Educational Visits SOP

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Head of Quality, Excellence and Development

Summary of Contents

This document sets out the practical implementation of Educational Visits and provides staff, students and volunteers with guidance on procedures to ensure they are kept safe from harm “so far as is reasonably practicable” when participating in Educational Visits.

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Summary

SERC is committed to the continuous development of all students and recognises that participation in Educational Visits and residentials helps to develop their investigative and teambuilding skills, encourage greater independence, and prepare students for the workplace.

The following procedure and guidance are designed to ensure that a suitable and sufficient risk assessment is carried out, so that participants can have a safe and enjoyable experience. This SOP should be used in compliance with SERC's Health and Safety Policy and Overseas Travel SOP.

3.0 Scope

An Educational Visit is defined as any off-campus activity undertaken by students and/or staff for the purposes of teaching and/or research. This can range from low risk visits to places within the local area (shops, cinemas, museums, etc.) to taking part in higher risk adventure activities, overnight stays, travelling abroad, or a combination of these.

This SOP does not cover staff travelling on business trips at home or abroad.

As Educational Visits can be diverse in terms of risk, this procedure outlines 5 types of activity (high to low risk) to assist with the assessment process:

Type 1 - Educational Visits involving high risk activities e.g. participating in white water rafting, camping, rock climbing, caving, kayaking, or working with animals on a farm visit, etc.

Type 2 – Educational Visits to a country outside the UK

Type 3 – Overnight/Residential stays within the UK

Type 4 – Full day Educational Visits within the UK

Type 5 – Local Educational Visits, low risk and short in duration (e.g. museums, galleries, cinema, etc.)

Full details of each risk type are in Appendices 3 to 7 of this SOP.

4.0 Risk Assessment

Detailed guidance on completing a Risk Assessment (EV2) is in Appendix 8.

The Management of Health and Safety at Work Regulations requires a suitable and sufficient assessment of risk to the health and safety of staff, students, and others who may be involved with any educational visit and/or activity.

There are a variety of activities which may involve significant risk. Where high risk is established, this can be successfully controlled by implementing the correct procedures. If an unacceptable level of risk cannot be successfully removed or controlled, then the activity should be cancelled on those grounds alone. Preparation and planning are the key to successful and safe educational visits.

All Educational Visits, regardless of destination or duration, will require risk assessment and documentation to be completed and recorded. The level of detail for a high-risk activity (Type 1) risk assessment would not be expected for a short duration low risk educational visit (Type 5). The College risk assessment procedures are on the Health and Safety Team Site and detailed in the General Health & Safety SOP. The risk assessment form (EV2) is attached at Appendix 10 and should be used to record the assessment.

Used correctly, a suitable and sufficient risk assessment should help apply the correct level of measures to ensure that the activity and educational visit is safe. Risk assessment should be seen as a positive measure, providing confidence to the organisers and students for the success of the educational visit. It is important to strike the right balance and understand that all risks will not be eliminated. It is about putting sensible and proportionate precautions/measures in place.

Only staff members holding the requisite driving qualifications i.e. Driver Certificate of Professional Competence (CPC) shall be permitted to drive the college minibuses. Under no circumstances should you personally seek permission to drive a college minibus unless you are qualified to do so. The Risk Assessment should include the name of the individual qualified and licenced to drive the minibus if applicable. Any journey undertaken without the appropriate documentation will not be deemed legal and could result in legal action against the college and the individual driving the minibus. In addition to the above stipulations, it is good practice to ensure that the driver or other accompanying staff member is a suitably qualified First Aider.

Staff organising Educational Visits understand that travelling to unfamiliar local, national or international areas can increase risks to personal health and wellbeing. Appropriate precautions will be put in place to the best of their knowledge, to reduce risks and ensure a plan is in place in the event of injury, or students suffering from any health condition e.g. virus**s** (including COVID-19 and other public health risks), infectious diseases, critical or life changing injuries. For further advice please see the World Health Organisation (WHO) Health risks when travelling (who.int)

Finally, risk assessment should be a continual process throughout the educational visit, to ensure that all risks are considered, managed, and controlled. The risk assessment is completed in advance of the educational visit. However, circumstances may change during the excursion, so organisers should be prepared to revise their assessment if necessary.

5.0 Procedure

The procedure for Educational Visits is summarised for staff ease of reference in a flow chart in Appendix 2.

