



## Educational Visits Policy

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Approved by Principal(s)	Yes
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Key Staff	Educational Visits Co-ordinator, Dean of Student Experience, Rector
Lead Staff for Review	Educational Visits Co-ordinator

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## Rationale

At CSVPA we believe that student and staff involvement in residential and non-residential educational visits adds significant value to college life and enhances our core values and ethos. First-hand experience adds breadth and depth to the Curriculum and enhances social, moral, spiritual and cultural development.

### Our purpose is to:

- Provide a broad programme of off-site Educational visits.
- Ensure access for all students including those with additional needs.
- Develop continuity and progression throughout a student's time here.
- Enable students to learn a sense of community, social responsibility, initiative, resourcefulness, and self-reliance.

## Policy

CSVPA has adopted the Outdoor Education Advisers' Panel (OEAP) National Guidance (NG) ([www.oeapng.info](http://www.oeapng.info)) as its guidance for educational visits and put in place key roles to ensure that these aims are delivered effectively. It is a legal expectation that employees must work within the requirements of their employer's guidance; therefore, CSVPA employees must follow the requirements of the NG, as well as the requirements of this policy statement.

This policy document covers all off site visits and is managed by the Rector and Educational Visit Coordinator. It provides a local framework for staff planning off site visits.

Visits fall into one of three zones as defined by the NG as Zone 1, 2 and 3.

## Roles

All roles are defined by the NG website as: Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer. There is specific guidance and information for each above role and relevant documents. Within the Colleges all roles are covered and managed by staff and the Governing Body. The College has a trained EVC who is TBA.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG. **Ultimate responsibility for the safety of students and staff on a College trip or visit resides with the Rector.**

## Planning Visits

The policy defines those 3 zones:

### A. ZONE 1: LOCAL REGULAR VISITS

These are visits which are both regular and local and therefore straightforward to organise. The risk management will be covered by the College's defined Zone 1 procedures (see Local Procedures). It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this College includes in Zone 1 are half-day (or shorter) visits within the local area (10 miles of college) provided there is no physical/adventure element.

## B. ZONE 2: NORMAL VISITS

These visits are the majority of College visits. There will be aspects of complexity that require careful planning. All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Rector. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted.

Activities that the College includes in Zone 2 are day visits (non-residential) and have no physical/adventure element.

## C. ZONE 3: ADVENTURE / ABROAD AND COMPLEX VISITS

These visits require specific approval at college level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system and submitted at least 4 weeks before the departure date. Advice on these visits can be provided by the Outdoor Education Adviser. The adviser approves visits on behalf of the College.

## External Providers

Only reputable companies should be used, particularly for overseas and residential trips. There are a range of quality marks. These include the Learning Outside the Classroom Quality Badge.

## Organising a visit from the College – practical planning steps

### Time scales

The visit leader must allow sufficient time when planning visits to allow the Educational Visits Coordinator time to undertake any checks that may be required. The relevant timescales to submit requests for approval are:

- Zone 1 visits: 3 working days' notice. Zone 1 visits are not normally recorded on Evolve. See Appendix 5 for the form used.
- Zone 2 visits 10 working days' notice.
- Zone 3 visits: Minimum 4 months' notice.

For trips deemed complex and residential trips, it is advisable that an outline plan and a draft risk assessment is seen by the EVC before the names of students are finalised. This should assume that students of both genders are attending and indicate the staff: student ratios which will be applied, either with a cap on maximum student numbers, or an indication of how many staff it is planned to take for different levels of student interest. This will enable a good idea of the staffing requirements of the trip to be determined.

If these notice periods are not observed, permission may not be granted for the visit to proceed.

## Proposal

The visit leader must be clearly identified from the outset and must complete the Evolve form and attach any key documents outlining the purpose, organisational and supervision arrangements. This must be passed to the Rector/Dean of Student Experience for outline approval.

## Parental Consent

At the time of granting approval, it will be determined by the Rector/Dean of Student Experience whether the visit is already covered by the standard CGS Terms & Conditions, and the consent letter sent to all

new students' parents, which grant 'blanket' consent for students under 18 to participate in specific types of visits.

**These are:**

- Day trips away from Cambridge (such as to a museum in London).
- Trips to theme parks.
- Trips to zoos.
- Trips to watch performances.
- Taking part in sports fixtures.

**That is they are:**

- Non-residential (not overnight).
- Within the UK.
- Without physical/adventure element.
- Not of a controversial nature.

For all other types of visits, the organiser must obtain written consent from the parents/guardians of all students under 18.

## Risk Assessment and Programme

An outline programme and risk assessment must be completed for all visits and the activity must be fully costed. It may be possible to use a generic risk assessment (or modify a previous, specific one). This must be completed on Evolve.

The outline plan and risk assessment must include clear contingency plans to cover potential problems (e.g., emergencies; adverse weather; cancellations; etc.) as well as arrangements for students' 'down time' during the visit.

The risk assessment and evidence of parental consent must be passed to the EVC for approval. The organiser should comply with any reasonable requests by the EVC to improve the content of the programme and risk assessment (e.g., to provide more detail). If necessary, any dispute may be referred to the Vice Principal, Principal.

## Practicalities before departure

When planning the visit the visit leader is responsible for ensuring that they are in possession of and take into consideration all the relevant information about the pupils joining the trip or visit, this should include:

- Number, age and gender.
- Relevant medical conditions .
- Additional needs, whether learning, physical or cultural.

All members of staff involved on the visit must familiarise themselves with the National Guidance website ([www.oeapng.info](http://www.oeapng.info)). Roles are defined, with associated documents, for visit leaders and assistant leaders. For residential and specialist visits, including those that involve physical and adventurous training activities, the visit leader and EVC will work with the outdoor education adviser.

Visit leaders must ensure they have requested up-to-date medical information on each student who is planning to take part in the visit, and should consult in advance with the College nursing and welfare staff allowing enough time for them to respond to discuss any particular procedures appropriate to the needs of the students. All students including students needing ALS and disabled students must be taken into account.

Visit leaders are reminded to order 'packed lunches' from the kitchen via Sysaid in advance (with any dietary requirements). At least 3 working days' notice is required to ensure supplies are in stock.

The visit leader shall have obtained a College mobile from IT.

## Planning for Effective Supervision and Welfare Guidelines

Whilst on the visit there are many procedures staff and students can follow to ensure they remain safe:

- Ensure that students and staff are regularly briefed and reminded of timings and meeting points.
- Spreading staff out. How you do this depends on your staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign a member of staff to each group.
- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, when changing venues and when getting on and off transport.
- Remote Supervision - during free time ensure that a designated meeting point is arranged, with a set time to meet. This meeting point should be always supervised.

### **Close or remote Supervision?**

This will depend on the programme or nature of the activity and the supervision plan agreed before departure.

Normally at least one of the staff supervising the visit should be with the students at all times, or at least within the immediate vicinity. The students must, at all times, know the whereabouts of at least one of the staff supervising the visit in case of emergency.

If there are students of both sexes on the trip, the staff supervising the visit should be at least one of each sex.

When possible, at least one of the staff on the visit should hold a current first aid qualification.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people;
- The activity being undertaken;
- Student's growing independence;
- Student's need for privacy;
- The location of the activity
- The risk assessment

The Visit Leader's pre-activity planning should ensure that, should there be an accident or an incident involving a young person or member of staff, there will be enough staff remaining to supervise the group effectively.

## Accommodation/Travel

Boys and girls must be in separate sleeping quarters, and students must not share rooms with adults. Best practice would be for students to travel and room with Cambridge Arts and Sciences (CATS and CSVPA) or other CGS students only. Students of similar ages should be roomed together and under 18 students should not room with over 18 students. Any other arrangements should be identified prior to departure and approved by parents/guardians and noted on the risk assessment.

## Payment

Most visits will be classed as voluntary (irrespective of the educational value of the trip) and are expected to be funded wholly by students. Please use Appendix 3 – Financial Information Form and send this to [finance@csvpa.com](mailto:finance@csvpa.com)

Non-refundable deposits should be paid to secure a student's place. If a visit is classed as voluntary, the entire costs must be paid for prior to the start of the visit. Any student who has not paid for his/her place on the visit prior to the start will not be allowed to attend it. The Finance Office will issue receipts to each student on payment of the visit fees. Visit leaders should ask for these receipts as proof of payment before allowing a student to attend.

## Before Departure

If the visit will affect students' attendance at lessons the visit leader should notify colleagues of the intended visit, using appropriate internal communication channels, informing them of the date and time of the proposed visit, and indicating which students will be attending.

A copy of all information about the visit must be logged on Evolve in advance of the visit. Itinerary, any non-standard College emergency contact numbers and lists of names of students and staff should be copied to Reception, the Attendance team, and the Boarding Team (if relevant) by the group leader at least three working days before the visit departs.

