



South Gloucestershire and Stroud College

Trips Policy

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Please contact the Human Resources Department**

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Job Title / Role:	Assistant Principal 16-18
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Approved by:	SLT
Date of Approval:	

Main aim and purpose of the policy:	To ensure that Trips are carried out in a well-planned, structured and safe manner in accordance with relevant guidance
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Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Persons in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ✓	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No ✓
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Stuart Evans		Position: Assistant Principal 16-18		Date: 27/05/20	

Trips Policy

1. Introduction

- 1.1. As an employer, South Gloucestershire and Stroud (SGS) College is responsible for ensuring so far as is reasonably practicable the health, safety and welfare of its employees and other people who may be affected by its activities. These duties extend to assessing the risks arising from Trips and ensuring implementation of the appropriate control measures to comply with Health and Safety legislation.
- 1.2. This Policy has been prepared in accordance with the requirements of the College's Health and Safety and Safeguarding Policies and to reflect the College's commitment to pursuing progressive improvements in Health and Safety.
- 1.3. This Policy is underpinned by a detailed Trip Procedure which should be followed by Trip Organisers and Budget Holders.
- 1.4. Definitions
 - 1.4.1. Trips and offsite lessons – for the purpose of this procedure is any offsite trip or lesson carried out by staff with learners. However, this does not include local locations used on a regular basis as external teaching venues.
 - 1.4.2. For regularly used local venues, a College Risk Assessment must be completed in accordance with the College Risk Assessment Procedure.
 - 1.4.3. For activities involving work placements, or work based learning, please see separate 'Work Placements, Work Experience, Work Based Assessment & Apprenticeships Health & Safety Policy'.
 - 1.4.4. Trip Organiser – Member of staff responsible for organising the trip.

2. Statement

- 2.1. This Policy must be followed when any trip or offsite lessons are organised at the College, regardless of the trip type, duration or whether in the UK or abroad.
- 2.2. The procedure describes the planning process for trips or offsite lessons, it contains the formal documentation (including a Risk Assessment) that must be completed and authorised by the appropriate College Management in order to gain formal approval.

3. Objectives

- 3.1. To ensure the provision of safe, positive and enriching trips for our learner cohort and staff.

4. Implementation

4.1. Implementation of the Trip Policy will be monitored by the Senior Leadership Team and the Finance department as part of the College's Quality and Improvement Strategy.

5. Responsibilities

5.1. All Managers:

5.1.1. All managers responsible for staff organising trips must ensure that this Policy, code of conduct for students, and associated documentation is implemented.

5.1.2. Completed trip documentation as per the Trip Policy must be agreed initially by the appropriate Learning Area Manager (LAM). Once approved, documentation will be sent automatically through SharePoint to the Head of Faculty (HoF) for next stage of approval.

5.1.3. For International trips, further approval is required from the College Principal. The approval process is automatic - so no documentation need be sent direct.

5.2. Staff

5.2.1. All staff responsible for organising trips must ensure that the Trip Procedure, code of conduct for learners and associated documentation is implemented and authorised.

5.2.2. College Managers, in conjunction with the Health and Safety Committee, are responsible for ensuring this procedure is adequately communicated and understood by all staff.

6. Related Policies, Procedures, etc.

6.1. The following policies and procedures, relevant to this Policy, are listed below and can be located on the SGS College Data Hub.

6.2. SGS College Health and Safety Policy – The link below takes you to the College H&S Policy [Health and Safety Policy](#)

6.3. SGS College Risk Assessment Procedure - The links below take you to the Procedure and Form

SGS Risk Assessment Approval Procedure:
[Risk Assessment Guidance at Bottom of Page](#)

SGS Risk Assessment Form:
[Risk Assessment Tab available on this Page](#)

6.4. College Minibus Procedures

- 6.5. Code of Conduct for SGS Students
- 6.6. Social Media Code of Conduct
- 6.7. Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure
- 6.8. Administration of Medication Procedure
- 6.9. Abuse of Trust Policy
- 6.10. This Policy has been developed in accordance with guidelines available from the Department for Education and the Health & Safety Executive. See links below for further information.
- 6.11. HSE Education School Trips
- 6.12. Adventure Activity Licensing Regulations 2004
- 6.13. Financial Regulations
- 6.14. Trip Procedure (if applicable)
- 6.15. In order to gain approval for a proposed trip the organiser must complete a Trip Approval Form. The approval form is completed electronically and can be found at the link below. This can happen after income has been collected but before the trip commences.

7. [Trips Area - Data Hub](#)

- 7.1. The Trip Organiser is responsible for ensuring that ALL completed documentation is sent for approval to the appropriate LAM and HoF.
- 7.2. The Approval Form gives detailed information on the names of learners and staff attending, medical conditions, religious considerations, transport used, rooms vacated, emergency contact details for every staff member and learner and accommodation details. This can be completed after the full list of learners is known, i.e. after initial deposits have been paid by learners.
- 7.3. The Approval Form has the capacity to complete a Risk Assessment (for trips and activities under the direct supervision of College staff) and/or to attach a Risk Assessment supplied by third parties where they will be responsible for supervising aspects of the trip or any of the planned activities. (For guidance on uploading files, see Appendix 1)
- 7.4. A Risk Assessment must be completed for all trips. The object of the Risk Assessment is to identify the foreseeable hazards associated with the trip and to ensure that suitable controls have been selected in order to reduce the risk to an acceptable level.

- 7.5. The Risk Assessment should record the significant risks identified for the trip and must include any activities under the direct supervision of College staff.
- 7.6. The Risk Assessment must remain valid for the period of the trip and reflect current knowledge of the activity – therefore, staff must be prepared to review the Risk Assessment during the trip should conditions change significantly.
- 7.7. Staff must be competent to carry out Risk Assessments – training can be arranged through Ellis Whittam.
- 7.8. Where appropriate, an exploratory trip can be beneficial if economically viable to do so, so that potential hazards can be observed and appropriate control measures introduced. However, if this is not feasible then the Trip Organiser should, as a minimum measure, obtain specific information from the venue, Tourist Information, etc. so as to ensure a suitable and sufficient Risk Assessment is completed for the trip. This should include any licensing documentation relating to specific activities covered under the Adventure Activity Licensing Regulations 2004, e.g. caving, trekking. A college Risk assessment must be completed and those supplied by the venue used to develop this, and not serve as a replacement to the College Risk Assessment.
- 7.9. The Risk Assessment should consider:
 - The location, routes and modes of transport, including:
 - Passenger safety;
 - Competence and training of driver, inclusive of appropriate valid licence;
 - Number of driving hours required and length of driving day;
 - Type of journey;
 - Contingency in case of breakdown;
 - Stopping points;
 - Supervision, competence, experience and qualifications required;
 - Special educational or medical needs of learners and staff. Any limitations or issues should be taken into account and incorporated into the Risk Assessment;
 - Religious considerations for learners and staff;
 - Seasonal conditions, weather and timing;
 - Supervision, including remote supervision arrangements;
 - Telephone numbers and emergency contacts if lost;
 - Money;

- Maps/plans and any other information for them to act effectively;
- Location of local phones and appropriate actions;
- A knowledge of how to summon help;
- A knowledge of restricted areas and activities; and
- Identity cards and a rendezvous point.

7.10. As stated, Risk Assessments must also give consideration to learners with special educational or medical needs, and arrangements for coping with any emergencies, this is particularly important in remote areas or for hazardous activities.

7.11. The Risk Assessment controls, where appropriate, can also include details on:

- Any particular equipment required;
- Communication arrangements (loan phones are available from Reception);
- Competency of supervising staff;
- Emergency procedures (including provision of First Aid staff should the need be identified). Regardless of risk, there must always be formal arrangements in place to cover First Aid – for low risk, local trips, it may be appropriate to “appoint” someone to take charge in an emergency (in effect, responsible for calling the emergency services) rather than to take a fully qualified First Aider.

8. Itinerary

8.1. A full itinerary for all trips over one day must be completed within Section 6 of the Trip Form. This allows authorising Management to check Risk Assessments are in place for all activities planned during the trip.

8.2. It is also however, important that even where trips are short, e.g. of one day or less, that emergency arrangements are included within the Risk Assessment.

8.3. Trip Organisers must ensure they have a copy of the relevant Approval Form (including Risk Assessment) and list of learner details with them during the trip and emergency contact details for the College Management should an issue arise.

9. Supervision

9.1. When considering supervision on trips, it is paramount that there is a high enough ratio of supervisors to learners. Factors that need to be considered include: gender, age, ability, special educational needs, medical needs, religious considerations, disabilities, behavioural history, nature of activities, duration of journey and type of accommodation.

- 9.2. Staffing ratios are difficult to prescribe, as there are many variables that need to be taken into account. However, as a very general guide:
- 9.2.1. DAY TRIP – At least one staff member for day trips for every 20 learners;
 - 9.2.2. RESIDENTIAL – At least one staff member for residential trips for every 10 learners. Note – For residential, or where medical conditions/disabilities dictate, supervision and/or First Aid arrangements must include staff of the same gender as the learner;
 - 9.2.3. ABROAD – Trips abroad require one extra member of staff for contingency planning, e.g. supporting a learner who needs to return home;
 - 9.2.4. Staff cannot include family members, their own children or partners on trips without the express approval of their Head of Faculty.

10. Register Details

- 10.1. A register of all attendees (staff and learners) must be completed for all trips – the Trip Approval System will not progress your proposed trip without this information.
- 10.2. A register of all attendees must also be left with your 24 hour emergency contact for all trips where an overnight stay is planned.

10.3. Personal Details Form and Code of Conduct

- 10.3.1. A Personal Details Form must be completed for all staff and learners attending a trip, residential or trip aboard.
- 10.3.2. Where a Risk Assessment has identified significant risks, the information will be passed on to parents/guardians in order to allow them to make an informed decision with regards to parental/guardianship consent. This information must be included with any trip information packs sent to parents/guardians or covered within parental/guardianship briefings as appropriate.
- 10.3.3. Parental/Guardianship consent is required for any learners under 18 or for adults where they have been identified as vulnerable.
- 10.3.4. Learners must sign to declare that they will abide by the College's Learner Code of Conduct.
- 10.3.5. The Personal Details Form also gives the individual's Medical Information.
- 10.3.6. If medical conditions are highlighted, consider if:
 - A doctor's note is required to participate,

- An individual Risk Assessment is required, □ College insurers should be informed, and
- Extra staff/Support Workers are required.

11. Medical Conditions and the Administration of Medication

For guidance on the Health and Safety aspects of managing learners who may need assistance with medication, please refer to the College Administration of Medication Procedure.

12. Accident and Emergency Considerations

12.1.1. Contingency planning must be implemented for reasonably foreseeable emergencies, bearing in mind the likely hazards and the type of trip.

12.1.2. The Risk Assessment process must be used to identify the level of First Aid cover required for each trip. All trips must have at least one member of staff appointed to take appropriate action in an emergency. However, the Risk Assessment process may identify the need for a member of staff to hold a full First Aid Certificate when more hazardous activities are planned or the trip is remote from normal emergency assistance.

12.1.3. There must always be a travel First-Aid kit in any vehicle used for Educational Study Trips.

13. Insurance

13.1.1. The College's insurance covers all Educational Study Trips organised by the College that does not include specialist activities, however, exclusions in respect of certain locations are advised by, and updated by, the Foreign Office on a regular basis. For up to date information on restrictions, Trip Organisers must check on the Foreign and Commonwealth Office website at Foreign & Commonwealth Office.

13.1.2. There are also exclusions regarding extreme sports and activities, e.g. Jet Skiing, etc. If however, a particular trip organised through a travel company is inclusive of travel insurance, details of the insurance cover, insurance company and policy number must be included and detailed in the Educational Study Trip Approval Form.

14. Use of Private Cars

Staff and others who drive learners in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have the appropriate driving licence and insurance cover for carrying learners or colleagues (Business Use).

15. Minibuses

Please refer to SGS Minibus Procedures.

16. Trips Abroad

16.1. There are additional factors to consider when arranging trips abroad. These include:

- 16.1.1. Transport – drivers must be aware of driving regulations/rules in the countries being visited and those on route, including driver's hours and record keeping. Information is available at Driving Abroad.
- 16.1.2. A full Public Service Vehicle (PSV) licence is required for any staff taking a minibus abroad (D or D1 categories are only permitted within the UK).
- 16.1.3. If a tour operator is being used, then Trip Organisers must ensure that it is reputable, i.e. Air Travel Organisers Licence (ATOL).
- 16.1.4. If it is not possible to undertake an exploratory trip, as much information as possible from the area to be visited must be collated from the provider, Foreign and Commonwealth Office's Travel Advice Unit, National Travel Offices in UK, Embassies, Travel Agents, etc.
- 16.1.5. Details of any vaccinations required.
- 16.1.6. Passport and Visa requirements (at least 6 months on a Passport).
- 16.1.7. European Health Insurance Card (replaced E111 in Jan 2006) – please note these must be carried on your person in order to be of use (not left at the hotel).
- 16.1.8. At least one supervising member of staff must be First Aid at Work (3 day course) qualified for all trips abroad.
- 16.1.9. Copies of all Personal Detail Forms must be submitted with approval forms to allow the HoF to check that medical conditions or disabilities have been considered and that appropriate controls have been put in place, monitored and recorded through the trip Risk Assessment.
- 16.1.10. Consumption of Alcohol:
- 16.1.11. The age restrictions for the consumption of alcohol for the country being visited must be observed at all times.
- 16.1.12. The consumption of alcohol, by both staff and learners, must be restricted to the drink drive limit for the country concerned – as insurance may not cover injuries sustained whilst under the influence of alcohol. This must be reflected in the Code of Conduct for the trip and learners advised accordingly.

17. Adding additional participants to the trip after Approval

- 17.1. Learner to staff ratios and Risk Assessment must be reviewed as necessary.

17.2. A copy of both the updated Registration Form must be given to Reception (Berkeley, Filton, WISE, Queen's Road or Stroud) and your 24 hour emergency contact (for trips of more than one day duration) prior to departure.

18. Preparing Learners

Please see also Appendix 1 - Educational Study Visit (ESV) and Trips – Staff Guidelines on maintaining Professional Boundaries.

18.1. Learners must be provided with information and guidance prior to trips so that they know what is expected of them, what the trip entails and arrangements in place. Learners must also be informed of the behaviour expected of them and the rules of trip. Information should include:

- The Aims and Objectives of trip;
- Background information about trip;
- Relevant culture or custom if visiting abroad;
- Safety precautions in place;
- Special arrangements for anyone with a disability/special needs;
- Standard of behaviour expected (including the consumption of alcohol);
- Who is responsible for cohort;
- Rendezvous procedures;
- What to do if separated from group; and
- Emergency procedures, inclusive. details of accommodation and contact numbers

19. Child Protection and Safeguarding

19.1. The College's Safeguarding Children, Young People & Vulnerable Adults Policy and Procedure and other Safeguarding Policies and Procedures (along with all other College Policies) will apply during College trips and trips.

19.2. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or trip must be reported to a Safeguarding Officer immediately (or to the Vice Principal if it involves a member of staff).

19.3. Note: It is against the College Safeguarding Policies for staff to provide learners with their personal phone number. Loan phones for use during trips can be obtained via all Receptions.

20. Financial Considerations

20.1. Classification of trips. All trips are classified under two categories, Essential and Non-Essential:

20.1.1. Essential - these are trips that need to take place because the teaching and understanding cannot be achieved in a classroom (or equivalent) or within the College campus. This means that the learners cannot pass the course without this trip having taken place. The College cannot charge the learners for attending this trip and therefore the costs are met by the funding the College receives. These trips need to be planned as part of the Curriculum Planning in the year prior to the academic year that the trip is to take place so that budget can be allocated to cover the costs of the trip.

20.1.2. Non-Essential - these are trips that do not prevent the learner from passing their course if they do not attend the trip but are designed to enhance the learning experience. These trips are chargeable to the learner and payment must be received before any expenditure is committed, as the College cannot subsidise the trip except for HE students, where HE tuition fees can be used. If the Learner does not pay they cannot attend the trip and no costs can be incurred unless income has been received in advance. Learners must pay fees as set out by the Trip Organiser. Deposits are non-refundable but might be returned if another learner can fill the space.

20.2. Once expenditure in relation to the trip has been committed for the learner no refund will be made should they change their mind and decide they no longer wish to participate in the trip. Also no refund can be made for any other event that prevents attendance on a trip which is outside of the control of the College, i.e. a learner falling ill on the day of the trip. This must be communicated to learners at the time they are making the decision to participate in the trip.

20.3. Expenditure can only be made after the relevant income has been received from the learner.

20.4. Approved trips will be allocated a Trip Code within the Finance system and learners will be given receipts for all card, cheque or cash payments made into the Trip Code.

20.5. The payment of trip fees must be made to representatives of Finance or the Customer Experience Teams, thereby enabling the monies paid to be correctly allocated against the correct Trip Code, a receipt will be issued when payments are made.

- 20.6. No money must be collected by Curriculum Departments under any circumstances in relation to trip payments.
- 20.7. Once on the trip, should circumstances transpire where a learner needs to return home earlier than planned the learner will normally be required to meet the costs of such arrangements.
- 20.8. Trip Fees are not to be included within Material Fees charged at Enrolments. This needs to be separately charged to the learner.

20.9. Trip Costing Forms:

- 20.9.1. Trip Costing Forms capture a break even income and expenditure account associated with the trip. SGS College must charge for trips with the exception of essential trips or for HE students (where HE tuition fees can be used).
- 20.9.2. Trip Costing Forms no longer require approval from Finance – see the Trip Procedure.
- 20.9.3. Where the income incorporates fees chargeable to learners, these are to be flexed appropriately to achieve a break even position (including a contribution to College overheads, see below. Fees charged to learners should be charged to the nearest £ ensuring all costs are covered, including a contribution to College overheads.
- 20.9.4. Depending on the number of staff members accompanying the trip, staff cover costs may result. In these circumstances the cost of the supply cover are to be incorporated into the trip costing.
- 20.9.5. Cost of transporting learners on the visit are a cost of a trip. Where SGS College minibuses are used to transport learners, a cost equivalent to a commercial rate for Coach/Minibus hire including driver costs must be factored into the trip's cost. Staff claiming additional hours for attending the Trip in any capacity must be included on the Trip Form. SGS College does not charge for the use of the Minibus if the distance travelled is less than 25 miles (including return journey) and there are no other costs associated with the trip.
- 20.9.6. Staff subsistence costs are a cost of the trip. Subsistence expenses incurred by staff whilst on the trip are to be incurred and reimbursed in line with the Travel, Subsistence and Personal Expenses Policy and Procedure. Meal allowances are expressly forbidden from being included within a pre-paid 'credit card' style card or a cash float, due to important tax implications.

- 20.9.7. Before agreeing to accompany a trip, staff members must consider the timing difference between incurring subsistence expenses whilst on the visit and when these expenses will be reimbursed.
- 20.9.8. When costing the trip an 'overhead fee' is to be calculated based on the cost of the trip charged as follows:
 - 20.9.8.1. All UK based trips of any duration – 5% of the total trip cost, up to a maximum of £500.
 - 20.9.8.2. All overseas based trips of any duration – 10% of the total trip cost, up to a maximum of £1,000.
- 20.9.9. This contribution to overhead costs represents the administration involved in the planning and organising of the visit by the various College departments (e.g. Trip Organiser's and other administrative time, purchase order and invoice processing, risk assessment) and protects the College from any unforeseen expenditure increases brought about through, for example, exchange rate movements in respect of overseas costs, or price rises for entrance tickets not purchased in advance, etc. This excess of income over expenditure can also provide a contingency for any unforeseen costs of the trip.

21. Trip Form Completion and File Process

21.1. When filling out your Trip Form, you are required to include 3 documents which cover the Student Details, Registers and Risk Assessments associated with your visit. These 3 documents are mandatory for you to complete your request and require you to upload the files to the Trip Site of SharePoint.

21.2. Trip File Process – Via the Data Hub

- 21.2.1. If you do not have the template file for any of the files, simply double click the file button to download a copy to your computer.
- 21.2.2. Once downloaded, you can open the file and update the details as required and save the file ready to be uploaded
- 21.2.3. With your changes complete, navigate back to the form, and click on the Hyperlink (Web Link) to take you to the corresponding library.
- 21.2.4. Upload your file, by clicking on Add Document, or clicking on the Document Tab and selecting Upload Document. Follow the instructions to browse, and locate your file and add it to the library.
- 21.2.5. Now that you have uploaded your file to the appropriate Library, the most important step is to add the file location details onto the Trip Form. To do this, simply right click your file and select Copy Shortcut.

- 21.2.6. With the shortcut pasted, navigate back to your form and Right Click & Paste the link into the field.
- 21.2.7. Now that you have completed this process, the final step is to check the box to confirm that you have followed the correct procedure and uploaded the information as required.
- 21.2.8. Completing this process will ensure that the correct departments will be able to access the information quickly, and easily and also ensure that we can get access to information at any time in an emergency.
- 21.2.9. You will need to do this for all 3 documents (Registers, Student Details and the Risk Assessment).

Appendix 1. - Educational Study Visit (ESV) and Trips – Staff Guidelines on maintaining Professional Boundaries

1. Aims

The aims of these guidelines are to:

- Increase awareness of each member of staff's need for appropriate, consistent, responsible professional boundaries whilst participating in ESV's or trips.
- Assist members of staff to use clear boundaries to protect learners and themselves from engaging in ambiguous behaviour, or communication that could be misinterpreted, inappropriate, illegal or harmful to the learners.

It is important that clear boundaries for **learners** around **Appropriate Behaviour and Conduct** are clearly outlined pre the trip commencing. These should tie in with the Learner Charter, Code of Conduct and the Health and Safety assessment.

Considerations include:

- Clearly outlining expectations around behaviour, conduct, alcohol, drugs, curfews, scheduling, Initiations ceremonies and illegal activity

1.1. Appropriate boundaries whilst working with learners on ESV's and trips

All of the below tie in with the colleges' '*Guidelines on maintaining professional boundaries document*' which should be read in conjunction with this document.

There are some situations that are **never** appropriate while away on ESV's or trips:

- Drinking alcohol with a learner.
- Any illegal activity with a learner.
- Having any form of sexual relationship with a learner. See the College's '*Abuse of Trust*' policy for more detail.
- Under no circumstances should staff use their own personal devices to text or phone learners or parents on ESV's or trips.
- Promising to keep any information they disclose confidential.
- Taking a learner in a staff members' car for an ESV / trip.
- Talking about a learner / member of staff in a public space where the conversation can be overheard.
- Talking about a learner's private business in front of other learners.
- Engaging in any physical contact (such as with a learner's self-care) unless for the purpose of professional assistance.
- Communicating with learners inappropriately using any form of social media or messaging technologies.

And some where it is **probably** inappropriate:

- Accepting money or gifts from a learner.
- Sharing sensitive personal information with a learner.
- Lending money to learners.
- Taking responsibility for a learner's personal property.
- Allowing learners to touch or hug when they greet staff.
- Showing favouritism, for example by going for coffee or a cigarette with some learners but not other learners.
- Promising a learner confidentiality.
- Discussing a learner with their friends or "gossiping about a learner", including posting thoughts/frustrations on social networks.

- Inviting learners to join a personal social networking page or group that is not approved by SGS College. Staff are encouraged to regularly check privacy settings.

2. Breach of the Policies referred to in this guidance

The College will take seriously any instances of non-adherence to the relevant College policies by any member of staff. Any breach of the College policies referred to in this guidance may be investigated and, where appropriate, action will be considered under the College's Disciplinary Policy.

The following are the main policies and procedures referred to in this document, they are all available on SharePoint:

- Guidelines on Maintaining Professional Boundaries document
- Abuse of Trust Policy
- Data Protection Policy – Social Networking (staff)
- IT Acceptable Use Policy
- Safeguarding Children, Young People and Vulnerable Adults Policy □ Staff Disciplinary Policy □ Financial Regulations.