

The
Sheffield
College

POLICY

2024-2025 Educational Trips and Visits Policy

Document administration

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November 2019	V2	<ul style="list-style-type: none"> a) Updated to reflect updated procedures 	Health and Safety Manager
January 2023	V3	<p>Page 4: Update to definition of Educational Visits Page 4: Update of responsibilities to include VPSE and students Throughout: Update of job titles and use of consistent language (for example 'Educational Visits lead; Page 7: Reference to Local Authority included Page 8: Updated Supervision table Page 11: Included reference to Vaping Page 13: Emergency procedures updated to include Head of Safeguarding and EDI Page 17: Updated information regarding travel abroad to reflect the implications of the UKs non-EU status Page 19: Updated Homestay to include reference to the International Office Page 22: Updated procedures to include the role of the local Authority and access to Evolve</p>	Vice Principal Student Experience
June 2024	V4	<p>Throughout: New policy template Page 3 – Appendices changed to match new policy. Page 5: Policy Statement, Definitions and Principles updated. Definition of low, high risk trips, sports fixture and guest speakers/lectures added. added in definitions. Page 6: Responsibilities updated to include nominated ELT colleague, section also added for H&S team and CAST. Page 7:</p> <ul style="list-style-type: none"> - Link to Educational visits and trips sharepoint site added - New procedure flowcharts for each trip and visit now added <p>Page 8:</p> <ul style="list-style-type: none"> - Mandatory student and parents meetings added for residential, overseas trips and high risk trips 	Director of Student Services

		<p>Page 9 & 10:</p> <ul style="list-style-type: none">- Levels of supervision table updated to reflect current procedure for low and high risk trips.- First aid requirements added- Gender mix section added <p>Page 12:</p> <ul style="list-style-type: none">- unsupervised educational work off site approval change to academy director. <p>Page 20. Implementation, Monitoring and review section added.</p> <p>Page 21. Appendices updated</p>	
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Contents

Section	Contents	Page
1	Purpose	5
2	Scope, aims and objectives	5 & 6
3	Responsibilities	6 & 7
4	Procedures	7 -19
5	Implementation Arrangements, Monitoring and Review	19

Appendices

Appendix	Description	Page
1	<u>High Risk Educational Trip or Visit Procedure</u>	21
2	<u>Low Risk Educational Trip or Visit Procedure</u>	21
3	<u>Pre-Planned Sports Fixtures Procedure</u>	21
4	<u>Pre Planned Regular College Trips or Visits Procedure</u>	
5	<u>College Based External Guest Speaker or Visit Procedure</u>	21
6	<u>Higher Education Turing Procedure</u>	21
7	<u>Trips or Visits delivered by External Provider Procedure</u>	21
8	<u>Student Induction Trips or Visits Procedure</u>	21
9	<u>Short Notice Trips and Visits Procedure</u>	21
10	<u>HSP007a.F7 Educational Visit Pre-Approval Form - High Risk Trips or Visits</u>	21
11	<u>HSP007b F7. Educational Visit Pre-Approval Form - Low Risk Trips</u>	21
12	<u>TSC Equality Impact Assessment Template</u>	21
13	<u>HSP007.F2 form – Education Visit or Trip Information Form</u>	21
14	<u>HSP007.F3 form – Educational Visit or Trip Risk Assessment Form</u>	21
15	<u>HSP007.F4 - Educational Visit or Trip Itinerary Form</u>	21
16	<u>HSP007.F6 - High Risk Trip Daily Summary Log Form</u>	21
17	<u>TSC Procedure - Students with Declared Medical Conditions</u>	21
18	<u>HSP003.F5c form – Medical Record Form</u>	21
19	<u>HSP003.F5b form – Inclusive Risk Assessment Form</u>	21
20	<u>HSP007.F5 - Emergency Contact Details Form</u>	21
21	<u>HSP003.F5a form – Medical Assessment of Needs</u>	21
22	<u>External Guest Speaker or Workshop Risk Assessment Form</u>	21
23	<u>Educational Trips and Visits - Pre Planned Away Sports Fixtures Log Template</u>	21
24	<u>Educational Trips and Visits Policy - Pre Regular Visits Log.xlsx</u>	21
25	<u>Educational Trips and Visits Policy Frequently Asked Questions</u>	21
25	<u>Educational Visits Consent Form</u>	21
27	Terrorism and Travel Advice	21 & 22
28	Travelling Overseas Advice	23-26

Associated documents

Document	Description and link
1	Health and Safety Policy
2	HP003 - Risk Assessment Procedure
3	Public Statement of Commitment: Equality, Diversity and Inclusion (EDI)
4	Safeguarding Policy, Guidelines and Procedure
5	Employee Code of Conduct Policy
6	Student Charter
7	Student Positive Engagement & Behaviour Policy, Guidelines & Procedure
8	2024/2025 Student Support Fund Policy
9	Financial Delegation and Financial Regulation Policy
10	Tuition Fees and Charges Policy 2023-2024
11	Environment Policy

1. Purpose

1.1: The purpose of this policy is to set out The Sheffield College's (TSC) approach and procedures for trips and visits during the 2024/2025 academic year.

2. Scope, aims and objectives

2.1 Scope

This policy applies only to educational trips and visits arranged by TSC and fulfil the definitions identified below:

Educational Visit – A visit, trip and/or excursion of an educational purpose arranged by TSC which links to learning outcomes and / or the development of technical skills linked to a programme of study or wider employability skills development. These visits will take place outside the normal place of learning, may take place outside of normal teaching hours and may include a residential element.

In addition, some trips and visits may be planned for enrichment or reward purposes. These trips and visits will need to be delivered in line with this policy.

Low Risk - Day trips without overnight stay that do not have an element of 'adventure' e.g. museums, art galleries or local sports fixtures.

High Risk - Trips that involve higher risk activities as part of the programme and have a higher potential for injury or accidents including any activity involving water. They may or may not involve overnight stays, and could be within the UK or abroad, e.g. day trip to an outdoor pursuits centre, expeditions or overseas exchange visits.

Competitive Sports Fixture - A sports event which takes place on a particular date where a team/or individual competes against another team/individual from organisation/s.