Overall responsibility for an Educational **V**isit lies with the Head of School/Unit, who should:

- Approve the Educational Visit
- Approve and appoint a designated Educational **V**isit leader
- Ensure a suitable risk assessment is carried out
- Ensure that all additional relevant documentation is completed
- Approve and sign the risk assessment

The designated educational visit leader must ensure that:

- The ‘Application for the Approval of an Educational Visit’ form (EV1) is completed

- An ‘Educational Visit Risk Assessment’ form (EV2) is completed and communicated effectively to all concerned.
- A ‘Student consent form for an Educational Visit’ (EV3) is obtained and reviewed for all students participating on the Educational Visit. Where curriculum areas have a pre-planned schedule of Educational Visits a single consent form, with all visits listed, can be completed to cover all visits. If student circumstances change or additional visits are scheduled a new consent form must be completed.
- An ‘Educational Visit Evaluation Report’ (EV4) should be completed and submitted to the Head of School/Unit within 5 days of completing the visit if any issues arise during the Educational Visit that would have an impact on future visits.
- The Overseas Travel Authorisation Form should be completed as per the Overseas Travel SOP if required.

Lecturers and/or Support staff should assist the Educational Visit Leader in supervision and all relevant aspects of the educational visit.

Students should conduct themselves in a manner in line with the College student code of conduct, wear appropriate clothing for the visit, follow instructions of supervisors and bring to the attention of the Educational Visit Leader any matter that may cause harm to people or damage to equipment.

A zero tolerance approach to alcohol and drugs must be adopted for all staff and students.

The Health and Safety (H&S) Department will:

- Monitor and review this procedure during their H&S audits
- Provide assistance and guidelines on completion of risk assessment forms
- Provide advice on any matters regarding H&S on educational visits if called upon.

6.0 Storage of Educational Visit forms

All completed EV forms, EV1, EV2, EV3 and EV4 (where appropriate), should be stored securely in the private area of the School/Unit TeamSite along with an accurate record of all visits that have taken place.

7.0 GDPR

As a public authority, the college will obtain, process and manage all data in compliance with the General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018. The College will not process more information than is legally necessary or essential to fulfil its obligation to students participating in Educational Visits.

8.0 Responsible Owner

The Head of Quality, Excellence and Development is responsible for ensuring that this SOP is implemented, adhered to and reviewed.

9.0 Communication Plan

This SOP will be uploaded to the College intranet and referred to in staff induction and training.

10.0 Review

This SOP will be reviewed annually, or when the need for change has been identified.

