



Working Together

Educational Excursions Policy and Procedure

March 2020

History of Changes

Version	Description of Change	Authorised by	Date
1.1	Minor rewording and updating from the 2012 version. No change to the substance of the policy and procedure. (H&S and Finance consulted on revisions).	D Killean	8/08/2014
1.2	Clarification of some of the roles. Inclusion of reference to driving at work policy and procedure. Rewrite of section to clarify the approval process. Inclusion of a flow diagram for the excursions procedure. Creation of a guide checklist for residential and foreign travel (REX4). General clarification of aspects of procedure. Requirement that all hazardous activities must be booked through suitable specialist external agencies equipped and trained for the type of activity planned.	D Killean	23/08/2016
1.3	Policy change: Removal of paragraph relating to procedures. Removal of detail from the 4 capacities. Policy and Procedure change: Legal framework Acts updated for Work Regulations and Protection of Vulnerable Groups. Change of job role from Vice Principal Quality and Innovation to Vice Principal Curriculum and Student Services and Head of Faculty to Assistant Principal	H Anderson	4 May 2018
1.4	Policy Change: Legal Framework: include all activities should be part of Dept Risk Assessment. Procedure change: Job title changes	H Anderson	March 2020

Excursions Policy

Introduction

This document sets out the College policy for the organisation and management of all excursions to external establishments and learning centres.

Scope

Borders College believes that all learners should have the opportunity to experience activity that involves excursions out with College sites.

Taking account of the purposes and principles of Curriculum for Excellence, learning outside College sites and excursions are seen as key elements of the curriculum.

Borders College actively encourages outdoor learning and educational excursions, taking account of learner safety and available resources.

The policy recognises the College's overall responsibility for ensuring that all reasonable safeguards, administratively and practically, have been taken.

The policy guides procedures which conform to the requirements of the Adult Support and Protection (Scotland) Act 2007 and Protection of Children (Scotland) Act 2003. These specifically relate to all students under 18 years of age, and adults at risk of harm.

The College's Public Liability insurance gives protection for all college activities including excursions and journeys.

Key Principles

The policy takes a lead from Curriculum for Excellence which recognises that learning is embedded in experience. By taking learning outside the classroom and workshop we remove the barriers that the traditional classroom can create between learners and first-hand, real-life experiences.

The College curriculum aims to be inclusive, a stimulus for personal achievement and, through the broadening of the learners' experience, to encourage informed and responsible citizenship.

All excursions will have an educational context and in this document, and the linked document detailing excursion procedures, guidance on all outdoor learning and educational excursions will be referred to as 'excursions'.

Legal framework

Under the Health and Safety at Work Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, as far as is reasonably practicable, the health and safety of anyone else who may be affected by their activities. This includes participants on excursions.

The Management of Health and Safety at Work Regulations 1992 (updated 1999), require employers to:

- assess the risks of activities.
- ensure that measures to control those risks are adequate.

All activities should be included within the Department Risk Assessment, including excursions. Suitable and sufficient risk assessments of the activities will be undertaken with specific consideration for the participants. The identified safety control measures must be clearly relayed to those involved, followed and enforced.

Due to the nature of the activities, dynamic risk assessments will also be undertaken at regular intervals.

'In the field' monitoring will ensure that the risks and controls are continuously reviewed to ensure that they are appropriate, adequate and effective.

Also under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety.
- co-operate with their employers over safety matters.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

These duties apply to all activities, including excursions.

All lecturers, and other staff in charge of under 16s and 16-18 year olds, also have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

Adult Support and Protection (Scotland) Act 2007 and Protection of Vulnerable Groups (Scotland) Act 2007 require that provision is made for safe and effective care for all children and young adults (students under 18 years of age) and adults at risk of harm (protected adults over 16 years of age).

Responsibilities

It is the responsibility of individuals engaged upon an official College excursion to ensure that neither they nor any other person is exposed to unreasonable risk. To achieve this objective requires a common sense approach to planning and organisation. Plans and arrangements must have the prior approval of the appropriate Manager and Vice Principal - Curriculum and Student Services.

Organisational Structure and Chain of Responsibility

1. The Regional Board approve the policy
2. Principal: Approves residential visits hazardous outings or activities; is responsible for public statements
3. Vice Principal - Curriculum and Student Services: Ensures a suitable system is implemented; approves day visits and non-hazardous outings or activities
4. Assistant Principal: Ensures policy and procedure are followed by their staff in preparing for and undertaking excursions and residential visits
5. Health and Safety Manager: Provides support and information; provide guidance for risk assessments: maintains the VET1 database
6. Excursion Leader: Ensures procedure is followed both before and during excursions; acts in loco parentis when appropriate
7. Other Supervisory Staff: Stand-in for the excursion leader if required
8. Parents/Guardians: Give written consent when appropriate
9. Students: Have a personal responsibility for safety and avoidance of action that would endanger others; give written consent to obey any rules relevant to the excursion

Educational Excursions Policy

Full details of responsibilities are available in the Excursions Procedure

All staff who arrange excursions have a responsibility for complying with this policy.

The Facilities Department, through the role of the Health & Safety Manager, have a responsibility for implementing and ensuring compliance with the policy, when a VET1 is required.

Related Documents

Driving at Work Policy & Procedure

Health & Safety Policy and Procedures Manual

Administration Forms for Educational Excursions: EX1, REX1, REX2, REX3a, REX3b, REX4, VET1 and Insurance Form.

Code of Practice: Protection of Children Young Adults and Adults at Risk of Harm.

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Educational Excursions Procedure

Introduction

This document contains procedures and guidelines which should be followed in the interests of safety. It is essential that due care is taken with regard to the safety of students, and leaders of excursions must at all times take reasonable and sensible precautions to avoid accidents.

It is also important to stress to students the need for considerate behaviour during excursions and residential visits.

A procedure document cannot anticipate every situation and the purpose of this information is -

- (a) to define the administrative procedures which are considered necessary to ensure that all reasonable safety precautions have been taken;
- (b) to provide a set of College guidelines to help staff involved in the approval, supervision and organisation of excursions and residential visits.

Section 1 - Areas of Responsibility

It is the responsibility of individuals engaged upon an official college excursion to ensure that neither they nor any other person is exposed to unreasonable risk. To achieve this objective requires a common sense approach to planning and organisation.

Plans and arrangements must have the prior approval of the appropriate Manager and Vice Principal - Curriculum and Student Services.

Organisational Structure and Chain of Responsibility

1. Principal
2. Vice Principal - Curriculum and Student Services
3. Assistant Principal
4. Health and Safety Manager
5. Excursion Leader
6. Other Supervisory Staff
7. Parents/Guardians
8. Students

Principal

1. Approves any residential visits, hazardous outings or activities.
2. Is responsible for public statements.

Vice Principal - Curriculum and Student Services

1. Ensures that each individual understands their particular duties and authority within the chain of responsibility.
2. Ensures that the excursions approval system is implemented and adhered to.
3. Vets and recommends for approval residential visits, outdoor pursuits and hazardous excursions.
4. Approves day and non-hazardous excursions.
5. Ensures there is an effective system of communication for each excursion.