Guest Speaker / Lecture - someone invited by a college representative because of their expertise or interest in a subject. This person is not part of the team that created the event but will present in it.

2.2 Aims and Objectives

This policy aims to ensure the health and safety of all students and staff involved in a trip or visit by:

- a) ensuring that the trip leader and staff responsible for planning and leading educational trips and visits understand their role and responsibilities which includes following all procedures before, during and after the trip.
- b) ensure that all trips are carefully planned and resourced, in line with the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulation 1999 ensuring that appropriate risk assessments are completed in advance with a focus on real risks.
- c) ensure that the trip is organised within the current government/College guidelines.
- d) all procedures apply to trips organised by the college and relevant forms and procedures are attached as appendices and are referred to in the policy document.

TSC recognises that learning outside the classroom is beneficial for personal development as it enables development of:

- a) deeper subject learning to take place and helps students to develop
- b) attributes and behaviours needed for sustained employment such as resilience, self-confidence, and cultural awareness.

- c) Practical skills
- d) Students' social skills
- e) Cultural awareness

TSC will ensure that students are given the opportunity to enhance their experience by taking part in educational visits and offsite activities as part of the college's careers not courses approach. Where necessary, additional support will be available to students to help them access this provision.

It is expected that educational visits and trips are planned, scheduled, and resourced as part of the college's annual business planning cycle.

TSC will only approve educational trips and visits when:

- a) they link to learning outcomes and / or the development of technical skills linked to a programme of study or wider employability skills development.
- b) they are designed to raise aspirations, provide enrichment opportunities or rewards.
- c) they are planned as part of the students' overall programme of study.
- d) they align with the College's mission and values; they should not involve students in political matters.

3. Responsibilities

3.1: Chief Executive and Principal (CEP) is accountable for all matters relating to educational visits in the College, such as Safeguarding and Health and Safety.

3.2: Deputy Principal or nominated deputy (usually Vice Principal Student Experience) is responsible for pre-approval of high-risk educational visits, namely overseas residentials, UK residentials and educational visits with adventurous activities.

3.3: Director of Student Services is responsible for maintaining the College's Educational trips and visits policy and procedures.

3.4: Academy Director is responsible for ensuring that each educational visit has a suitable trip or visit lead appointed and that the educational trip or visit is pre-approved in line with this policy and procedures.

3.5: Appointed educational **trip or visit leads** are responsible for the overall planning, organisation, implementation, supervision, conduct and review of the educational trip or visit. This includes ensuring completion and sign off of all required documentation in line with this policy and procedures.

3.6: All members of the College's Leadership Team (CLT) are responsible for ensuring full implementation of this policy and its associated procedures within their academy or professional service areas.

3.7: TSC's Health and Safety Team are responsible for providing up to date information and guidance on Health and Safety legislation, medical support arrangements and best practice related to educational visits, ensuring educational trip and visit leads are enabled to plan and deliver high quality educational trips and visits in line with this policy.

3.8: TSC's Finance and Procurement team are responsible for

- Providing advice on best practice to minimise the risk of financial loss to the college

- Supporting the trip or visit lead to ensure compliance with the college financial regulations. This might include advice on the number of quotes required, support with ensuring best value for the college, and making payment as required

3.9: All staff accompanying an educational trip or visit are responsible for complying with this policy, supporting procedures and guidelines, and ensuring they are familiar with any risk assessments associated with the visit, with controls in place and that they are communicated as necessary.

3.10. Administrative support, from the Curriculum Administration Services Team (CAST), is available to Trip Leads. Support from the CAST must be requested within the visit timeline as detailed in this policy. Support available from the CAST is as follows:

- Populating the educational visits calendar with trip details
- Creating individual educational visit folders on the educational visits SharePoint site, uploading all the required template documentation into the folders in readiness for the Trip Lead to complete
- Issuing appropriate communications to students/parents/carers (if required)
- Sense/quality check completed visit paperwork prior to final sign off - e.g. ensure all forms are complete and accurate, and notify the Trip Lead of any missing information
- Provide supplier quotes whilst liaising with Trip Leads, the Procurement Team, and external suppliers
- Raise requisitions **after** the insurance spreadsheet has been updated and the trip paperwork is completed and approved – *requestions will not be raised if the spreadsheet and paperwork is not completed/approved. At least 5 working days are required to allow residential/overseas payments to be approved and processed.*

3.11: Students taking part in an educational trip or visit are responsible for their behaviour, conduct and for understanding and adhering to the College's expectations and control measures in place for the educational visit. This includes providing accurate and up to date information on health, medical and learning support.

4: Procedures

4.1: The following procedures apply to all trips organised for students. All forms and documents are attached to this policy as appendices and are available in electronic format via the colleges SharePoint site **Educational Trips and Visits.**

- 4.2: The Academy Director of Head of Department must ensure that the trip or visit lead:
- a) Is employed at the correct level as identified in the supervision section of this policy.
 - b) Has previous relevant experience and is competent to lead the group within defined limits.
 - c) Must always work within the limits of their qualifications and competence.

The designated trip or visit lead must complete each step of the planning, implementation and review process identified in the procedure flowcharts below for their defined trip or visit.

- [High Risk Educational Trip or Visit Procedure](#)
- [Low Risk Educational Trip or Visit Procedure](#)
- [Pre-Planned Sports Fixtures Procedure](#)
- [Pre Planned Regular Visits Procedure](#)
- [External Sports Fixtures Procedure](#)
- [College Based Guest Speakers or Workshop Procedure](#)
- [Student Induction Trips or Visits Procedure](#)
- [Higher Education Turing Procedure](#)

- Trips or Visits delivered by External Provider Procedure
- Short Notice Trips and Visits Procedure

5. Guidelines

5.1 General Information

It is important that appropriate information is made available to all relevant parties who may have some involvement in the educational trip or visit, this includes students, staff, parents/carers and external partners where required.

If a student/apprentice is subject to a care order, foster parents will need to ensure that the social care department consents to any proposed trip. If a student is a ward of court, the educational trip or visit lead should seek advice from the court in relation to journeys and activities abroad well in advance.

5.2 Information for Students/Apprentices

It is essential that the potential hazards, and the necessary health and safety controls are discussed with all participants (particularly students and apprentices), prior to the educational trip or visit taking place. The behaviour of each student on the trip or visit is an important part of minimising potential hazards and so it is important that students are aware of what is expected of them.

Students included in the visit should be provided with:

- a) behavioural expectations that outline the conduct expected of them whilst participating on the trip or visit.
- b) an outline of the risk assessment(s) undertaken, outlining the potential hazards and associated controls.
- c) a complete itinerary showing departure and arrival times, locations, visit pick up time and locations.
- d) expected educational and personal development outcomes from the educational visit or trip and any dates for completion of coursework.
- e) an outline of cultural or religious etiquette for the educational visit destination(s).

5.3 Parental and Personal Consent

In all cases, it is important that the parents/carers of students under the age of 18 or vulnerable persons between the age of 18 and 25 are informed of the educational trip or visit in advance and are given the opportunity to ask for further details, and if necessary, indicate their unwillingness for their son/daughter to be included in the educational visit.

It is essential to obtain the parents or carers written consent for students under 18 years, or the personal consent of students who were aged 18 or over at the start of their course, before they take part in any trip or visit. This is covered in TSC Consent Form which is completed during enrolment or Induction and uploaded to Pro Monitor.

The trip or visit lead must complete a new TSC Consent Form for every student taking part in a high-risk trip or visit.

5.4. Information for Parents/carers

For **high risk trips or visits**, parents/carers must be invited to an information event at least two weeks prior to departure where information below will be communicated and discussed:

- a) Itinerary
- b) travel information
- c) equipment and resources required
- d) sleeping/accommodation arrangements
- e) types of activities to be undertaken
- f) emergency contact information
- g) any aspects in relation to cultural awareness
- h) contingency plans

Parents/carers of such students taking part in **high-risk trips or visits** should be provided with all of the information listed above and in addition, should be given emergency contact names and numbers, including those of the educational visit leader, the College and where appropriate, those relating to the accommodation.

5.5 Designated Emergency Contact

For every trip, the trip or visit lead has to be aware of who is the designated contact in the college and ensure that their duties which include strategic emergency planning, are agreed and understood. This person should be a member of the senior leadership team (SLT) for low-risk trips or visits and a member of the executive leadership team (ELT) for high-risk trips or visits.

In the event of any incident or accident during the visit the college's reporting procedure must be followed, this should be identified on the risk assessment.

All staff involved in a residential or overseas trip and at least the trip leader if non-residential should be issued with a college mobile phone. Students on the trip should be given this number(s) to use in an emergency.

5.6 Levels of Supervision

The educational trip or visit lead must be an employee in the service of the College as identified and approved on the **HSP007a – Pre-Approval Form and HSP007.F2 form – Education Visit Information Form**.

The educational trip or visit lead must always ensure that the group is adequately supervised. The ratio of students to staff must be such as to ensure adequate control and safe conduct during all phases of the trip.

The maximum number of students to each College employee is identified in the table below:

Activity		Staff to Student Ratio
Low Risk Trips within the UK e.g. Day trips/visits to public amenities such as museums, theatres, etc.	18+ year-old students	one member of staff to 20 students, including one qualified First Aider and a member of staff of at level 5 or equivalent, to be appointed Educational Visits Lead.
	16–17-year-old students	one member of staff to 15 students, including one qualified First Aider and a member of staff of at level 5 or equivalent, to be appointed Educational Visits Lead.
	14–16-year-old students	one member of staff to 12 students, including one qualified First Aider and a member of staff of at level 5 or equivalent, to be appointed Educational Visits Lead.

High Risk Trips e.g. Residential or foreign educational visits	All age groups	one member of staff to 10 students, including 2 qualified First Aider's and one member of staff of at least Curriculum Manager level or equivalent, to be appointed Educational Visits Lead. For Princes Trust Team programmes, the Team Leader will be the Educational visits/trip lead.
High Risk Trips e.g. Visits involving higher risk activities such as outdoor pursuits	All age groups	one member of staff to 10 students, including one qualified First Aider and one member of staff of at least Curriculum Manager level or equivalent, to be appointed Educational Visits Lead. one member of staff to 6 students (during activities, including any centre approved staff)
Other Considerations		
Students with High Needs/Medical Condition/Need	All age groups	Additional specialist staff should support the student(s) as required One member of staff to 8 students where all students have High Needs
Gender Mix	All age groups	Mixed gender groups should have at least one member of staff for each gender present on the trip

Remote Supervision

The educational visit/trip leader remains responsible for students even when not in direct contact with them.

The educational trip or visit lead should establish, during the planning stages, whether students are suitable for remote supervision and ensure a robust risk assessment and control measures are in place.

For example, remote supervision maybe used for expeditions during Duke of Edinburgh activities, as it is a requirement of the award.

Supervision on Adventure Activities

Where the visit involves participation in adventure activities, supervision and training during the activities must be provided by suitably qualified instructors. Where College staff are leading activities, they must hold the relevant National Governing Body (NGB) award and provide evidence of this in the completed Educational Visit pack.

Instructors should bear in mind that many students will be novices in these types of activities; they should therefore determine student level of competence and physical capabilities. Regular head counts should be taken to ensure that all students are present.

When planning to use adventure activities offered by a commercial company the educational visit leader should check:

- a) Whether the provider is required to hold a licence for the activities, they offer.
- b) That they actually hold the licence and it is current. Details can be found on www.aala.org, which is the site of the Adventurous Activities Licensing Authority.

A licensed provider does not necessarily have to hold a licence for all its activities. The educational visit or trip lead should check the license prior to the visit to determine what activities are licensed.

Supervised Off-Site Practical Work and Sporting Fixtures

The College recognises that for some programmes of study there is a planned schedule of supervised practical work that takes place in situations other than in college premises and often on a regular basis. This is particularly true of land-based and sport programmes of study. In addition, the College recognises that certain programmes of study may involve travel between campuses and to other institutions, for example as part of a planned schedule of sporting fixtures. For specific sports activities and fixtures, please see Sports Safe Working Procedures, included within the Guidance section of this document.

Approval for these situations and the appropriate risk assessment of the activity will be through established curriculum delivery planning procedures and schemes of work. Established register systems will form the basis of providing attendance and contact details.

