ABBEY COLLEGE IN MALVERN
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Excursion Policy

Related Documents Include:
• Staff and Supervision Policy • First Aid and Medication Policy • Academic Staff Handbook • Summer School Staff Handbook • Individual Course Schemes of Work • Excursion Risk Assessments Folder
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Welfare Manager. • The Welfare Manager will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
The next official date for review is **November 2027.**

To be used in conjunction with *"Abbey College Generic Risk Assessments"* document.

Introduction

Students can derive a good deal of educational and cultural benefit from taking part in visits organised by the College. In particular, they have the opportunity to undergo experiences not available in the classroom or their own country.

If a member of staff wishes, or is asked, to take a group of students on an educational visit/excursion, they must read through and follow the policy outlined below.

Overview

During the planning stage the member of staff leading the excursion (the **Excursion Co-ordinator**[1]) must completely read through this policy.

The Excursion coordinator is then responsible for all aspects of the excursion. Prior to the trip a Risk Assessment must be conducted by the Excursion Co-ordinator. After the excursion has happened, the Excursion Co-ordinator should complete or ask the accompanying staff member(s) to complete, an **Activity/Excursion Feedback Form**, to note any further improvements for further excursions to the same destination.

The exception to the above is repeat excursions to regular destinations e.g. Malvern, Birmingham, Oxford. These excursions are organised by Student Services during the Academic Year, and by the Programme Manager during Summer School.

[1]The **Excursion Co-ordinator** is the member of staff with overall responsibility for the supervision and conduct of the visit and should consider the health & safety of the group one of their main priorities. Staff and students need to be aware who the designated Excursion Co-ordinator is.

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Who is Responsible?

Under the Health & Safety at Work Act 1974 employers are responsible for the health, safety and welfare at work of their employees and anyone who may be affected by their activities. This includes participants in off-site activities.

Final decisions about visits are made by the Principal and his/her agreement must be obtained before a visit/excursion can take place. He/she must ensure the visit complies with the College's own Health & Safety Policy, and that the Excursion Co-ordinator is competent to monitor the risks throughout the visit.

The Principal needs to ensure that:

- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit/excursion.
- A risk assessment has been completed, and appropriate safety measures are in place
- The Excursion Co-ordinator has experience in supervising the age groups going on the visit and will organise the group effectively.
- The Excursion Co-ordinator is suitably competent to instruct the activity and is familiar with the location where the activity/excursion will take place.
- Excursion Co-ordinators are allowed sufficient time to organise the excursion properly.
- Ratio of supervision is appropriate.
- Adequate first aid provision will be available.
- The mode of transport is appropriate.
- Travel times out and back are known including pick up and drop off points.
- There is adequate and relevant insurance cover.
- They have the address and phone number of the visit's venue and have a contact name (if appropriate).
- The Excursion Co-ordinator and all other responsible members of staff are aware of the emergency procedures.
- There is a contingency plan for any delays including a late return back to the College.

The Excursion Co-ordinator needs to ensure that:

- they have obtained the Principal's agreement before any off-site activity takes place
- be able to control and lead pupils of the relevant age range
- be suitably competent to instruct students in an activity and be familiar with the location where the activity will take place
- be aware of child protection issues
- ensure that adequate first aid protection will be available
- undertake and complete the planning and preparation of the visit
- undertake and complete a comprehensive risk assessment
- ensure all teachers and other supervisors are aware of the itinerary for the proposed visit and check they all have details of how to contact the College if necessary

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- ensure that all staff have the details of students' medical needs if necessary
- ensure the appropriate people and departments have been informed of the excursion, e.g. teachers, kitchens, Duty Manager

The Excursion Co-ordinator must also make it clear to **students** that they must:

- Not take unnecessary risks.
- Follow any instructions given.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten them or anyone in the group and refer it to the Excursion Co-ordinator or another member of staff on the excursion.

Planning

Whether the excursion is to a local place of interest, or a residential stay in the UK or abroad, it is essential that formal planning takes place. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The Principal must be satisfied that the person responsible for the planning is competent to do so and has the relevant experience.

A **risk assessment** for the excursion does not have to be complex but it should be comprehensive. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the Excursion Co-ordinator put the safety measures in place?
- What steps will be taken in an emergency?