6. Notwithstanding the need to fulfil the formal administrative requirements, it is the responsibility of the Vice Principal - Curriculum and Student Services to ensure as far as is reasonably practicable the safety of the students. Where expert advice is sought from official sources or national bodies, the information gained underwrites and supports the position of the Vice Principal - Curriculum and Student Services. It does not, however, replace the overall responsibility of the Vice Principal - Curriculum and Student Services for ensuring that all reasonable safeguards, administratively and practically, have been taken.
7. Ensures that supervisory staff are competent, suitably qualified and sufficiently experienced and that those in overall charge, or in charge of specific arrangements, are clearly designated.
8. Ensures that all participating staff are aware of the procedures to follow in the event of an emergency.

Assistant Principal

1. Carries out duties delegated by the Vice Principal - Curriculum and Student Services.
2. Provides the link between Vice Principal - Curriculum and Student Services and Excursion Leader.
3. Reinforces general arrangements, staff preparation, student preparation, parental links, and emergency procedures.
4. Devises a communications network related to each specific excursion, including emergency contacts.
5. Ensures that the programme is appropriate to the students' abilities.
6. Arranges that the appropriate approval form (EX1 - for excursions of one day or less); is submitted **at least 5 working days** before the event, and (REX 1 forms for residential visits or hazardous excursions) are submitted **at least 4 weeks** before the event as notified by the excursions leader.
7. Arranges in liaison with the excursions leader that Parental Information/Consent forms (including REX2, REX3a and REX3b as appropriate) are issued and collected, and for parents to be informed of all relevant procedures including emergency contact, special arrangements, levels of difficulty, informal activities, independent student activity and expectations of behaviour.
8. Ensures that all participating staff are aware of the procedures to follow in the event of an emergency.

Health and Safety Manager

1. Ensures that detailed information regarding the administrative procedures to be followed in vetting a potential excursion and visited facilities is available (administration relating to the completion of a VET1).
2. Monitors the operation of administrative procedures relating to safety where a VET1 is required.
3. Ensures that advice is available on request regarding the health and safety at work legislation as it relates to excursions

Excursion Leader

1. Conducts the excursion in accordance with recognised safety practices.
2. Discusses plans with Assistant Principal and Vice Principal - Curriculum and Student Services and submits EX1 or REX1 along with the insurance form for Senior Leadership approval of the excursion.
3. Ensures that written risk assessments have been carried out for educational excursions.
4. Ensures that only approved activity centres are used and arranges for the completion of a pre visit vetting (VET1) form to be completed for any new facilities being used (available from the H & S area of the Intranet - <http://staff.borderscollege.ac.uk>).
5. Undertakes detailed preparation for the excursion, including such aspects as preparation of students, obtaining appropriate advice, arranging, checking accommodation and equipment, communication plans and protocols as agreed with the Assistant Principal, liaison with parents and outside agencies, emergency considerations, finances and transport. (Minibus drivers should familiarise themselves with the Driving at Work Policy & Procedure.) To aid this preparation Section 11 has a useful list of planning activities and its associated checklist (REX4) is completed and submitted with the REX1 and VET1 Forms as part of the pack sent to SMT for excursion approval.

6. Ensures an “Immediate Action” Card and First Aid Kit, if appropriate, are in each car or minibus prior to the excursion date. Additional cards can be obtained from the main reception (for journeys by hired coach).
7. Briefs other accompanying staff and volunteers, including establishing responsibilities - e.g. First Aid arrangements and contact with other agencies and ensuring volunteers have had any necessary Disclosure Scotland checks.
8. Acts in loco parentis in all matters relating to the excursion. It should be noted that – in practice - the law may demand a higher standard of care from a leader than from a parent.
9. Submits a report on the excursion, if required to do so.

Other Supervisory Staff

1. Are responsible to the appointed Excursion Leader, unless separate overall responsibility has been agreed for specific aspects of the excursion - eg in certain outdoor pursuits situations.
2. “Stand in” for the Leader, if circumstances necessitate.
3. Assist the Leader with aspects of preparation/organisation/conduct etc.

Parents/Guardians (of all students under 18 years of age, and Adults at Risk)

1. Parents/Guardians must be fully informed of, and must give their separate written consent for any residential excursion or any excursion that involves a hazardous pursuit.
2. Parental consent should be obtained for all students at the beginning of each new session to cover all non-hazardous excursions of a day or less. This “blanket” consent will eliminate the need for consent forms for each excursion and will cover studies and visits which require little more than the normal care exercised by staff in their day-to-day supervision of students. These forms should be retained within the Faculty Office.

3. It is important that parents are afforded the opportunity to obtain further information if they wish, particularly for residential visits, and that they sign to:
 - (a) acknowledge receipt of information supplied (which should include the names of supervisory staff), and agree to the student's participation
 - (b) confirm relevant aspects of fitness of the student
 - (c) confirm communication links - eg telephone numbers

Students

1. Unless there are special circumstances, students participating in excursions are to be regarded as being under the control of the Leader, but able to make reasonable decisions about their actions, depending on their age and the specific circumstances of the activity.
2. Students of 18 years or older (Adulthood) - While there should still be a duty of care owed to students over 18, the law would assume that they would be able to take reasonable decisions regarding their own position. Students who are 18 or older give their own consent to taking part in the excursion.
3. Juveniles or Adults at Risk of Harm - Regardless of age, there would be no assumption made by law that such students were able to care for themselves, and the responsibility of College staff for the care of such students would therefore be far-reaching.

Section 2 - Approval of Excursions

There are **four** categories of excursion that require different levels of approval. This section explains what you need to do to gain this approval prior to the excursion taking place.

1. Short outings within College hours

This category is for study activity that is non-hazardous and which can be regarded as a regular part of the normal curriculum of the department. These outings fall within the normal duties of the Lecturing staff involved. Examples include: travel to another campus or regular travel to a farm or estate for teaching and learning activity, visits to the shops or activity for a local investigation or community-based project. Short outings will be within the vicinity of the College or involve regular travel to another place of study/practical activity. It does not include work experience placements which are dealt with through a separate policy.

Such activities must be risk assessed and the resultant risk assessment included within the faculty risk assessment files, if they are not included in the current department risk assessment.

Parental/guardian consent must be given for all young people under the age of 18. This is done through the completion of the blanket consent form provided to all students during induction. Staff must ensure that they have consent for all students under 18 before undertaking such outings. **Forms REX3a and REX3b**

Approval is given by the **Assistant Principal** once they are satisfied that the level of risk involved in the activity is low. Where an Assistant Principal is concerned about the risk level they should seek advice from the Health & Safety Officer, then take appropriate action to reduce the risk to a low level, or where this is not possible, advise the staff that approval needs to be sought following the guidance for hazardous activities (see category 3 below).

2. Non-hazardous Day Excursions

This includes excursions that are out with regular teaching and learning activity. They include once-off trips to places of interest linked to curricular activity. Examples include visits to the Scottish parliament, visits to agricultural shows, country or sponsored walks and visits to places of historical or cultural interest.

They must **not** include overnight stays or any hazardous activities to be considered for approval under this category.

They occur out with the local environment and will typically involve the use of college transport, public transport or transport hired specifically for the trip.

There should be an appropriate risk assessment completed and held in the faculty files. Excursion leaders must be familiar with the risk assessment for the excursion and ensure compliance on the day of the excursion.

Parental/guardian consent must be given for all young people under the age of 18. This is done through the completion of the blanket consent form provided to all students during induction. Staff must ensure that they have consent for all students under 18 before undertaking such outings. **Forms REX3a and REX3b**

Staff must seek approval for non-hazardous day excursions.

An EX1 form should be completed providing details of the planned excursion and submitted to the Assistant Principal along with the insurance form listing all the students taking part. It is acceptable practice to print the list of participants from Unit-e and attach this to the insurance form.

The EX1 and Insurance Form should be submitted to the Assistant Principal who ensures that a risk assessment is in place, that the planned activities are not hazardous and the staff involved are familiar with the risk assessment content.

The Assistant Principal signs off the EX 1 and submits it along with the insurance form to the Vice Principal: Curriculum and Student Services for approval **five working days** in advance of the excursion.

The excursion leader is informed of the approval and undertakes the planned activity.

3. Excursions to Outdoor Pursuits/Hazardous Environments

Where a day excursion is combined with a hazardous activity the approval procedure differs from above.

Hazardous activities typically involve the use of safety equipment or are activities where the residual risk is amber or red within the excursion risk assessment.

Examples include:

- Karting,
- Mountaineering,
- Sailing, and other water sports,
- Orienteering,
- Assault courses
- Skiing
- Activities involving weapons – archery, shooting

Approval will only be given where these activities are undertaken in conjunction with specialist centres that have adequately qualified staff and insurance to undertake such activities.

The specialist centre must be vetted by the excursion leader using the VET1 form. However, where a VET1 has already been completed for a previous excursion and the details remain up to date then this exercise does not need to be repeated. For other aspects of the excursion out with the activity an appropriate risk assessment should be completed and help in the faculty file.

Details of previously vetted and approved centres are available on the Shared Drive at U:\Health and Safety\Section 13 - Educational Excursions

Staff must seek approval for hazardous day excursions.

A REX1 form should be completed providing details of the planned excursion and submitted to the Assistant Principal along with the insurance form listing all the students taking part. It is acceptable practice to print the list of participants from Unit-e and attach this to the insurance form.

Separate parental/guardian consent is required for each excursion of this type for all students under 18 years of age. Parent/guardian is asked to give their consent to the activity by completing and returning an REX2 form. The excursion leader should provide the parent/guardian with sufficient information on the proposed excursion so they are able to make up their mind as to whether they wish their child to undertake the activity and therefore give knowing consent. Adult participants sign the the REX2 for themselves indicating they are happy to take part in the excursion and activities.

The REX1 and Insurance Form should be submitted to the Assistant Principal who ensures that the VET1 and risk assessments are in place, that the planned activities are being undertaken through an approved provider and the staff involved are familiar with the risk assessment content.

The Assistant Principal signs off the REX 1 and submits it along with the insurance form to the Vice Principal: Curriculum and Student Services for approval **twenty working days** in advance of the excursion. The Vice Principal is responsible for recommending the excursion for approval to the Principal.

Where the Principal is satisfied that the risks have been assessed and the appropriate vetting has been undertaken the excursion can be approved.

The excursion leader is informed of the approval and undertakes the planned excursion.

4. Residential Excursions including Foreign Trips

For foreign trips the Principal's approval must be obtained at a very early stage, and certainly prior to making any formal arrangements - e.g. bookings. In all cases, the Vice Principal - Curriculum and Student Services should be consulted at the outset with regard to required procedures.

It is essential that residential trips are organised thoroughly and planned well in advance. Section 11 of this policy gives detailed information on the preparation for residential excursions and should be followed appropriately when planning such events. The excursion leader must complete a REX4 and submit with all other paper work required for authorisation.

Parental consent should be obtained at an early stage for under 18s using the REX2 form. Parents and all adult participants should be provided with full details so they can make an informed decision. Adult participants give their own consent to being involved by signing a REX2 form.

Residential excursions should be risk assessed and where appropriate planned centres and accommodation should be vetted with a VET1 form completed.

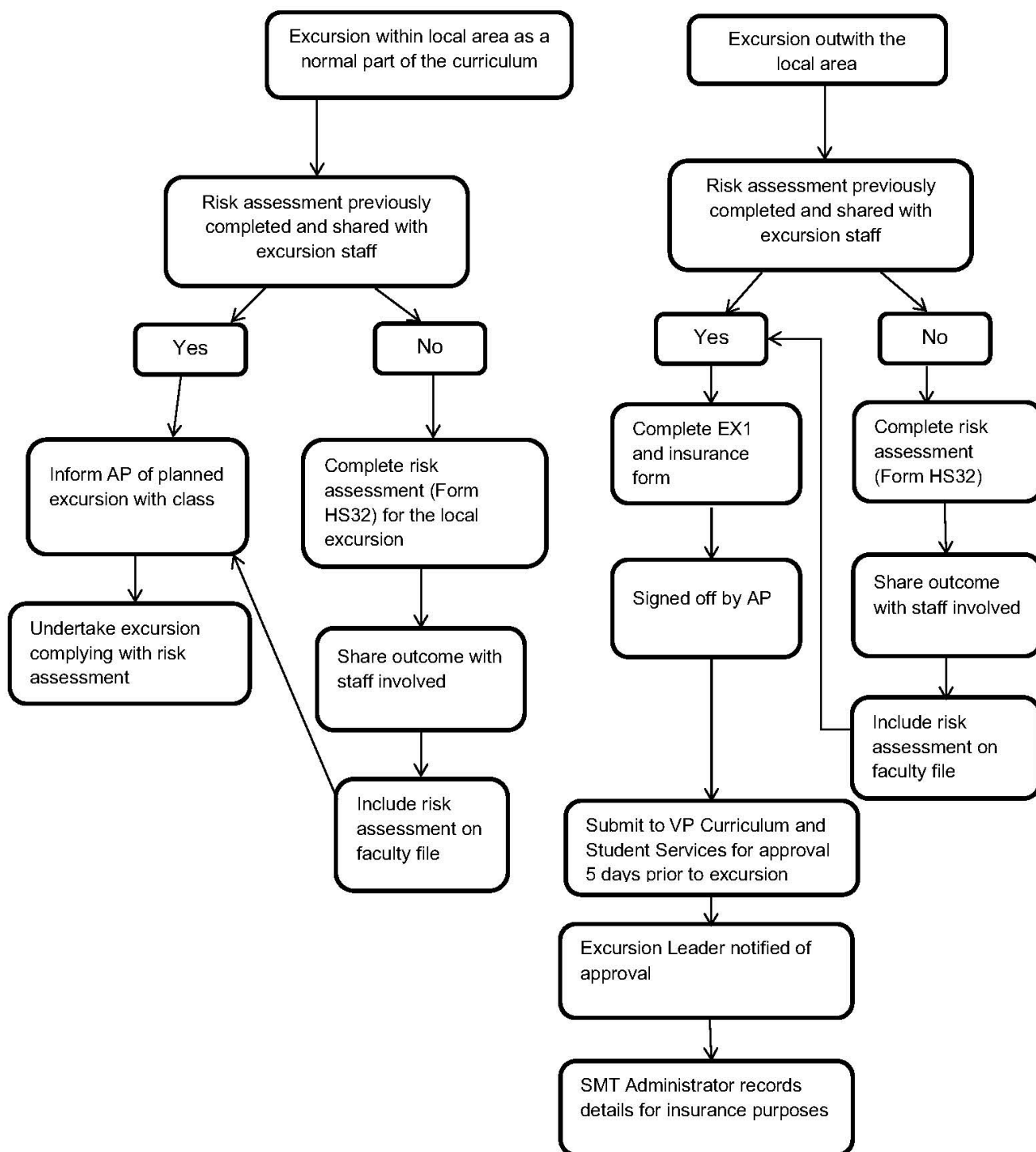
The REX1, REX4, the detailed itinerary and the insurance form should be submitted to the Assistant Principal who ensures that the VET1 and risk assessments are in place, that any planned activities are being undertaken through an approved provider and the staff involved are familiar with the risk assessment content.

