



University of the
Highlands and Islands
Moray College

MORAY COLLEGE

EDUCATIONAL VISITS AND OUT OF COLLEGE ACTIVITIES POLICY

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1. Policy Statement

- 1.1. The purpose of the policy is to establish clear College principles regarding Educational Visits and Out of College Activities.
- 1.2. The College recognises the risks associated with educational visits and understand, their importance as part of the student experience.
- 1.3. Educational visits are integrated into most curriculum areas across the college, and as such many students will participate in these types of activities. Clear and robust policies and procedures and their application are critical to safeguard all concerned.
- 1.4. Regardless of the type of visit, all visits require formal planning and preparation, including the completion of relevant documentation as set out in the procedures below.
- 1.5. This policy will support staff to plan and organise visits that achieve educational objectives. The policy will ensure reasonable care will have been taken to guarantee the safety and well-being of all participants.
- 1.6. The visit should have a clear educational value, can be shown to give good value for money and have clearly stated aims and objectives;
- 1.7. The policy and procedures relating to visits and out of college activities are intended to support and not unduly constrain the proper organisation and safe conduct of the wide range of activities which the College wishes to provide for students

2. Scope of the Policy

- 2.1. All visits and out of College activities, regardless of length or distance travelled, fall under the scope of this policy.
- 2.2. There are five types of visit;
 - Routine and expected visits - these are generally to local venues, involve easily managed activities, happen on a regular basis and are completed within normal timetabled session times.
 - Day visits – these may include an annual trip to a visitor attraction or event attendance and extend beyond the normal timetabled session time.
 - Residential visits – these include any form of overnight stay regardless of the type of accommodation.
 - Overseas visits – these include any form of overnight stay outside of the UK regardless of the type of accommodation.
 - Adventure Activities – these can be part of any category of visit, and reference should also be made to the relevant procedure within each specific visit type.

3. Policy Aims

- 3.1. This policy aims to ensure:
 - All educational visits are managed in such a way as to minimise risk to staff and students and others affected by the activities undertaken. This is done by undertaking a risk assessment of every activity or visit and a robust approvals process;
 - Supporting procedures are implemented that enable staff to plan and manage educational visits and out of College activities with due regard to this policy and any other relevant policies including but not limited to:

- Safeguarding policy;
- Health and Safety Policy; and
- Staff Code of Conduct.

- The responsibilities of College staff, students and volunteers are clearly laid out ensuring all persons involved in educational visits and out of college activities understand their role in the process.

4. Roles and Responsibilities

- 4.1. While all staff and students are responsible for following College's policy and procedures. This section sets out specific responsibilities of College staff.
- 4.2. The **Board** is responsible for ensuring that the College has appropriate policies and procedures in place for the organisation of Educational Visits and Out of College Activities, and that these are updated regularly.
- 4.3. The **Principal and Directors** have responsibility for ensuring:
- That this policy and accompanying procedures are fully implemented;
 - When acting as Duty Head, that the relevant procedures are followed and in the event of an incident, the Business Continuity Plan is adhered to.
- 4.4. The **Heads of Curriculum/Academic Partnerships** have responsibility for ensuring this policy and accompanying procedures are adhered to and all relevant legislation is complied with.
- 4.5. The **Line Manager** of the Visit Leader (who may be the Head of Curriculum/Academic Partnerships) has responsibility for ensuring:
- All relevant documentation and risk assessments have been completed prior to the visit; and
 - That procedures relevant to the Head of Curriculum/Academic Partnerships have been checked and confirmed.
- 4.6. The **Visit Leader** has responsibility for ensuring that this policy and accompanying procedures are followed in the planning and running of any trip or educational visit.
- 4.7. While on educational visits College staff act as employees of the College whether the visit takes place within normal hours or outside those hours. They have a responsibility for:
- Ensuring the health and safety of everyone in the group;
 - Following the instructions of the Visit Leader and help with control and discipline; and
 - To consider stopping the visit or the activity and notifying the Visit Leader if they think the risk to the health or safety of the pupils in their charge is unacceptable.
- 4.8. **Adult volunteers** on the visit should be clear about their roles and responsibilities during the visit. Adult volunteers acting as supervisors will:
- Be PVG cleared;
 - Ensure the health and safety of everyone in the group; and
 - Follow the instructions of the Visit Leader and College Staff in the provision of assistance.

- 4.9. **Students** also have responsibilities during educational visits. The Visit Leader should make it clear to students that they will:
- Sign the code of conduct; and
 - Follow the instructions of the Visit Leader/Assistant and other supervisors including those at the venue of the visit.
- 4.10. The **College Health and Safety Officer** will act as the College's Educational Visits and Out of College Activities Co-ordinator and will:
- Support College staff to ensure that risk assessment is carried out and that the College's requirements are met in relation to educational visits and activities;
 - Keep records of individual visits including reports of incidents and near misses; and
 - Review guidance documents and generic risk assessment templates and, on occasion, monitor practice.
- 5. General Principles**
- 5.1. The College will develop and maintain a procedural document to underpin this policy. The procedure will support staff undertaking activities relevant to this policy.
- 5.2. Educational visits and out of college activities will only take place when the procedures have been followed and all relevant documentation has been fully completed as set out in the procedures.
- 5.3. The visit leader will consider planned College activity and the wider impact a visit/activity would have on the College, Staff and Students.
- 5.4. All staff engaging in educational visits and out of college activities will ensure the health and safety of all individuals attending the activity, in accordance with the Health and Safety Policy.
- 5.5. Staff will undertake risk assessments prior to any educational visits or out of college activity to ensure the appropriate level of Safeguarding is applied.