



Document Details			
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****Major change is defined as:**

Anything that represents a significant change of working practice, legal requirement, procedure or process within the organisation, or a change that impacts an employee's terms and conditions of employment.

****Minor change is defined as:**

Any change of dates, job titles or terminology that do not represent a significant change to working practice. Examples changes of terminology to reflect current legislation/ DfE/Ofsted such as the change of terminology in the safeguarding policy from peer-on-peer abuse to child-on-child abuse.

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Policy Cross References - This policy should be read in conjunction with any other associated policies, with particular reference to	
Policy Name	Policy Number

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1. Introduction

MidKent College (MKC) is committed to offering students the broadest possible educational experience. We believe educational visits are integral to the learning process. Visits, in the form of day trips or residential visits enrich and enhance students' personal, intellectual, and social development.

MKC is a responsible employer and takes its Duty of Care legal obligations to students and staff seriously.

The purpose of this policy and procedure is to provide a clear structure for the planning and evaluation of educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all participants, at all times. Within these limits, we seek to make our visits available and accessible to all students.

This policy will support the implementation of our "Mission":

"MidKent College will provide high-quality technical education and training to drive the ambitions and prosperity of the communities of Maidstone, Medway and surrounding areas. We will work in partnership to ensure our students have the skills and qualifications for the changing world of work."

2. Scope and Aim of Policy

2.1. This policy and procedure applies to all staff, students and volunteers.

2.2. The aims of our educational visits are to:

- Add value to the students' experience of the course by providing a wider range of experiences than could be provided in college alone.
- Enhance learning and promote personal and social development.

3. Procedures

3.1. General Principles

MidKent College places the highest priority on safeguarding and promoting the welfare of its students. All staff must consider student safety and welfare in planning and carrying out any activity or educational visit. Staff should remember that they have a duty to look after pupils in the same way that a 'prudent parent'

would do so.

Particular care should be taken to identify students with actual or potential health problems and to ensure that sensible precautions have been taken. The trip organiser is responsible for checking the list of students to identify any potential or anticipated health issues and for ensuring that arrangements have been made to cater for students with disabilities, special educational needs, mental health concerns or those with known medical conditions.

Members of staff are required to apply sensible judgments to all safety issues, but they are not expected to be able to anticipate everything that could possibly go wrong on a visit involving large numbers of students. They should apply standards which might reasonably be used by 'a prudent parent', erring on the side of caution when in doubt and applying many of the same principles used in teaching and controlling a class.

3.2. Type of Activity

There are 3 types of trip/off-site activity;

- Routine Curriculum Activity
- UK Day Trip
- Overnight or Overseas Trip

Annual consent will be required for routine and regular curriculum activity e.g. sports students undertaking weekly classes at the local sports centre.

3.3. Visit Approval and Authorisation

Educational visits are required to have a full schedule of activities linked to learning, which must be approved by the Curriculum Manager (CM) before they can move to the next stage of the approval process.

Residential visits will not be approved if they include more than 20% of free time during the trip.

The CM is responsible for submitting a fully completed Educational Visit Proposal Form (See Appendix B) - after discussion with the group leader – at least 2 weeks in advance for routine and UK day trips, and 4 weeks in advance for overseas and residential trips.

No bookings should be made until the approval in principle has been received from the Educational Visits approvers.

Upon receipt of the Approval in Principle email, the VAS form on SharePoint must be completed. The notice times above are a minimum and early planning is therefore essential for all processes to be completed in time.

For overseas visits, this approval in principle must be signed off by the Designated Safeguarding Lead (DSL) and Executive Director Team.

Once approved, any material changes made to the schedule prior to the trip will require re-approval.

It is recognised that schedules may change during the trip; therefore, contingency activities must be planned in advance and submitted with the schedule. The group leader is permitted to amend the schedule if conditions require it, providing that the maximum amount of free time is not exceeded.

3.4. Organisation of the Trip

A group leader and nominated deputy must be designated for all educational trips or off-site visits.

All staff and adult helpers must be appropriate, responsible and have the relevant clearance – enhanced DBS.

Staff to student ratios should be considered by age, maturity, ability and mobility. All educational trips will require a minimum of two staff to supervise the visit. As a guide one staff member to between 10 and 15 students. Every effort must be made to have both male and female staff attend the trip, although this may not automatically rule out the trip if staff of both sexes cannot attend, except for residential.

All students must be given the same opportunity to be part of a trip and access the same transport as their classmates, regardless of gender or disability. However single sex accommodation must be arranged for overnight trips.