Appendix 1: Document Change History

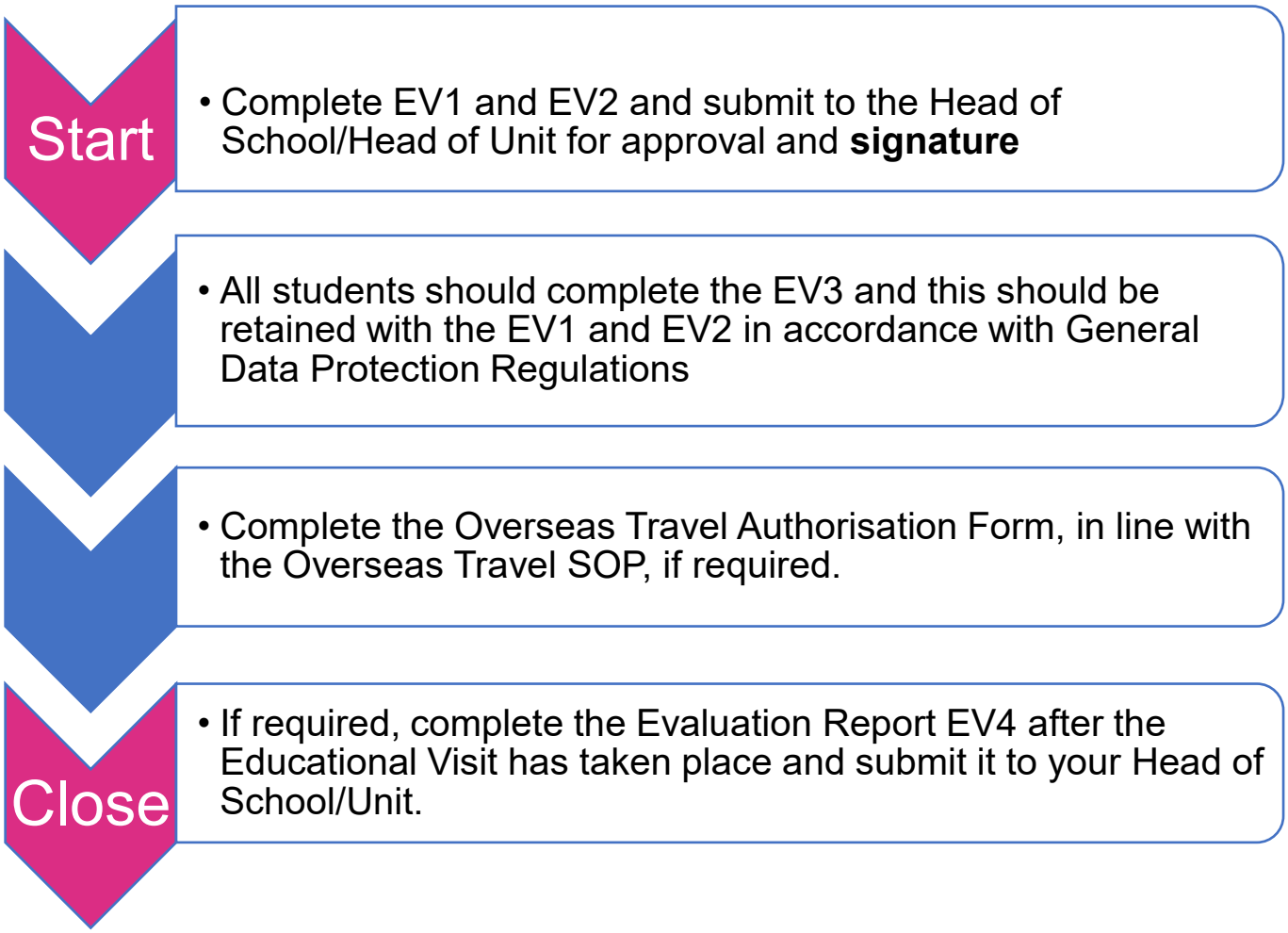
Version	Date	Change Detail
1.0	November 2016	Created
1.1	March 2019	• Point 4.6 – updated staff driving qualification to Driver Certificate of Professional Competence (CPC) in line with changes (updated throughout the SOP). • Appendix 11 – in line with GDPR added “I understand I can withdraw this consent up until the start date of the trip by contacting the tutor”.
1.2	March 2022	• Point 4.7 – Covid-19 point added. • Point 7 – GDPR updated as recommended by Records Manager Assistant. • Appendix 3,4,5,6,7 - Covid-19 current guidance added to areas for risk assessment. • Appendix 5 point 9 – Covid-19 for international travel. • Point 18 – “current COVID-19 advice and country specific entry requirements” added.

1.3	June 2023	• Point 4.7 – paragraph updated to take into consideration precautions for local, national, and international visits e.g., viruses, infectious diseases, critical or life changing injuries.
		• Appendix 3,4,5,6,7 – Covid-19 current guidance replaced with Public Health Guidance.
		• Point 5.3 – updated EV3 – one single consent form acceptable for pre-planned visits instead of one per visit.
		• Point 5.3 – updated EV4 to be completed and submitted only if issues arise during the visit.
		• Point 5.5 – added “wear appropriate clothing for the visit”.
		• Appendix 3 – AALA replaced by ‘Adventuremark because AALA does not apply to NI.
		• Appendix 4 Point 1 – Erasmus replaced by Turing.
		• Appendix 5 Point 9 – Coronavirus risk assessment removed.
		• Appendix 8
		  ○ Point 18 - Foreign Office Website replaced with Foreign and Commonwealth Development Office.
		  ○ Point 23 – Consent for Education Visits wording updated, instructed to complete the EV3 for under 18s.

1.4	September 2023	• Appendix 3,4,5,6 & 7 ‘cultural considerations (if appropriate)’ replaced by ‘individual needs e.g dietary requirements, personal needs etc’ to make all-encompassing e.g vegan dietary • Appendix 11 Point C – Replaced ‘Cultural Needs’ with ‘Additional Needs’ • Transferred to new Accessibility Template
1.5	August 2024	• Responsible owner updated to “Head of Quality, Excellence and Development”
1.6	February 2025	• Cover Sheet Updated • Appendix 2. Changed Trip to Visit in line with SOP title • Appendix 8. Point 15 title. Added ‘Accidents/Incidents’.

1.7	June 2026	• Annual review completed. Minor amendments made to improve clarity, consistency and accuracy across the SOP. Appendix 2 flowchart wording and formatting reviewed. Appendices 3 to 7 reviewed for consistency across visit types. References to individual needs, overseas travel requirements, consent forms, emergency arrangements and appendix numbering checked and updated where required. Minor typographical and terminology amendments made throughout, with no substantive change to the purpose, scope or approval process of the SOP.

Appendix 2: Overview of Educational Visit Documentation



* All Educational Visit documentation and information to be retained in accordance with the General Data Protection Regulations (GDPR)

Appendix 3: Type 1 - Educational Visits involving high risk activities

For adventure activities the college recommends that providers used within Northern Ireland are members of the 'Adventuremark' accreditation scheme but recognise that this may not always be possible.

The following documentation is required:

1. Application for the Approval of the Educational Visit (EV1) and Educational Visit Risk Assessment (EV2) form completed by Educational Visit Leader and approved by Head of School/Unit.
2. Area/Activities to be considered as part of risk assessment process:

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of College staff related to the activities
- suitability of equipment
- staff and student gender mix
- age, maturity, and ability of students
- size of group and staff/student ratio
- first aid provision
- accommodation (if staying)
- fire precautions
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- individual needs e.g., dietary requirements, personal needs etc.
- anticipation of equalities issues
- Public Health Agency guidance
- Qualification of minibus driver i.e., CPC (Certificate of Professional Competence).

3. Risk assessment of any outside provider.
4. Any other relevant documentation with regard to outside providers e.g., licences and insurance documents.
5. Student Consent form (EV3) (signed by parent/guardian if student under 18 years of age).
6. Relevant medical information for group members (ensuring steps to protect sensitive personal data are undertaken under General Data Protection Regulations) (GDPR).
7. Emergency contact details for each student to be held by Educational Visit Leader and Head of School/Unit or Line Manager.

Appendix 4: Type 2 - Educational Visits to a country outside the UK

For advice on foreign travel, you should contact the manager with responsibility for international activity. The following documentation is required:

1. Application for the Approval of an Educational Visit (EV1), except where visits have been pre-approved, for example Turing, and an Educational Visit Risk Assessment (EV2) must be completed by the Educational Visit Leader and approved by the Head of School/Unit.
2. The Overseas Travel Authorisation Form as per the Overseas Travel SOP.
3. Area/Activities to be considered as part of risk assessment process:

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of College staff related to the activities
- suitability of equipment
- staff and student gender mix
- age, maturity, and ability of students
- size of group and staff/student ratio
- first aid provision
- accommodation (if staying)
- fire precautions
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- individual needs, for example dietary requirements and personal needs, if appropriate
- anticipation of equalities issues
- Public Health Agency guidance
- Qualification of minibus driver i.e., CPC (Certificate of Professional Competence).

4. Risk assessment of any outside provider.
5. Any other relevant documentation with regard to outside providers e.g. licences and insurance documents.
6. Student Consent form (EV3) (signed by parent/guardian if student under 18 years of age).
7. Relevant medical information for group members, ensuring steps to protect sensitive personal data are undertaken under the General Data Protection Regulations (GDPR).
8. Emergency contact details for each student to be held by Educational Visit Leader and Head of School/Unit or Line Manager.

Appendix 5: Type 3 - Overnight stays within the UK

The following documentation is required:

1. Application for the Approval of the Educational Visit (EV1) and Educational Visit Risk Assessment (EV2) form completed by Educational Visit Leader and approved by Head of School/Unit.
2. The Overseas Travel Authorisation Form should be completed in line with the Overseas Travel SOP, if required.
3. Area/Activities to be considered as part of risk assessment process:

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of College staff related to the activities
- suitability of equipment
- staff and student gender mix
- age, maturity, and ability of students
- size of group and staff/student ratio
- first aid provision
- accommodation
- fire precautions
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- individual needs, for example dietary requirements and personal needs, if appropriate
- anticipation of equalities issues
- Public Health Agency guidance
- Qualification of minibus driver i.e., CPC (Certificate of Professional Competence).

4. Risk assessment of any outside provider.
5. Any other relevant documentation with regard to outside providers e.g., licences and insurance documents.
6. Student Consent form (EV3) (signed by parent/guardian if student under 18 years of age).
7. Relevant medical information for group members (ensuring steps to protect sensitive personal data are undertaken under General Data Protection Regulations (GDPR).
8. Emergency contact details for each student to be held by Educational Visit Leader and Head of School/Unit or Line Manager.

Appendix 6: Type 4 – Day long trips within the UK

The following documentation is required:

1. Application for the Approval of the Educational Visit (EV1) and Educational Visit Risk Assessment (EV2) form completed by Educational Visit Leader and approved by Head of School/Unit.
2. The Overseas Travel Authorisation Form should be completed in line with the Overseas Travel SOP, if required.
3. Area/Activities to be considered as part of risk assessment process:

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of College staff related to the activities
- suitability of equipment
- staff and student gender mix
- age, maturity and ability of students
- size of group and staff/student ratio
- first aid provision
- fire precautions
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- individual needs, for example dietary requirements and personal needs, if appropriate
- anticipation of equalities issues
- Public Health Agency guidance
- Qualification of minibus driver i.e., CPC (Certificate of Professional Competence).

4. Risk assessment of any outside provider.
5. Any other relevant documentation with regard to outside providers e.g., licences and insurance documents.
6. Student Consent form (EV3) (signed by parent/guardian if student under 18 years of age).
7. Relevant medical information for group members (ensuring steps to protect sensitive personal data are undertaken under General Data Protection Regulations) (GDPR).
8. Emergency contact details for each student to be held by Educational Visit Leader and Head of School/Unit or Line Manager.

Appendix 7: Type 5 – Local short duration trips

The following documentation is required:

1. Application for the Approval of the Educational Visit (EV1) and Educational Visit Risk Assessment (EV2) form completed by Educational Visit Leader and approved by Head of School/Unit.
2. Area/Activities to be considered as part of risk assessment process:

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of College staff related to the activities
- suitability of equipment
- staff and student gender mix
- age, maturity, and ability of students
- size of group and staff/student ratio
- first aid provision
- fire precautions
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- individual needs e.g., dietary requirements, personal needs etc. (if appropriate)
- anticipation of equalities issues
- Public Health Agency guidance
- Qualification of minibus driver i.e. CPC (Certificate of Professional Competence).

3. Risk assessment of any outside provider.
4. Any other relevant documentation with regard to outside providers e.g., licences and insurance documents.
5. Student Consent form (EV3) (signed by parent/guardian if student under 18 years of age).
6. Relevant medical information for group members, ensuring steps to protect sensitive personal data are undertaken under the General Data Protection Regulations (GDPR).
7. Emergency contact details for each student to be held by Educational Visit Leader and Head of School/Unit or Line Manager.

Appendix 8: Guidance on Documentation

The SERC Risk Assessment (**24 key areas**)

The 24 areas to be considered as part of risk assessment are covered below. Not all of these will be applicable for every Educational Visit. Clearly a Type 1 Educational Visit (involving hazardous activities) will require a more detailed risk assessment than a Type 5 Educational Visit (local short duration trip). However, this sequence of points to be considered provides a systematic checklist for responsible staff.

1. Nature of Activity
Provide details of activities taking place. Is the group of students supervised or not? Are activities indoor and/or outdoor? What are the hazards associated with the activities and what control measures are in place? The range of activities are diverse and the health and safety hazards/risks associated with each will be different e.g. swimming, adventure activities, residential, visiting buildings, coastal visits, field work, farm visits etc.

2. Transport/Travel arrangements
Are students/staff making their own way to/from location or travelling in a group? Are they walking, travelling by public transport (bus, train or aeroplane) or hired coach/mini-bus? Is transport accessible for disabled, those with impairments etc.?
If travelling by college minibus, the College has a responsibility to ensure that drivers have a valid CPC qualification and insurance for the participants and that the vehicle is roadworthy. Any member of staff using their own car to carry participants on Educational Visits must ensure: (a) their vehicle is properly licensed, (b) it has an up to date MOT, and (c) that the insurance covers use for College business.
If travelling by hired coach, the College must use a reputable company holding the appropriate Public Services Vehicle (PSV) operators' licence. The vehicle should have seat belts and these should be worn while in the vehicle.
NB: Any journey undertaken by staff members driving the minibus without the appropriate CPC qualification may face prosecution, penalties and possible disciplinary action taken against them. Students should be discouraged from travelling in their own cars to events or day trips and instructed that the college minibus or hired coach is the preferred option. Staff are also discouraged from taking students in their own cars and should consider other transport arrangements as listed above.

3. Location and duration of Educational Visit
Provide details. Is it a morning visit to a museum in Belfast city centre or an overnight stay or staying abroad? The level of detail and information required for an overseas Educational Visit will be much greater than a walk to a museum in Belfast.

4. Qualifications and Experience of staff
The qualifications refer to any specialist qualifications staff have (related to the activities or first aid) and the experience relates to the experience they have in terms of being on Educational Visits of this nature before.

5. Suitability of equipment (if appropriate)
Any equipment the college provides for an Educational Visit needs to be suitable for the activities taking place. Organisers also need to consider any manual handling risk if equipment is heavy. Any outside provider you use for activities will be responsible for all equipment they provide.