The Assistant Principal signs off the REX 1 and submits it along with all other forms to the Vice Principal: Curriculum and Student Services for approval **twenty working days** in advance of the excursion. The Vice Principal is responsible for recommending the excursion for approval to the Principal.

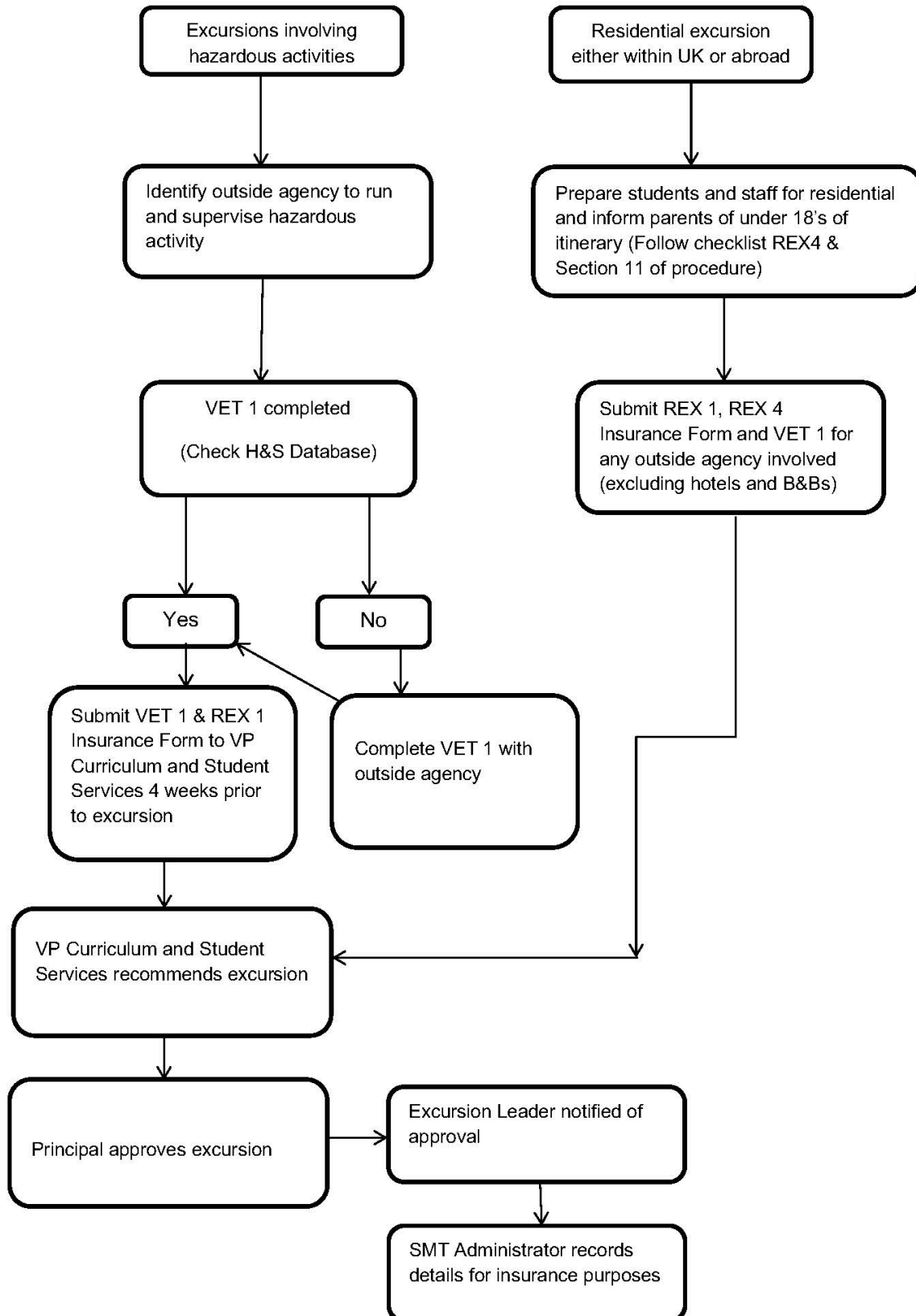
Where the Principal is satisfied that the risks have been assessed and the appropriate vetting has been undertaken the residential excursion can be approved.

The excursion leader is informed of the approval and undertakes the planned excursion.

Educational excursions for which general parental consent can be obtained at the beginning of the year



Educational Excursions for which separate parental consent is required



Section 3 - Vetting of Outside Agencies

To be completed for all hazardous activities and residential excursions

An essential element in the approval process for hazardous activities and residential excursions is the vetting of the “outside” agencies involved. These agencies include residential establishments (excluding hotels and B&Bs), outdoor centres, activity centres, riding schools etc.