Unsupervised Educational Work Off-Site

Ensuring that there are appropriate levels of supervision is an important requirement when organising an educational visit. However, for some programmes of study, there may be circumstances when it is appropriate to allow students to work off-site without direct supervision.

All unsupervised visits made by students must be educationally justifiable, be assessed as low risk and must be authorised by the relevant Academy Director. The relevant Course Leader must sign and retain a completed Educational Visit documentation for each student working unsupervised off-site, as already detailed above.

Except for the circumstances described above, the levels of supervision which should normally apply are detailed below.

Visits with an Overnight Stay

The level of supervision outlined above applies to all educational visits. In addition, educational visits that include an overnight stay where the party is of mixed gender must always be accompanied by at least two college employees or one college employee plus another responsible adult sanctioned by the Deputy Principal. In any case there should be a staff member of each sex, both with an approved DBS check in place. In exceptional circumstances, a member may request for a family member to accompany them on the educational visit, this must be approved by the Deputy Principal in writing. In such circumstances trip funding should not be used to pay for accommodation for the family member, unless sharing accommodation incurs no additional costs.

Where an educational visit includes an overnight stay, the **HSP007.F2 Education Visit Information Form** should include the full address and contact details of the party's accommodation, dates of stay and be logged at the relevant campus reception and with security control room. This information should also be made available to the parents/carers of any student under the age of 18 or vulnerable person between the ages of 18 and 25.

Consideration of the following should be made to determine if more staff than the above minimum is required to ensure a safe visit:

- a) Staff Experience of undertaking offsite supervision
- b) Educational, physical, mental and medical needs of students
- c) Competence and behaviour of students
- d) Duration and nature of the travel
- e) Type of accommodation
- f) Nature of activities
- g) Requirements of the organisation/location to be visited
- h) Any cultural issues
- i) Any additional support requirements.

Students identified with special educational or medical needs must be given adequate support.

5.7. Non-curricular Activities

At no time should a college employee engage in non-curricular activities with a student, i.e. those activities which fall outside of the realm of normal college curriculum activities performed by students. Any employee engaging in such activities may face disciplinary action.

5.8. Risk Assessment

Completing a Risk Assessment

The educational visit leader is required to carry out a risk assessment for the entire planned visit. This includes an assessment of the travel to and from the location, i.e. by minibus, employee's own transport, and assessment of the activities to be undertaken during the visit.

In the case of visits with an overnight stay, the risk assessment should also cover the accommodation to be used.

There is a legal duty placed on both the College and the organiser to ensure that a risk assessment has been carried out and, where potential hazards have been identified, that appropriate controls are put in place and followed. **The College Educational Visit Risk Assessment form (HSP007.F3)** should be used by the trip or visit leader in order to identify the potential hazards and the appropriate health and safety controls which need to be put in place.

The **Educational Visit Risk Assessment form (HSP007.F3)** requires the trip or visit leader to sign to confirm that they have taken all reasonable steps to identify the potential hazards to ensure that adequate health and safety controls are in place.

For **low risk trips** The Academy Director needs to sign and confirm on the **Educational Visit Risk Assessment form (HSP007.F3)** and **Educational Visit Approval form (HSP007.F2)** that they are satisfied that an adequate risk assessment has been carried out.

For **high risk trips** the **Educational Visit Risk Assessment form (HSP007.F3)** will need to be approved by the following staff/teams to ensure that they are satisfied that an adequate risk assessment has been carried out:

- Health and Safety Team for review

- The Academy Director and Deputy Principal or designated ELT colleague needs to sign and confirm on the **Educational Visit Risk Assessment form (HSP007.F3)** and **Educational Visit Approval form (HSP007.F2)**.

If necessary, a member of the Health and Safety team and/or the Head of Safeguarding and Student Well-being will be able to support the trip or visit lead on specific issues and provide training on how to complete the risk assessment.

Where an external contractor is to be used to deliver any part of the planned visit, the educational visit leader must be satisfied (as part of the risk assessment process) that the contractor is appropriately insured and licensed and complies with relevant regulations and codes of practice. Copies of risk assessments should also be sought and form part of the visit information pack. Ensuring this may be a relatively straight forward process in the case of large and well-established contractors, used by the College in the past for similar purposes. If necessary, further advice about this process can be obtained from the College's Health and Safety team.

When arranging a trip overseas information should be sought from the Foreign Office website to understand current levels of risk associated with travel in the relevant country, with appropriate controls outlined in the risk assessment.

Managing the Risk

The purpose of risk assessments is to eliminate, or reduce the risk as far as reasonably practicable, by applying appropriate controls.

The educational visit leader should ensure that they are fully aware of all the controls and safe practices listed in the risk assessment and that this information is passed on to everyone involved in the visit. Understanding the potential hazards and complying with the appropriate controls should ensure that the group have a safe visit.

Prevent Duty

Please consider when completing the Risk Assessment for any educational visit, whether this is to take place within the United Kingdom or overseas, that the College has a legal duty to protect people from being drawn into terrorism. This potential risk should, therefore, be included within any assessment undertaken.

If further assistance or advice is required, please contact the Head of Safeguarding & Student Well-being.

5.9 Student Behaviour

Students are expected to meet the expectations set out in the **Student Charter and Student Positive Engagement and Behaviour Policy** while participating in all trips and visits.

Prior to each trip, a letter detailing the event should be sent to parents, guardians and carers which must refer them to the Student Code of Conduct, Student Charter and Student Positive Engagement and Behaviour policy.

5.10 Transport Arrangements

For groups travelling by hired self-drive vehicles, the Academy Director approving the visit must be satisfied that drivers are aware of the constraints that can affect any journey by road. Some of the major constraints are listed below:

- a) The characteristics of the passengers, students' ages, concentration levels, abilities
- b) The capacity of the driver to maintain concentration
- c) The type of journey – motorway or other
- d) Traffic conditions
- e) Weather conditions
- f) Passenger comfort
- g) Length of journey/duration.

Breaks in Driving Time

A driver must take a comfort break away from duties for a minimum of 15 minutes after two hours of driving. The driver should not drive for more than six hours in any working day.