## Students' Code of Conduct

Staff supervising visits should ensure that students have read and understood the Code of Conduct for trips and should reinforce these rules before the trip and as appropriate. Parents/guardians have signed a contract upon the student joining the College which includes their adherence to College rules.

## On the day of the Visit / Departure Day

### Pre-departure checks

#### The Visit Leader to

- obtained a College mobile from IT
- collect a first aid kit from the College Nurse
- collect any prescription drugs from the College Nurse
- check to make sure that those students that manage their own medication have their medication with them
- will collect any packed lunches that have may have been ordered in advance
- double-check contact numbers and the emergency contact cards

The visit leader will brief other members of staff joining the trip on students that have:

- Allergies, in particular those with allergies that may require the administration of an EPIPEN
- Medical conditions
- Students who require ALS that need to be considered given the nature of the trip

**The visit leader shall have briefed students and staff explaining:**

- Planned itinerary for the visit
- Behaviour and conduct standards
- Any issues that require special attention (these may have been identified in the risk assessment)

## Pre-departure Routine

In order to ascertain exactly the location of every student on departure, an attendance register must be taken of all students boarding the transport or leaving College premises. This register must be passed to the Attendance Team (via Reception) before the transport departs. This should include names of students who have failed to attend, and are not with the group.

## During the Visit

Whilst on the visit there are many procedures staff and students can follow to ensure effective supervision:

- Ensure that students and staff are regularly briefed and reminded of timings and meeting points.
- Spreading staff out. Consider your staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign staff to each group.
- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, when moving between activity or venues and when getting on and off transport.
- Remote Supervision - during free time ensure that a designated meeting point is arranged, with a set time to meet. This meeting point should be supervised at all times, as a focal point in case of emergency.

## Responsibilities and Actions Whilst On the Visit

All members of staff on a trip have an ethical duty of care as well as a legal responsibility under the Children's Act for the safety and well-being of the students in the group at all times. Do not take your responsibility lightly and remember you are on duty 24 hours a day.

Staff supervising visits accept the full duty of care for students including maintaining staff: student ratios and gender representation and special requirements as given in the risk assessment.

The staff supervising the visit should maintain complete abstinence from alcohol at a given time in case of emergency.

Staff supervising visits must ensure that they are fully aware of contents of the:

- College Safeguarding and Child Protection Policy
- Use of Reasonable Force Policy
- Their role documents on OEAPNG

Please note that the Search and Confiscation Policy is not applicable outside the UK. If a member of staff is faced with a situation on a trip outside the UK where they may need to determine if items are in a student's possession they may ask the student to hand over items, but cannot institute a search.

They should inform the Rector/Provost of their suspicions and it may be possible to take matters further upon return to the UK.

## Discipline

Disciplinary measures may at times be necessary whilst on a trip, and such procedures must be conducted with objectivity and diplomacy. Firm guidelines for behaviour, curfews, rendezvous times, etc. must be laid down clearly to the students, so that they know what is expected of them at all times. At least two of the staff supervising the visit must be present when addressing any disciplinary matters.

Be aware at all times of possible tensions within the group ensuring that bullying and discrimination are not tolerated.

## Emergencies

Staff must remember that these are very rare events. The visit leader will normally lead in this situation, but maybe incapacitated and you might have to take over. All staff should carry the Emergency Procedure Action Card, and have opened it before departure. In the card should be pre noted emergency numbers in case your own phone is not available

## 'Lost' student procedure

It is important that if students are not in sight of a member of staff that they know the meeting point where a member of staff will be. In the event of a student going missing, staff should follow these steps (It is also important, where possible, to document events as they happen, particularly the times of incidents):

- Stop as soon as you realise the student is missing. Keep the rest of the group together in a safe environment.
- Take a register, to identify which student is missing.
- Call the student's mobile. If they answer ask them to describe where they are and tell them to stay there. Keep on the phone until you reach them.
- If they do not answer; ask other students when they last saw them.
- Ask other students to call them.
- If no contact has been made after 15 minutes, contact the College emergency phone and inform them of the incident.
- A member of staff should go back to where you knew they were last seen and look for them; however a member of staff **must** stay with the remaining students. If possible, allow them to carry on with the programme.
- If at a venue also ask for help from venue staff.
- Depending on the environment and situation you must contact the College after the student has been missing for more than 15 minutes. Please provide as much information about the student as possible: name, age, description, language ability and details of the scheduled itinerary. In consultation with staff at College a decision will be made when to inform the Police.
- Make sure that you keep in contact with other members of staff, the College and the Police.