6. Staff and student gender mix
It is desirable that if the student group is mixed then staff accompanying the group should comprise at least 2 staff – one male and one female. This may not always be possible, depending upon staff availability and the nature of the trip. Note guidance on Staff/student ratio and Age, Maturity and Ability of students.

7. Age, Maturity and Ability of students
Young people Under 18 require an extra duty of care due to lack of maturity, inexperience, lack of awareness etc. Have many of the students been on Educational Visits before? Are there students that are vulnerable adults, have a disability; require additional support or medical needs? The composition of the group will be a factor when deciding the staff/student ratio.
The Educational Visit Leader will need to obtain details of medical conditions, and any other relevant information relating to medication, allergies, phobias, special dietary requirements, special transport etc. Under GDPR legislation, where this includes sensitive personal data, permission is required from the individuals concerned to collect and store such data. Such data needs to be protected, then subsequently destroyed.

8. Staff/student ratio
The ratio depends on many factors therefore a definitive answer cannot be given; however, the following considerations should be addressed before deciding on an appropriate ratio.

- Age and sex of students
- Students ability
- Number of students involved
- Identified special educational or medical requirements
- Previous experience of trips
- Previous experience with activities involved
- Responsibility and discipline shown by the group
- Type of visit
- Type of activity
- Location and duration of visit
- Travel arrangements
- Time of year
- Experience and quality of staff
- Requirements of organisations or locations to be visited
- First aid cover requirement.

The following guidance gives example of ratios, but this guidance is not definitive, and each case should be considered on its own merits. The ratio indicates proportion of staff to students:

Ratio 1:10 – Educational Trips abroad
Ratio 1:15 – For all other Educational Visits

It is possible for ratios to be lower. The risk assessment should contain information regarding the risks and support the reasons for the chosen ratio. If special needs are required, then more staff should be employed on the educational visit and the ratio should reflect the additional requirements.
While ratios do not guarantee total safety, the duty still remains with the organiser to ensure that all significant risks are taken into account, all necessary criteria have been assessed and

only then ensure adequate supervision for the group is available in relation to the gender mix and ability. The ratio can only be justified after an adequate risk assessment has been carried out and all factors have been taken into account. Where there are groups of mixed gender, consideration must be given in your risk assessment.

9. First aid provision
You need to assess the level of first aid that might be needed. The provision will be dependent on the duration, location, activities and group numbers etc.
The minimum provision is one person appointed to be in charge of first aid arrangements, and a first aid kit. However, it is recommended that there is at least one qualified first aider for adventure activities, educational visits abroad or residential visits.

10. Accommodation (if staying)
Check accommodation is suitable for all groups and accessible for disabled. The premises are secured against possible intruders and room doors and windows lock. Staff have list of rooms and number of beds in each room. It is good practice to update the original risk assessment following arrival and inspection of accommodation.

11. Fire Precautions
When staying at accommodation overnight or for a number of days ensure all students/staff are made aware of the Fire Evacuation procedures and assembly point. Ensure arrangements in place for anyone requiring assistance to evacuate. NB. A PEEP (Personal Emergency Evacuation Plan) should be used if deemed necessary.

12. Weather conditions (if appropriate)
Extremes of weather can increase the risk to health and safety. You need to ensure appropriate clothing and footwear is worn to suit the weather. If it is sunny there may be a high exposure to UV, so sunscreen, hats and water may be required. Depending on the activities and the severity of the weather you may have to re-assess whether to proceed or not on the day of the activity.

13. Communication and contact arrangements
This covers communication with parents/guardians and students. Parental consent is required for Under 18s and they need to be provided with details of the Educational Visit. Staff should communicate to all participants the details of the Educational Visit, induction covering rules and standard behaviour expected on transport and throughout the visit, rendezvous procedures, contact phone numbers and arrangements. This information may be provided on a handout. It should also include information on how to avoid specific dangers, safety precautions, what to do if separated from group etc.

14. Responsibilities during free time
Ideally students will be supervised at all times. In cases where students are not supervised or have free time then staff need to ensure that:
Students know time and location for meeting points or regular contact takes place
Appropriate arrangements are in place for young persons (under 18) and any other vulnerable students
Students must stay in groups of at least 2.

15. Emergency Arrangements, Accidents/Incidents

- If an emergency occurs on an educational visit some of the main factors for Educational Visit Leaders to consider are as follows:
- Establish nature and extent of emergency as quickly as possible
- Ensure the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention
- Ensure a Leader accompanies casualties to hospital or alternative medical facility
- Collect details of incident and complete accident/incident report form
- Inform the College contact with relevant details
- Ensure no-one in group speaks to the media
- The College contact will notify higher management, parents, police and designated media contact as appropriate and as soon as possible.

