

POLICY ON ACADEMIC OUTINGS

Carmel College of Arts, Science and Commerce for Women encourages educational trips off-site (including residential experiences) because they enrich the curriculum, add value to the students' learning experience and have the potential to develop essential personal skills in situations that are difficult to replicate on-site. While educational trips provide excellent opportunities for students, they can pose risks that are not present on the college campus. A structured process of planning, executing and reviewing trips underpins this policy document.

Aim

- To define the procedure for planning and preparing for an educational trip
- To specifically define the procedures for assessing any risks that might be associated with an educational trip
- To detail the procedures for informing parents about educational trips and gaining consent for their son (s) - PG / daughter (s) to participate
- To define the roles and responsibilities of trip leaders and other members of staff during educational trips
- To define the charging policy and financial arrangements in relation to educational trips

Responsibilities:

1) The Trip Leader:

A trip leader will be appointed for every educational trip and he/she is responsible for the handling of all aspects of the trip. He/she delegate tasks to other members of staff, if required. The trip leader must ensure that:

- Appropriate safety procedures are in place
- Appropriate risk assessments have been carried out
- All necessary preparation work has been completed prior to the trip

- The staff leading these activities are suitably qualified and **insured** to do so (whether it is college staff or specialist staff or travel agencies appointed solely for the purpose of the trip)
- The ratio of staff to students is appropriate, taking into account the age of the students, gender balance and nature of the trip
- The college has received written consent from the parents of all students participating in the trip. Medical consent should form part of the parental consent form. Parents should agree to the pupil receiving emergency treatment on the medical form.
- Adequate first-aid provision will be available, and arrangements are made for specific medical or special needs of students (eg: for diabetics)
- The travel arrangements, transportation details, arrival and departure times are all planned in advance and communicated to students and their parents/guardians
- Suitable provision/precautions are taken depending on the age of the students and ensuing legal requirements
- All staff involved in the trip have the names of all students on the trip with contact details for parents/guardians as well as a full itinerary of the trip
- All staff supervising the trip and the faculty in-charge have the address and phone number of the venue(s), a copy of the risk assessment, the names of all the staff and students on the trip, contingency plans for any delays including a late return to the college or to the accommodation places
- The trip leader should ensure that the visit complies with the college's policy on academic outings.
- Hard copies of all documentation should be submitted to the Head of the institution and the office
- No male trip leader or faculty member is permitted to be alone with a female student during the trip.
- An exploratory visit should be made where possible to ensure suitability. This should include the locating of toilet facilities, first aid points, where to eat lunch, parking, potential hazards, and accommodation in case of inclement weather.

- Faculty accompanying a trip should ensure that any classes they miss will be covered .
- Duty leave is sanctioned by the head of the department/institution.
- Faculty should ration the number of trips they plan each term in order to avoid a shortfall in teaching hours for college classes.
- Faculty must enlighten and talk to students about being culturally sensitive to local traditions and customs whether in India or abroad.
- A prescribed format (CC / ADMIN / Annex-20, REV:00, Date: 04/12/2015), 'The Apostolic Carmel-Western Province Application for school excursion / camps', should be filled and given to the Principal / Vice Principal who will forward it to the Provincial Superior for the permission, after which the planning for the visit should start.

2) The Head of the Department

The Head of the Department must:

- Appoint a suitable trip leader.
- Decide on whether to make a provisional approval of the trip before the planning and preparation commences.
- Assess the arrangements and give final approval before the trip takes place after consulting the head of the institution.
- He/she should support and advice the trip leader; specifically, regarding safety and risk assessment.

3) Students

- Students must not engage in risky behaviour
- Students must follow all the instructions given to them by the trip leader
- It is imperative that students should dress and behave sensibly and responsibly
- Students must be sensitive to local customs, traditions, and culture whether in India or abroad.

- If it comes to a student's knowledge that a potential situation could cause harm or threaten any member of the group, they must bring it to the notice of the team leader
- Any student whose behaviour may be dangerous to themselves or to the group could be stopped from going on the trip. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.