- If the rest of the group have to go back to the College, ensure you stay at the agreed meeting point until you are instructed otherwise.
- Once the student has been found, ensure that they are well (physically and emotionally) and then contact the College on the emergency phone number to inform them the situation has been resolved.
- All contact with parents will be via the College.

## Monitoring and Evaluation

- After the visit, the group leader must complete an evaluation form and return it to the EVC. Please use Appendix 5 – Visit Evaluation Form.
- The EVC will monitor all trips and visits and provide evaluations for the Senior Leadership Team and CGS as required.

## Reference Documents

- The website [www.oeapng.info](http://www.oeapng.info) This site gives information about all visits, specific role details and very useful information about a wide range of topics
- Staff should be aware of their role <https://oeapng.info/guidance-by-role/>
- OEAP Section 4 and Section 7 gives visit leaders a good overview of many topics
- Equality Act 2010
- Government counter-terrorism advice leaflet:  
<https://www.gov.uk/government/publications/stay-safe-film>



## Appendix 1: APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

### APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

To be approved by the Rector/Dean of student experience

PLEASE NOTE THE MINIMUM NOTICE PERIODS SPECIFIED IN THE EDUCATIONAL VISITS POLICY

Visit organiser \_\_\_\_\_

Purpose of visit \_\_\_\_\_

Place(s) to be visited \_\_\_\_\_

Date(s) \_\_\_\_\_

Does this clash with any significant College event (e.g., exams)?

Is this visit compulsory? Yes / No

(If compulsory, the relevant curriculum budget holder must counter-sign this application)

Outline of proposed activities

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Parental permission will be sought for under 18 students Yes / No

Number of staff including the visit organiser \_\_\_\_\_

Planned size and age composition of group \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approval in principle is hereby granted by the Educational Visits Co-ordinator

Signed \_\_\_\_\_ Date \_\_\_\_\_

Rector/Dean of student experience

(Counter-signed by curriculum budget holder for compulsory visits)

Once approval has been granted, the visit organiser must complete Appendix 2 – the Risk Assessment form – and forward it to the Health & Safety Manager for approval.

## Appendix 2: RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

### RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

To be approved attached to the visit on Evolve.

Hazard	Who may be affected	Risk Low / Med / High	Probability Low / Med / High	Control measure	Action to be taken

## Appendix 3: FINANCIAL INFORMATION FORM

To be forwarded to, and signed by, the Finance Officer

I have received approval in principle for the following educational visit. Please note the following information:

Name of visit

Date(s) of visit

The cost per student (where the trip is voluntary)

Or

The trip is compulsory.

All costs and income to be allocated to \_\_\_\_\_ curriculum budget.

This has been approved by the relevant Head of Department.

Number of places available

Date deposit due (where appropriate)

Amount of deposit\*

Date balance is due

Contact name (so Finance Office can direct any queries from students, parents, agents, etc.)

\* NB If students are Under 18, deposits can only be taken once parental permission has been received.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Visit organiser's full name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Financial Controller

**EXAMPLE RECEIPT TO PROVIDE TO STUDENTS**

To be given to students to bring to bursary with payment

To be completed by organiser:

Name of visit

Date(s) of visit

Cost

Student name

CEG reference number

To be completed by Bursary:

Paid date \_\_\_\_\_ Signed \_\_\_\_\_

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To be completed by organiser:

Name of visit

Date(s) of visit

Cost

Student name

CEG reference number

To be completed by Bursary:

Paid date \_\_\_\_\_ Signed \_\_\_\_\_

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To be completed by organiser:

Name of visit

Date(s) of visit

Cost

Student name

CEG reference number

To be completed by Bursary:

Paid date \_\_\_\_\_ Signed \_\_\_\_\_

## Appendix 4: CODE OF CONDUCT

### Each student must:

- Observe the rules set by CSVPA College staff, hotel staff and travel operators, including at all attractions.
- Co-operate fully with all staff at all times, respecting all requests and requirements made by staff members, fulfilling any tasks or duties set prior to and during the visit and following all decisions and instructions the duration of the trip.
- Be considerate to others at all times and avoid behaviour that may inconvenience other students and staff.
- Behave at all times in a manner which reflects credit on self and to CSVPA.
- Participate fully in all activities and attractions throughout the duration of your stay.
- Not leave the hotel or activities/venues unless agreed by staff.
- Not leave the group unless authorised. Students with permission to leave college staff must stay in student groups at all times.
- Respect the surrounding area and environment at all times: No littering, graffiti or harming the condition of buildings, etc.
- Be punctual at all times. Meeting points and times must be adhered to each day. Curfew times must be followed (including students over 18).
- Not purchase or consume alcohol (including students over 18).
- Not make noise in the hotel hallways or cause noise to come from bedrooms after 21.30.
- Not smoke in the Hotel.
- Adhere to no smoking, eating, drinking or the use of media devices at certain places of interest.
- Accept any misconduct will be recorded and may be followed by further discipline on return to College, including being banned from attending future trips.

If you have any questions of any of the matters listed above, please consult with CSVPA

College staff. Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Zone 1 Venues**

1. Cambridge Museums
2. Cambridge Restaurants
3. Sports Clubs
4. Cinema & Entertainment venues
5. Local Recreation Grounds
6. Local Streets within Cambridge
7. Local Sporting Fixtures at other Educational Establishments or Sport Centres in Cambridge
8. Local Shopping
9. Sport & Activity events that are Cambridge based

## Risk Benefit Assessment for Zone 1 visits

<b>Generic Benefits</b>				
<p>Getting students outside, active and engaged with the local environment and an amazing city            Discovering new environments, becoming confident in their new city            Making subjects engaging and enjoyable            Getting students active discovering the world around them, building confidence for future stages of their academic career in the UK</p>				
<b>SPECIFIC ACTIVITY</b>	<b>POSSIBLE PROBLEMS / ISSUES</b>	<b>PROBABLE BENEFITS</b>	<b>CONTROL MEASURES, REASONABLE AND PRACTICAL STEPS TO AVOID OR REDUCE PROBLEMS / ISSUES</b>	<b>DECISION / COMMENTS / ACTIONS</b>
<b>SAFETY BRIEFING</b>	Activity specific safety rules.	All group members become aware of ways to ensure safety for potential risks while on a local trip.	<p>Group to be fully briefed regarding required behaviour, potential hazards, any 'no-go areas' and all relevant safety measures / procedures – particular mention being made of meeting points and timings.</p> <p>Staff working alone are provided with adequate information, instruction and training to understand the hazards, risks and</p>	Staff to inform students at the beginning of the session of the exit points and meeting points and any safety concerns for the activity.

			<p>safe working procedures associated with working alone.</p> <p>Staff will be fully briefed with respect to supervisory responsibilities and emergency procedures before they take students out.</p>	
<b>GROUP MANAGEMENT</b>	Group and Individual behaviours and addressing additional needs.	Involving all.	<p>Activity management takes account of group characteristics.</p> <p>Members of staff briefed prior to the trip about trip itinerary, health and safety procedures and means of tackling any health and safety issues expected to be encountered.</p> <p>Staff given clear instruction as to what their duties and responsibilities are.</p> <p>Maintain regular head counts and responsibility for students' general</p>	<p>Ensure there are sufficient staff to provide suitable supervision for size and knowledge of students. Arrange additional support if required.</p> <p>Ensure students understand arrangements for meeting to travel (Meet in canteen initially to register).</p> <p>Students know where</p>

			<p>health and safety.</p> <p>If students to be dispersed from staff, staff to have register of students which includes mobile phone numbers and any medical conditions, Zone 1 form left with Reception.</p>	<p>staff are located at all times – if a designated meet area has been allocated for any free time, a member of staff to remain there at all times as a place for students to contact an adult.</p>
<b>POOR BEHAVIOUR</b>			<p>Brief students about expectations before setting out on trip.</p> <p>Smoking on day trips is not permitted.</p>	<p>Behaviour management consequences based on nature of behaviour.</p>
<p><b>TRAVELING AND WALKING IN PUBLIC AREAS IN AN URBAN SETTING</b></p> <p><b>TRANSPORT, BUSES, TAXI, HIRE COACH OR MINIBUS</b></p>	<p>Slips trips and falls.</p> <p>Lack of student self-control and group control.</p> <p>Members of the public</p> <p>Tourists (some trails).</p> <p>Other road users (bikes).</p>	<p>Being outdoors, walking, learning about new transport systems, busses. Learning and applying road awareness skills.</p> <p>Looking after each other.</p> <p>Not just a summer activity, all year round including evenings.</p>	<p>Group control including speed control on different surfaces.</p> <p>Small group management.</p> <p>Good group preparation and including clothing and footwear.</p>	<p>Students instructed to not walk off the road or on the verge.</p> <p>Students to use road safety when crossing the road such as zebra crossings and traffic lights.</p>