All staff and students will be required to sign and adhere to the code of conduct (Appendices G and H). This is the responsibility of the group leader.

A first aid trained staff member is required on all visits with a minimum qualification of Emergency First Aid at Work (1 Day). For trips involving students with severe/life threatening medical conditions a full First Aid at Work (3 Day) qualification is required and this will be identified during the risk assessment process.

Staff leading specialist activities require appropriate experience, training and qualification and will be required to provide evidence of this.

Checks and confirmation is required that the provider of any adventure activities (caving, climbing, trekking or water sports) holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Parental/guardian/carer consent for students under 18 years of age, or adult students at risk of harm, is required for high-risk activities and those that take place outside College hours, including residential trips.

Other 'off site' activities taking place during College hours are considered a normal part of College education. However, parents/guardians/carers should be advised when College activity will take their child/ward 'off site'.

For larger scale trips (e.g. a study trip abroad) parent and staff briefing meetings must be held in advance of the trip.

A trip evaluation form (See Appendix I) must be completed by the Group Leader upon return from all overnight and overseas trips and submitted to the CM and Facilities Manager (FM) for review. This will help to ensure that any issues are identified, and lessons learnt where necessary.

3.5. Personal Information & Consent

Consent must be obtained for any off-site activity, both to leave the campus and for medical treatment as required.

The level of personal and medical information required differs for each type of trip and there are 2 separate forms. Prior to any trip the correct form must be issued for completion and collated ready for travel.

- Educational Trip Consent 1 – Routine Curriculum Activity
- Educational Trip Consent 2 – UK Day Trip and Overnight or Overseas Trip

Medical information, emergency contacts and consent to treatment will be collated from all students at the commencement of the academic year.

This information will be updated prior to each trip and will be accessible only to those who require it e.g. Group Leader and nominated Deputy. Trip first aiders must also be briefed on all known medical conditions and be confident that they know how to respond.

Where students require medication, they must be able to self-administer this. Staff must not administer medication. The only exception to this would be the administration of lifesaving medication e.g. epipen, where staff have been trained to do so.

All personal data will be processed in accordance with GDPR requirements.

3.6. Risk Assessment

The group leader must ensure that risk assessments are carried out, documented and that all suitable control measures are put in place prior to and throughout the trip.

Risk assessments should be completed on the College template (available on the Health & Safety SharePoint site) and include assessment of competence, skills and where necessary qualifications required by staff. Guidance notes on completion of the risk assessment can be found in Appendix E.

Risk assessment of specific high-risk activities must be carried out by a person who understands the risks and is familiar with the activity that is planned.

The completed risk assessments will be reviewed by the FM, and must be signed off by the CM. Copies of the risk assessment will be in the possession of the group leader and a designated curriculum lead who is not attending the trip.

All staff attending the trips must be briefed on the plan and associated risk assessment.

3.7. Accidents and Incidents

Any accidents or incidents that occur on the trip must be notified to the CM and FM in accordance with the process in the agreed risk assessment.

Upon return to college, any accidents must be recorded and First Aid forms submitted in the usual way.

4. Duties and Responsibilities

All employees, volunteers and students have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected to cooperate fully with the College in complying with this policy and procedure, and any further procedures that may be introduced to protect the

safety and well-being of our students, staff and volunteers.

5. Associated Policies and Procedures

- Safeguarding Policy
- Health and Safety Policy

6. Policy Validity

This policy is valid for two years, and is due for review in September 2026.

7. Policy Owner

The Senior Manager responsible for this policy is: Executive Director of Finance and Estates.

8. Policy Monitoring, Review and Evaluation

8.1. Monitoring and Review

A review of this policy will be undertaken by the review date by the policy writer and will be approved by the person responsible.

This Policy has been approved by the College Executive Group and is to be reviewed by the Group on a biennial basis.

The internal monitoring of the implementation of this policy will be the responsibility of the Executive Team.

8.2. Evaluation

For all residential and overseas visits an evaluation of the trip (Appendix K) should be completed by the Group Leader within 7 days of the event taking place. The form must be submitted to the Curriculum Manager and Facilities Manager.

9. Equality Impact Assessment

This policy has been Equality Impact Assessed and generates no concerns about differential impact. The Equality Impact Assessment is filed on the Quality

SharePoint site.