4) Parents

- Parents must instruct their wards to be on their best behaviour by reinforcing the code of conduct
- Parents must provide the trip organiser with emergency contact numbers
- Parents must sign the consent form
- Parents must give the trip organiser all information about their child's emotional, psychological, and physical health, which might be relevant to the visit

PROCEDURE

Planning

- A request for outline approval by the Head of the Department / Institution should be requested before any other planning takes place. (classes, location, possible dates, times and costing)
- Dates should then be confirmed, and provisional bookings made with confirmed costing.
- Transportation should be confirmed in writing with confirmed costing.
- A full risk assessment that incorporates sections taking into account transport, activities and general parameters **must be prepared**.
- First aid arrangements must be mentioned
- Final approval should then be sought from the Head of the institution by means of submitting all of the information above along with proposed staffing arrangements

It is noted that the above procedure may need to be adapted in the case of residential trips for which transportation (e.g. flights), or other aspects, cannot be confirmed without payment. In this scenario a current / approximate cost should be submitted when seeking final approval.

Costs:

- In principle, all trips are paid by the families of the students. Hence it is expected that parents / guardians will cover the full cost of the trip. In this case costs are split evenly between the students including costs associated with staff (transport, entrance, etc). No payment will be taken until the college has written confirmation from the parents / guardians.
- On occasions where the college has to spend for the trips, it will be brought to the notice of the Accounts Department of the college in consultation with the Head of the Institution. The amount spent will be reimbursed following the guidelines of the Accounts Department of the Government.

Contact with Parents / Guardians:

- No student may be taken off the college site for any activity, no matter how close to the college, without written / oral approval from parents / guardians. Once the Head of the Department has given the final approval for a trip, parents of students involved will be informed either through email / oral communication/ written communication of the nature and arrangements for the trip as well as requesting permission for their son (PG) / daughter to participate and pay the costs if applicable.
- Permission should be granted by means of a completed written form which shall be stored.
- Parents should be made aware of:
 - The date, times, location(s) and proposed itinerary
 - Transport arrangements
 - Items that student must wear and / or bring with them

- Cost and payment arrangements if applicable (including details of whether money is refundable)
- in the case that a deposit is due initially)
- Details of staffing
- Emergency contact details in the case of a residential trip.
- In the case of a residential trip a further consent form (paper version) must be signed by parents giving permission for their son (PG) / daughter to participate, consent for the trip leader (named) to act *in loco parentis* for the given dates and for staff on the trip to administer medical treatment in an emergency.
- A further medical form must also be completed detailing any known medical conditions or allergies that students may have as well as any other aspects that may affect their ability to participate in the trip fully (e.g. swimming ability level in the case of a watersports excursion). Once all forms are received the trip leader should review and consult the Head of the Department / Head of the Institution if he / she has any doubts over the participation of any student.

During the Educational Trip:

- Detailed advice is set out in the 'Guidelines for College Visits'. It is imperative that staff must supervise all students with the degree of care that would be expected from a responsible parent in similar circumstances.
- The trip leader must be prepared to modify plans in the light of circumstances and in the interests of the party's welfare.

Emergency Procedures

- It is the responsibility of the trip leader to ensure that all staff supervising the trip have copies of the relevant documentation aforementioned.
- The trip leader should also ensure that all staff are aware of the emergency procedures.
- The trip leader should carry a mobile phone and maintain it on for the entire visit (including during the night if applicable) with sufficient battery power.

- If a student is missing, the Head of the Institution must be told immediately. Students who were most recently with the missing student must be closely questioned and a search made. If the missing student cannot be found within 10 minutes, the museum, centre, the site managers, other places of visit and the police must be informed. Once the student is located, he / she must be seen immediately by the Head of the Institution on return to the college and any problems sorted out. The student's parents must be contacted and met by the Head of the Institution.

After the Visit

- A statement of accounts should be confirmed with the Head of the Department / Head of the Institution / Account Department of the college (in case of reimbursement).
- Depending on the nature of the trip, a brief written report should be provided to the Head of the Department / Head of the Institution and appropriate information given to the parents / guardians.
- A report of the trip should be maintained in the department.
