

Health and Safety of Pupils on Educational Visits (Reference HSPV2)

Although the vast majority of students at CTC are above statutory school age, or indeed over 18 years of age and above, it makes good sense to be fully aware of the guidance contained in the DfES Publication *Policy on Health and Safety of Pupils on Educational Visits (Reference HSPV2)*.

This publication contains the legal requirements as well as common sense guidance which should be taken in account when planning and taking groups of students on educational visits.

Copies of this publication are kept:

- in the Health & Welfare Information file in the staffroom
- with the Designated Person, Patricia Brown, in A42

Staff guidance on the CTC procedure to arrange trips can be found on the staff notice board and are attached here for easy reference. When planning an offsite activity, ask Patricia Brown for an information pack, which will contain all the information needed as well as risk assessment forms and some examples to help to complete these forms correctly.

In addition, when planning trips you may wish to bear in mind that recommended staff: pupil ratios are 1:15 – 20 for school year 7 and above (age 11+) for low risk activities. A higher student staff ratio may be needed for high risk activities or trips abroad.

Copies of an additional publication *Promoting Safety with Young People - Health & Safety at School: School Trips* (published by the Royal Society for the Prevention of Accidents) is an extremely valuable resource and is also available to staff as above.

Tutors wishing to take the mobile phone on field trips or activities should notify the Bursar, in advance to ensure it is fully charged. The details of any trip are also to be placed on the staff notice board in advance. Students who will be absent from College in order to participate in organised activities are generally recorded as authorised absences and should be recorded as green in the computer system.

The paperwork concerning completed trips is retained in the Educational Trips file, located in A42. All staff are welcome to refer to this file in order to assist in the preparation of their activity. The Welfare Department is also happy to assist with advice on the paperwork for those students residing in the CTC Homestay system if necessary and applications for any offsite activity can be discussed informally with Patricia Brown before final submission.

Please note that final permission for any off site activities rests with the Principal, or Vice Principal in his absence and a full risk assessment containing all elements of *Policy on Health and Safety of Pupils on Educational Visits (Reference HSPV2)* must be submitted before any trip takes place.