10. Policy Amendments

If you have any comments, observations or requests for amendment of any policy then please post them to the Policy Feedback mailbox.

policy.feedback@midkent.ac.uk

Educational Trips & Visits Approval Process

Stage 3 – Approval



**MidKent
College**

EDUCATIONAL TRIPS AND OFF VISITS APPROVAL PROCESS

STAGE 1 - PROPOSAL



**COMPLETE PROPOSAL FORM AND SEND TO CURRICULUM
MANAGER FOR CONSIDERATION.**

**CM FORWARDS PROPOSAL FORM TO EDUCATIONAL VISIT
EMAIL ADDRESS AND LOUISE CAULFIELD.**

**ADDITIONAL QUESTIONS FROM FM.
AGREEMENT IN PRINCIPLE ISSUED.**

STAGE 2 - PLANNING



**MAKE PROVISIONAL BOOKINGS.
AGREE PAYMENT ARRANGEMENTS WITH FINANCE.**

SEND LETTER AND CONSENT FORMS TO STUDENTS

**AGREE STAFFING LEVELS AND 1ST AID COVER.
REQUEST LSA COVER WITH LYNN SNEDDEN OR STEVE
BLEWITT.**

STAGE 3 - APPROVAL



**COMPLETE VAS FORM AND RISK ASSESSMENT AND SEND TO
LOUISE CAULFIELD 2 WEEKS BEFORE DATE OF TRIP (4 WEEKS
FOR OVERNIGHT/OVERSEAS).**

FINAL APPROVAL ISSUED

FINALISE ITINERARY.

AGREE EMERGENCY CONTACTS.

UPLOAD DOCUMENTS TO SECURE FOLDER AND SHARE WITH CM.

SHARE RISK ASSESSMENT WITH ALL STAFF ATTENDING.

STUDENT/PARENT BRIEFING FOR OVERNIGHT/OVERSEAS.

Stage 4 – Pre Travel

APPENDIX B

Educational Trips & Offsite Visits

Proposal Form

Group Leader Name NB. If the group leader changes a new proposal must be sent.	
Leaving from which site	
Course	
Department	
Curriculum Manager Name	
One off or Regular?	
UK, Overnight or Overseas?	

Please give an overview of the plans for the trip.

<u>WHEN</u> do you plan to go?
<u>WHERE</u> do you plan to go
<u>HOW</u> do you plan to get there?
<u>WHAT</u> activities are you planning?
<u>MAXIMUM</u> number of students involved
<u>COST</u> of the trip per person? State whether this is to be paid by student or department.

Curriculum Managers/Directors – by sending this form to educational.visits@midkent.ac.uk and louise.caulfield@midkent.ac.uk you are confirming that the Group Leader is accountable, confident and competent to lead the specific visit or activities which they are proposing.

APPENDIX C

Educational Visit Planning Checklist

This section needs careful consideration and should be completed by the Group leader

Action Required	Outcome	Closed out / signature/ date
Venue Arrangements		
<p>Has an exploratory visit to the venue been made or sufficient information obtained to make an informed decision about the overall safety of the venue and its suitability for a learning activity?</p> <p>Areas to be considered:</p> <ul style="list-style-type: none"> • Disability access and facilities • Facilities for food and drinks • Rest areas available • First aid available at venue • Adequate fire safety in place • Adequate shelter • Suitable lighting • Transfer to / from vehicles • Lost / found procedure 	<p><i>Please attach all relevant information obtained from brochures or quote website address.</i></p> <p><i>Careful planning of the visit is required to ensure that every reasonable precaution is taken or control measure put in place to reduce risk to an acceptable level.</i></p> <p><i>This can best be achieved by asking the question... 'What happens if...?' Continue on separate sheet if required.</i></p>	
Contact name at the venue?		
Is there any other information the College needs to be aware of regarding the venue?		
Transport Arrangements		
Name of company providing transport		
Describe vehicle arrangements	<i>i.e. .12 seater minibus 55 seater coach etc.</i>	

Has copy of insurance certificate been obtained from company?	<i>Provide details</i>	
Is there a need for a staff member to use their private vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, copy insurance and attach for each staff vehicle used</i>	
Are vehicles suitably equipped for the passengers being transported?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Number of supervisors / support staff per vehicle? Also include names of parents/guardians/carers accompanying student, (if applicable in section D overleaf)		
Outbound journey - pick up point & time?		
Inbound journey - drop off point & time?		
Describe agreed arrangements for notifying delays		
Staff / Volunteers / Students		
Who is responsible for formulating the list of students/staff/volunteers engaged on this visit?		
Who will be responsible for keeping the visit documentation at College whilst the visit is active?	<i>Nominated person & contact telephone number (suggest HOD)</i>	
Has parental/guardian/carer consent been obtained for all necessary students on day of travel?	<i>Group leader to retain on visit, copy to be left at College</i>	
List names of all staff / volunteers involved and their role during the visit		

