



London Design & Engineering UTC

Safeguarding on External Visits and Trips Policy

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LONDON DESIGN & ENGINEERING UTC

Safeguarding on External Trips and Visits Policy

Introduction

London Design & Engineering (LDE) UTC will encourage educational visits as appropriate in support of curriculum delivery for students and apprentices. The LDE UTC will adopt safe practices when planning and taking students and apprentices on educational visits away from the UTC premises.

This policy is to ensure the safeguarding and promotion of the welfare, health and safety of students and apprentices on activities outside the UTC and to promote good behaviour on these activities.

Legal Implications

The legal implications are:

- The leader or teacher in charge of the trip is for students "in loco parentis" and has a duty of care to all members of the party.
- The UTC is not "in loco parentis" for apprentices as they will be above the age of 18. However, the UTC does for apprentices have a duty of care to ensure their health and safety and well-being.
- The Principal and the Directors have a responsibility for ensuring appropriate leadership, proper planning and organisation.

The need for guidelines and regulations

Within the UTC, regulations clearly define the behaviour required of students and apprentices. It behoves the UTC to see that on visits and journeys when students and apprentices are away from the UTC, that great care and control are exercised.

If an accident should happen a Court may enquire whether negligence can be proven. The Directors will have to accept liability, failure to set down minimum guidelines and regulations could well lead to censure in any Court action that might follow. The regulations that follow should apply to all visits and journeys organised by staff.

Child Protection

The UTC's child protection and safeguard procedures will apply during UTC trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the CEO/Principal.

Disability and Special Education Needs

The UTC will make every effort to include disabled students/apprentices and students /apprentices with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Roles and responsibilities

The CEO/Principal is responsible for:

- Appointing an Educational Visits Coordinator (EVC).
- Approving all off-site educational visits subject to the appropriate planning, verification and risk assessments.
- Making time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that employees receive the induction and training that they need before the visit.
- Being aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Ensuring that visits are evaluated to inform both the operation of future visits and to inform training needs. Further employee training should be made available where a need is identified.
- Ensuring that there is a contingency plan (Plan B), covering for example the implications of employee illness and the need to change routes or activities during the visit.
- Arranging for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- Helping to ensure that serious incidents, accidents and near-accidents are investigated by employees.
- Ensuring that the establishment has emergency procedures in place in case of a major incident on ventures. These should be discussed and reviewed by employees.
- Ensuring that young people, parents / guardians, group supervisors and others are given written details of these procedures.
- Ensuring that there is Home Base Contact established who has the authority to make significant decisions. They should be contactable and available for the full duration of the visit – i.e. 24 hours a day. They should be able to respond immediately from the UTC's home base to the demands of an emergency and should have a back-up person or number. They should keep contact details with them at all times.
- Establishing a procedure to ensure that parents / guardians and employers are informed quickly about incident details through the Home Based Contact, rather than through the media or other students/apprentices.
- Being aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all UTC activities which includes off site visits.

The EVC is responsible for ensuring that:

- Visits comply with regulations and guidelines provided by the DfE and UTC policy.

- The group leader is competent to monitor the risks throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions, including risk assessments, have been completed before the visit begins.
- Training needs have been assessed by a competent person and the needs of the employees and students/apprentices have been considered.
- The group leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Volunteers on the visit are appropriate people to supervise students and apprentices.
- The ratio of young people to supervisors is appropriate.
- Parents / guardians have signed consent forms, where required.
- Arrangements have been made for the medical and special educational needs of the students and apprentices.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- There is adequate and relevant insurance cover.
- They have the addresses and phone number of the visit's venue(s) and have contact names.
- A Home Based Contact has been nominated and the group leader has details.
- The group leader, group supervisors and the Home Based Contact have copies of agreed emergency procedures.
- The group leader, group supervisors and the Home Based Contact have the names of all adults and students.
- Contact details of the parents / guardians of students travelling in the group are kept along with details of next of kin for all teachers and other supervisors travelling with the group.
- Departure and return times are known, and there is a contingency plan for any delays including a late return home.

Responsibilities of the Board of Directors

The Board of Directors must be made aware of all residential and potential high-risk visits (as determined by the CEO/Principal) and must, in some instances, approve them. It is for the Board of Directors, in conjunction with the CEO/Principal, to arrange for the most appropriate method of the communication for this. It is the responsibility of the Directors to ensure that:

- The off-site activity or visit is appropriate and relevant.
- The establishment can be run efficiently in the absence of employees engaged in the activity or visit.
- The arrangements are in line with the advice and recommendations provided by the DfE.