Where a second two hours of driving is required, the next break should be of 40 minutes.

Where a trip involves two drivers, the same break requirements exist but the total maximum driving hours permissible in a working day is 10.

Where the visit is for more than 24 hours there must be a 10 hour break away from duties.

Minibus General Safety

Minibus general safety rules are as follows:

- a) All occupants must wear seat belts whilst the minibus is moving.
- b) While passengers are being carried in the minibus, no one shall cause or permit any unnecessary obstruction to any entrance, exit or gangway. The law currently requires there to be two clear exits in the passenger compartment.
- c) No passenger shall unnecessarily obstruct the driver or divert their attention from controlling the vehicle.
- d) The filler caps must not be removed, nor fuel poured into the tank while the engine is running.
- e) Neither smoking nor vaping is not allowed in the minibus at any time.

Drivers of Hired Vehicles

Drivers of hired vehicles rules are as follows:

- a) The carrying capacity of the vehicle must not be exceeded.
- b) Only employees who are on the College's Approved Drivers List may drive a college vehicle or vehicle hired by the College. Employees who are not approved drivers, but wish to be, should contact the person responsible for organising transport at the relevant campus and ask to be included on the next available training session.
- c) The driver must carry out the Initial Check Procedure recorded for the vehicle immediately prior to the visit and ensure that the vehicle has enough fuel for the journey.
- d) It is the responsibility of the driver to liaise with the educational visit leader to ensure that a risk assessment is carried out relating to the travel element of the visit so that appropriate controls are put in place, i.e. the number of college employees travelling in a minibus is appropriate for the level of risk, taking on board maturity/vulnerability of students, duration of journey, travel overseas for example.

Where the driver is operating under a Section 19 permit, these do not apply outside the UK. A section 19 permit allows organisations that provide transport on a 'not for profit' basis without the need for a full Public Service Vehicle (PSV) Operator Licence. For educational visits outside of the UK, a full Public Service Vehicle (PSV) Operator Licence is required. The Clerk to the Governors should be consulted well in advance about educational visits outside of the UK to ensure adequate

insurance is in place. Only staff who have completed the RoSPA National Minibus test are permitted to drive hired minibuses.

5.11. Financial Procedures

College procedures for financial aspects of the trip must be followed in accordance with the procedures identified in section 4 of this policy.

If the trip is being funded or part funded by the Student Support Fund, The trip must comply with all funding and audit guidance. This needs to be approved on the **HSP007a or b Pre-Approval Forms** by the Director of Student Services.

If the trip or visit is self-funded by students, the closing date for payment by students will depend on the trip but should be at least 4 weeks before the date of the trip.

For all trips, no confirmed booking should be made until deposits are paid for the trip. In cases where the sum is £50 or less, students should be asked for the full price.

For trips over £50, the deposit should be £50 or 20% of the overall trip cost whichever is higher. For students who are experiencing financial difficulties, a payment plan option should be made available but full payment of the trip should be made at least seven working days before the trip unless advised otherwise. The deposit will be returned if numbers are insufficient to run the trip.

Expenditure can only be committed once pre-approval has been gained. This stage should be noted in the spreadsheet information for reference.

The trip or visit lead must liaise with the college finance and procurement team in the event of financial problems being reported by the travel provider or trip venue, in order to minimise the risk of financial loss to the college and students.

Trips or visits that are mandatory in order for a student to complete their qualification must be free.

If a student is receiving support from the Student Support Fund, they can email with details of the trip to studentsupportfund@sheffcol.ac.uk, however all trips and visits should be detailed and approved through the business planning process by completing the **HSP007a or b – Pre-Approval Forms**.

All other trips where required, must be paid for, or contributed towards by the student.

5.12 Insurance

Insurance cover for approved educational visits is provided by the College's third party (public liability) insurance policy, and by the specific travel insurance maintained by the College all year round.

Public Liability Insurance

The College maintains a third party (i.e. public liability) insurance policy which covers the College against all sums it may become legally liable to pay in respect of:

- a) death, bodily injury, or illness caused to any person.
- b) damage to property.

The policy covers the normal activities of the College, (whether the activity takes place on its premises or not). The covers does not extend to activities undertaken by an employee of their own volition independent of the College, nor does it extend to purely social activities out of college hours.

Travel Insurance

Specific travel insurance is maintained all year round by the College, insuring all students, employees, and volunteers whilst on an organised educational visit. The following conditions apply:

- a) The policy covers all activities other than any flying other than as an airline passenger
- b) Insurance cover extends world-wide
- c) If activities include competitive sport, the educational visit / trip leader must check with the sport's governing body whether any further insurance is required specific to the sport
- d) Where the activity includes supervised activities of an adventurous nature such as:
 - Mountaineering, Rock Climbing or Abseiling
 - Water based activities
 - Winter sports including ski-ing
 - Diving
 - Caving
 - Pot-holing
 - Motor cycling and racing of any kind other than on foot

The trip organiser must consult the organisation who is providing the supervision and request a copy of the public liability / other insurance which is in place for the duration of the activities.

The Educational visit / trip leader must complete the insurance section of the HSP007.F2 Educational Visit Approval Form. The leader must also complete the Insurance details spreadsheet. Purchase Order requisitions for travel and accommodation will not be approved until these documents have been completed. [OBJ]

It is important that all safety procedures have been followed for any activity and that activity leaders are approved by the College.

Safety equipment must be used correctly and the person in charge must have reached approved levels of competence and proficiency. Only centres licensed for outdoor pursuits are to be used for such visits.

An extension of the College's policy to cover particular circumstances may be arranged through the Executive Director of Finance.

It is important that trip or visit leads do not sign documents accepting liability on behalf of the College.

5.13 Cancellation and Refunds Policy

There will be no refund for any cancellations made by adult students, 16-18 parents/ guardians or carers after the closing date.

It is the responsibility of the adult students, 16-18 students parents / guardians or carers to ensure that the student has a visa which allows them to travel to the trip destination(s).

If a cancellation has to be made after the closing date because the student is not eligible to travel to the trip destinations(s) for visa reasons, a refund will not be made.