16. Inoculations

If going abroad check the Foreign and Commonwealth Development Office for guidance on what, if any, inoculations are required. This should be done well in advance, as some inoculations/medication may require to be taken in the weeks leading up to the travel date.

17. Cultural and Equalities considerations

Check the Foreign and Commonwealth Development Office website, the internet for the country/place you are visiting or with the travel agents for advice on any relevant culture and custom. Also consider social attitudes and legislation that may have a negative impact on relevant protected characteristics (race, sex, disability, sexual orientation, religion and belief, age, gender reassignment, and pregnancy and maternity). Consider locations/activities all groups can participate in.

18. Foreign and Commonwealth Development Office advice (if appropriate)

Check the Foreign and Commonwealth Development Office website for info on passport/visa requirements, security, how safe it is to travel, areas to avoid, how to look after your own safety, emergency medical facilities, relevant culture and customs, current travel health advice and country-specific entry requirements. This advice should be taken into account, and in the case of a hostile environment you will be advised not to travel.

19. Insurance

The College has Employer's Liability and Public Liability Insurance. However, no trip should go ahead until the organiser is satisfied that insurance is in place to cover:
(a) personal injury covering students and staff and (b) public liability where a claim could be made against the organiser/supervisor of the trip.
Whether the trip is in the UK or overseas, the organiser should seek advice from the Finance Dept. to ensure the educational visit is covered by the college insurance and download the College Travel insurance documents from the Finance Team Site.
Additional arrangements may be necessary to obtain insurance cover for activities abroad, for activities of a hazardous nature, and for participants with medical conditions.
For trips outside the UK, ensure that all group members have a note of the emergency insurance contact number, as this is required in some countries before medical treatment is provided.

20. Exploratory Visit

If considered appropriate and realistic an exploratory visit should be undertaken. If this is not possible, costly, or unrealistic then specific information by letter from the venue, from other users who have recently visited it and information from local organisations such as tourist

boards should be obtained and a decision made as to whether there is enough information to carry out a suitable and sufficient risk assessment.

21. Security

Security on any Educational Visit is essential and the whereabouts of all students should be known at all times. In the light of current security issues within the United Kingdom and abroad, measures should be in place to ensure the safety of all participants on excursions.

If travelling abroad then obtain advice as appropriate from the relevant Embassy or Foreign, Commonwealth & Development Office (FCDO). This should be sought prior to the trip being undertaken and all relevant risks noted on the SERC risk assessment form.

A party details form, (day trips or residential / foreign trips) of all participants, staff etc. should be included with your information submission prior to departure.

This form should contain details of all participants on the trip including staff members, time of departure, expected return, contact phone number, destination, means of transport and transport provider contacts.

Parents/ carers or guardians should be informed of flight, travel arrangements and contact details as necessary. They should also be made aware of the fact that flights can be delayed and to contact the airport or travel centre prior to arriving to pick up students.

22. Risk Assessment of Outside Provider

As a general rule you should ask any provider for a copy of risk assessments for activities to be undertaken.

Where adventure activity facilities are used, the Educational Visit Leader should check whether the provider is required to hold any relevant licence, accreditation or approval for the activities offered, and should obtain evidence of this where applicable. The Adventures Activity Licensing Authority can check on the licence status of a provider. Holding a licence means the provider has been inspected, and the Licence Authority are satisfied appropriate safety measures are in place for the provision of the specified licensed adventure activities. Not all providers are required to hold a licence and not all activities require a licence. However, if you propose to use a non- licensed provider then you need to obtain the following in writing:

- Copies of risk assessments
- Confirmation that the provider's staff are competent to instruct and lead a group
- A list of staff with their experience and qualifications
- Assurance that equipment is appropriate and maintained in a safe condition
- Assurance that there is provision for first aid
- If staying overnight – assurance that residential fire procedures are in place and that a drill will be organised if necessary.

23. Consent for Education Visits

A Student Consent form (EV3) should be completed by all students over 18 and by the parent or guardian of students under 18 years of age. EV3 form is at Appendix 11

24. Emergency Contact Details

The Educational Visit leader and Head of School/Unit or Line Manager should keep appropriate records. The following list is not exhaustive:

- A list of group members, names, addresses and emergency contact numbers
- A copy of all contact names and parental consent forms
- A detailed itinerary of the visit
- A list of group members requiring to take medication.

