent/carer could stop a student from attending a trip.

## 7. SUPERVISION and ACCOMODATION (All Trips)

Supervision ratios **(In addition to the trip leader):**

- |                                    |      |
|------------------------------------|------|
| ○ UK residential and day trips     | 1:15 |
| ○ Abroad residential and day trips | 1:12 |
| ○ Hazardous activities             | 1:8  |

The Trip Leader must be accompanied by at least 1 adult supervisor, regardless of the number of students.

When there are both male and female students, it is advised that both male and female members of staff accompany the trip. This is not essential but is best practice.

The Trip Leader may use volunteers in the place of staff, but appropriate checks must be carried out to the satisfaction of the College. Parents/carers and students must be informed of the staffing arrangements.

Students over the age of 18 must not be used to act as responsible supervisors unless they have the necessary qualifications, or it is part of their training (e.g., BELA).

The college does not permit a student to share a room based on their gender if it is different to their sex at birth. In the instance the college will explore the possibility of single room accommodation, if this is not possible the student will be asked to share a room with others who have the same sex identified at birth. This will be discussed with the student and parents (where appropriate) to find the most appropriate solution for all students involved.

## 8. RISK ASSESSMENT

The Trip Leader must have submitted a completed risk assessment. Failure to do so is a breach of Health and Safety requirements and the trip cannot proceed.

At least one adult supervisor must have the HSE Emergency First Aid at Work Qualification (1 day) for all trips. If the trip involves adventurous/hazardous activities the first aid cover will be reviewed by SMT and additional measures may need to be put in place.

If a trip is visiting a large city either in the UK or overseas then the OEAP Visiting Cities ([7.1j-Visiting-Cities.pdf](#)) must be reviewed and followed (where appropriate).

All students must be provided with the Trip Leader's contact details for the duration of the trip. Preparation of students must include advice about conduct prior to departure.

The Trip Leader must have electronic access to all the following:

- student medical conditions,
- medication,
- copies of passports,
- consent forms for all trips that are overnight, outside of college hours or are adventurous/hazardous
- student and parent/carer contact details.

## 9. OVERSEAS TRIPS

When organising a trip overseas the following must be completed:

- Electronic versions of all student and staff passports must be kept securely.
- Overseas checklist downloaded and completed (Please follow this link: [OEAP Guidance](#)).
- Find out the terrorism threat level in the country being visited.

- Emergency and Critical Incident guidance must be reviewed by the trip leader ([OEAP Guidance](#))
- Students are not allowed to purchase alcohol on any trip regardless of age including in Duty Free as gifts.

## 10. ALCOHOL

College policy does not allow the consumption of alcohol by staff or students at any time during a college trip.

## 11. PARENT MEETINGS

For any overnight trip, a meeting with parents/carers will be scheduled to brief them, answer questions and to provide a presentation/information about the trip. This meeting can take place online. During the meeting, parents should be advised of the College Policy in relation to the expectations and rules including the consumption of alcohol and other substances.

The information discussed at this meeting will be shared with all parents/carers of students who have signed up to the trip in advance of departure.

Students must be advised of any changes to trip/payment arrangements as they occur.

## 12. TRANSPORT

It is normal practice for college trips to provide transport to and from any venue/event. Students must never be asked to drive themselves or other students to any event/trip.

If a student chooses to make their own way to a venue/event driving, is not the responsibility of the College until they reach the trip/event location and are under the supervision of the Trip Leader. The college take no responsibility for the students if they choose to travel independently to a trip venue/event.

Members of staff are not permitted by law to drive a minibus unless they have the appropriate driving licence. Additionally, the college will only permit staff to drive the minibus if they hold a valid MIDAS minibus training certificate.

Staff using their own vehicles on college business must have appropriate insurance arrangements and this must be agreed by their Assistant/Vice Principal in advance of the trip. Where this is agreed, the member of staff must travel in convoy with the coach/minibus.

## 13. SUBSISTENCE ALLOWANCE

Where members of staff are prevented by their official duties from having a meal at their home, college or school and thereby incur additional expenses, such authorised, additional expenses will be reimbursed by the college; receipts must be provided.

These expenses will be required to be evidenced through receipts. If these are in a country where sterling is not the currency, the equivalent value in the currency of that country will be reimbursed.

All amounts that can be claimed will be found in the RHT expense policy. If a member of staff goes over the amounts listed, they will be liable for the remaining balance. \*\*\*LINK TO BE ADDED

## 14. TRIP EXPECTATIONS

At Richard Huish College we offer a variety of curriculum and enrichment trips for students to access. We believe these opportunities are an integral part of their college experience and link to our values of developing the whole person.

