



**Dumfries and
Galloway College**

One step ahead

SAFETY ON STUDY TRIPS PROCEDURE

Responsibility: Director of Learning and Teaching

Issue Date: 26th May 2026

Equality Impact Assessment: 18th May 2026

Version: 1

The background of the page features a dark, atmospheric photograph of a building with solar panels on its roof. The scene is dimly lit, suggesting dusk or dawn, with a faint glow from the building's windows and the solar panels.

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Safety on Study Trips Procedure

1. Purpose

Dumfries and Galloway College is committed to the continuous development of all students and recognises that taking part in educational excursions may help to develop their investigative and team building skills, encourage greater independence and prepare students for the external workplace.

The following procedure is designed to ensure that a proportionate, suitable and sufficient assessment of the potential hazards and associated risks is carried out so that everyone involved can have a safe and enjoyable experience.

2. *Scope*

The procedure applies at all College sites and to all study trips made or co-ordinated by Dumfries and Galloway College.

3. *References*

- 👉 Data Protection Policy
- 👉 Driving for Work Procedure
- 👉 Health and Safety Policy
- 👉 Positive Student Behaviour Policy
- 👉 Risk Assessment Policy
- 👉 Risk Assessment Procedure
- 👉 Student Disciplinary Procedure

4. *Definitions*

Excursion

Any off-campus learning activity, carried out by students or staff for the purposes of teaching and/or research. This can range from visits to places within the local area (shops, cinemas, historical sites etc), taking part in adventure activities, overnight stays or travelling abroad. As these activities can be diverse they have been divided into 5 categories to assist with the assessment process.

6. Procedure

6.1 Trip Leader

The **Trip Leader** shall in the first instance, ensure that the activity is suited to the students' needs and abilities. The Trip Leader shall then ensure that staff and students are fully briefed and conversant in all appropriate aspects of the excursion.

As part of the planning and preparation the **Trip Leader** shall:

1. Ensure that supervision is adequate to group/composition/size.
2. Ensure that the risk assessment is prepared and that it is suitable and sufficient for the foreseeable risks and that it is communicated effectively to all concerned (Appendix 2).
3. Ensure that all documentation is in order and verified (dependant on excursion categories). This will include ensuring that Estates have the latest copy of the designate driver(s) licencing to ensure the correct insurance and vehicle allocation is in place in line with the Colleges Driving for Work Procedure.
4. Ensure that written permission for the trip has been granted by the Line Manager and is recorded on appropriate documentation (Appendix 5). A member of the Executive Leadership Team must approve category 1 or category 2 trips.
5. Be the contact person in an emergency situation.
6. Remind students of the Dumfries and Galloway Student Behaviour Policy and any specific requirements for the trip.

On completion of their trip they shall review the excursion and report relevant findings to their Line Manager.

By agreeing to the Dumfries and Galloway College Student Behaviour Policy, students shall adhere to the instructions of the College staff or other appointed persons. They shall bring to the attention of the Trip Leader any action or circumstance which may cause harm to people or damage to equipment.

6.2 Excursions Documentation

All College excursions shall be covered in the category system. Each requires a different level of time, care, documentation, authorisation, arrangements and resource dependant on which category the activity falls. However, if you have standard activities which form a regular part of the curriculum throughout the academic session, the approval can be produced at the start of each academic session, at the discretion of the Line Manager, and only if there is a risk assessment available for the activities taking place. Nevertheless it is essential to ensure that any generic risk assessments for standard activities are reviewed at regular intervals.

Dumfries and Galloway College will arrange a **Travel Insurance Policy** (for Staff and Students) which includes Overseas Personal Liability. To ensure that the cover is suitable for the excursion being organised, and to obtain the policy details, the Finance Department should be contacted well in advance.

The following details the documentation required for each of the 5 categories. You may have to carry out additional individual risk assessments for students who have a physical or sensory disability or health issue.

Category 1: Excursions Involving Hazardous Activities

It is essential that only **AALA licensed** (Adventure Activity Licensing Authority) companies are used for adventure activities. Please note that this must be agreed by a member of the Executive Leadership Team prior to any arrangements being made.

The following documentation is required:

- 1 Risk assessment (Appendix 2) to be completed by Trip Leader authorised by their Line Manager and signed off by a member of ELT.

Elements to be considered as part of the risk assessment process:

- a Nature of activity (supervised/unsupervised)
 - b Transport considerations
 - c Location and duration of the excursion
 - d Qualifications and experience of College and external staff
 - e Suitability of equipment
 - f Staff and student gender mix
 - g Age, maturity and ability of students
 - h Size of group including staff/student ratio
 - i First aid provision
 - j Accommodation (if excursion includes overnight stay)
 - k Fire precautions
 - l Weather conditions
 - m Responsibilities during free time if applicable
 - n Alternative plan
 - o Cultural considerations
 - P Communication and contact arrangements (College mobiles available through Digital Services)
-
- 2 Risk assessment of any outside provider.
 - 3 Any other relevant documentation with regard to outside provider i.e. AALA licensed.
 - 4 Relevant medical information for group members (Appendix 2).
 - 5 Emergency contact details to be held by Trip Leader and Line Manager (Appendix 3).
 - 6 Parental consent if student under 16 years of age and/or vulnerable adult (Appendix 4).
 - 7 Written authorisation of ELT Member (Appendix 5).

Category 2: Excursions to a Country outwith the UK

The following documentation is required:

- 1 Risk assessment (Appendix 2) to be completed by Trip Leader and authorised by their Line Manager and signed off by a member of ELT.

Elements to be considered as part of the risk assessment process:

- a Nature of activity (supervised/unsupervised)
 - b Transport considerations (passports and visas)
 - c Location and duration of the excursion
 - d Qualifications and experience of College and external staff
 - e Suitability of equipment
 - f Staff and student gender mix
 - g Age, maturity and ability of students
 - h Size of group including staff/student ratio
 - i First aid provision
 - j Accommodation (if excursion includes overnight stay)
 - k Fire precautions
 - l Weather conditions
 - m Responsibilities during free time if applicable
 - n Alternative plan
 - o Inoculations
 - p Cultural considerations
 - q Communication and contact arrangements (College mobiles available through Digital Services)
- 2 Risk assessment of any outside provider.
 - 3 Any other relevant documentation with regard to outside provider.
 - 4 Relevant medical information for group members (Appendix 3).
 - 5 Emergency contact details to be held by Trip Leader and Line Manager (Appendix 3).

- 6 Parental consent if student under 16 years of age and/or vulnerable adult (Appendix 4).
- 7 Written authorisation of ELT Member (Appendix 5).

Category 3: Overnight Stays in the UK

The following documentation is required:

- 1 Risk assessment (Appendix 2).

Elements to be considered as part of the risk assessment process:

- a Nature of activity (supervised/unsupervised)
 - b Transport considerations
 - c Accommodation
 - d Location and duration of the excursion
 - e Qualifications and experience of College and external staff
 - f Suitability of equipment
 - g Staff and student gender mix
 - h Age, maturity and ability of students
 - i Size of group including staff/student ratio
 - j First aid provision
 - k Fire precautions
 - l Weather conditions
 - m Responsibilities during free time (if applicable)
 - n Alternative plan
 - o Cultural considerations
 - p Communication and contact arrangements (College mobiles available through Digital Services)
- 2 Risk assessment of any outside provider.
 - 3 Any other relevant documentation with regard to outside provider.
 - 4 Relevant medical information for group members (Appendix 3).

- 5 Emergency contact details to be held by Trip Leader and Line Manager (Appendix 3).
- 6 Parental consent if student under 16 years of age and/or vulnerable adult (Appendix 4).
- 7 Written authorisation of Line Manager (Appendix 5).

Category 4: Day Long Trips

The following documentation is required:

- 1 Risk assessment (Appendix 2).

Elements to be considered as part of the risk assessment process:

- a Nature of activity (supervised/unsupervised)
 - b Transport considerations
 - c Location and duration of the excursion
 - d Suitability of equipment
 - e Qualifications and experience of College and external staff
 - f Age, maturity and ability of students
 - g Size of group including staff/student ratio
 - h First aid provision
 - i Weather conditions
 - j Responsibilities during free time (if applicable)
 - k Alternative plan
 - l Cultural considerations
 - m Communication and contact arrangements (College mobiles through Digital Services)
- 2 Relevant medical information for group members (Appendix 3).
 - 3 Emergency contact details to be held by Trip Leader and Line Manager (Appendix 3).
 - 4 Parental consent if student under 16 years of age and/or vulnerable adult (Appendix 4).

5 Written authorisation Line Manager (Appendix 5).

Category 5: Local Short Duration Trips

The following documentation is required:

1 Risk assessment (Appendix 2).

Elements to be considered as part of the risk assessment process:

- a Nature of activity (supervised/unsupervised)
 - b Transport considerations
 - c Location and duration of the excursion
 - d Suitability of equipment
 - e Qualifications and experience of College and external staff
 - f Age, maturity and ability of students
 - g Size of group including staff/student ratio
 - h First aid provision
 - i Weather conditions
 - j Responsibilities during free time (if applicable)
 - k Alternative plan
 - l Cultural considerations
 - m Communication and contact arrangements (College mobiles available through Digital Services)
- 2 Relevant medical information for group members (Appendix 3).
- 3 Emergency contact details to be held by Trip Leader and Line Manager (Appendix 3).
- 4 Parental consent if student under 16 years of age and/or vulnerable adult (Appendix 4).
- 5 Written authorisation of Line Manager (Appendix 5).