And consider the following factors:

- The type of visit or activity.
- The location, route and mode of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of staff to students.
- The students' ages, fitness and temperament.
- The special educational or medical needs of the students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- How to cope when a student becomes unable or unwilling to continue the activity.
- The need to monitor the risks throughout the visit.

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Frequent visits to local venues, such as swimming pools, do not require a risk assessment each time, but Excursion Co-ordinators must not become complacent.

Existing risk assessments must be reviewed at regular intervals.

Exploratory Visit

Whenever possible and appropriate the Excursion Co-ordinator should conduct an **exploratory visit** to familiarise the location and consider what risks are present and the best possible ways to minimise them.

Other factors which need to be considered during the planning stage are:

- The equipment the group will need to take on the excursion.
- The facilities/equipment to be provided at the venue.
- Staff training needs.
- Transport arrangements.
- Insurance arrangements.
- Communication arrangements.
- Supervision ratios.
- Contingency measures for an enforced change of plan or late return.
- Preparing the students.
- Emergency arrangements.

Food and Drink

Generally speaking, the College does not provide packed lunches on excursions and students are expected to buy their own. If the excursion is to a place where this may not be possible, packed lunches can be arranged, though this must be agreed in advance by the Bursar and the kitchen staff informed at least a week before the excursion is due to take place.

First Aid

First Aid should form part of the risk assessment. On any kind of excursion, the Excursion Co-ordinator should understand first aid and ensure that the first aid rucksack is taken. For adventurous activities, visits abroad or residential visits it is sensible that one member of staff is a fully trained first aider. All adults in the group should be aware of how to contact the emergency services.

An Abbey College First Aid Kit is kept in the minibus, and other first aid kits are available. The ruck sack and travel kits must be taken on all excursions and returned to the welfare office after use.

In each kit there is a written procedure for following protocol if there is an emergency during the trip. This includes emergency contact numbers.

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Medical Conditions

The Excursion Co-ordinator must make sure that all staff on the excursion are aware of any attending students have medical issues, and how these should be dealt with. It is the responsibility of the Abbey Staff to make sure they do not leave without this information. ***If in doubt, check!***

Supervision

It is important to have the correct staff, student ratio on any excursion. When determining what this should be the following factors have to be considered:

- Sex, age and ability of the students.
- The nature of the excursion.
- The experience of the adult staff members.
- Duration and nature of the journey.
- Requirements of the location being visited.
- Competence and behaviour of the students.
- First aid cover.

When planning supervision for excursions we differentiate between short course students (this includes Summer School) and academic year excursions.

Short Courses

Generally, these students only visit the country for short periods of time and therefore have a low understanding of British culture and are less independent than students who have spent a long time in the country. As a guideline:

Age Group	Staff:Student Ratio
11 or under years	1:6
12 – 15 years	1:12 - 1:15
16 – 17 years	1:15 - 1:20
18 years plus	N/A

- Students aged 15 and under should be supervised by a member of staff at all times, unless the student has parental permission.
- Students aged 16 and 17 are allowed more independence but should meet a member of staff at an agreed point every hour.
- Students aged 18 plus are allowed to be fully independent.
- Wrist bands given to students, (emergency contact number)

When the excursion includes an attraction the supervision ratio within the attraction stays the same. Staff tickets are often provided free of charge, but if required the cost of additional tickets is included in the excursion price.

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Academic Year

These students are usually residents of the country and therefore have a greater knowledge of British culture, as well as College safety procedures. The majority of these students have social and practical skills similar to those of their British peers.

Age Group	Staff:Student Ratio
15 and under	1:12 - 1:15
16 – 17 years	1:20
18 years plus	N/A

Before a student comes to the College their parents complete a form indicating whether students can leave the College without a member of staff.

- If permission has been given, students are allowed to be independent on excursions, though they will have a written itinerary that lists staff names and contact numbers.
- If a student is aged either sixteen or seventeen and they do not have permission, they must meet or telephone a staff member at specified times throughout the excursion (at least once every hour).
- Students under the age of 16 must remain with a member of staff unless special permission has been granted by both parents and the College to do otherwise.

All students aged eighteen automatically have permission to be independent during excursions.

When the excursion includes an attraction the supervision ratio within the attraction stays the same. Staff tickets are often provided free of charge by the attraction but if required, the cost of additional tickets is included in the excursion price.