**Rationale:**

It is usual for Richard Huish students to behave in an extremely responsible and co-operative manner during college trips, in line with our student code of conduct - [Student-Code-of-Conduct-Dec-2022.pdf \(huish.ac.uk\)](https://www.huish.ac.uk/student-code-of-conduct-dec-2022.pdf). As a result, the wide variety of day and residential trips, both locally and further afield, are extremely successful and enjoyable experiences. We think it is vital for both parents/carers and students to be aware of the behaviour we expect. This document has been prepared in such a way as to cover all types of activity held outside of college and therefore by its very nature, not all sections below may apply to all visits.

## **Expectations and rules:**

1. Students' attendance and attainment will be considered prior to students being allowed to attend a college trip. If this is not acceptable then a student may not be allowed or withdrawn from a trip and any deposits would not be refunded. (E.g. attendance below 70% or rag rated red for one or more courses).
2. Students who experience a mental health illness or have recent or ongoing mental health concerns will require a risk assessment prior to any trip. This may involve conversations with parents/carers and external agencies. If the student is not deemed safe to be on the trip the college will work with the student to find an alternative arrangement where possible. The final decision will be made by the Senior Management Team following advice from the safeguarding team.
3. Students remain under the care and responsibility of the college during a visit and must always follow the instructions of all college staff during the visit.
4. Punctuality and politeness from students are vital for the success of all visits and will be always insisted upon.
5. Students should always dress in a manner appropriate to the character of the visit. Staff will inform students, in advance of a trip, of the most suitable type and any specific clothing requirements.
6. Coaches and minibuses are always to be kept tidy, free of litter and substances that may cause damage. The instructions and requirements of the coach company and its driver(s) are to be respected.
7. Students must always know where and how staff can be contacted during a trip. This will be shared with them by staff. This will apply most specifically during unsupervised time and, while on a residential trip, during the night.
8. Students should never deliberately put themselves at risk; they will be briefed by staff on what to do in the event of an emergency.
9. Students must remain responsible for their belongings and valuables whilst on visits. On trips abroad staff may plan for the safekeeping of passports and may decide to help students safeguard other valuables. The property of others must always be respected.
10. Mobile phones and electronic devices must be used responsibly throughout all visits.
11. Possession and consumption of alcohol or of any kind of intoxicating substance is not permitted and is deemed a serious offense that will be dealt with according to the Serious Breaches of Behaviour procedure.
12. At all residential venues students must always be considerate of other guests and are expected to maintain their accommodation in a reasonable state and to leave it in an acceptable condition.
13. During residential visits a clearly stated time to be in the student's own bedroom will be given. Lights out and low-level noise will also be insisted on at a given time. Students are never allowed into rooms of the opposite sex or belonging to other guests (and vice versa).

14. No student will be allowed out of a residential venue on his/her own. If free time is allowed during the day, students must always be in groups of 3 or more to ensure their safety.

15. Any damage incurred by students will be the financial responsibility of parents/carers. If this results in a student being sent home, parents/carers will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.

16. On any trip or visit students are not allowed to obtain piercings or tattoos regardless of their age or parental consent.

Please note that further expectations may apply on specific trips and any supervising member staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff, and parents/carers as necessary.

### **Sanctions:**

Where appropriate, these will be dealt with and decided upon by the Serious Breaches of Behaviour panel (see policies below)

## **15. TRIP PROCEDURE**

- Trips applications must be fully completed and approved prior to taking place.
- Student names must be added to the trip as soon as possible.
- All students must have electronic parent/carer consent via Evolve for all trips that are overnight, outside of college hours or are adventurous/hazardous
- A risk assessment and itinerary must be completed and added to Evolve.
- Reception must be informed (on the day) of any students who are not present at the start of the trip, reception will then mark registers appropriately.

Log into EVOLVE and begin your trip application [CLICK HERE](#)

## **Appendix A**

### **Checklist for trip leaders planning an overseas trip**

At all stage of trip planning, talk to colleagues and ask questions. It is helpful to bounce ideas around and get other points of view.

#### **Early stages**

1. Come with an idea for a trip – location, target group, numbers of students, date and time.
2. Decide on the purpose of the trip e.g. curriculum, careers, enrichment.
3. Establish who is going to be the Trip leader – probably you! Do you have the skills, experience and ability to run this trip? Do you need further training in anything? Discuss this with your Course Manager, Assistant Principal and /or Educational Visits Coordinator (EVC)
4. You need a minimum of 6 months' notice for residential trips so bear this in mind.
5. Find out if any vaccinations will be required so you can give everyone plenty of notice and see if there is any specific foreign office travel advice to be aware of including the terrorist threat level for that country.
6. Check if there are any specific Visa requirements for your overseas travel.