Initial Permission

For Students – A residential or day Trip Request Form should be submitted to the Principal for permission for the trip to take place by the Group Leader.

No payments or firm bookings should be made until permission has been given.

If permission is granted, it is conditional on the submission of all the relevant documentation.

For Apprentices – A courtesy e-mail or communication will be sent to the employer of each apprentice informing them about a residential or day trip for their apprentices along with the reasoning for the visit.

Planning

The Group Leader has overall responsibility for the supervision and conduct of the trip, they should have regard to the health and safety of the party and follow the UTC's regulations, guidelines and policies.

The Group Leader must be a full time, experienced member of staff, not an NQT. Ideally the Group Leader should have prior experience of the type of visit to be arranged. The Group Leader should have a clearly designated deputy.

An account should be set up and financial details and responsibilities must be clearly stated in advance. Evidence of expenditure and income should be kept and regularly checked with the account details. A reconciliation form must be completed after the trip.

Ideally the leader will have a first aid qualification; if not, this should be available within the leadership of the group as a whole and a first aid kit appropriate to the visit must be carried at all times including on the journey.

Risk assessment analysis should be evaluated for every UTC trip. These should be shown to and be approved by the Principal and sign-off by the EVC.

As a general guide, planning time should be as follows:

- Day trip, local (mini bus): half term
- Day trip in England (coach): 1 term
- Residential in England: 2 terms
- Residential abroad: 3 terms

Following a visit, the Group Leader will be expected to review the experience and report back on its value to the EVC. This will help to decide the value of potential future visits. The leader will also need to report back on any contingency arrangements which were applied, since such eventualities often provide the best evidence for future planning.

Supervision

All adult supervisors must understand their roles and responsibilities at all times. In particular, supervisors should be aware of any students or apprentices who may require closer supervision; those with specific medical/physical needs or behavioural problems. Supervisors retain responsibility for the group at all times, and will be reminded that there is no such thing as 'no supervision' even during free time.

Volunteer helpers may accompany visits but their role must be clearly understood with training provided if necessary. All volunteers must be over 18 years of age and must have a DBS check conducted if the volunteer will be left in a situation where individual personal care needs are required. The role of staff whose children are in the party should be considered and all parties made aware of the arrangements and their responsibilities.

The Group Leader should carry at least one emergency contact number, such as the CEO/Principal, EVC and SENCO, as well as at least one for each of the students, apprentices and member of staff on the trip.

Students and apprentices should clearly understand what is expected of them and what the trip will entail. Students and apprentices should clearly understand what standards of behaviour are expected from them and why rules must be followed.

For Students – Parents and students should be told in advance of the trip about the procedures for dealing with any serious misbehaviour and how a participant may be returned home and who will meet the cost of this.

For Apprentices – Employers and apprentices should be told in advance of the trip about the procedures for dealing with any serious misbehaviour and how a participant may be sent home.

Arrangements should be made for regular head counts, roll calls and rendezvous points and instructions for what a student or apprentice should do if they become separated.

If there is to be any remote supervision, students and apprentices must be made aware of ground rules and the size of groups to go around in.

General Guidelines:

Supervision works best when:

- Visit aims and objectives are clearly understood by all parties
- Visits and activities have been carefully and thoughtfully planned
- All have been involved in visit planning and identifying potential hazards
- Clear guidelines for standards of behaviour have been agreed

For all supervision, the supervisor:

- Will normally be a learning coach
- Is responsible for the safety of their group at all times
- Will have a clear plan of the activity to be undertaken and its educational objectives
- Needs to anticipate potential hazards and act when necessary

- Continuously monitors the appropriateness of the activity, the physical and mental condition of the group members and the suitability of the prevailing conditions
- Needs to exercise appropriate control of the group
- Will have a clear understanding of the emergency procedures and be equipped to carry them out

For all supervision, the participant will:

- Know who their supervisor is at any given time and how to contact them
- Have a “buddy”
- Have been given clear, understandable and appropriate instructions
- Not normally be on their own
- Alert the supervisor if someone is missing or in difficulties
- Have a meeting place to return to, or an instruction to remain where they are, if separated
- Understand the expected standards of behaviour

Common practice for close supervision Supervisors:

- Will have prior knowledge of the group
- Will carry a list of all group members
- Will have a prior knowledge of the venue
- Will not normally be on their own
- Will have appropriate access to first aid
- Will keep the UTC and/or other interested parties informed of progress as previously agreed

Staff: Student/Apprentice Ratios

The group size and staff to student/apprentice ratio is dependent on the duration and nature of the journey and activity, environment, age, temperament, needs of the group, individual needs including medical etc. and, of course, a risk assessment of potential hazards.