	<p>Time of year and weather.</p> <p>Traffic accidents.</p>		<p>Other staff involved in planning when required.</p> <p>Awareness of current group experience and how this changes over time.</p>	<p>Staff and students to check weather conditions before leaving their accommodation.</p> <p>Students to plan for weather with appropriate clothing and equipment.</p> <p>Students to wear seatbelts at all times while travelling in vehicles.</p> <p>When taking taxis, one member of staff to depart in first and last taxi to ensure students are not left unaccompanied at destination or departure.</p>
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<p><b>CROSSING ROADS</b></p>	<p>Road traffic Other pedestrians and bikes.</p> <p>Awareness of traffic coming from other directions.</p>	<p>Learning to travel safely in an new area.</p> <p>Looking after myself.</p> <p>Look after each other.</p>	<p>Use pedestrian crossings where possible.</p> <p>Using a crossing point with good visibility.</p> <p>Be prepared to divide the group to sub groups.</p>	
<p><b>NEXT TO WATER</b></p>	<p>Some paths pass near water.</p>	<p>A variety of different environments are encountered.</p>	<p>Awareness of group, characters within group and environment leadership.</p>	
<p><b>REST POINTS AND TOILET BREAKS</b></p>	<p>Define what is required.</p> <p>Identify where this could be.</p>	<p>Group rest and regroup time.</p> <p>Stop and view the new surroundings.</p>	<p>Staff to make safety check upon arrival to determine if area is appropriate.</p>	
<p><b>EMERGENCY OR INJURY</b></p> <p>Exercise induced injury.</p>	<p>Students with existing injuries.</p>		<p>Staff member has emergency card which contains emergency number for Head of House and Deputy Head of House and emergency phone number for Boarding House.</p>	<p>A member of staff to take a rucksack from Reception which contains first aid kit.</p>

<p>Serious medical accidents.</p> <p>Traffic collision.</p>			<p>Staff to have emergency information on other members of staff.</p> <p>Staff to have exchanged phone numbers.</p> <p>Make sure all activities are appropriate for students.</p>	<p>Ensure all students with medical conditions have required medications or supplies i.e. epipen, inhaler, insulin.</p> <p>Staff to identify.</p> <p>In case of injury and the need for First Aid, apply First Aid. If further attention is needed, make a call to the Head or Deputy of House so they are informed. The will then take control of what happens to the student.</p> <p>Injury/First Aid notes to be made on Shackleton at the end of the trip.</p>
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				In the event of a serious incident, e.g. traffic collision, staff to get group to a safe location and contact emergency services, applying any immediate first aid as qualified before emergency service arrival if safe to do so. Inform Head or Deputy Head of House who will then take control of what happens to the students.
<b>LOST PERSON</b>	Group members getting separated.  Students deliberately leaving group.		Register and head counts at departure and arrival or upon boarding the coach and prior to departure to ensure staff know the number of students on trip. This number should correspond to the number of names on the Zone 1 form.	If a student is found to be missing, staff to call student, and have other students call them. If no answer, staff should check designated meeting place and after 15 minutes, contact Rector/Provost who will then follow the procedures as laid out in the

				Educational Visits Policy.
<b>CONFRONTATION WITH MEMBERS OF PUBLIC</b>	Members of the public aggressively or abusively confronting the group or individuals.	Staff able to deal with situations and contact appropriate authority.	<p>Students to be briefed about response if approached inappropriately by a stranger, or if they are offered anything by a stranger.</p> <p>Students are never to be left on their own.</p> <p>Individuals are informed not to walk about on their own and to always be a member of a group (at least 3).</p> <p>Make students aware of any potential hazards and how to respond appropriately, or not.</p>	<p>Students to call group leader or immediately return to designated and report to a member of staff if approached inappropriately by a stranger.</p> <p>Staff to take as many details as possible and notify the college and police if necessary.</p> <p>Students found to be wandering alone should be made to stay with a staff member until deemed necessary.</p> <p>Staff to remove group from any confrontational person,</p>

				police involvement if required.
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