Vetting must check on important aspects such as Health & Safety requirements for premises and equipment, qualifications and attitude of staff, operating licences, insurance arrangements. Staff should try to ensure that all agencies operate high standards. Early planning will allow appropriate checks to be made.

When planning a trip firstly check the shared H&S area where you can check the centre is on the database of currently approved outside agencies and a copy of the most up to date **pre-vetting assessment form** (VET1) form can be viewed to ensure it includes the activities to be undertaken.

If this is in order download a copy of the VET1 for inclusion in the pack of information for submission to the Vice Principal: Curriculum and Student Services.

Where there has been no previous vetting of the outside agency or the vetting is now out of date or doesn't include the planned activity then a VET1 must be completed **PRIOR** to any excursion taking place and sent to the Health & Safety manager for approval. The Health & Safety Manager checks that appropriate risk assessments and safeguards are in place prior to approving the outside agency.

Once approved the VET 1 is submitted to the Vice Principal: Curriculum and Student Services as part of the Information Pack.

Educational Excursions Procedure

The Pre-vetting assessment includes checks of the following:

- Function of the agency
- Licence to operate
- Health & Safety Policy and Procedures
- First Aid Procedures
- Insurance
- Fire Safety
- Risk Assessments
- Appropriate and safe sleeping facilities
- Qualifications of instructors

Excursion will **not be** approved where:

- Hazardous activities are planned without the involvement of an approved outside agency
- The Health & Safety Manager considers that the outside agency has insufficient safeguards in place

Section 4 - Staffing: Leadership and Qualifications

1. Competent leadership by an appropriate number of adults is the most important safety factor of all.
2. Approval of staffing
 - (a) Approval of staffing of excursions rests with the Vice Principal - Curriculum and Student Services who must satisfy himself/herself that all staff involved are sufficiently competent and experienced.
 - (b) Where outdoor pursuits (including mountain and water sports) are involved appropriate and vetted outside agencies must be engaged, **Agency staff must hold appropriate formal qualifications.**
 - (c) Ensure all staff and volunteers have undergone Disclosure Scotland checks.

If Volunteers are to be used to help with educational excursions this should be highlighted to them and early arrangements made with the HR Department for the necessary checks to be made.

3. Status of Excursion Leaders and Accompanying Staff
 - (a) Excursion Leaders must be approved employees of the College who have knowledge of the party members. In the case of most residential trips, the Assistant Leader must also satisfy this requirement, unless prior approval has been given by the Vice Principal - Curriculum and Student Services.
 - (b) Accompanying staff for approved ratio (including male/female) purposes may include other assistants – e.g. regular helpers – but they must be over 21 years of age, and must be approved by the Vice Principal - Curriculum and Student Services. Students over 21 will often be able to make a significant contribution as additional helpers, but they must not be regarded as having any responsibility.

- (c) The implications of shared responsibility – e.g. for different parts of an excursion or where guides or residential centre staff are involved – have to be considered. Respective responsibilities must be established and clearly understood by all staff.
- (d) The staff member who signs the application form is deemed to be the driver of the minibus or vehicle, unless otherwise stated.

4. Ratios

- (a) The following ratios are offered as a guide to organisers and approvers. They must not be seen as automatically safe ratios, but as a statement of the minimum level of supervision necessary to ensure the students' safety, and they may have to be improved in certain circumstances – e.g. residential visits, outdoor and hazardous pursuits.
- (b) It is difficult to provide appropriate staff:student ratios for the very wide field of non-residential excursions undertaken. The final decision must rest with the Vice Principal - Curriculum and Student Services in the light of all the circumstances, the experience of the staff and the nature of the excursion.

NB

As a rough guide, a suggested staff ratio of 1:15 is offered for most one day outings; other outings within the immediate environment of the College site may justify allowing more than 15 students per member of staff.

- (c) Residential visits should have a minimum staffing ratio of 1:10 and **require at least 2 leaders**. Where the party is mixed, both male and female leaders are required. "Stand-by" staff should be available in the event of an emergency.

Foreign trips require special consideration and must take into account adequate supervision (including male and female leaders), staff illness, injury, the need to accompany a student home before the due date. Staffing ratio should therefore be a minimum of 1:10 and **require at least 2 leaders**. In some cases, students over 25 years of age may be appointed “emergency stand-in leaders”. In such cases, the student must satisfy the necessary criteria for Excursion Leaders.

- (d) **In the case of outdoor pursuits and hazardous events, a higher proportion of leaders are required.**

In all cases these types of activity must be organised through an outside agency such as a specialist activity centre or provider. In Vetting the centre for approved use by the college the excursion leader should check that supervision is adequate. The ratios shown below are given as minimums for guidance purposes.

As a general rule, staffing ratios should not fall below –

1:12 for basic activity in low-level walking, orienteering and skiing;

1:10 for basic canoeing and local hill walking.

Additional staff are required for various other pursuits – e.g. climbing, sailing – for more advanced programmes, and for particularly hazardous environments.

For outdoor pursuits and hazardous pursuits instructors must be qualified with technically inexperienced staff excluded from the staff:student ratio.

- (e) It is also important to note that in certain circumstances – e.g. mixed parties, students with disability, more advanced pursuits – where one leader is not sufficient, it is essential that there is at least one competent assistant.
- (f) Where the party includes a student who requires personal care assistance, the staff group should include two members of staff of the appropriate gender who are sufficiently skilled to assist the student in meeting their needs.

Section 5 - Insurance

ALL STAFF INVOLVED IN SUPERVISING EXCURSIONS SHOULD NOTE THAT ON NO OCCASION SHOULD LIABILITY BE ADMITTED ON BEHALF OF THE COLLEGE.

It is the nature of insurance itself that hard and fast answers cannot be given in advance to cover every contingency, but it is our aim to outline -

- (a) the policy relevant to excursions
- (b) for whom they are intended to provide cover and
- (c) to which activities the policies apply.

The cover provided by our insurers which is of direct relevance to excursions is the **Public Liability Insurance Cover**. The Public Liability Insurance gives protection for all Borders College activities, and this would include excursions and journeys.

1. Public Liability Insurance Cover

This only provides cover where the College is found to be liable for compensation following: -

- (a) accidental injury or illness to a third party
- (b) accidental loss or damage to property belonging to a third party

It is intended to cover the “whole claim” arising against the College due to negligence by one or more of the agents of the College. In practice, a payment in compensation by the Insurers might be agreed with a third party or liability may be established in a Court of Law if a case is pursued.

A claim against the College under the terms of this cover would only arise where negligence could be established. For purposes of guidance, it can be stated that no liability would normally arise where the following are met -

- (a) leaders are properly qualified to undertake the excursion
- (b) leaders act responsibly and not negligently
- (c) leaders are undertaking an excursion approved under the terms of this Policy and Procedural Document.

Details of the cover provided can be found in the Insurance Policy Document held in the Executive office.