With all excursions there should usually be at least two members of staff present in case of an emergency when one member of staff has to accompany a student. Some local excursions may only have one member of staff as another member could get to the destination quickly. If the excursion includes a taxi driver from the firm frequently used by the College, and this driver is with the group throughout the day (or in close proximity), the driver can be counted as a member of staff. Also, if the excursion is attended by less than fifteen students aged sixteen plus, only one member of staff is required. In the event of an emergency the entire group will travel.

Staff are informed of the details of the excursion either by the Activities Coordinator (Academic Year), or the Programme Manager/Campus Manager (Summer School).

Whatever the length and nature of the excursion, **regular head counting of the students should take place,** particularly before leaving a venue. **DO NOT** rely on what any accompanying group leaders or the students say; staff must always do the headcount even if repeating.

All responsible staff should have a list of all the students present on the excursion

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Informing Students of the Excursion

Students should clearly understand what is expected them and be informed of any potential dangers and how they can be avoided by the Excursion Co-ordinator. They should also understand:

- The aims and objectives of the excursion.
- The background information of the destination.
- What safety precautions are in place.
- How to contact staff members and the College.
- Who is responsible for the group and how they can be contacted.
- What to do if approached by someone outside of the group.
- The itinerary of the day.
- Meeting points.
- Emergency procedures.

All students must be given a sheet of A4 paper which has the itinerary for the day printed on it, along with contact numbers of the staff present on the excursion, and the phone number of the College. On the reverse of this should be a clear map of the destination with the meeting points clearly labelled.

Students are also informed of procedures and practices during assemblies, lessons and there is also information in the Student Handbook (Academic, Summer and Short course).

If the excursion is a residential one the students should also have the names, address and contact details of their accommodation.

Transport

If students are using any form of transport on the excursion they must be told of basic safety rules by the Excursion Co-ordinator, such as:

- Arriving on time and waiting for the transport in a safe place.
- Wearing their seatbelt whilst seated.
- Never tampering with any of the vehicle's equipment, this includes the sky lights.
- Never leaning out of, or throwing things from, the windows of the transport.
- Never moving around the transport whilst it is moving.
- Never kneeling or standing on seats.
- Never disturbing or distracting the driver or impede his vision.
- If they are feeling unwell, they should tell a member of staff.

Transport is organised by either the Student Activities Coordinator (Academic Year) or the Programme Manager/Campus Manager (Summer School).

Transport companies are requested to stop on Wells Road directly outside the College with the door on the side of the path. Students should not have to cross the road or walk onto the road to board. The College minibus is usually boarded within the College grounds.

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Visits Abroad

All the above information applies to visits abroad, but the Excursion Co-ordinator & staff also need to consider the following:

- Staffing ratios vary depending on the students attending the excursion and the destination, but generally speaking there should be a minimum of one adult to ten students (those aged under 18). Mixed gender groups should have at least one male and one female supervisor.
- Students may need to be informed of common phrases.
- Differences in culture.
- Students should be informed about any issues concerning food and drink, and laws regarding alcohol consumption.
- Money and exchange rates.
- How to use a phone abroad and any relevant dialling codes.
- What to do in an emergency.

The following information must be available to the Principal at least two weeks before the trip departs:

- Copy of Emergency Contact Form.
- Staff contact phone numbers, including mobiles.
- Copy of itinerary.
- Details of accommodation including phone numbers and full addresses.
- Details of transport: methods, firms, times, contact addresses and phone numbers.
- Details of any tour company used: UK address and phone number, name and contact details of Tour Reps. Contact information issued to the Tour Leader.
- Copy of Risk Assessments.
- Information on supervision arrangements, especially for remote supervision or free time.
- Copy of all students' medical questionnaires. These also show details of the next of kin (available from CLASS).

Insurance

It is the Bursar's responsibility to ensure there is relevant insurance for all excursions.

When planning to use adventure activity facilities offered by a commercial company, the Excursion Co-ordinator should check whether the provider is legally required to hold a licence for the activities it offers, and whether they hold that licence. Risk assessments should also be requested and filed.

Swimming Pools

If taking the students swimming the **recommended minimum supervision level is 1:20.** If you are using a swimming pool the College has not used before, the Excursion Co-ordinator should check the following:

- Is there constant pool supervision by enough lifeguards?
- Is the water temperature appropriate?
- Is the water clear?
- Are there signs indicating depth?