Do you have emergency telephone contact number(s) for all staff on visit and a Curriculum lead not attending the visit?	<i>Telephone number(s) member(s) of staff on visit can be contacted on in an emergency- two required</i>	
If staff using own vehicle(s), please give relevant details	<i>Make, model, colour, registration number</i>	
Who is nominated first aider (if required)	<i>Minimum of EFAW trained</i>	

Risk Assessment Guidance Notes

Scope and Advice

The Offsite/Educational Visits Risk Assessment form (available on the Health & Safety SharePoint site) must be used for any educational visits or activity organised by College staff.

The College template has been pre-populated with common risks and control measures for trips, but requires checking, amending where appropriate and the addition of specific information related to the planned activities and the persons attending the trip.

Visits will not be approved unless the risk assessment form has been completed. Further advice may be obtained from the Facilities Manager.

Definitions

- **Risk assessment:** the identification of the hazards and estimate of the risks involved
- **Hazard:** something with the potential to cause harm
- **Risk:** the likelihood of potential harm from that hazard being realised

Description of the Trip

Give brief details of the type(s) of activity to be undertaken (e.g. gardening) and/or the premises to be visited and/or the particular location (e.g. mountain terrain). The type(s) of transport to be used should be listed here.

Hazards

List the hazards that you could reasonably expect to result in significant harm in view of the nature of the activity. Examples include: travelling by minibus, walking in city streets; inclement weather; low temperatures; noise; fire; fatigue; getting lost; using tools etc.

It is important to consider the differences that foreign visitors may encounter in the UK e.g. language barriers, driving on the left etc. Similar issues may be encountered by UK students going abroad.

Consideration must be given to local laws, customs and safety advice for overseas travel. The Group Leader should consult the Foreign and Commonwealth Office website for up-to-date travel advice on the country to be visited, prior to making the booking, in the days before travel, and keep abreast of any changing advice whilst away.

Who might be harmed?

List groups of people who are especially at risk from the significant hazards you have identified e.g. students, group leader, volunteers, instructors etc. Pay particular attention to vulnerable people, such as those with additional needs or medical conditions.

Assess Risks

It is important to consider whether the existing control measures are sufficient for the risks identified or whether further action should be taken. Is the risk high, medium or low? Consider what could happen and the likelihood of it occurring.

For example: consider travelling in a minibus - a road traffic accident could occur. The likelihood of the accident occurring is reduced by ensuring that the driver is qualified, experienced and not suffering from fatigue, the minibus is well maintained and the students are well supervised etc. The risk of injury should a crash occur is greatly reduced if everyone is wearing their seat belt.

Control Measures

List any existing and proposed controls and precautions with implications for the health and safety of participants or note where the information can be found, e.g., information and guidance given to students; training; previous visit made; level of supervision; details of accommodation; code of conduct, protective clothing/equipment provided, first aid facilities available, contingency plans for emergencies etc.

Do the controls and precautions listed meet legal requirements, represent good professional practice and reduce the risks as far as reasonably practicable? If so, the risks are adequately controlled.

Finance and Insurance Procedure for Trips and Visits**Costings**

Full details of the proposed cost of a visit must be submitted for approval on the Educational Trips & Offsite Visits Proposal Form (Appendix B)

The cost must include any charges for teaching staff to attend the trip/visit. Where there are free places these should also be noted on the form.

Where a contribution is required from Department budgets this should be clearly identified on the form.

In all cases the total funding identified must be completed on the form.

Collection of Student Contributions

Each trip will have a unique trip reference number to enable tracking of income and expenditure. The reference number should start with the Departmental cost centre.

The Group Leader should compile a spreadsheet of students who have expressed an interest in the trip/visit. The trip reference number should be quoted on the list. This spreadsheet should be passed to Reception and relevant Curriculum Administrator.

Tutors should not collect money from students for any trip/visit. The Group Leader should ensure that students know the trip reference number before going to make payments to the Finance Department and make clear that any deposits are non-refundable without a letter from GP/Hospital/Courts. Students will be issued with a receipt.

The Finance Department will record the amount each student has paid and the date of payment on the spreadsheet. One week before the trip/visit the MIS report will be sent back to the Group leader to chase any late payments.

The income received will be attached to the unique trip reference number.