If a cancellation is made because of the ill-health of the student, it may be possible for the adult student, 16-18 student parents / guardians or carers to make a claim under the College's trips and visits **insurance** policy. Claims must be made by contacting the Executive Director of Finance. If a place is cancelled and a replacement found, the College may make a full or partial refund. However, this will be considered on a case-by-case basis. If the trip is cancelled by the College a refund will normally be made unless the cancellation is for reasons of student behaviour. Cancellation of a students' place can only be done by the adult student, 16-18 students parents / guardians or carers parent, in writing.

5.14 First Aid

Although every College employee involved in educational visits should be encouraged to undertake first aid training, it is recognised that it would be unrealistic to expect every college employee accompanying a visit to hold a current certificate.

All trips must have a nominated first aider present and a suitably stocked first aid box must be carried at all times.

Trips classed as high-risk trips must have the correct number of first aiders to support the activities being undertaken, if separate groups are being arranged on the trip a first aider should be present. Additionally, the college will provide first aid resources as appropriate.

Please see section 5 – Guidelines, 5.2 Supervision of this policy for First Aid support requirements for each trip.

5.15 Contingency Planning

When completing the risk assessment for any educational visit, thought should be given to planning for any emergency, e.g. a terrorist attack, particularly in light of the global threat. It is recommended that the Home Office website be viewed at regular intervals prior to the educational visit taking place and any advice given adhered to. If rendezvous points are agreed with students, it is advisable to agree a second rendezvous point too, should the first one be compromised in any way.

Details of the British Embassy/Consulate for the area being visited, if outside the UK, should also be provided within the documentation, as well as being logged on employee's phones.

The educational visit leader should ensure that they have the contact details of the World Organisation for the area that they are to visit such that in an emergency, e.g. loss of a passport they have someone that they can approach for assistance.

This information can be obtained from: <https://www.gov.uk/government/world/organisations>

As part of the planning of the educational visit where transport is used, arrangements should be put in place for the recovery and ongoing passage in the event of breakdown, illness, road traffic accidents or something of a similar nature which would impact on the safe transportation or any other interruption to the educational visit.

5.16 Emergency Procedures and Incident Management

In the event of an emergency, the educational visit/trip leader is the person who locally will take charge and be responsible for the welfare of the staff and students. In the event of an emergency, the main factors to consider include (but not exhaustive):

- a) Establish the nature and severity of the emergency.
- b) Ensure the group are safe and looked after.
- c) Establish the names of any casualties and seek immediate medical attention, ensuring that all casualties are accompanied by a supervisor or colleague.
- d) Notify the police where necessary.
- e) Seek support from the British Consulate / Embassy if appropriate if an emergency occurs abroad.
- f) Notify the college Executive Duty Manager who will cascade the information to the appropriate persons.
- g) Notify the tour operator (this may be done through the emergency contact)
- h) Write down as accurately and as soon as possible all relevant facts and witness details and preserve any evidence.
- i) Complete an incident report form.
- j) No one in the group should speak with the media or discuss legal liability with other parties

Minor incidents

All minor incidents should be managed locally by the educational visit leader and reported via the college incident reporting system.

Major Incidents

If there is a major incident - where the educational visits leader needs support from other college staff e.g. serious accident, loss of life, the Colleges Business Continuity Incident Management Plan should be followed. In the first instance the Executive Duty Manager must be informed.

The following details will be required -

- Location of the incident.
- Date and time of the incident.
- Names of all casualties and details of their injuries.
- Names of others involved.
- Action taken so far and further action to take.
- Confirm contact details for future communication.

If an accident occurs during the educational visit, the educational visit leader must complete an accident report form.

5.17 Exchange Visits/Vetting Host Families

The success of an exchange visit largely depends on good relationships and communications with the partner organisation.

Individual exchanges differ from other visits abroad as students will spend most of their time with host families and are, therefore, not always under the direct supervision of college employees. Host families will not be subject to English law. However, the College Safeguarding Policy and Procedures should be considered when making these arrangements, as well as any statutory safeguarding obligations of the country being visited.

Trip or visit leads should ensure that students have a clear understanding of what is considered as acceptable behaviour whilst with the host family. Many of the considerations which apply to high risk

trips also apply here. In addition, the trip or visit lead should be aware of the importance of the following:

- a) A good personal knowledge of the host organisation and counterpart
- b) Suitable 'pairing' arrangements. The partner organisation should tell the host families of any special medical or dietary needs of their guests, as well as age and gender
- c) The appropriateness of matching students to host families
- d) That students living with host families should have easy access to their teachers, usually by telephone
- e) The need for students' parents/carers to be reminded that their children living with host families will not always be under direct supervision
- f) The need for students' parents/carers to be reminded that there will be cultural differences which should be observed and may, for example, relate to body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender.

In the first instance, host families should only be used as a last resort. However, if host families are to be used it is imperative that the relevant safeguarding checks be undertaken, in line with the requirements of the hosting country. Confirmation and evidence that the checks have been undertaken should form part of the educational visits pack that is sent through for authorisation.

Exchange or home stay visits can be arranged through agencies, in which case the agency should have some responsibility for vetting the suitability of host families including criminal background checks insofar as these are available.

If the host organisation or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay students, the educational visit leader should seek further assurances and/or reconsider whether the visit should take place. If further advice is required please contact the International Office with regard to Home Stay.

Trip or visit leads should take all reasonable steps to ensure the safety of college students within the spirit of the College Safeguarding Policy and Procedures, and Academy Directors or Heads of Service should satisfy themselves that this is the case before approving the Educational Visit Approval form.

5.18 Data Protection

The trip or visit lead is responsible for the security and disposal of all trip forms and for ensuring the retention period of these forms does not exceed GDPR regulation.

5.19 Trip or Visit Record Keeping

All paperwork required for each trip will be stored and maintained by the Curriculum Administration Services Team (CAST) team, this will be stored online in the trips and visits sharepoint site. This can be accessed via the link below:

- [Educational Trips and Visits](#)

5.20 Financial Regulations

Full cost details of all visits should be identified by the trip or visit leader for the relevant budget holder to confirm the expenditure against the available budget. When approved, the educational visit leader should arrange for all money collected to be correctly receipted and recorded.

6. Implementation, Monitoring, Review and Evaluation

6.1: This policy will be communicated during staff induction.

