



## South Gloucestershire and Stroud College

### Trip Policy and Procedures

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## **SGS College Trip Policy and Procedures**

### **1. Policy Intent**

- 1.1 As an employer, South Gloucestershire and Stroud (SGS) College is responsible for ensuring so far as is reasonably practical 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.

### **2. Policy Scope**

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

### **3. Our core commitments**

- 3.1. SGS is committed to keeping children and young people safe in education and recognises that a 'child' is anyone under the age of 18.
- 3.2. Through the operation of this policy we will ensure that our employees and learners understand the nature of Trips they may engage with and the measures in place to reduce risk.

### **4. Policy 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.
- 4.2 This Policy and the information contained here does not undermine or conflict with the SGS Freedom of Speech and Expression Code of Practice. In the unlikely event of any case of conflict the SGS Freedom of Speech and Expression Code of Practice will take precedence.

### **5. Enforcement**

- 5.1 Failure to adhere to this Policy will result in Disciplinary Action.

### **6. Fundamental Steps Stakeholders must take**

- 6.1 Before engaging in Trips of any duration, all stakeholders must identify, read, and ensure they understand and comply with the practice outlined in the procedures annexed to this Policy.

- 6.2 Before engaging in Trips of any duration, stakeholders must ensure that all relevant consents and permissions have been obtained, inclusive of details of those attending the Trip and those authorising the Trip to proceed.

## 7. Related Policies, Procedures, Charters, Plans, Guidance and Legislation

*Note: This list is not intended to be exhaustive or exclusive*

<b>Staff</b>	<b>Learners</b>
Health and Safety Policy	Application, admissions and enrolments policy and procedure
SGS College Risk Assessment Procedure	Anti-bullying and harassment policy and procedure
SGS College minibus Procedure	Curriculum strategy
SGS Driving for Work Policy	
Code of Conduct (Staff) Policy and Procedure	Enabling Positive Behaviour Policy and Procedure
Administration of Medication Procedure	Students as partners policy and procedure
Safeguarding learners and Child Protection	Work experience and volunteer's policy and procedure
Data Privacy and Protection Policy	College Administration of Medication Procedure
Professional Boundaries Guidelines	Learner Charter and Code of Conduct
Abuse of Trust Policy	Enabling Positive Behaviour Policy and Procedure
College Administration of Medication Procedure	Fees and refunds Policy
Special Educational Needs and Disabilities	HE Student Code of Conduct
SGS College Insurance Policy	
SGS College Hospitalisation Procedure	

The above policies and procedures, (relevant to this Policy), can be located on the SGS College SharePoint Data Hub.

# SGS College Trip Policy and Procedures

## Annex A – Trip Approval Process

- The Trip Organiser is responsible for ensuring that ALL completed documentation is sent for approval to the appropriate Learning Area Manager, Assistant Principal and for overseas trips College Principal.
- The Approval Form <https://sgscol.sharepoint.com/sites/staff/Hub/Lists/TripApprovals/AllItems.aspx> 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.

The documentation submission for different types of trips (UK day, UK overnight, overseas) will differ and trip organisers must make themselves aware of the differences and ensure that the entire process is completed for the type of trip they are organising

UK Day	UK Overnight	Overseas
Register of Attendees	Register of Attendees	Register of Attendees
Risk Assessment	Risk Assessment	Risk Assessment
Itinerary	Itinerary	Itinerary
Individual ESV Forms	Individual ESV Forms	Individual ESV Forms
Trip Costing Form	Addition of Rooms for Trips	Addition of Room for Trips
	Trip Costing Form	Overseas Trip Form
	UK Residential Trip Form	Trip Costing Form

- 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.
- A Risk Assessment must be completed for all trips (available on SharePoint (see step 2 of the 'organising a trip' section on SharePoint). 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.
- The Risk Assessment should record the significant risks identified for the trip and must include any activities under the direct supervision of College staff.
- 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.
- Staff must be competent to carry out Risk Assessments – training can be arranged through professional development.

- 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.
- 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;
  - ✓ The risk assessment should consider sufficient trip planning including the most appropriate route for the vehicle being used (e.g. avoiding low bridges when using a minibus);
  - ✓ Stopping points;
  - ✓ Supervision, competence, experience and qualifications required;
  - ✓ Special educational or medical needs of learners and staff. Any limitations or issues should be considered and an individual Risk Assessment developed in liaison with the relevant College function (ALS, Wellbeing, Health Advisor);
  - ✓ 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;
  - ✓ Identity cards and a rendezvous point; and

- ✓ Air/Ferry Travel.
- As stated, Risk Assessments must also consider 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.
- 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.

## **Annex B - Itinerary**

- A full itinerary for all trips must be completed within the Trip Approval Form. <https://sgscol.sharepoint.com/sites/staff/Hub/Lists/TripApprovals/AllItems.aspx> This allows authorising Management to check Risk Assessments are in place for all activities planned during the trip.
- 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. The Trip organiser must also leave a copy of these details with the appropriate CET.
- Trip leaders must pay reference to Annex C and the differences between Further and Higher Education trips in relation to free time on trips.

## Annex C – Supervision and Staff / Student Conduct

- 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.
- Staffing ratios are difficult to prescribe, as there are many variables that need to be considered. However, as a very general guide:
  - **Local Trip:** (within 5-mile radius of an SGS College Campus) - 1 Member of staff
  - **UK Day Trip:** Two members of staff
  - **UK Residential:** Two members of staff. This must include staff members of both genders to account for differences in learner genders, and gender fluidity on the Trip. 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
  - **Overseas Residential:** Overseas trips require one extra member of staff in addition to those conditions set out for residential trips, for contingency planning, e.g. supporting a learner who needs to return home.
- When SGS College minibuses are being used for trips, staff should take into consideration that both members of staff are suitably qualified to drive the minibus that is being used (e.g. 12 or 17 seat minibus). This includes having the appropriate DVLA driving licences, SGS College minibus permits and MIDAS training in line with the SGS minibus procedure.
- Staff cannot include family members, their own children, or partners on trips
- For trips involving an education provider (e.g., Erasmus, Turning), a partner may be assigned to support the trip. These staff members are supplementary to the SGS College staff and must be supervised by SGS College personnel. Partner staff members are not allowed to take direct control of a group of learners. For example, if a learner needs to go to the hospital, an SGS staff member must accompany them, while the partner staff member remains supervised with the rest of the group.
- For all Further Education trips, a detailed itinerary will be created that accounts for every minute of the trip, allowing no free time. FE students are expected to adhere to the rules outlined in the Learner Charter and Codes of Conduct for the entire duration of the trip. These rules strictly prohibit the consumption of alcohol and/or drugs by both staff and learners. This policy must be clearly stated in the individual trip's Code of Conduct, and learners must be informed accordingly.

During Higher Education and Adult based trips, free time may be allocated. HE students are still required to act in line with the HE Student Code of Conduct irrespective of whether they are on guided or free time.



- At all times staff must act in accordance with the Code of Conduct (Staff) Policy and Procedure including being aware of how their actions could be perceived by others, including learners. In particular, when visiting other countries, they should take steps to understand the culture as preparation for the trip, so that they do not accidentally cause offence or break a law. What is acceptable behaviour in the UK may not be acceptable in other countries. Potential breaches of the Code of Conduct on Study or Residential Visits:
  - Being under the influence of alcohol or recreational drugs
  - Possession of drugs
  - Possession / use of alcohol if under 18 years of age
  - Behaving in a disruptive, aggressive, abusive, intimidating or anti-social way
  - Threatening or violent behaviour to another person
  - Breach of guidelines given for specific venues or events, which may include drinking if under 18
  - Any sexual or intimate relationship
  - Any act or omission that risks, or potentially risks, the safety of learners
  - Any act or omission that leaves the employee in a position of responsibility unable to deal with an emergency (e.g. if intoxicated)
  - Behaviour inconsistent with the Group's values
  - Behaviour inconsistent with the Group's legal duties in relation to Equality and Diversity.

## Annex D - Register Details

- 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. A copy of this must be left with CET on the day of departure.
- A register of all attendees must also be left with your 24-hour emergency contact for all trips where an overnight stay is planned. The 24-hour emergency contact must be stipulated and identified during the planning process through the Education Study Visit form.
- Education Study Visit Form and Code of Conduct (see step 2 of the 'organising a new trip' section at [DataHub - Trips \(sharepoint.com\)](https://sharepoint.com/DataHub-Trips))
- An Education Study Visit Form must be completed for all staff and learners attending a trip, residential or trip aboard (see step 2 of the 'organising a new trip section on SharePoint).
- 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.
- Parental/Guardianship consent is required for any learners under 18 or for adults where they have been identified as vulnerable.
- Learners must sign to declare that they will abide by the College's Learner Code of Conduct.
- The Education Study Visit Form also gives the individual's Medical Information.
- If medical conditions are highlighted, consider if:
  - A doctor's note is required in order to participate;
  - An individual Risk Assessment is required;
  - College insurers should be informed; and
  - Extra staff/Support Workers are required.

## **Annex E - 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.

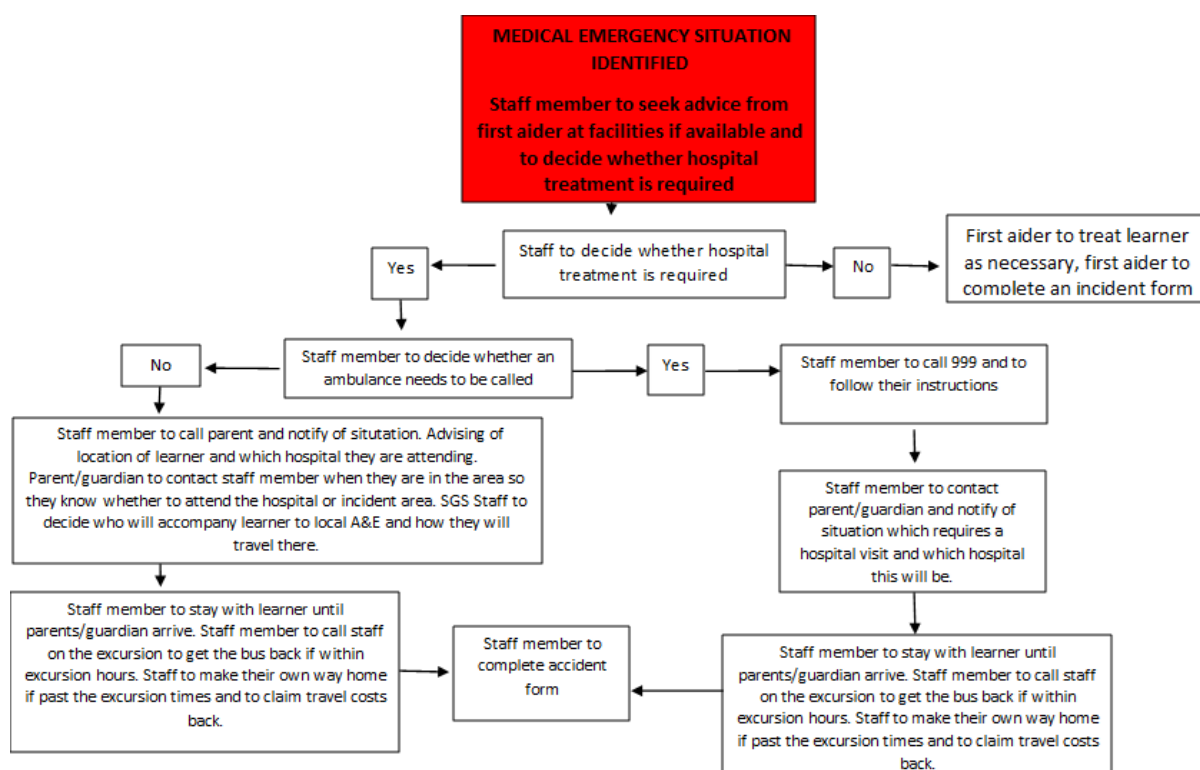
## Annex F - Accident and Emergency Considerations

- Contingency planning must be implemented for reasonably foreseeable emergencies, bearing in mind the likely hazards and the type of trip.
- 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.
- There must always be a travel First-Aid kit in any vehicle used for Educational Study Trips.
- Ahead of any overseas trip, the emergency procedures for the country to be visited must be detailed on the Overseas Trip Form and note taken of key contact details (such as the British Embassy and Emergency Services).

### Hospitalisation:

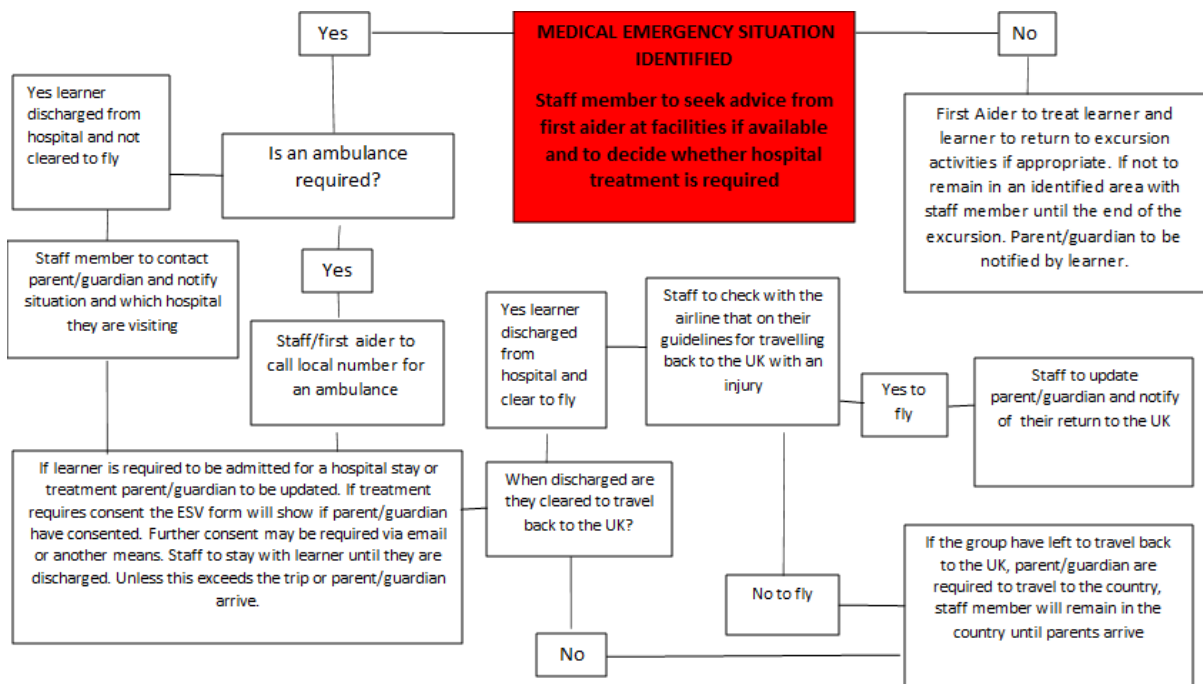
Please refer to: [SGS Hospitalisation Procedure.docx](#)

### SGS College UK Excursion Hospitalization Procedure.



### SGS Overseas Excursions Hospitalization Procedure.

If a learner requires medical attention abroad call the emergency services for that country: a list of number by country can be found on [Foreign travel advice - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



### Travel Insurance:

- The College's insurance covers all Educational Study Trips organized by the College that do not include specialist activities. However, the Foreign Office regularly advises and updates exclusions for certain locations. Trip Organizers must check the Foreign and Commonwealth Office website for the most up-to-date information on restrictions.
- Within the College insurance documentation there are exclusions regarding extreme sports and activities, e.g. Jet Skiing, etc. However, if 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. If the trip includes specific activities and the trip lead is uncertain whether these activities are covered by the College insurance, they should consult Andrew Williams Lock for clarification. He can confirm what is insured, what is not insured, and whether additional insurance is needed.
- Before departing on a trip, all staff members must download and carry the Aviva Travel Assistance Card at all times. This card contains important information, including the Emergency Medical and Security Assistance number and the Policy Number. In case of an emergency, the trip lead should contact the insurance provider.
- The College insurance covers items up to the value of £1500. For trips involving high cost equipment above £1500 (e.g. golf clubs or cycling equipment) learners are advised to take out personal travel insurance to cover such personal belongings.
- More information on the policy schedule can be found via SharePoint <https://sgscol.sharepoint.com/u:/s/staff/Procurement/EfLdB7s8bRFNktmrOHuge68B6ulrIPEIEKWsh7c7tQdTcg?e=KBJhes>

## **Annex G – Transport**

- Use of Private Cars:
  - Staff must not use their own vehicle for the transportation of learners on a Trip and must not encourage or request learners use the learner's own vehicle to attend a Trip; or to transport other learners in their vehicle.
- Minibuses:
  - Please refer to SGS Minibus Procedures.

## **Annex H - Trips Abroad:**

- **Ahead of any Overseas Trip, the Overseas Trip Form must be completed to account for additional factors when planning such trips.**

These include:

- 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.
- 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).
- If a tour operator is being used, then Trip Organisers must ensure that it is reputable, i.e. Air Travel Organisers Licence (ATOL).
- 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.
- Details of any vaccinations required.
- Passport and Visa requirements (at least 6 months on a Passport).
- UK Global Health Insurance Card (replaced European Health Insurance Card when the latter reaches its expiry date) or EHIC if this has not yet reached its expiry date—please note these must be carried on your person in order to be of use (not left at the hotel).
- At least one supervising member of staff must be First Aid at Work (3-day course) qualified for all trips abroad.
- Copies of all Education Study Visit Form must be submitted with approval forms to allow the Assistant Principal 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.
- For any overseas trips a pre-trip parent meeting should be arranged either online or face to face to discuss the trip itinerary, behaviour expectations and parent/guardian questions.
- Trips abroad require one extra member of staff in addition to those conditions set out for residential trips, for contingency planning, e.g. supporting a learner who needs to return home.
- For any overseas trips additional authorisation through the College principal is required.

## **Returning Learners Home to the UK**

- A learner may be returned to the UK at a different time or denied travel due to (but not limited to) the following:

- Serious behaviour breaches as laid out in relevant Learner Codes of Conduct and Learner Charter;
  - Not having the correct travel documentation at the time of travel (passport, biometric residence permit).
- If a learner is returned home for the above purposes, the student or parent/guardian is responsible for covering the costs associated with returning to the UK.
  - If a learner is required to be returned to the UK at a separate time to the remainder of the group (e.g. injury, medical emergency) then the College's insurance will cover such instances. In this instance, a member of SGS College staff will remain with the student until parental supervision can be arranged, with the costs associated covered by the College's insurance.
  - When travelling abroad SGS College members of staff should ensure that they have a copy of the College's insurance policy for use.



## **Annex I - Adding additional participants to the trip after Approval**

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

## **Annex J - Preparing Learners**

- 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;
  - ☐ Who is responsible for cohort;
  - ☐ Rendezvous procedures;
  - ☐ What to do if separated from group; and
  - ☐ Emergency procedures, inclusive. details of accommodation and contact numbers.
- In the event of a student not being able to travel with the group due to a medical incident SGS College staff will work with the College's insurance provider to put in place relevant travel arrangements. However, if a student is denied travel due to not having the correct travel documentation or returned home for disciplinary reasons (as laid out above) the family/student will be responsible for covering the costs associated with returning both the student and SGS College staff to the UK.

## **Annex K - Child Protection and Safeguarding**

- The College's Safeguarding Learners and Child Protection Policy and Procedure and other Safeguarding Policies and Procedures (along with all other College Policies) will apply during College trips.
- Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip must be reported via My Concern immediately (and Designated Safeguarding Lead if it involves a member of staff).
- Note: It is against the College Safeguarding Policies for staff to provide learners with their personal phone number. Trip phones for use during trips can be obtained via all Receptions and must be obtained for Overseas Trips.
- Normal communication methods with learners must be adhered to (such as through MS Teams).
- For any learners with an EHCP (ALS), Wellbeing (Wellbeing) or Medical (College Health Advisor) concern an individual risk assessment should be developed as required for the learners in collaboration with the relevant department. Once this is complete this must be uploaded via the Trip Approval portal.
- For all trips that require communication involving external partners (RISE International) and students, this must be made via Microsoft Teams and not via any other platform such as WhatsApp. Staff members are able to add external members to Teams group chats by using the external member of staffs company email address.

## Annex L - Financial Considerations

- Classification of trips. All trips are classified under two categories, Essential and Non-Essential:
  - 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.
  - 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.
- 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. 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.
- Expenditure can only be made after the relevant income has been received from the learner.
- A Trip Code Request Form must be submitted to Finance at the email [CashBookTeam@sgscol.ac.uk](mailto:CashBookTeam@sgscol.ac.uk). The trip will then be set up on the Payment Portal with its own unique URL which can be sent to learners, who must make payments online via a debit or credit card. Following notification of the Trip Code and the unique Payment Portal URL, income can start to be collected from learners.
- The payment of trip fees must only be made via the Payment Portal, thereby enabling the monies paid to be correctly allocated against the correct Trip Code. An emailed receipt will be issued when payments are made.
- No money must be collected by Curriculum Departments under any circumstances in relation to trip payments.
- 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.
- Trip Fees are not to be included within Material Fees charged at Enrolments. This needs to be separately charged to the learner.

- Trip Costing Forms:
  - 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).
  - The completion of Trip Costing Forms is not mandatory and the forms do not require approval from Finance but completion of them is encouraged to aid estimation of the total trip cost and likely cost per learner.
  - 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.
  - Depending on the number of staff members accompanying the trip, staff cover costs may result. In these circumstances the cost of the supply cover is to be incorporated into the trip costing.
  - The cost of transporting learners on the visit is 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 College minibus if the distance travelled is less than 25 miles (including return journey) and there are no other costs associated with the trip.
  - 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-loaded cash card or a cash float, due to important tax implications.
  - 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.
  - When costing the trip an 'overhead fee' is to be calculated based on the cost of the trip charged as follows:
    - All UK based trips of any duration – 5% of the total trip cost, up to a maximum of £500.
    - All overseas based trips of any duration – 10% of the total trip cost, up to a maximum of £1,000.
  - 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.

## **Annex M - Trip Form Completion and File Process**

- 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 documents are mandatory for you to complete your request and require you to upload the files to the Trip Site of SharePoint. (please refer to table in Annex A).
- Trip File Process – Via the Data Hub.
- 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.
- Once downloaded, you can open the file and update the details as required and save the file ready to be uploaded.
- With your changes complete, navigate back to the form, and click on the Hyperlink (Web Link) to take you to the corresponding library.
- 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.
- 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.
- With the shortcut pasted, navigate back to your form and Right Click & Paste the link into the field.
- 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.
- 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.
- You will need to do this for all documents (Registers, Student Details and the Risk Assessment).

## **Annex N – Logging Learner Completion and Post Event Reflection**

Following the completion of the trip an additional flow is created to aid with completion and reflection of the trip. This includes assigning relevant hours against the trip under three categories (curriculum – essential, work experience and enrichment). Information required at this stage includes:

- A list of learners;
- The activities undertaken;
- The total number of hours assigned to the trip;
- A reflection of the trip including areas of concern, changes for next time which allows for common themes to be highlighted and addressed.

MANDATORY INITIAL IMPACT SCREENING	
I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy raises equality, diversity or inclusion concerns, the Inclusion Committee has been consulted?	<input type="checkbox"/>
If this policy raises environmental or sustainability issues, the Estates Team have been consulted?	<input type="checkbox"/>
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓



Please list each College Strategic Priority that this policy is designed to address/implement:	
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EQUALITY, DIVERSITY & INCLUSION IMPACT ASSESSMENT	
Characteristic	This policy seeks to:
Age	No appreciable impact
Disability	No appreciable impact
Faith or Belief	No appreciable impact
Gender	No appreciable impact
Race or Ethnicity	No appreciable impact
Orientation	No appreciable impact
Gender reassignment	No appreciable impact
Economic disadvantage	No appreciable impact
Rural isolation	No appreciable impact
Marriage	No appreciable impact
Pregnancy & maternity	No appreciable impact
Carers & care leavers	No appreciable impact
Vulnerable persons	No appreciable impact
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:	
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:	
Is there any possibility that this policy could operate in a discriminatory way?	<div style="display: flex; align-items: center;"> <div style="width: 30px; height: 30px; background-color: red; margin-right: 5px;"></div> <div style="width: 30px; height: 30px; background-color: green; margin-right: 5px; display: flex; align-items: center; justify-content: center;">✗</div> </div>
If you have ticked yes (red), which characteristic will be most affected? Choose an item.	
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	<input type="checkbox"/> Click or tap to enter a date.

**Note:** if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS	
Which United Nations Convention on the Rights of the Child ( <a href="#">UNCRC</a> ), Right does this policy most protect:	Art. 31 Right to leisure, play & culture Art. 28 Right to education Art. 6 Life, survival & development
Which Human Right ( <a href="#">HRA</a> ) does this policy most protect:	Choose an item. Choose an item.

DATA PROTECTION & PRIVACY BY DESIGN SCREENING	
Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	<input type="checkbox"/>



## 8. ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT ASSESSMENT

<b>Does this policy relate directly or indirectly to any legal, regulatory environmental or sustainability standard(s)?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>If so, please list them:</b>		
<b>Will any aspects of this policy result in:</b>		
Reduced miles travelled or provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling car sharing, the use of low emission vehicles, community transport, environmentally friendly fuels and/or technologies)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced waste, environmental hazards and/or toxic materials for example by reducing PVC, photocopier and printer use, air pollution, noise pollution, mining or deforestation? Or increase the amount of College waste that is recycled or composted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced water consumption?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced instances of single use plastic?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced use of natural resources such as raw materials and energy to promote a circular economy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Improved resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will this policy improve green space or access to green space?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Please list the sections of this policy which specifically target an improved environment:</b>		

<b>Will any aspects of this policy result in:</b>		
The promotion of healthy working lives (including health and safety at work, work-life/home-life balance and family friendly practices)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Greater employment opportunities for local people?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of ethical purchasing of goods or services for example by increasing transparency of modern slavery in our supply chain?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Greater support for the local economy through the use of local suppliers, SMEs or engagement with third sector or community groups?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of better health, increased community resilience, social cohesion, reduced social isolation or support for sustainable development?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood/snow, heatwaves and other weather extremes)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of better awareness of sustainability, healthy behaviours, mental wellbeing, living independently or self-management?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Please list the sections of this policy which specifically target improved sustainability:</b>		

<b>What is the *estimated* carbon impact of this policy (in terms of tCO2e)</b>	<b>Increased (+tCO2e) ✖</b>	<b>Decreased (-tCO2e) ☐</b>	<b>Net Zero CO2 ☐</b>
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<b>Mandatory initial impact screening completed by:</b>	Connor Sidley Adams
<b>Date</b>	01/06/2023
<b>Initial impact screening supported by (Please list each individual)</b>	