2. Travel Insurance

The College carries Annual Travel Insurance cover which provides for individual students on College excursions. This covers staff, students and any accompanying family members in the travel party within the UK and the rest of the EU for:

- (a) Personal Accident
- (b) Medical and Associated Expenses
- (c) Cancellation Expenses
- (d) Personal Effects and Money
- (e) Legal Liability

If the limits applied to the above are insufficient for staff requirements or there are specific exclusions that would be relevant for the staff member e.g. due to an existing medical condition then they may require their own travel insurance policy. Staff members should inform the Vice Principal: Curriculum and Student Services if they have specific additional insurance requirements.

All students on foreign excursions should be supplied with a summary of the College's travel insurance prior to travel. Where this is insufficient for their needs or where exclusions apply it is for the student, parent or guardian to purchase the necessary additional insurance cover. Full details of the cover are available from the PA to Vice Principals on request.

For excursions out with the EU additional insurance must be purchased. Early contact should be made with the PA to Vice Principals to establish the insurance requirements prior to placing any bookings for the excursion.

Where the excursion involves foreign travel, all participants will require to hold a European Health Insurance Card (EHIC). This card allows the holder to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge.

Approval of an excursion application by Executive triggers the insurance cover. Applications for excursions should be submitted to the Executive Office for Approval by the appropriate Senior Manager, **no less than 5 working days before departure (for one day excursions), and no less than 4 weeks (for residential visits and hazardous pursuits)**. The following must be provided on the appropriate form at the time of application -

students' names and addresses

staff names and addresses

method of transport

places to be visited and contact telephone number

dates of departure and return

details of excursion and any hazardous activities to be undertaken

NB The College does not hold insurance cover for non-College vehicles. It is therefore essential that any person using their own car on College business must ensure that they - and any passengers or goods carried - are covered by their own policy for business use. This includes both staff and students. The College liability Insurance only covers vehicles owned or hired by the College.

Section 6 - Emergency and Investigatory Procedures

1. Emergency situations can occur, despite the best precautions, and therefore contingency planning and consideration of emergency procedures are necessary to ensure that the consequences of an incident are handled quickly, efficiently and sensitively.
2. Contingency Planning

Circumstances may require even the best planned outings to be changed at the last minute. This could be due to any one of a number of factors, and cannot be ignored. The following points are particularly important -

- (i) The group must be made aware that the primary objective may not be attainable and that last minute alterations may be necessary.
- (ii) The decision to change plans is the responsibility of the Leader and must always be made in the interests of safety. The Leader must not be swayed by the enthusiasm of the group in achieving what was planned if - by so doing - the level of safety is reduced.
- (iii) There must be a College-based contact who must be informed as soon as possible of any alteration to the planned programme, particularly if it means a change in time of return.
- (iv) **In the case of residential visits and excursions out with Borders Region, Excursion Leaders must know the procedure to be followed.**

3. Handling Emergencies

The Excursion Leader has the role of handling emergencies. When an accident happens, the priorities are to -

- (i) Safeguard the members of the group.
- (ii) Attend to the victim(s) and get immediate medical attention, if required.
- (iii) Refer to the “**Immediate Action Card**” and Emergency Guidance Notes held in the minibus and ensure that the guidelines are followed. Inform quickly the Vice Principal – Curriculum and Student Services and anyone else who needs to know – e.g. Police. If the College is closed, the Excursion Leader should contact the Vice Principal - Curriculum and Student Services at his/her home number or (if not available) the Principal.

The Home Contact Person – normally the Vice Principal – Curriculum and Student Services – should ensure that he/she has to hand **the Emergency Plan** to refer to in the event of an emergency.

- (iv) Write down – as quickly as possible – all relevant facts, and preserve any vital evidence.
- (v) Avoid making any statement admitting liability.
- (vi) Decline, politely, to comment to the media without approval from the Principal.
- (vii) Complete an Accident Report form as soon as possible.

4. Investigatory Procedures

An investigatory procedure must be designed to cater for various categories of mishaps and to allow sensitive handling of situations arising from unplanned circumstances. Prior knowledge of the method of inquiry will allow leaders to understand that the consequences of their actions will follow a course which allows for a fair hearing. **Investigation does not necessarily imply incompetence or negligence.**

Those responsible for the preparation and approval process, as well as the Excursion Leader and other supervisory staff, need to understand the boundaries and limitations of their accountability within the chain of responsibility. The established procedure for collecting information will involve administrative procedures which are capable of exploring all the circumstances of the problem.

Section 7 - Summary of Essential Procedures for Excursions

The Vice Principal - Curriculum and Student Services must ensure that the following procedures are implemented for all excursions:

1. **Every excursion must fall within College policy** as defined in this document.
2. **Every excursion must be planned well.** For residential and travel aboard the excursion checklist must be completed and all participants given full details of the excursion and associated itinerary.
3. **Every excursion must be approved by the Vice Principal - Curriculum and Student Services** and, in some cases, by the Principal.
4. **Careful consideration must be given to supervision arrangements** including delegation of responsibility, leader:student ratios, and staff qualifications.
5. **Insurance arrangements must be an integral part of the planning process** and must be clearly understood by all concerned. Please note that the College does not provide Journey Insurance covering Personal Accident.
6. **All excursions require parental agreement for students under 18 years of age.** Where an adult is unable to giving knowing consent to participation in an excursion advice should sought from either the next-of-kin or the person managing the individual's care package, whichever is most appropriate. For residential visits and hazardous pursuits, students over 18 years of age should give their consent by signing their own forms (to acknowledge they have received full information and are medically fit).
7. **Effective lines of communication between Excursion Leaders and College must be prescribed for the duration of an excursion, particularly residential visits.**
8. **Relevant emergency procedures must be included** in the planning of all excursions, particularly for residential visits.
9. **All staff involved must understand their legal position,** particularly in respect of their responsibility to those in their care and in the event of incidents or accidents.
10. **Guidelines must be used by Excursion Leaders** and particularly in excursions out with the home area. **Additional guidance notes are available from the College Health and Safety Manager.**
11. Health and safety **risk assessments** – ensure that the activities have been covered in liaison with the Health and Safety Manager.

Section 8 - Travel: College Minibuses

Please see Driving at Work Policy & Procedure for all details.

Section 9 - Hazardous Pursuits such as Assault Courses, Rope Courses, “Problem Solving Tasks”, Paintballing, Kart Racing, Water Based Activities

As a general rule of thumb ‘Hazardous Pursuits’ by their nature will be any activity that requires the wearing of Personal Protective Equipment to reduce risk of injury. A Hazard is defined as anything that may cause harm such as extreme cold, falls from height, drowning, impact with solid object. This list is not exclusive and will very much be based on the ‘risk assessment’ associated with the activity centre.