6.2 Director of Health, Safety and Business Continuity will monitor changes in the statutory regulations for educational visits and will amend the policy and related procedures accordingly.

6.3 The college will review this policy on an annual basis or sooner in order to take account of new statutory regulations and recommendations for improvement.

Appendices

1. [High Risk Educational Trip or Visit Procedure](#)
2. [Low Risk Educational Trip or Visit Procedure](#)
3. [Pre-Planned Sports Fixtures Procedure](#)
4. [College Based Guest Speakers or Workshop Procedure](#)
5. [Higher Education Turing Procedure](#)
6. [Trips or Visits delivered by External Provider Procedure](#)
7. [Short Notice Trips and Visits Procedure](#)
8. [HSP007a.F7 Educational Visit Pre-Approval Form - High Risk Trips or Visits](#)
9. [HSP007b F7. Educational Visit Pre-Approval Form - Low Risk Trips](#)
10. [TSC Equality Impact Assessment Template](#)
11. [HSP007.F2 form – Education Visit or Trip Information Form](#)
12. [HSP007.F3 form – Educational Visit or Trip Risk Assessment Form](#)
13. [HSP007.F4 - Educational Visit or Trip Itinerary Form](#)
14. [HSP007.F6 - High Risk Trip Daily Summary Log Form](#)
15. [TSC Procedure - Students with Declared Medical Conditions](#)
16. [HSP003.F5c form – Medical Record Form](#)
17. [HSP003.F5b form – Inclusive Risk Assessment Form](#)
18. [HSP007.F5 - Emergency Contact Details Form](#)
19. [HSP003.F5a form – Medical Assessment of Needs](#)
20. [External Guest Speaker or Workshop Risk Assessment Form](#)
21. [Educational Trips and Visits - Pre Planned Away Sports Fixtures Log Template](#)
22. [Educational Trips and Visits Policy - Pre Regular Visits Log.xlsx](#)
23. [Educational Visit or Trip Consent Form](#)
24. [Educational Trips and Visits Policy Frequently Asked Questions](#)

[23. Terrorism and Travel Advice](#)

International terrorism remains a serious threat to British nationals in the UK and whilst travelling overseas. Attacks can occur anywhere in the world, usually with little or no warning.

[Terrorist targets](#)

Increasingly terrorists look for targets that aren't well-protected places. These include places like bars, restaurants, shops, places of worship, tourist sites and transport networks.

Significant dates, anniversaries, public holidays, religious festivals, and political events have been targeted. Terrorists have also conducted attacks in response to international political or social developments, for example the release of films and cartoons that are considered to be offensive. Terrorist groups continue to use social media to inspire vulnerable individuals to undertake attacks which are difficult to predict and disrupt, and could take place in almost any country.

Terrorists sometimes call for attacks against British interests and those of other countries in social media, publications, and other public messages. These calls are often intended to motivate sympathisers to carry out attacks.

[Minimise the risk from terrorism](#)

In many countries, the threat from terrorism is higher than it is in the UK. People are responsible for their own personal safety and should always be aware of their surroundings and report any concerns to the local security authorities.

If travelling abroad regular checks should be made with the [FCO's travel advice](#) for the country being visiting and it is advisable to [subscribe to email alerts](#) and the [FCO Travel twitter channel](#) for updates. The FCO constantly reviews the threat to British nationals from international terrorism and as far as possible will reflect any credible threats in travel advice. As a general principle the advice given by the competent local authorities in the country being visited should be followed.

Ways of minimising the risk from terrorism:

- Follow media reporting about the country and region
- Be vigilant in public areas and places that attract foreigners, e.g. hotels, restaurants, bars and crowded places like markets, malls or sports events. Always be aware of the surroundings
- Be vigilant around significant religious occasions and public holidays; terrorist groups sometimes call for attacks around these times
- Look out for anything suspicious and if anything is seen report it to the local police immediately – many terrorist attacks are foiled by the vigilance of the public. Where appropriate, concerns should also be reported to the College and the travel company
- Think about the routes to be used and have a plan of action to follow in the event of an incident
- Try to avoid routines that could make people an easier target – vary the time and route of any regular journeys
- Keep mobile phones charged and handy, with emergency numbers programmed in
- Consider the extent to which the group might stand out from the crowd, particularly if travelling off the beaten track or to out-of-town destinations
- Be discreet on social media travel and social plans
- Identify places where refuge might be sought in an emergency
- In airports, minimise the time spent in public areas, which is generally less well protected. Move quickly from the check-in counter to the secured areas. Upon arrival, leave the airport as soon as possible.

The UK's National Counter Terrorism Security Office has issued [advice to the public](#) on the steps to take to keep them safe in the event of a firearms or weapons attack. Although this guidance has been issued with the UK in mind, it could help in an attack that takes place abroad.

Terrorism and travel advice when travelling abroad

The aim of [Foreign and Commonwealth Office \(FCO\) Travel Advice](#) is to provide a source of information and advice about foreign travel – including terrorism and other risks people may face overseas – so that they can make better-informed decisions about travel. Please note that the FCO doesn't advise against travel everywhere that terrorists operate.

The FCO constantly reviews the threat to British nationals from international terrorism using all the resources and information available, including information gathered by the intelligence services. There may sometimes be constraints on the extent to which intelligence can be reflected in public information.

Aviation and airport security

The risk to aviation, including at airports, is clear from previous terrorist attacks. No country can give an absolute guarantee of security standards at its airports, but some airports may be less able to protect against terrorist attacks than others. The UK and its international partners continue to work closely with many countries, and with the aviation industry to reduce the threat, with additional security measures in place for direct flights to the UK where necessary. For further information on aviation safety and security check the [government website](#).

23.Overseas Travelling Guidance

Organising own visit

The educational visit leader can organise educational visits abroad or use a commercial package tour organiser.

Commercial organisers have a duty to comply with The Package Travel, Package Holidays and Package Tours Regulations, if they organise any two elements of a visit, i.e. transport, accommodation or a tourist service.

College employees organising educational visits abroad may not be subject to the regulations, but if they are not sure they should check the regulations.

