



CURRICULUM POLICY AND PROCEDURES FRAMEWORK

Out of College Activities Policy and Procedures

1.0 Purpose

The purpose of this policy and procedures is to establish a policy and procedures framework for taking students out of college, which ensures the safety of all those involved. Such outings include educational visits, outdoor programmes and foreign travel.

2.0 Policy and Procedures

Jewel and Esk College will follow policy and procedures to ensure that all students and staff can safely enjoy any out of college activities planned as part of college programmes.

3.0 Scope

- 3.1 This policy and procedures covers college students (over school age) and staff of Jewel and Esk College.
- 3.2 This policy and procedures covers any activity that involves leaving the college premises, undertaken as part of a college course.
- 3.3 This policy does not cover school pupils attending college who are under 16 and as part of a School/Colleges agreement. No such outings should take place under College supervision.
- 3.4 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibilities

- 4.1 The Depute Principal is responsible for the development and implementation of this policy.
- 4.2 Heads of Faculty are responsible for managing this policy and procedures in relation to their own external activities.
- 4.3 Heads of Faculty are responsible for gaining appropriate authorisation for programmes involving hazardous activities or excursions that involve an overnight stay.

- 4.4 Heads of Faculty ensure that copies of form E1 and E2B are available during hazardous activities and excursions that involve an overnight stay, and must be contactable by janitorial staff in the case of emergency contact being required outside college hours.
- 4.5 Learning Managers are responsible for ensuring the implementation of this policy and procedures, through the Curriculum Leaders and individual members of staff, including designated Group Leaders.
- 4.6 Learning Managers and Curriculum Leaders are responsible for nominating the Group Leader for any out of college activity, and for ensuring appropriate staffing is made available to mitigate risks identified in risk assessment.
- 4.7 The Group Leader is responsible for the completion of all the appropriate forms for any given activity or educational outing and for ensuring as far as is practicable that no-one is excluded from the activity because of their disability.
- 4.8 The Group Leader is responsible for risk assessing every activity in the context of specific students, taking into account the appropriate ratio of staff to students. This also includes consideration of the gender balance to ensure the requirement for same-sex support for excursions involving an overnight stay.
- 4.9 The Group Leader is responsible for applying for approval and providing all required information to support that approval, for those excursions that include hazardous activities or an overnight stay.
- 4.10 All staff involved in a particular activity or excursion are responsible for assisting the Group Leader in implementing the procedures.
- 4.11 The PA to the Depute Principal is responsible for holding completed, authorised copies of form E1 during any programme involving hazardous activities, or an excursion that involves an overnight stay.
- 4.12 Faculty Assistants, and/or reception staff on both sites, are responsible for holding completed forms E3/E4 for the duration of a non-hazardous activity or an educational outing that does not involve an overnight stay.
- 4.13 Faculty Assistants are responsible for keeping a supply of the forms available to staff, and support smooth operation of the policy.
- 4.14 All staff are responsible for ensuring that school pupils below school leaving age, do not take part in excursions, visits or similar activities whilst attending the College.

5.0 Procedure for non-hazardous activities and educational outings that do not involve an overnight stay

- 5.1 The designated member of staff in charge/Group Leader should complete the form E3, or E4 for participation in an Independent Travel programme, before leaving with the group. This form incorporates a risk assessment of the activity for the named participants, and should take account of the specific needs of individual participants as this relates to any disabilities.
- 5.2 The completed form should be left with the Faculty Assistant, or at Reception if the Faculty Assistant is on the other campus.

- 5.3 The Group Leader must leave a contact number to enable the group to be contactable at all times.
- 5.4 On their return the Group leader should file the E3/E4 form.
- 5.5 No school pupils (under 16) should be involved in these activities.

6.0 Procedure for programmes involving hazardous activities and educational outings that involve an overnight stay

- 6.1 The designated Group Leader is responsible for completing forms E1 and E2 at least two weeks before the group leaves. Form E1 incorporates an application for approval for the planned activities and educational outings. Form E2 is the confirmation of attendance on an educational outing, for emergency contacts (section A) and for the college (section B). Form 2B also includes permission for information sharing and medical treatment in case of emergency.
- 6.2 In completing form E1 the Group Leader will ensure all necessary health and safety issues have been addressed, particularly for travel abroad, and that the specific needs of students/staff have been taken into account in relation to any known disabilities.
- 6.3 A completed, authorised E1 form should be held by the Head of Faculty with a copy being sent to the PA to the Depute Principal. That form is then available during the activity or outing in those two locations.
- 6.4 Details of the activities and educational outing are included in form E2A to be held by the emergency contacts of the named students. Emergency contacts must have the college contact phone number for out of hours emergencies i.e. the number for the Janitors.
- 6.5 Details of emergency contacts and medication are included in form E2B to be held by the Group Leader with a copy held by the Head of Faculty. Most details are required to be provided by the emergency contact, and a signature or consent also for students under age 18. This consent refers to sharing information and emergency medical treatment.
- 6.6 No school pupils (under 16) should be involved in these activities.

7.0 Disclosure

- 7.1 All adults accompanying outings, activities or overnight stays must be enhanced disclosed by the College.
- 7.2 All members of staff of Jewel & Esk College are enhanced disclosed.

8.0 Review of Policy and Procedures

- 8.1 This policy and procedures will be reviewed in June of each year.

Form E1
Application for approval of:
<ol style="list-style-type: none"> 1. All outdoor programmes involving hazardous activities 2. Educational excursions/foreign travel (involving at least one night away from college)

To be completed by ALL Group Leaders. Copies of this application to be held by
<ol style="list-style-type: none"> 1. The PA to the Depute Principal 2. The Head of Faculty for the group

Section A
Destination: Group Organiser/Leader: Faculty/Section: Dates and estimated times of: (a) Departure: _____ (time) _____ (day) _____ (date) (b) Return: _____ (time) _____ (day) _____ (date) Total number on trip: ____ Staff (male) ____ Staff (female) ____ Student (male) ____ Student (Female) Brief description: Form of transport (indicate if hired or college owned and type of vehicle):

Section B – To be completed by Group Leaders when foreign travel is involved
Have you obtained a copy of the Emergency Assistance Numbers and details of travel cover? (Available from PA to Director of Finance) Yes
Have you advised participants they must apply for and carry a European Health Insurance Card (EHIC)? Yes
In the case of placements abroad, have you attempted to obtain a 'Letter of Comfort' from the placement or had sight of public liability policies or equivalent? Yes

Section C – To be completed by Group Leaders when outdoor pursuits are involved
Indicate activities involved (e.g. climbing, skiing hill walking, canoeing etc): Qualifications and experience of Leader for proposed activity: Level of activity planned: Locations to be used (as precisely as possible): Previous experience of the group:

Section D	
Anticipated costs:	£
Travel:	£
Insurance:	£
Subsistence:	£
Replacement part-time staff:	£
Other costs:	£
Total Costs:	£

Section E	
Sources of finance:	£
European Project E.g. LINGUA etc:	£
Raised by participants:	£
Sponsorship:	£
Other:	£
Total finance:	£

Section F	
Projected surplus/deficit:	£
Source of Deficit funding e.g. departmental supplies:	
Note: No proposal should be forwarded without identifying a source of deficit funding,	

Section G – The proposed activity cannot go ahead without authorisation	
Head of Faculty signature:	Date
Principal signature:	Date

The Head of Faculty should hold this form within the Faculty, and a copy sent to the PA to the Depute Principal

FORM E2 - SECTION A
To be retained by named Emergency Contact

CONFIRMATION OF ATTENDANCE ON AN EDUCATIONAL EXCURSION

1. Dates and estimated times of

Departure

Return

2. Destination and Phone contact

.....

.....

3. Description of Activities

.....

.....

.....

4. Member of staff responsible for organising trip

5. College contact (Head of Faculty)

Tel No during college hours

6. Out of College hours – Janitors Midlothian – 07814 694821

Janitors Edinburgh – 07917 851113

7. College Contact (PA to Depute Principal)

Tel No during college hours - 0131 344 7174

FORM E2 - SECTION B
To be completed and returned to College

Excursion to:

Dates: From (on)

To

Name of Participant

DOB

Address

.....

Telephone No

IMPORTANT

Please give details of any Medical factors that may affect participation:

.....

Give details of Medication taken regularly

.....

Doctors Name and Telephone Number:

.....

.....

Details of the **EMERGENCY CONTACT** when the party is away:

Name

Address

.....

Tel Working hours

Tel Evenings/Weekends

I agree to supply the information requested above and undertake to inform the Head of Establishment of any change of circumstances that may affect participation.

In case of emergency, I authorise the Party Leader to seek medical treatment. For foreign trips, I agree to carry a completed form EH1C for medical insurance or allow the group leader to carry this form on my behalf.

Student Signature
(or parent/guardian if under 18 years of age)

FORM E3
EDUCATIONAL OUTINGS

Activity:

Venue/Location:
.....

| Details of Route if Applicable:
.....
.....

Date:

Estimated Time of Departure:

Estimated Time of Return:

Student Names:
.....
.....
.....
.....
.....
.....

Member of Staff in Charge of Activity:
.....

Staff Accompanying:
.....
.....

Staff Contact Numbers:
.....
.....

**FORM E3
RISK ASSESSMENT CHECKLIST**

GENERAL

- | | H | M | L |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Potential Risk of Activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Additional information attached | | Y/N | |

ACTIVITY UNDERTAKEN

- | | | | |
|--|--|-----|--|
| 3. Have the participants had previous experience of similar activity | | Y/N | |
| 4. Have the participants been properly briefed | | Y/N | |
| 5. The activity is appropriate for the participants | | Y/N | |
| 6. Has the route been planned and agreed with staff and participants | | Y/N | |

RESPONSIBLE PERSON

- | | | | |
|--|--|-----|--|
| 7. Staff are aware of College Health & Safety, Policy and Procedures | | Y/N | |
| 8. A nominated person has been designated to lead the group | | Y/N | |
| 9. Emergency contact telephone number has been identified and recorded | | Y/N | |

PARTICIPANTS

- | | | | |
|---|--|-----|--|
| 10. Have the participants been made aware of the Health & Safety issues | | Y/N | |
| 11. If appropriate, Personal Protection Equipment (PPE) is provided to participants | | Y/N | |

When complete, this form should be left with your Faculty Assistant or Reception if you are leaving from the other campus

**E4
INDEPENDENT TRAVEL PROGRAMME**

Venue/Location:

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Details of Route if Applicable:

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Date:

.....

Estimated Time of Departure:

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Estimated Time of Return:

.....

Student Name:

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.....

.....

.....

- | | | |
|------------------|-----------------------|--------------------------|
| | 1 Total supervision | <input type="checkbox"/> |
| Level of support | 2 Shadowing | <input type="checkbox"/> |
| | 3 Progress check only | <input type="checkbox"/> |

Member of Staff in Charge of Activity:

.....

Staff Accompanying:

.....

Staff Contact Number:

.....

**FORM E4
RISK ASSESSMENT CHECKLIST**

GENERAL

- | | H | M | L |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Potential Risk of Activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Additional information attached | | Y/N | |

ACTIVITY UNDERTAKEN

- | | | | |
|--|--|-----|--|
| 3. Have the participants had previous experience of similar activity | | Y/N | |
| 4. Have the participants been properly briefed | | Y/N | |
| 5. The activity is appropriate for the participants | | Y/N | |
| 6. Has the route been planned and agreed with staff and participants | | Y/N | |

RESPONSIBLE PERSON

- | | | | |
|--|--|-----|--|
| 7. Staff are aware of College Health & Safety, Policy and Procedures | | Y/N | |
| 8. A nominated person has been designated to lead the group | | Y/N | |
| 9. Emergency contact telephone number has been identified and recorded | | Y/N | |

PARTICIPANTS

- | | | | |
|---|--|-----|--|
| 10. Have the participants been made aware of the Health & Safety issues | | Y/N | |
| 11. If appropriate, Personal Protection Equipment (PPE) is provided to participants | | Y/N | |

When complete this form should be left with the Faculty Assistant or Reception if the group is leaving from the other Campus