General Comments

1. Approved and vetted Activity Centres ONLY to be used, ensure VET 1 complete. Check database on H&S shared area of the U: drive for list of approved centres.
2. If centre not on database have a VET1 completed and signed by the centre manager or appointed person and return to Health and Safety Manager.
3. REX1 must be completed by the excursion leader and approved by the Vice Principal: Curriculum and Student Services and Principal **four weeks** in advance of the activity ensuring that appropriate insurance cover is in place.
4. A copy of the appropriate risk assessment for the task must be referred to by all staff and students.
5. Further detail on the forms required to be completed and where they go can be found in section 10.

Section 10 - Administration Forms

The excursion leader should ensure that the appropriate forms are completed and signed and sent to Vice Principal - Curriculum and Student Services, at least **5 working days** before a one day excursion, and **at least 4 weeks** before a residential visit or hazardous excursion, in order that the excursion can be approved and College Insurers can be informed in good time. Failure to adhere to these deadlines may lead to the excursion being delayed or cancelled. No excursion should go ahead without the necessary approval and insurance cover.

Summary of Forms Required (forms are available to download from H&S area of the Intranet <http://staff.borderscollege.ac.uk>)

One Day Excursions

1. REX3 a and b – **Parental Consent** – Letter/form to parents/guardians of students under 18 years of age on College courses to be signed by the Vice Principal – Curriculum and Student Services. This should be sent to parents at the beginning of the session and will cover all one day excursions and work experience undertaken by that student. Students over 18 years of age should sign on their own behalf to signify consent. These forms should be retained with the Faculty. **Excursion leader must ensure there is a form for each student prior to trip.**
2. EX1 – **Notification of Excursion Arrangements** – to be completed by Excursion Leader, approved by Assistant Principal and authorised by the Vice Principal – Curriculum and Student Services.
3. **Insurance Form** – to accompany Notification form, to be completed and signed by Excursion Leader, listing all names and addresses of students and staff.

Residential Excursions/Hazardous Pursuits

1. **REX2 – Parental Consent Form –**
must be issued for all residential excursions or hazardous pursuits (students over 18 should sign on their own behalf). A new form should be used for each excursion. It is important that these forms are issued 4 weeks in advance of the excursion. The forms should be retained by the Excursion Leader.
2. **REX1 – Application for Approval Form –**
should be completed accurately by the Excursion Leader in charge of the excursion, and signed by the appropriate Assistant Principal. The Vice Principal – Curriculum and Student Services must sign to signify his approval before submitting all details to the Principal. Once approved, the forms will be forwarded to the College Insurers, and a copy returned to the Excursion Leader in charge of the excursion. **The completed form must be with the Vice Principal – Curriculum and Student Services at least 4 weeks prior to the excursion date.**
3. **Insurance Form –**
should accompany Application for Approval Form (REX1) and should be completed and signed by the Excursion Leader, listing all names and addresses of students and staff.

All residential excursions must have a programme of events submitted with the Application for Approval Form (REX1), giving brief details of itinerary for the duration of the visit along with the completed residential checklist – see appendix 1.
4. **Pre-vetting of centres**

Where a new activity centre is to be used for a residential or excursion, the excursion leader should arrange for the completion of a pre-vetting form and where possible a visit **prior to the excursion taking place**. Pre-vetting forms should be forwarded to the Health and Safety Manager on completion prior to the REX1 being submitted. The REX1 can only be submitted for approval after the activity centre has been approved by the Health & Safety Manager.

Section 11 - Preparing and Undertaking a Residential Excursion

The **leader-in-charge** must:

1. Obtain approval for the excursion or visit from the Principal (**forms REX1**).
2. Plan the activity e.g. dates, location, costs, transport, food, additional protective and distinctive clothing, equipment and leaders and ensure all Visa requirements (if appropriate) are met by all students and staff.
3. Ensure that appropriate information is obtained with regard to planned activities including potential hazards, risk assessments, training and experience of activity leaders.
4. Ascertained that sites to be visited:
 - i) are suitable locations for the type of activity.
 - ii) have adequate facilities for domestic, social and teaching requirements of the visiting group including separate accommodation for males and females and;
 - iii) are within convenient travelling distance of the facilities and resources where the planned activities are to take place.
5. Issue a written statement to the participants about the nature and cost of the activity, including such details as travelling arrangements, instalments and personal and belongings insurance arrangements; further details about insurance can be obtained from the Vice Principal: Curriculum and Student Services.
6. Arrange a briefing meeting with the participants, including staff and parents as appropriate, to ensure that everyone is aware of the rules relating to the centre or venue being used as a base for the activity and is prepared to adhere to them. Student code of conduct should be issued covering behaviour.

7. Inform the parents or guardians (where students are under 18) of the nature of the activity and obtain written agreement to participation on the consent form that must be used for this purpose (**form REX2**). The only exception would be where a young person under 18 years has left home and as a result has the full legal capacity and responsibility of an adult, notwithstanding being, in law, still a minor; Arrange for signed consent forms and make appropriate arrangements for dealing with payments, through the Finance Office. Copies of these consent forms should be held in the Faculty Office.
8. Agree the final list of participants having regard to parents'; or guardians' wishes, medical records and other relevant factors.
9. Staff should not carry or administer medicines on behalf of students until prior arrangement have been agreed with the College insurers. Contact VP Curriculum and Student Services for advice.
10. Make arrangement to hire or purchase any necessary equipment and book accommodation if necessary.
11. Designate one of the party leaders to be responsible for first-aid arrangements – a basic first aid kit should be taken by the appropriate person, any welfare issues and any medication which has to be taken by members of the party.
12. Apply to the local DSS office for sufficient EHIC application forms for all members of the party enabling free or reduced medical treatment when visiting European Union countries; In the case of Outdoor Activities, a member of staff must hold an appropriate First Aid Certificate and an appropriate Outdoor Activity qualification (e.g. Alpine Ski leader).
13. Ensure the behaviour of the group in terms of respect for one another, other people and property. Observe the country code, local customs, seeking access permission for entry across farmland or private land, and restricting noise both in and around the venue at all times but especially between 11.00 pm and 8.00 am.

14. Be aware of the type of incidents that can occur leading to allegations being made about the behaviour of the group or individuals. Such allegations include alcohol or drug abuse, theft, vandalism to property, gambling, sexual misconduct and promiscuity or other behavioural issues.
15. Ensure that all students, staff and volunteers are aware of the general behaviour requirements and absolute importance of avoiding the kinds of behaviour described above and the need to obey the instructions of the leader when managing behaviour.
16. Agree a behaviour contract with all involved in the residential excursion based on 14 – 16 above.
17. Be aware of the possibility of such occurrences, as noted in 14 & 15 above, occurring during residential activities and be particularly vigilant throughout the duration of the residential excursion. Careful planning and a full programme normally reduce the chances of such incidents happening.
18. Ensure that everyone is aware of the sanctions which will be applied in the event of misconduct and the circumstances in which some or all of the party will be required to return early (at their own costs).
19. Ensure that members of the group are fully aware of the fire precautions and evacuation procedures and any facilities that should be used.
20. Where special needs have been identified in relation to personal care, ensure that appropriate support is available at all times. Where this support is in staffing, due consideration should be given to the gender and special needs of the person requiring support.
21. Be satisfied as to the capability of the Travel Company and that it is suitably insured. All tour operators must be ABTA bonded and all flight bookings should have an ATOL Badge of security. No flight booking should be made with a non ATOL approved Agency.