Organising own transport

Educational visit leaders planning to hire vehicles should take into consideration the following factors:

- The need to be aware that different legislation and regulations may apply for licensed drivers, drivers' hours and record keeping purposes, particularly in non-EU countries
- EU drivers' licenses, hours and tachograph regulations normally apply to any vehicle with nine or more passenger seats on journeys through EU countries and some non-EU countries
- In other countries, drivers must observe the domestic rules of the country(s) being visited. Advice on domestic rules may be obtained from the relevant embassies of the countries concerned, please see the Department of Transport website for further information - <https://www.gov.uk/driving-abroad> and <https://www.gov.uk/driving-a-minibus>.
- Special documentation is required for minibuses taken abroad
- All group members should be aware of unfamiliar right-hand traffic. The passenger doors on UK minibuses and coaches may not open on the kerb side of countries where travel is on the right-hand side of the road. Extra care will be necessary when the group is climbing in and out of the vehicle. Detours may be necessary to ensure safety
- Carrying capacity, loading requirements and general requirements which vary from country to country.

Using a tour operator

Before using a tour operator, educational visit leaders should ensure it is reputable. Ascertaining this should form part of the risk assessment. The Civil Aviation Authority licenses travel organisers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence or ATOL). The licence is a legal requirement and provides security against a licence holder going out of business.

The educational visit leader must check whether or not the whole package being supplied is covered by ATOL. If it is not, the organiser must show evidence of other forms of security to provide for the refund of the advance payments and the costs of repatriation in the event of insolvency.

Operators based abroad

Educational visit leaders may wish to use a package organiser based abroad in an EU or EEA state. If so, they should check that it satisfies the requirements of the national legislation implementing the Directive 90/314/EEC. Details may be available from national tourist offices or embassies/consulates.

Planning and preparation

Educational visit leaders who decide to arrange travel independently may also seek the advice and help of the Foreign and Commonwealth Office's (FCO) Travel Advice Unit www.fco.gov.uk. The Unit's purpose is to help intending travelers to avoid trouble abroad. It can provide information on threats to personal safety arising from political unrest, lawlessness, and violence.

It is good practice for an exploratory visit to take place. However, this is not always possible or practical in which case the educational visit leader should gather as much information as possible on the area to be visited/facilities from:

- Government, Foreign Travel Advice - <https://www.gov.uk/foreign-travel-advice>
- The provider
- The Foreign & Commonwealth Office's Travel Advice Unit
- Other colleagues who have used the facilities/been to the area
- The Local Authority/Colleges in the area to be visited
- National travel offices in the UK
- Embassies/consulates
- Travel agents/tour operators
- The internet, books and magazines.

There must be at least one qualified first aider on all trips abroad.

Preparing students for visits overseas

For all overseas trips/visits, students, parents /carers should be adequately briefed at least 2 weeks before the visit takes place. They should also be provided with essential information in the form of an information pack/presentation.

Factors to cover in the briefing should include:

- Language: particularly common phrases
- Cultural considerations: such as body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender
- Equality, Diversity and Inclusivity
- Accommodation – Overview, facilities, rules, behaviour, sleeping arrangements
- Drugs, alcohol usage, offensive weapons: potential consequences
- Food and drink: group members should be warned of the dangers of drinking tap water in certain countries. In some countries, it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat and fish
- Money: how to carry money and valuables discreetly e.g. money belts, zip armlets. If larger amounts of money will be needed, it is advisable to take travelers' cheques;
- Phones: How to use mobile phones abroad, money required, and reviewing their own mobile phone contract for use abroad, including the code to telephone home;
- What to do in an emergency.

Vaccinations

The educational visit leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination. The NHS Choices Website provides further guidance – <http://www.nhs.uk/livewell/travelhealth/Pages/Travelhealthhome.aspx>

Insurance

The educational visit leader must ensure that the group has adequate insurance cover. This will vary and is dependent on what activities are planned, i.e. work experience or hazardous activities. It is

important that where certain medical conditions have been declared the educational visit leader must ensure that adequate insurance cover is in place for medical treatment and repatriation. Specialist advice can also be sought from the Colleges Clerk to Governors.

Foreign legislation

The educational visit leader needs to check relevant legislation; particularly on health and safety e.g. fire regulations.

Language abilities

Wherever possible one of the adults with the group should be able to speak and read the language of the visited country. If not, it is strongly recommended that the educational visit leader or another adult learns enough of the language to hold a basic conversation and knows what to say in an emergency.

Additional support

If the group includes students with disabilities, learning difficulties or students on medication, the educational visit leader should carefully assess any special arrangements that may be required and ensure they are in place. The educational visit leader should make themselves aware of the content of any Personal Assessment Plans that are in place for students taking part in the visit.

Visa/Passports

The educational visit leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the visit.

Colour photocopies of the group's passports should be taken for emergency use and form part of the information pack produced for the visit. If this information is not retained there could be problems if someone other than the designated educational visit leader has to accompany an injured student back to the UK.

Medical treatment access in Europe

For educational visits travelling to Europe eligible staff and students should have a valid Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC). These must be carried and presented at the point of treatment before any treatment is given. The GHIC/EHIC is free and can be ordered from <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>.

Nationality

If the group includes students whose nationality or immigration status or entitlement to a British Passport is in doubt, it is advisable to make early enquiries of the Foreign and Commonwealth Office www.fco.gov.uk concerning the requirements of the immigration rules and the right of entry.

Students may need a visa to travel abroad. However, they may receive visa exemption if they are members of a college group. Details are available from the Foreign and Commonwealth Office www.fco.gov.uk.

Documentation

The educational visit leader should ensure that they obtain and take with them:

- Travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports and photocopies of all the group's documents in a sealed waterproof bag
- A copy of the contract with the centre/hotel

- Medical papers where appropriate, significant medical histories using the Personal Information Form
- The telephone numbers and addresses (home and college) for all people participating in the visit, including employees
- The names of parents/carers/next of kin and the addresses and telephone numbers at which they can be contacted (home and college) for all people participating in the visit, including employees
- Copies of a list of group members and their details
- Details of insurance arrangements and the company's telephone number

(In the event of a hostile attack advice should be sought from the British Embassy/Consulate on the appropriate action to take to try and ensure the safety of those participating in the visit.)