Booking the Trip/Visit

A purchase order number request for the trip/visit must be made. This should be approved by the Budget Holder in accordance with the approved trip/visit costs. No financial or other commitments may be entered into until approval in principle has been approved by the FM (foreign trips require Executive Director Team approval).

Where necessary, separate orders to the relevant companies must be raised for accommodation and for coaches/transport etc.

Invoices should be sent directly to Finance Department (purchases@midkent.ac.uk) and will be routed to requisitions to confirm that the invoice is correct.

Where payment is required prior to the trip/visit taking place Non-Supplier BACS Form must also be completed and passed to Finance Department (purchases@midkent.ac.uk) to process.

If a credit card payment is required, then use a Credit Card Request Form. All forms are available on SharePoint. Finance will confirm that an advance payment has been made.

Insurance Cover

The College insurers are Zurich Municipal.

Educational Trips and Visits – Student Code of Conduct

Please sign to confirm that you have read and agree to abide by this Code of Conduct.

I agree:

- To follow health and safety guidelines, including staff instruction, at all times.
- To follow the safety procedures and code of conduct of the venue at all times.
- To ask the group leader if I wish to leave the group for any reason, and accept and abide by their decision.
- To be prepared for and punctual to all activities.
- To be respectful to staff, fellow students, venue employees and members of the public.
- To co-operate with members of staff and venue leaders.
- To be responsible for my own belongings and make sure that I do not take valuables on the trip.
- To turn my mobile phone off when requested by staff or venue leaders.
- To dress appropriately at all times.
- Not to cause damage to property or premises through vandalism.
- Not to use offensive or derogatory language.
- Not to drink alcohol or consume any illegal drugs, or medications (other than over the counter) that have not been prescribed to me.
- To smoke or use E-Cigarettes only in designated smoking areas and in agreement with the group leader so that activities are not interrupted.
- Not to engage in intimate contact
- Not to post photos of other students or staff participating in the visit on social media.

The use of illegal drugs is strictly prohibited. Rules governing this relate to drugs classified as illegal by the British government or the host country. Inappropriate behaviour may result in you needing to be returned home. The cost of this shall be charged to you or your parent/guardian.

I understand that failure to comply with the above Code of Conduct may result in exclusion from future trips, disciplinary action or exclusion from College.

Name	
Signature	
Student ID	
Date	

Educational Trips and Visits – Staff/Volunteer Code of Conduct

Please sign to confirm that you have read and agree to abide by this Code of Conduct.

I agree:

- To behave as a prudent parent with regards to the health, safety and welfare of students in my care.
- To follow health and safety guidelines at all times.
- To follow the safety procedures and code of conduct of the venue at all times.
- To advise the group leader if I wish to leave the group for any reason and ensure that is convenient to do so.
- To be prepared for and punctual to all activities.
- To be respectful to fellow staff, students, venue employees and members of the public.
- To co-operate with members of staff and venue leaders.
- To dress appropriately at all times.
- Not to use offensive or derogatory language.
- Not to drink alcohol or consume any illegal drugs, or medications (other than over the counter) that have not been prescribed to me.
- Smoke or use E-Cigs only in designated smoking areas and ensure that educational activities are not interrupted.
- Not to post photos of students participating in the trip or visit on social media.

The use of illegal drugs is strictly prohibited. Rules governing this relate to drugs classified as illegal by the British government or the host country.

I understand that failure to comply with the above Code of Conduct may result in disciplinary action.

Name	
Signature	
Date	

Educational Trips & Visit - Group Leader Evaluation

This form must be completed for all overnight or overseas trips.

Group Leader Name	
Department	

Visit Details

Visit Dates (From & To)	
Visit Location	
Visit Type (UK Overnight, Overseas Day, Overseas Stay)	

Visit Questions

What was the educational aim of the visit?	
Do you feel that the visit met your expectations?	
Did the visit go to plan, as per the itinerary? If no, what changed?	
Were there any issues that concerned you? If yes, what were they and how were they dealt with?	
Were there are any Health & Safety concerns?	
Were the facilities as expected? If no, what was the issue?	
Do you feel it was good value for money?	
Would you go again?	

Student Behaviours on Trip

	Bad	Ok	Good
Helpful			
Polite			
Supportive			
Followed Rules			

Staff Behaviours on Trip

	Bad	Ok	Good
Helpful			
Polite			
Supportive			
Followed Rules			

Is there anything else you would like to tell us about the trip?

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Please return the completed form to the Curriculum Manager responsible for the trip and to Facilities Manager within 7 days of return.