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- Does the deep end allow for safe diving?
- Is there a poolside telephone?
- Are there resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing facilities and showering facilities safe and hygienic?

Residential Visits

The staff ratio for residential visits if 1:10.

When planning a residential visit, the Excursion Co-ordinator must consider the following:

- Has the College received parental permission for their child to travel abroad?
- The group should ideally have adjoining rooms with the teacher's room next to the students. A floor map should also be requested.
- There must be at least one male and one female staff member.
- There must be separate bedroom and bathroom facilities for male and females, staff and students.
- The immediate accommodation should be for the sole use of the College.
- There must be appropriate safe heating and ventilation.
- The whole group must be aware of the layout of the accommodation, the fire exits, it lay out and the key staff.
- There should be security arrangements in place to ensure no unauthorised adults are allowed in the premises.
- There should be locks on the doors, but as the responsible member of staff you must be able to gain access to all student rooms.
- Where possible students should not be in ground floor rooms.
- The fire alarm should be audible throughout the building.
- There should be adequate storage for clothes, and a safe place to store valuable, passports, etc.

Emergency Procedures

The Excursion Co-ordinator is expected to take charge if an emergency occurs.
If an emergency occurs the main factors to consider are:

- Establish the nature and the extent of the emergency straight away.
- Ensure that the group are safe and looked after.
- Establish which (if any students) are injured and summon emergency assistance.
- If a student needs to go to the hospital, ensure they are accompanied by a member of staff.
- Phone the College and keep us informed throughout. We would need to know the nature, date and time of the incident, the names of injured students and the extent of their injuries. We would also need to know the names of any other students who may have been affected.

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- The Excursion Co-ordinator should keep a written record of all events and times and ensure that it is entered into the Accident Book upon returning to the College.

Duty Manager

It is very important to make sure the Duty Manager on the day(s) of the excursion has all relevant information. For example:

- List of students on the excursion.
- List of staff on the excursion and contact numbers.
- Emergency number of the coach company.
- Mobile number of the driver.
- Itinerary for the excursion.
- Another other relevant information.

(Note: The Duty Manager should also be informed of any student arrivals, parent visits, agent visits, etc., happening over the weekend).

Application for Approval of Educational Visits

For non-regular excursions, the Student Experience Coordinator or Programme Manager/Campus Manager should complete the Application for the Approval of Educational Visits form (see Appendix) and give it to the Principal at least a week in advance. The Principal will review the visit for approval.

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Appendix

Application for the Approval of an Excursion

The Excursion Co-ordinator should complete this form and give it to the Principal at least one week before the date of the excursion.

When approval is given one copy should be kept by the Excursion Co-ordinator and one copy by the Principal. The Principal should be informed of any subsequent changes in planning, organisation or staffing.

Excursion Co-ordinator:				
Students going on the proposed excursion:				
Student Name	**Class**	**Date of Birth**	**Age**	**Medical or Educational Needs?**

Continue on a separate sheet if necessary

Produced by:	CS	Date:	17/08/2017	Checked by:	AG	Date:	11/11/2026	Approved by:	MN	Date:	11/11/2026

Adult to student ratio: _____

Purpose of the visit and specific educational values (if applicable)

_____

_____

_____

Proposed Date of Departure: _____ **Time:** _____

Proposed Date of Return: _____ **Time:** _____

Transport Arrangements – include the name of the company and any other details you can provide:

_____

_____

Organising Company or Agency (if applicable), or Details of the Destination (if an activity centre):

Name: _____

Address: _____

Tel No: _____ Licence Number: _____

Proposed Costs and Financial Arrangements:

_____

_____

_____

Itinerary of the Excursion:

Staff Name	Experience	Responsibilities

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Existing knowledge of places to be visited. Is an exploratory visit required?

Please attach a risk assessment detailing;

- The hazard
- The risk
- The people at risk
- Control measures
- Comments/Actions
- Level of risk

Staff may find it beneficial to revert to the Abbey College Generic Risk Assessment document. (available from the Z Drive)

Staff Member's Signature: ..... **Date:** .....

Staff Member's Name: ..... **Date:** .....

Principal's Signature: ..... **Date:** .....

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