## **7. Research**

8. Location (carry out as much research about that area as you can)
9. If you are using an external provider – check them out – how long have they been established, what are their reviews like? Do they have the appropriate accreditation? Communicate with them and ask any questions.
10. Decide on appropriate travel arrangements and find a reputable company/ qualified minibus driver and/or public transport (often trains).
11. Work out approximate costs
12. Apply for outline permission through Evolve. (Minimum of 6 months before the trip)

## **Once outline permission granted**

1. Finalise your date(s) and times. Possibly use Google maps to work out approximate journey times.
2. Work out final costings adding on insurance premiums for college (£5 residential). Consider your payment plan.
3. Directly advertise your trip to both students and their parents through Evolve.
4. Make sure everyone knows dates, times, places, the purpose of the trip, what to wear and what to bring. Allow students and parents to ask questions to clarify, so have a mechanism for this.
5. Host an online event for students and parents to share key messages and allow for Q&A; explain the code of conduct and college attendance expectation for the trip. You will need to request dietary information and share this with your accommodations / external provider. Find out the correct phrases for the allergies / intolerances / diet that the person has in the local language so that there is no confusion. If anyone has a serious allergy share this information with the airline / accommodation / external provider.
6. Updated medical information will be requested via the Evolve consent process. Cross check that with the information already on the hub as some parents do not repeat information, they believe college already has. Contact the student / parent if you need any clarification.
7. Talk to relevant people and look on the hub if you need further information about any students and create individual risk assessments if needed, this could be SEND or Mental Health related.
8. Get a photocopy of everyone's passport. Store these in a file online that can be accessed by trip leader, assistant leaders and senior managers at college. Passport details will be collected as part of the Evolve consent form.
9. Finalise your staffing considering recommended ratios (UK 1:15, Abroad 1:12 and hazardous 1:8), gender (should have a male and female adult leader with mixed groups of students) and appropriate first aid training.
10. If you are unsure who is a qualified first aider, please email [firstaid@richuish.ac.uk](mailto:firstaid@richuish.ac.uk) and request an up-to-date list.
11. A meeting will be arranged with the Duty Manager and Trip Leader to go over all the details regarding the trip (6 weeks prior to the trip).
12. Finalise your risk assessment and itinerary.

## **Complete the Evolve form**

1. Book first aid kit(s) and mobile phone with the LC.
2. Download all the student and trip information from Evolve and store this electronically for you to be able to access. If you feel you require a paper copy please speak to the Duty Manager of that week and share your



reasons.

3. Make sure all assistant leaders are clear about their roles and responsibilities.
4. Make sure all assistant leaders are aware of the risks and ways to minimise them, have a way to contact you and each other, can access all the student information.
5. Check the weather and the news – is it safe for the trip to go ahead?
6. Do all students going on the trip have consent? Do you need to chase any?
7. Regularly check the attendance of any students going on the trip and make them aware that they need to be in college and up to date with work to be allowed to attend.
8. Check with Learning Support and the Mental Health team if any student have specific needs or will require any reasonable adjustments for the trip.

## **Day of the trip**

1. Complete the register on Evolve, if not possible please email Duty Manager with any students who have failed to attend.
2. Ensure that students have the college mobile emergency number.
3. Check that students who need inhalers / EpiPens / antihistamines / other medication have it with them.
4. Check that students have their passports with them
5. On the trip if students have any free time, make sure they have the emergency contact, are groups of 3 at a minimum, you have given them a clear meeting time and point that they have been to before and you have reminded them of the code of conduct.
6. Dynamic risk assessment will happen throughout the trip. If you are making changes or additions, please share with Duty Manager.

## **After the trip**

1. Breathe!
2. Complete the evaluation form through Evolve and share any further experiences with the EVC.

## **Appendix B**

### **DM Checklist for overseas trip meetings**

Meeting date:

Trip name:

Trip number in Evolve:

Trip leader name:

Duty Manager:

Checklist of questions	Please tick if completed	Notes
<b>General</b>		
Discuss the trip primary purpose and the benefits this may have for students e.g. curriculum, enrichment, career etc.		

