**EDUCATIONAL VISITS POLICY:**

The following procedures policy applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions, field trips, indeed to any accompanied group of students which leaves the college premises and travels in the name of Fulbright College.

1. **General principles**

* Approval for all visits must be passed initially through the Deputy Principal. Upon approval, all information will then be passed to the Principal.
* It is the prime responsibility of the member of staff organising the trip to ensure the safety of all students at all times.
* Any charges made must be in accordance with the current college policy and agreed prior to the organisation with the Principal and Deputy Principal and through them, the Bursar.
* Taking students out of college during the day will almost always cause a level of disruption; this must be kept to a minimum and adequate cover organised where necessary and work must be set for remaining classes.
* Students should dress appropriately and remember that they are representing the College.

2. **Supervision**

* The level of supervision must be in line with College and national guidelines. There should normally be a minimum of two members of staff accompanying any visit in the ratio of not less than one adult to fifteen students under 18.  Residential trips with mixed groups must always be accompanied by a male and a female member of staff.
* The group leader must be a teacher at the College.
* Should the trip or visit involve any form of hazardous activity, the Principal must be satisfied that the organiser is fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors.
* The following guidelines should be used:
	+ 1 adult to every 15 students aged under 18 if low risk activity
	+ 1:10 overseas trips
* 1:10 for high risk activities, as assessed by the Deputy Principal, who will consult the Principal .
* Please ensure that the House Office staff are aware of the details, times of departure and expected return
* Parents of day students need to be informed of an expected late return
* Please ensure that the correct lesson cover has been arranged and appropriate work has been set. The lesson details should be submitted to the  Deputy Principal at least 24 hours beforehand.
* Advice on how to organise a college trip can be obtained from the  Deputy Principal or the Principal.

**3. Before the Visit**

* The organiser will complete a Trips Request Form and Risk Assessment Form.  This includes liaison with the College Nurse, who will advise on any medical concerns, conditions. Once completed, a copy of all forms must be given to the Principal’s PA, before the trip takes place: she will keep this in the Trips File.
* The Principal/Deputy Principal reserves the right to refuse to allow a student to participate in a college visit on medical grounds or in the case of poor behaviour or poor work.
* If any visit is oversubscribed, it is the responsibility of the organiser to determine the composition of the group. If a student drops out of a trip, unless there are exceptional extenuating circumstances, that student should be charged for the cost of the trip. Wherever possible, a replacement should be sought.
* Parents/guardians, as relevant, must be given all relevant information prior to departure. For overseas trips, day parents/carers will need to know the destination addresses and telephone numbers, emergency contacts, pocket money, any insurance arrangements, code of conduct and arrangements for meeting the students on their return.

**4. Financial Arrangements**

* The Bursar should be informed of all financial arrangements: receipts (with appropriate forms) and payment details must be handed to him. The teacher should not handle any money in connection with the trip
* The organiser, as appropriate, should liaise with the Bursar to gain a reasonable non-returnable deposit from each participant before making any payments to outside agencies if the trip is an expensive one i.e. overseas.
* All payments must go via the Bursar, giving reasonable notice.
* It is the responsibility of the organiser to consult the Bursar and ensure that there is sufficient insurance in place to cover the proposed visit. The organiser must inform the parents of the level of insurance cover and give them the opportunity to purchase extra insurance should they so wish.
* For journeys to EU countries, the organiser must ensure that all students are at least in possession of Form E.H.I.C (European Health Insurance Card).
* If passports are required, the organiser must ensure that all students have their own current passport or that they are covered by a group passport.
* Once the visit has taken place, accounts showing receipts and payments must be handed to the Bursar.

**Transport**

Where transport is required, staff must ensure transport is booked, **at least 48 hours for a minibus and one week for a coach prior to departure.**

**Catering**

Staff to ensure where packed meals are required, that the Catering Manager is informed at least **one week prior to departure**.  If meals are not required, then the  number of staff/students who will miss meals or who require late meals must  be made known to the Catering Manager, with any dietary requirements no less than 48 hours beforehand, and preferably earlier.