A minimum of 2 members of staff is required on every trip and thereafter a ratio of 1 tutor to 15 students/apprentices for UK based trips and 1 tutor to 10 students/apprentices for residential visits and trips abroad, which must be maintained at all times, unless a formal risk assessment is carried out which indicates that a higher ratio is adequate to provide the level of supervision and safety cover. The risk assessment may indicate that the visit can be adequately covered by one member of staff provided appropriate emergency procedures have been set up. The Group Leader must ensure that the staff to student/apprentice ratio is recorded on all documentation.

Consent Forms for Students

Prior to the commencement of the visit, information must be made available to each participant and their parent/carer regarding venue, itineraries, transport arrangements and

duration. A specific consent form requiring a signature must be issued to ensure parents have given permission for all aspects of the visit.

Consent forms for apprentices will not be required, however, a courtesy communication may be sent to the apprentice's employer to inform them about the trip

Indemnity

General indemnity forms have no legal force. Parents cannot sign away their right to sue in cases of alleged negligence. However, it is possible to require parents to indemnify staff against any claims made by a third party and any extra costs which the UTC or staff might incur on behalf of the student or any loss arising from damage caused by the student. An example a consent and indemnity form for students is given in **Appendix A**. If it is to be used, it should be incorporated with the consent form with which the student joins a party.

No indemnity forms or declarations will be required for apprentices who will all be adult and over the age of 18.

Insurance

It is imperative that the Group Leaders even for the shortest of trips should ensure adequate and appropriate insurance cover and medical cover is in place. Assistance and advice should be sought from the EVC.

For trips abroad, a valid EHIC card should be obtained for each member of the party where appropriate.

For students - A copy of the limits of the insurance cover should be included with the trip details sent to parents.

Where thefts occur these must be reported to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done. Where medical expenses are incurred, all accounts must be preserved.

Travel

The Group Leader is responsible for ensuring that arrangements for travel and transport are appropriate and conform with local guidelines, national regulations and legal requirements.

Guidelines: It is recommended that staff do not use their own vehicles to transport students or apprentices. If personal vehicles are used it is the responsibility of the EVC to ensure MOT and insurance are adequate.

Staff Driving Minibuses must:

- Be over 25 years of age
- Hold a full category B (car) licence for more than 2 years
- Have category D1 entitlement – shown as Group A on old licences. If category D1 is not included (usually licences first issued after 01/01/1997) this must be obtained by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests.
- Ensure a pre-drive check is completed as detailed in minibus procedure
- Ensure that there is a reserve driver if the journey extends beyond a 30 mile radius of the UTC.

Hire of Coaches / Minibuses:

Group leaders must ensure that all hired transport is fit for purpose (roadworthy, maintained, taxed, tested, insured etc) and that all drivers are competent. A listing of 'preferred suppliers' of coaches and minibuses who have been checked for reasons of health and safety can be obtained from the EVC.

Emergency Reporting and Incident Reporting

Emergency Contact

For every visit the organiser must appoint a designated emergency contact person in the UTC and ensure that their duties, which will include strategic emergency plans, are agreed and understood.

The designated contact person (usually the EVC) will:

- a) Provide the link between the visit party and the home community; and
- b) Hold and have available 24 hours a day, all relevant information including a full list of all people involved in the event.

Guidelines: It is important that the group can reach the UTC or other members of the group in an emergency. The only way this can be guaranteed is if at least one member of the group is in possession of a mobile phone

The group leader must carry with them an information card outlining the procedures to be followed in an emergency. It is good practice to ensure all students and apprentices on the trip also carry a card containing relevant useful information.

Should an emergency occur?

- establish the nature and extent of the emergency as quickly as possible;
- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- summon the appropriate emergency services;
- establish the names of any casualties and get immediate medical attention for them;
- if the party is abroad, notify the British Embassy/Consulate and the local police;
- ensure that students and apprentices are accompanied to hospital or police station by a member of staff;
- ensure that, although students and apprentices may wish to reassure parents and employers retrospectively. They should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the student's or apprentice's mobile phones should be collected but left switched on. You should not attempt to prevent parents and children contacting each other; but try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents or next of kin is received,

the student or apprentice should be allowed to answer this under staff supervision. After the student or apprentice has greeted parents or next of kin, staff should speak to them, quoting the statement below.