Appendix 9: Application for the Approval of an Educational Visit (EV1)

School: _____

Course: _____

Group Leader: _____

The group leader should complete the risk assessment form (EV2) and obtain Student Consent forms for all students (EV3)

Questions	Comments
1. Purpose and specific education objectives of visit:	
2. Places to be visited:	
3. Dates and times:	
Date/time of departure:	
Date/time of return	
4. Transport arrangements:	
5. Organising company/agency (if any):	
Name:	
Address:	
Tel:	
Licence No if registered with Local Authority:	
6. Accommodation to be used (if any) – Name/Address/Tel No:	
7. Details of activities to be undertaken:	
8. Names of any staff accompanying the party:	
9. Size and composition of group:	
Total number of students	
Number of Under 18s:	
Number of males:	
Number of females:	
Staff/Student ratio:	
10. Name, telephone number of Emergency Contact in College who will hold all information about the visit or journey in case of an emergency:	
11. Existing knowledge of places to be visited and whether an exploratory visit is intended:	
12. First aid arrangements and arrangements for students with special educational or medical needs	

I confirm that all relevant information and the Health and Safety Risk Assessment (EV2) is completed and attached as necessary for this Educational Visit. All sensitive personal data will be stored and secured in accordance with the General Data Protection Regulations (GDPR).

Signed by Group Leader: _____

Date of Signature: _____

Approval of EV1 by Head of School/Unit: _____

Date of Signature: _____

Approval of EV2 by Head of School/Unit: _____

Date of Signature: _____

Appendix 10: Educational Visit Risk Assessment (EV2)

Name of Group leader carrying out Risk Assessment: _____

Date assessment carried out: _____

Review date: _____

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done ✓

I believe this risk assessment to be suitable and sufficient. Should the risk be acceptable and the Educational Visit approved, I agree to adopt the control measures/precautions above, but will implement additional measures if required.

Signed (Group Leader): _____

Date _____

Assessment Approved by Head of School/Department/Unit

Signature: _____

Date _____

Appendix 11: Student Consent Form for an Educational Visit (EV3)

This form should be completed by all students over 18 and by parents or guardian of students under 18 years of age.

Name of Student: _____

Student ID: _____

Student Mobile No: _____

Details of Educational Visit/Journey/Activity

Question	Comment
Destination:	
Travel arrangements/activities:	
Date:	
Visit time start:	
Visit time return:	

Medical Information

Question	Comment
(a) Do they suffer from any disability or conditions requiring medical treatment, including medication? If YES provide brief details:	
(b) Do they have any allergies? If YES provide brief details:	
(c) Please indicate if they have any Additional needs.	
(d) GP name, practice address and contact number.	

I agree to _____ (name) taking part in the above mentioned college event and participating in the activities described. I acknowledge the need for obedience and responsible behaviour on their part. I understand I can withdraw this consent up until the start date of the Educational Visit by contacting the tutor.

Emergency Contact Details

Question	Comment
Name of Parent/Guardian (if student is under 18 years of age) or next of kin (if student is over 18 years of age):	
Emergency Contact No 1 Name	
Emergency Contact No 1 Contact number	
Emergency Contact No 2	
Emergency Contact No 2 Contact number	

Signature of Parent/Guardian (if student is under 18 years of age) or Student (if student is over 18 years of age):	
Date:	

Privacy Notice

Information gathered on this form will be processed within the provision of the General Data Protection Regulations (GDPR) and used for the purpose of collecting details of medical conditions and associated medication to ensure the students health/wellbeing is cared for on a trip. The College is permitted to process personal data where there is a "lawful basis" to do so. This processing of special category data is necessary for the purpose of preventative medicine of the person whose details this information pertains. Your information may be shared with internal staff whose roles are directly linked to this activity, third party placement providers and medical professionals or other third parties where there is a lawful basis to do so. Further information on data protection and your Rights is available on our website https://www.serc.ac.uk/customer-privacy.

Appendix 12: Educational Visit Evaluation Report (EV4)

Completed reports must be forwarded to the Head of School/Unit **within 5 days** of completing the visit.

Educational Visit

Question	Comment
Date(s):	
Venue(s):	
Group Leader:	
Participating Staff and their roles:	
Number of students:	
Gender:	
Age range:	

Evaluation Comments

Question	Comment
Was the venue suitable?	
Was the accommodation / food / equipment suitable?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of the programme relevant to the group?	
Was the group effectively briefed prior to the visit?	
Were agreed procedures followed by all supervisors?	
Are there any specific issues which need to be addressed as a result of this visit?	
Summarise feedback from students:	
Is this visit worth repeating with others?	
Any other comments:	

Signed _____

Date _____