Confirm the trip is on Evolve and has it been fully approved. Please check any notes on the trip (bottom of the form).		
Confirm and agree staffing for the trip. Ensure any volunteers have completed the appropriate checks and their roles and responsibilities have been clearly defined.		
Confirm the number of students attending and the staff ratio (Abroad residential 1:12, Uk 1:15).		
Confirm that all student names are on the register on Evolve.		
Confirm the following: <ul style="list-style-type: none"> <li>• First Aider</li> <li>• First aid kit reserved</li> <li>• MiDAS trained driver (if using a college minibus)</li> <li>• Mobile phone reserved</li> <li>• Photos of all students' passports</li> </ul>		Mobile number:
Confirm the trip leader understands the local medical care in the country they are attending e.g. call an ambulance, local hospital.		
Confirm the trip leader has the appropriate contact information for the emergency services and the Duty Manager.		
Overseas checklist downloaded and completed (Please follow this link: <a href="#">Contents</a> <a href="#">I</a> )		
Finance		
Confirm the final cost of the trip for students.		
Confirm any outstanding payments.		
Confirm if there is a contingency amount of money available for any unforeseen costs and how this can be accessed.		
Confirm insurance premiums have been		

added to the student cost (£5 per head).		
<b>Students/Parents and Carers</b>		
<p>Confirm students and parents/carers have been sent the following:</p> <ul style="list-style-type: none"> <li>• Payment plan</li> <li>• Itinerary</li> <li>• Kit/clothing list</li> <li>• Emergency contact details</li> </ul>		
Confirm a trip meeting has or is being held for parent/carers and students to ask questions.		
Confirm all parents/carers have completed the consent form via Evolve.		
<p>Confirm that the following has been checked:</p> <ul style="list-style-type: none"> <li>• Students' attendance (must be above 70%)</li> <li>• Rag rating in subject (1 or more red)</li> <li>• Any students with any high-level mental health or medical needs have been risk assessed</li> </ul>		
Confirm the names and concerns of any students with medical, learning or mental health needs and what is in place to support them on the trip		
Confirm how all student data will be stored and who will be able to access		
If there is any free time, please confirm what is in place to safeguard students during this time.		
<b>Risk Assessment</b>		
Confirm there is a trip risk assessment in place, and it is attached to the Evolve application.		
Discuss the potential biggest risk to student on the trip and what measures are in place to		

mitigate against these?

## Risk Assessments



**S**taffing  
**T**ransport  
**A**ctivity  
**G**roup  
**E**nvironmental  
**C**onditions  
**D**istance

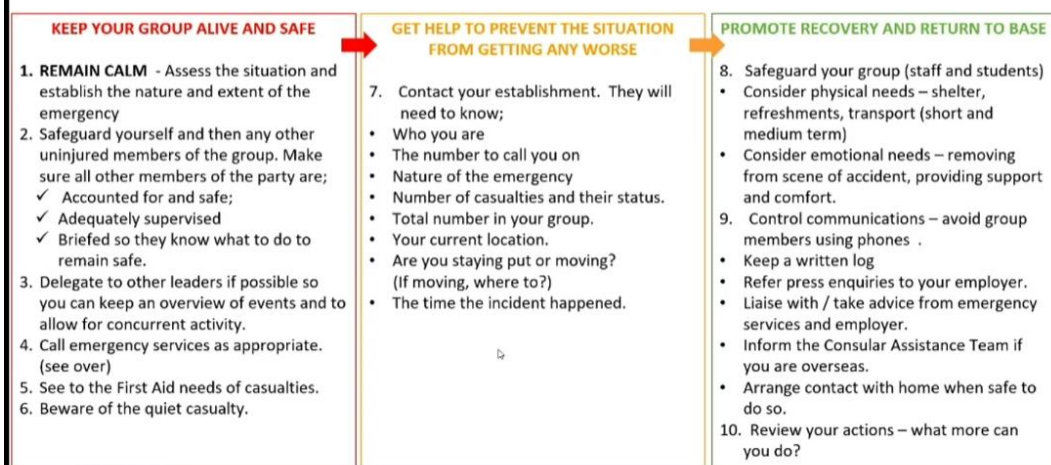
Confirm that the Terrorist threat level for the country has been reviewed and is part of the risk assessment.

## Appendix C

## Links to policies relating to this document:

- [Student code of conduct](#)
- [Keeping Children Safe in Education](#)
- [Serious Breaches of Behaviour](#)

### Emergency Action Priorities for Visit Leaders



- [Trip insurance](#)
- [SEND Policy](#)
- [The Outdoor Education Advisors Panel](#)