*“An incident has occurred on the [*****] trip. Your child/next of kin is not involved in the incident. They are unharmed and is not the subject of any disciplinary action. Further details will be given out by the CEO/Principal when all facts are known”.*

The student or apprentice should then be allowed in staff presence to complete the conversation without giving details of the incident.

- later, when the full details are known, supervised contact between students or apprentice and their parents / next of kin can be made, using the procedure above;
- parents or next of kin of the students / apprentices directly involved should be contacted as soon as full details are known. Full cooperation should be given if the parents or next of kin of those directly involved wish to travel to their child / person, provided that they are in a place of safety and the emergency services allow;
- inform the emergency contact at the UTC;
- ensure no one in the party speaks to the media;
- the name of any casualty or student or apprentice involved should not be given to the media;
- all media enquiries should be answered by: *“any statement will be issued by the CEO/Principal in due time”*;
- collect details of the incident to pass on to the UTC establishment, which should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents and next of kin can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- liaise with the representative of the tour operator if one is being used;
- ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- report the incident using appropriate forms, if necessary.

The emergency contact’s main responsibilities are to ensure that the group leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

APPENDIX A: Example Consent and Student Details Form

LONDON DESIGN & ENGINEERING UTC [Enter Name of Trip and Dates of Trip]

Student's Surname: _____ Forenames: _____

Current Form: _____ Date of Birth: ____ / ____ / ____ Age on departure: ____ / ____

Address: _____ Post Code: _____

Contact Phone Numbers:

Daytime: _____ Evening: _____

Mobile: _____ [Relationship]; _____

Mobile: _____ [Relationship]; _____

Passport Details: (if required)

Passport Number: _____ Expiry Date: _____

Place of issue: _____ Nationality: _____

Special Dietary Requirements - Please specify (especially allergies)

Medical Details

Doctors Name: _____ Address of Practice: _____

Practice phone number: _____

National Health Service Number: _____ Date of last tetanus injection: _____

Medical Conditions - Please list any medical conditions or allergies we should be aware of.

Medication - Please list any medications / inhalers etc. being taken.

Any other Relevant Information we should be aware of.

Parental Consent

I agree to the above named attending the trip provided by London Design & Engineering (LDE) UTC.
I give my consent for the accompanying LDE UTC staff on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments. I give my consent to all emergency or other medical or dental treatments, including examinations, inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well-being of my son/daughter.

I give my consent for my son/daughter to travel in vehicles as directed by the staff in charge.
I shall notify the Group Leader of any changes to this Information before departure.

Signed: _____ Date: _____

Relationship to the student: _____

Example of a Parental Consent Form for Activities

Nothing in this form excludes the legal rights of the student or those with parental responsibility in the event of negligence by the London Design & Engineering (LDE) UTC causing personal injury or death.

Activities

Would you please read the information below so that we are sure that you are aware of the activities planned for the XXXXXX Trip and that your son/daughter has your permission for these activities now that the itinerary has been finalised.

I agree to my son/daughter taking part in the activities below [*please delete those that you do not wish him to do*]:

- Swimming in the Hotel swimming pool with the permission and presence of LDE UTC staff
- Swimming in the sea on the beach trips with the permission and presence of LDE UTC staff
- Participate in beach activities on the beach trips with the permission and presence of LDE UTC staff
- Swimming and water activities on the water park trip with the permission and presence of LDE UTC staff and adhering to the rules of the park
- Go on theme park rides, following the safety rules for the ride and any instructions from park staff and LDE UTC staff
- [*enter other activities that may be relevant to the trip/visit*]

Health/Accidents/Illness

I certify that to the best of my knowledge and belief that my son/daughter is in good health and I am aware of no reason on medical grounds why my son/daughter should not be a member of the trip.

I give my consent for the accompanying LDE UTC staff on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments.

I consent to all emergency or other medical or dental treatments, including examinations, inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of my son/daughter.

I will indemnify LDE UTC staff on the trip in regard of any expenses reasonably incurred in consequence of any accident to or illness of my child, where this is not covered by insurance in place for the trip.

Remote Supervision and Down Times

I certify that my son/daughter will follow the instructions given by members of LDE UTC staff during periods of remote supervision and down time.

Loss and Damage

I agree to pay for any damage which may be occasioned solely through the misconduct or carelessness of my child to the person or property of any other party or parties.

I will not hold the LDE UTC staff on the trip responsible for any loss of personal effects or money incurred by my child during such visit where reasonable steps have been taken to safeguard such effects and money.

Name of Student: _____ Form: _____

Signed [Parent/Guardian] _____ Date: _____

Please return the signed form to XXXXX as soon as possible.