22. Ensure that separate accommodation is provided for males and females and that each person has his/her own bed. Staff must have separate rooms from students.
23. Make arrangements with Finance Department for the accounting and banking of student contributions to the costs of the residential excursion.
24. Ensure that excursion leaders have suitable mobile phones that are compatible with local networks in the country visited. Also, ensure that phones are charged at all times during the trip. All staff and students should be given the numbers in case of emergencies.
25. Ensure that all staff and students are aware of emergency procedures in relation to any accident that may occur.
26. Know where the nearest British embassy or Consulate is located and telephone details and issue each student with same information.
27. Provide, in cases where some of the accompanying adults are volunteering adults or parents, full instructions as to their responsibilities and the degree of supervision to be exercised.
28. Confirm that all reasonable precautions have been taken to ensure the safety of all participants. Basic security measures should be in place e.g. working locks on doors and windows, room allocation with assurance that staff rooms are adjacent.
29. An assessment (VET1) should be made with the outside agency about the management of accommodation **prior** to the signing of any contract.
30. Ensure adequate supervision of students and head count at the appropriate stages of the trip e.g. at airport, on arriving at accommodation, after activities.
31. Complete the preparation checklist and a detailed itinerary lodging copies in the Faculty Office

Preparation Checklist for Residential Excursions

To be completed by Excursion Leader

- All appropriate forms have been completed and Executive approval has been granted?
- Accompanying staff/volunteers have the knowledge and skills to ensure the safety of young people and have been vetted by Disclosure Scotland?
- Any accompanying staff/volunteers understand their roles within the group and their duty of care?
- All group members have completed necessary documentation for travel abroad, e.g. valid passport, insurance, visa if required, and European Health Insurance Card if appropriate?
- A complete list of group members with contact names and addresses is lodged with the College?
- I fully understand the laws/ethics and morals of the countries we are visiting?
- The detailed itinerary is lodged with the College?
- I fully understand the procedures to deal with emergencies in the country we are visiting?
- I have a 24 hour contact number to contact the Vice Principal should an emergency/serious accident/incident arise while we are abroad?
- I have sufficient funds to deal with emergencies?
- I have a mobile phone that can be used in countries to be visited to call from?

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- My travel agent/tour operator will provide drivers, couriers and other staff who are able to ensure a proper standard of care for the group and have been properly vetted by Disclosure Scotland or equivalent?
 - Group members understand and have agreed the code of conduct for during our visit?
 - Sleeping arrangements for the group are compliant with College Policy?
 - A risk assessment has been carried out for all aspects of the visit including travel, accommodation, programme, activities etc?
 - Parent/guardian consent form(s) have been completed?
 - Appropriate insurance is in place based on the nature of the pursuits and activities to be undertaken?
 - Any hazardous activities have been risk assessed and will be supervised by appropriately qualified and experienced staff?
 - All buses, coaches, minibuses have appropriate seat belts fitted?
 - I am aware of other relevant Policy and guidelines that relate to College excursions and educational visits?

Signed _____ Date _____

Use of Outdoor Education Centres

Checklist for Party Leaders

1. **ON ARRIVAL** the Party Leader must contact the designated Caretaker who will give details on the following matters:
 - a. All electrical appliance and electrical installations e.g. main switches, fuses and emergency lighting etc
 - b. All heating and drying arrangements
 - c. Location of keys for doors and cupboards and general security arrangements
 - d. Refuse disposal
 - e. Use of available equipment. A check list may be posted in the premises
 - f. Use of dormitories and bedding. The need to enforce No Smoking Rules in all centre facilities
 - g. Playing of indoor games
 - h. Use of the Centre grounds as appropriate
 - i. Checking out arrangements
 - j. Emergency procedures, including emergency exits, firefighting equipment, first aid facilities and emergency communication links

2. **DURING YOUR STAY**
 - a. Please treat all the equipment in the Centre with due respect
 - b. Use the bins supplied for refuse. Do not burn or bury rubbish in the grounds or adjoining fields
 - c. Please try to avoid the wearing of heavy outdoor footwear in the Centre
 - d. Lock doors and windows and check all electrical switches, removing plugs where practicable etc when the Centre is left unattended

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- e. Contact the Caretaker or Education Department as appropriate; in the event of difficulty (see telephone numbers displayed)
 - f. Take all possible precautions to prevent fire e.g.
 - 1) Do not allow anything to be placed on or near heaters
 - 2) Do not allow temporary electrical connections to be made
 - g. It is important that the last member of staff, or group leader, retiring each evening carries out a full check of the premises
 - h. **REMEMBER THAT IN THE EVENT OF A FIRE THE FIRST DUTY IS TO ENSURE THE SAFETY OF PERSONNEL, EVACUATE THE BUILDING**

3. BEFORE YOU LEAVE

- a. The Centre should be left clean and tidy. All floors should be left as clean as possible
- b. Clean wash basins, showers, sinks, toilets etc
- c. Clean kitchen, including cookers and refrigerators thoroughly
- d. Empty ALL waste paper bins, kitchen bins, etc into large bins provided
- e. Ensure that ALL electrical appliances and heaters are switched off and plugs removed unless instructed otherwise by the Caretaker
- f. Neatly fold all blankets
- g. Ensure that all equipment is clean and tidy and in its correct place – USE CHECK LISTS as appropriate
- h. Take away ALL perishable food unless the Caretaker agrees to its being left in the Centre
- i. Notify the Caretaker of any loss, damage or suggestions for improvements
- j. Record your visit, with comments in the LOG BOOK

Residential Excursions Checklist for Students

Do I know?

Please tick

- Who will be in charge of me when I am travelling to my destination?
- Who will be in charge of me when I am staying at the destination?
- Where I am going on the visit?
- The address and phone number of the place(s) I shall be staying?
- How to contact my Leader in Charge?
- How to use the phone if help is required?
- What to do if I am worried/unhappy about anything?
- Where I am to sleep?
- What to do if I get lost or into difficulties when not with my Leader in Charge?
- How to behave (“house rules”) where I am staying?
- The code of conduct for my residential visit?
- Completed the required documentation necessary for travelling abroad?
- A valid passport?
- A visa (if required)?
- A European Health Insurance Card (if appropriate)?

Signed _____ Date _____

Review

The policy is subject to bi-annual review.

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General Purposes Committee (pending)
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