



Education Visits 1 Policy

Policy intended for:	Students
Category:	External Visits
Published:	Server, Policy folders at College and Staff Handbook
Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal, Director of Studies
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	2/1/18 removed Academic from Principal



Educational Visits Policy 1

At Oxford International College we encourage staff to organise and run educational trips as it is strongly felt that this offers students the opportunity of learning within an environment other than in the classrooms and provides new and challenging experiences that are essential for their development.

It is the responsibility of the Principal to ensure that all trips have been planned and carried out according to the following Educational Visits guidelines.

Types of educational visits include:

1. Regular, routine off site activities, e.g. sports club facilities
2. Activities organised and supervised by College tutors
3. Activities supervised by an external provider, e.g. commercial centre or hired instructor
4. Visits abroad

All visits require authorisation by the Principal or Director of Studies.

All staff and tutors should be aware of the expectation placed upon them. All staff must conduct themselves in a manner compatible with their own safety and with the safety and well being of the students.

The P/DOS is responsible for ensuring that all College activities are properly planned and appropriately supervised.

Risk Assessments

The P/DOS will ensure that risk assessments are undertaken (appendix A). They will also ensure that staffing ratios take account of the nature of the visit and the nature of the students involved.

The P/DOS will ensure parents/guardians/agents/host families are properly informed and have given their consent.

The staff/student ratios prescribed in this section are minimum figures. It is the P/DOS's duty to ensure that every visit is adequately staffed. The nature of the activity, needs and experience of the students and experience of the staff assigned to the visit must be borne in mind.

Staff ratio 1:8

For visits that include an overnight stay or visits abroad, there should be at least 2 staff/tutors present. For single sex parties at least one staff member must be of the same gender as the students. For mixed parties at least one staff member of each gender must be included.



Parental Consent

Parental/guardian consent must be obtained from the parent/carer or guardian of each student taking part in any visit. No student may participate in any visit unless all of the parental consent form is completed.

Reconnaissance and Research

A reconnaissance visit is recommended if the location or activities have not been used before. The experience of the staff will also be considered. Liaising with parents/guardians is an important aspect of planning educational visits. They should be fully informed with regard to:

- Purpose of visit
- Dates and times
- Details relating to staff
- Travel arrangements
- Costs
- Insurance arrangements

Insurance

The College's insurance company is Ecclesiastical. The insurance broker is Matthew Comfort and the College contact is Russell Thyne. All visits need to be recorded with the brokers. The only exceptions are brief visits by a tutor/student to places like the Ashmolean.

Medical Information

Medical information regarding students should be accessible to the staff/tutors supervising the visit.

In the event of an Emergency

Even the best planned visits may fall victim to the unforeseen. In these circumstances the safety and welfare of students, tutors and staff is paramount. All participants will have access to first aid equipment. Staff and tutors will have the contact not only for the College but also for the AC and DOS.

Code of Conduct

For visits involving older students this is best established in discussion and in this way they will feel they have a degree of ownership. Expectations should be clearly communicated and understood.

Transport



For some visits, tutors or staff may be asked to carry students in their own cars e.g. transport a student with a minor injury to hospital. Drivers are reminded to check with their insurer that their insurance policy covers them to carry students. Seatbelts should be worn at all times.

Common Law

To contravene common law, there must be negligence. Staff and tutors who accept responsibility for students participating in an educational visit have a common law duty of care towards their students.

Special Educational Needs and Disability

The College will not discriminate against disabled students for reasons relating to their disabilities. Students with disabilities may necessitate adjustments being made to the organisation of the visit to enable them to participate.

Monitoring

The SMT will monitor visits organised by the College. This will be done by:

- Checking approval forms
- Checking risk assessments
- Observing/taking part in visits
- Reviewing with staff/tutors after the visits.



Appendix A

Field Trip / College Outing

Trip Details:	
Trip Date:	
Person/s in charge:	
Staff accompanying:	
Cost of trip per student:	
Students on trip:	
1	
2	
3	
4	
5	
6	

College telephone 01865 203988

Students have trip leaders' phone number:

Student's have office phone number:

Trip leader has First aid Kit:

Risk Assessment

Activity	Low/Medium/high	Strategy



I have approved the trip:

Principal:

Director of Studies:

Student Welfare Manager: