



EDUCATIONAL VISITS PROCEDURE & COMPLETION GUIDE

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Introduction

At Harlow College the Health, Safety and welfare of everyone is a priority. The Management of Health and Safety at Work Regulations 1999 imposes a statutory duty on employers to make a suitable and sufficient assessment of –

- (a) The risk to health and safety of their employees to which there are exposed whilst they are at work; and
- (b) The risks to health and safety of persons not in their employment arising out of or in connection with the conduct by the employers' undertakings

Under common law the College owes each of its students a duty of care for their safety and welfare whilst they are involved in College activities or are present for purposes of College activities. The duty owed is not a duty to ensure no harm will ever occur, but a duty to take reasonable care to avoid harm being suffered.

It is also recognised that the College may owe an enhanced standard of care provided to particular groups of potentially vulnerable students, these include:

- Under 18 year olds
- International Students
- Students with mental health issues
- Disabled students and those with medical conditions
- Minority groups who may be particularly vulnerable to harassment
- Students undertaking placements, studies abroad and attending educational visits as part of their course.
- Students participating in voluntary activity which has been organised by the College

The following procedure has been prepared to provide help, support and give direction for staff responsible for organising and managing educational visits. The procedure will outline the process to approach these matters to College Standards and align with the College's core Policy for Health, Safety and Welfare.

It is within the College's core policies to encourage staff to organise and support such activities which will enhance our students learning experience.

Definition of an Educational Visit

Educational Visits are defined as activities of learning (Involving Students) that take place outside of the classroom. For the benefit of the document the College's definition relates to any and all activities of learning that takes place off of College Premises (i.e. is planned to take place in an environment where the College is not in direct control)

The only exclusions to this definition are planned activities associated to students visiting other College Sites:

- Harlow College (Main Site)
- East Gate
- Construction Skills Centre (CSC)
- Stansted Airport College (STAC)

Individual Staff Responsibilities

Staff members responsible for arranging the Educational Visit are known as the Lead, their responsibilities include:

- The completion of the Educational Visit Application (Including the provision of Student Details, Risk Assessments and proof of consent)
- The Completion of attendance registers for the event(s)
- Recording or seeking appropriate consent from students attending
- To ensure appropriate level of supervision is prepared and provided during the visit

Management such as Heads of Academy are also responsible for the following:

- To ensure that the lead has provided all the information required and it is appropriate
- To check if there is appropriate educational justification for the visit
- To sign and approve the arrangements before the forms are passed onto Health & Safety
- To ensure that Educational Visits that are not authorised take place do not proceed

Arrangements & Guidance

4.1 Approval & Authorisation

For any educational visits to take place authorisation must be obtained from the curriculum teams Head of Academy (HOA) and the College's Health & Safety Team. **Educational visits are not authorised to go ahead without the process being completed and agreed by all involved. Those who do not follow the process will be held accountable.**

4.2 Educational Justification

Educational Visits must provide suitable justification – the Educational Visit Application provides an opportunity for this to provide this information. It is important to note that this is necessary in order to consider if what is planned is appropriate and suitable controls are in place to manage risk.

Risk Assessment

The College has statutory duties to identify and control risks to both staff and students associated to activities away from the College. This extends to:

- Travel to and from the location
- Planned activities
- Environments to be visited
- And any other foreseeable risks

The assessment should detail controls that are available or will be in place to help reduce risk to acceptable levels

Risks associated to visits will differ significantly subject to the nature of the environments to be visited and/or the activities to be completed. The means of transport and distance of travel will also have an impact on risk levels encountered. For the majority of College related Educational Visits the risk levels should be low and the planning process will be relatively straight forward. However, visits such as 'off of mainland UK', those with residential components or adventure type activities may require more detailed planning to further offset foreseeable risks.

There may also be a need to account for the individuals involved, their needs and any known patterns. These factors will have an effect on the levels of supervision and the appropriateness of the Educational Visit.

It is also important to note that visit locations may be to other organisations – if other organisations are facilitating activities with those attending, appropriate assessments must be sought for the activities.

Critical Incidents

Sadly, we must account for risks of a critical incident nature – specifically terrorism. Due to the nature of such events they often have a significant impact and large coverage by the media but these events are still quite rare.

It is not within the College's power to prevent such events occurring but we do have responsibility to ensure that the risks are considered and the Educational Visit is appropriate. As part of our controls we must review plans leading up to the date of departure keeping an eye on current events (Such as details from the Foreign and Commonwealth office)

Due to the unpredictability of events, Educational Visits may be subject to cancellation at any time – this matter will be referred to the Executive Lead responsible for the lead.

Educational Visit Categories

The following table details the categories that which may be assigned to a Educational Visit. These categories reflect the different levels of risk associated (Please note that the list is not exhaustive of all types)

The table also shows appropriate period of notice – this is the amount of days the Educational Visit Application must be submitted. **Please note that applications submitted within the period of notice may not be authorised**

| Category | Grouping Applied | Period of Notice |
|-----------------------------|---|------------------|
| Category A (Low Risk) | Local Parks, Centres or Businesses – within 2 hours travel distance from the College Established facilities such as: <ul style="list-style-type: none">• Museums• Theatres• Conference Centres• Other Educational Establishments | 5 Working Days |
| Category B (Medium Risk) | National amusement parks Sporting Events City visits (UK) Any visits involving a journey with more than 2 hours of travel (in a single journey) Swimming pools Visits to isolated areas or area where near a body of water | 2 Working Weeks |
| Category C (High Risk) | All visits incorporating overnight stays Camping and hill walking Visits incorporating adventure/leisure activities (examples): <ul style="list-style-type: none">• Climbing• Sailing• Canoeing• Mountain biking• Shooting Water related activities Paint balling Off road driving Any overseas Visits | 1 Working Month |

Supervision Arrangements

The following section will outline set supervision ratios for visits based on the issued Category – Please note that these are guidelines which may be subject to change depending on the nature of specific visits:

| Category | Recommended Staff to student ratio |
|-----------------------------|---|
| Category A (Low Risk) | Over 18's = 1:20 Under 18's = 1:20 (Minimum of 2 staff) Under 16's = 1:15 (Minimum of 2 staff) |
| Category B (Medium Risk) | As above with minimum of 2 staff |
| Category C (High Risk) | 1:8 |

There are also other factors to be considered:

Gender Mix - where there is a mix of male and female students participating in the activity, supervision arrangements wherever possible should reflect this by having both male and females staff present. If this is not possible it should be noted within the Educational Visit application (this may impact the likelihood of approval being given)

Age Mix - If under 18's are involved – this will trigger the requirement for a minimum of 2 members of staff to supervise the visit. If there is a variety of ages attending the youngest age encountered will set the recommended supervision level.

Learner needs (Mental Health, Medical & Educational) – Students may be identified with need for additional supervision due from Mental Health, Medical or Educational needs. Associated assessments or agreements should be considered and information shared with all staff attending.

Students may require 1 to 1 supervision and it's important to note that staff completing a 1 to 1 role are not included in the staff to student ratio.

Consent

For all students attending Educational Visits, consent is required before they are authorised to attend. For Visits falling into category A the general consent form obtained at the start of their course is sufficient. Category B Educational visits will be decided on a case by case basis if additional consent is required and for all C category educational visits additional standalone consent will be required.

It is important to note that those over the age of 18 can provide their own consent however this must be documented.

Insurance

The College has in place insurance covering general educational activities which extend to the majority of all educational visits and associated activities. The full extent of this should be checked at all times for visits falling into Categories B & C.

For visits aboard, additional arrangements and controls will need to be considered (This will be specified within the Educational Visit Application Form)

Journey & Transport

The lead will need to account for and plan the proposed journey and means to travel to and from the potential destination. The following sections provides guidance on the varying transport methods:

Making your own way – subject to the location and the accessibility of the venue this can be allowed however, this approach will require agreement with the responsible parent/guardian. This method is not recommended for students under 18.

Where students elect to use their own car, staff should encourage them to not take others (to avoid instances where students lose a method of transport in rare circumstances).

If “making your own way” is considered the lead must ensure that they provide clear instruction to all persons attending (such as detailed routes, locations and emergency contact details)

Please note that making your own way does not apply to educational visits abroad.

Coaches – Leads are advised to use reputable coach companies with appropriate PSV licences.

Minibuses – College Minibuses are available for use; these can be booked out via Health & Safety. Please note that bookings are on a first come first serve basis. The lead is responsible for booking the minibus and ensuring a College Approved Driver is available to drive the vehicle.

Learner Preparation

The Lead must ensure students attending Educational Visits are prepared and provided with key information such as:

- Understanding the aims or objective of the Educational Visit
- Background information of the place to be visited
- Basic foreign words (if appropriate)
- Information on relevant foreign cultures and customs (if appropriate)
- How to avoid specific dangers and why they must follow rules
- What safety precautions are in place and why
- What standard of behaviour is expected
- Who is responsible for the group
- What not to bring out of or to the UK (If applicable)
- What do to if separated from the group
- Emergency procedures

Emergency Arrangements

Educational Visits Applications must detail arrangements in case of foreseeable emergencies. The lead takes charge in the event of an emergency with primary responsibility of ensuring so far as reasonably practicable the health, safety and welfare of all those involved.

If in the event that the lead is not available, this responsibility passes onto the next member of staff involved in the Educational Visit.

Copies of the Educational Visit details can be found at the following location:

[Shared Resources - Educational Visits](#)

Alternatively, details for agreed Educational Visits will also be available via Outlook Appointment to all those involved.

During College Operational Hours – the Lead will be able to contact Senior Management by calling 01279 868111 (The College Reception) who will then reach out to the Senior Manager on duty.

Residential Arrangements

If the Educational Visit incorporates a residential element – additional documentation is required for completion.

In your planning its important to consider risks such as fire, security and health as good planning and advance checking will help avoid any unexpected surprises.

It is strongly advised that any venues not previously used by the College are subject to pre-checks to gain assurance that the venue is appropriate for use before the Educational Visit.

Key issues associated to residential aspects of an Educational Visit are:

- Fire Safety – Unregulated fire procedures, no fire alarms or detection systems, unmarked fire escape routes or obstructed fire exits
- Personal Security – Facilities are not secure, no access control, rooms without locks, poor levels of security or supervision, no secure space to secure valuables
- Poor Maintenance – Poor heating, poor ventilation, faulty electrical systems
- Hygiene – facilities not cleaned, unclean toilets, lack of toilets or hand washing facilities.
- Health – in areas where there are known problems with mosquitos as well as general inoculation. Risks may be seasonal so check Foreign and commonwealth travel website.

Abroad Arrangements

Educational Visits taking place abroad (off of mainland UK) also require additional documentation to be completed.

For visits of this nature a comprehensive risk assessment must be prepared (Please liaise with Health & Safety for assistance with this matter)

It's important to note that any visits aboard will be supplied with a Emergency Pack for use from Principalship Support. The pack contains:

- Emergency contact details for our Insurers
- Emergency contact details for Senior Management
- Insurance documentation

Reoccurring Educational Visits

With some Educational Visits they may be a need to revisit the location more than once or on a reoccurring basis. In order to reduce paperwork, Leads are able to submit a singular Educational Visit Application form with the additional documentation relating to Reoccurring Visits.

This will provide all dates that the visit may occur on.

It is important to note that registers must be completed for every visit under this application.

Please note that completed registers must be submitted to Health & Safety.

Equality, Diversity & Inclusivity

You may need to make EDI considerations for any persons attending the Educational Visit. It's important to note that if you are unable to include everyone fairly you should seek alternative locations/venues or not arrange the Educational Visit.

A section within the Educational Visit form has been provided to detail any considerations or steps taken to include all fairly. If no considerations or arrangements are made you do not need to complete this section.

Specific Assessments or Arrangements

Persons attending may have specific assessments or arrangements in place either from a medical or mental health standpoint. You will be able to declare information on these under section 4 of the Planning & Application Form.

These may be referred to either Safeguarding or Health & Safety for further consideration.

Appendix 1 – Educational Visit Planning/Application Form

Educational Visit Planning & Application Form



| | |
|------|--|
| Team | |
| Lead | |

| 1. Visit Details | | | |
|--------------------|--|----------------|--|
| Visit Location | | | |
| Visit Itinerary | | | |
| Date Leaving | | Departure Time | |
| Date Arriving Back | | Time of Return | |

| 2. Risk Appraisal and Justification | | | | | |
|--------------------------------------|---------|--|------------|--|----------|
| Visit Category | A (Low) | | B (Medium) | | C (High) |
| Reasoning for the Educational Visit? | | | | | |

| 3. EDI Considerations |
|-----------------------|
| |

| 4. Student Information | | | | | | |
|--|-----------------|--|-------------------|--|----------|--|
| Gender Mix | Males Attending | | Females Attending | | | |
| Age Ranges | 18+ | | 16+ to under 18's | | Under 16 | |
| Please note that the details above will provide indication on the appropriate levels of supervision for the Educational Visit – See Section 8 for more information | | | | | | |
| Are there any specific Assessments or arrangements in place for any persons attending? (Yes or No) | | | | | | |
| If Yes please provide details: | | | | | | |
| | | | | | | |

| 5. Supervision and Support Arrangements | | | | |
|---|-----------------|--|-------------------|--|
| Staff Gender Mix | Males Attending | | Females Attending | |
| Names of Staff attending | Contact Details | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| 6. Insurance Arrangements | |
|---|--|
| Checked that our current insurance arrangements extend to the Educational Visits? (For activities abroad, higher risk or significant health needs support) | |
| Was additional cover required? (If Yes, please provide any documentation relating to this with this application) | |

| 7. Journey Arrangements & Planning | | | | | | | | | | | |
|------------------------------------|--|------------------|--|---------|--|------------------------|--|-----|--|-------|--|
| Walking | | Public Transport | | Minibus | | Coach | | Car | | Other | |
| Details on other (if selected) | | | | | | | | | | | |
| Brief explanation of journey plan | | | | | | | | | | | |
| Outwards Journey | | | | | | | | | | | |
| Leaving From (Location) | | | | | | Arriving at (Location) | | | | | |
| Return Journey | | | | | | | | | | | |
| Leaving From (Location) | | | | | | Arriving at (Location) | | | | | |

| 8. Emergency Arrangements and Planning | | |
|--|--|--|
| College Emergency Contact – Working Week Days | Senior Manager (Executive Lead) Reachable via Reception or PA to Principalship | Tel. 01279 868111 Tel. 01279 868037 |
| Out of Hours Emergency details | Please note for Educational Visits after general operational hours a contact pack will be provided to the Lead (Containing emergency contact details of Senior Management) | |
| Outside of UK only – Emergency Contact Details | | |
| Police | | |
| Medical Services | | |

| 9. Additional Documentation | |
|--|--|
| Student List provided with details on student general consent, contact details and NOK information? | |
| Risk Assessment completed and provided on the travel to and from the location and any associated activities? | |
| Does the Educational Visit have residential aspects? (If Yes – Please complete the additional form specifically for Residentials) | |
| Is the Educational Visit abroad? (If Yes – Please complete the additional form specifically for excursions off of the UK Mainland) | |
| Does the Educational Visit extend to multiple visits? (If Yes please complete the additional form specifically for Reoccurring Educational Visits) | |

| 10. Approvals | | | | | |
|--|--|-------|--|------|--|
| HOA (Print Name): | | Sign: | | Date | |
| HOA Comments | | | | | |
| | | | | | |
| H&S (Print Name): | | Sign: | | Date | |
| Educational Visit Number: (H&S use only) | | | | | |
| Health & Safety Comments | | | | | |
| | | | | | |

Additional Documentation – Residential

Please note that this form is strictly for Educational Visits with Overnight stays or Residential elements (Category C)

| Residential Details | | | | | | | | | |
|--------------------------------------|--|-------|--|-----|------------------------------------|-------------|--|-------|--|
| Facility Type | | | | | | | | | |
| Hostel | | Hotel | | B&B | | Onsite Dorm | | House | |
| Fire Safety | | | | | | | | | |
| Fire Risk Assessment complete? | | | | | Fire Safety arrangements in place? | | | | |
| Facility Address and Contact Details | | | | | | | | | |
| Date Arriving | | | | | | | | | |
| Date Leaving | | | | | | | | | |

Additional Details

If the visit involves more than one facility please provide an additional form for any other locations.

Additional Documentation – Abroad Visits

Please note that this form is strictly for Educational Visits taking place off UK Mainland

| Visit Details | | | |
|---|--|-----------|--|
| Intended Destination (Country) | | Region(s) | |
| Details of external agent(s) the Educational visit may be organised through | | | |
| Name of Agent or Third Party | | | |
| Address | | | |
| Telephone | | | |
| Email Address | | | |

| Travel | | | | | | | | | | |
|--|---------|-------|----------------------------|--------------|------------------------|---------------|--|-------|--|--|
| Means of travel from the UK | | Air | | | Sea | | | Train | | |
| Additional modes of travel planned (if any) | | Coach | | | Further Flights | | | Boat | | |
| | | | | | | | | | | |
| Travel Plan | | | | | | | | | | |
| | Company | Mode | Leaving From (Location) | Time leaving | Arriving (Location) | Time arriving | | | | |
| Journey 1 | | | | | | | | | | |
| Journey 2 | | | | | | | | | | |
| Journey 3 | | | | | | | | | | |
| Journey 4 | | | | | | | | | | |
| Travel Plan – Additional Details | | | | | | | | | | |
| Briefly outline what the general plans of travel (Include details on breaks) | | | | | | | | | | |
| | | | | | | | | | | |

| | |
|--|--|
| Additional Information | |
| Foreign travel advice for the destination checked? Foreign travel advice - GOV.UK (www.gov.uk) | |
| Travel Checklist Foreign travel checklist - GOV.UK (www.gov.uk) | |
| Travel health Advice NaTHNaC - Country List (travelhealthpro.org.uk) | |
| Is additional travel insurance required for the Educational Visit (Contact Principalship Support) | |
| Insurance Pack arranged with Principalship Support? | |
| Travel advice regarding vaccinations communicated to all attending? | |

Additional Documentation – Reoccurring Visits

Please note that this form is strictly for Educational Visits taking place on multiple days

| Educational Visit Dates | | | |
|---|------|-------------------|---------------------|
| Visit | Date | Est. Leaving Time | Est. Returning Time |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| Please add more rows to the above if there are more dates to note | | | |

Please ensure a Registration Table is completed for each visit listed above

Visits of a reoccurring nature must have a register completed for each date attended – these registers must be sent to Health & Safety for recording purposes

Mtravers@harlow-college.ac.uk or Jmconachie@harlow-college.ac.uk