Special Considerations

Alcohol Consumption

Although some students may be legally entitled to purchase or consume alcohol, this is not permitted during college-organised activities, trips or visits. Any breach of these conditions will result in disciplinary action and may require students to be withdrawn from the trip.

First Aiders

In line with Health and Safety Executive Guidance on First Aiders, there should be no less than one trained First Aider for trips where there are under 50 persons. However, considerations should be given to the activities undertaken and the category of the trip. Further details should be outlined in the Risk Assessment.

Safeguarding Training

Staff members should be up to date with Safeguarding training in advance of the visit and be aware of Safeguarding reporting mechanisms.

Accident Reporting

In the event of an offsite accident, staff members should inform their line manager, along with the Facilities Manager/Director of Estates and Sustainability as soon as it is safe to do so. Contact details will be provided in advance.

7. *Distribution*

All Staff
Repository

8. *Revision Log*

Revision Log		
Date	Section	Description
Sept 2022	Throughout the Procedure	Head of Faculty changed to Line Manager
Sept 2022	Throughout the Procedure	Executive Management Team changed to Executive Leadership Team
Sept 2022	Distribution	Quality Manual changed to Repository
Sept 2022	Throughout the document	Reference to residential trips removed
Sept 2022	References	References to Scottish Government guidelines removed. Data Protection Policy, Student Behaviour Policy and Student Disciplinary Procedure added
Sept 2022	Definitions	Amendments made to Categories
Sept 2022	Responsibilities	Health and Safety Officer replaced by member of the Senior Leadership Team. Adherence to Data Protection Policy added.
Sept 2022	Procedure	Reference to Learning Agreement removed
Sept 2022	Appendices	Updates made to reflect changes in Procedure
December 2022	Procedure 6.3	Statement added - Estates to ensure latest drivers licences held
January 2025	Front Cover/Responsibility	Head of Human Resources changed to Executive Director of Student Experience
January 2025	Format	Updated to reflect current Document Control Template, inclusion of EIA
April 2026	Special Consideration section added	Relates to alcohol consumption on trips, Safeguarding, accident reporting and first aider requirements
April 2026	Appendix 2 updated	New risk assessment proforma added

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of withdraw
Safety on Study Trips Procedure	Director of Learning and Teaching	1		

Document:	Safety on Study Trips Procedure
Executive Summary:	This procedure should have positive impacts across all protected characteristics and additional considerations in that students are required to observe the Student Behaviour Policy, which prohibits bullying and harassment on any grounds. The procedure also aims to promote teambuilding which advances good relations. In addition, there are particular positives for students with disabilities due to the care taken to ensure safety in relation to ability and for a approval for vulnerable adults, and the attention paid to collecting medical information. Age, sex and gender are also positively impacted due to considerations of approvals required for under 16s and attention paid to sex/gender mix for accommodation purposes. The human rights to education, and to privacy and family life due to care over information held, are advanced by this procedure.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	Age is positively impacted due to the consideration given for approval to attend for under 16s.
Disability	Disability is a key consideration in planning for ability and need, collecting appropriate medical information and ensuring health and safety for each student, which may be closely tailored for those with disabilities.
Gender	Gender mix is one of the core points for consideration within the procedure, ensuring positive outcomes for all genders under the procedure.
Gender identity/ reassignment	Gender is a core point in consideration within the procedure, which includes gender identity and appropriate facilities for students who are non binary or trans.

Gender Based Violence	This procedure should have positive impacts across all protected characteristics in that students are required to observe the Student Behaviour Policy, which prohibits bullying and harassment on any grounds. The procedure also aims to promote teambuilding which advances good relations. In addition, there are particular positives for students with disabilities due to the care taken to ensure safety in relation to ability and for a approval for vulnerable adults, and the attention paid to collecting medical information.
Marriage/civil partnership	
Pregnancy/maternity	
Religion or Belief	
Race	
Sexual Orientation	

Additional Considerations

Care experienced	This procedure should have positive impacts across all additional considerations in that students are required to observe the Student Behaviour Policy, which prohibits bullying and harassment on any grounds.
Carers	
Mental Health	
Socio-economic status	
Veterans	
Human Rights*	The Human Rights to education and privacy and family life are advanced by this procedure.

Lead Officer:	Director of Learning and Teaching		
Facilitator:			
Date initiated:			
Consultation:			
Research:			
Signature:	D. Fox	Date:	18.05.26

Appendix 2: **Risk Assessment Form (See College Procedure)**

Risk Assessment Proforma

Appendix 3: **Emergency Contact/Medication List** (To be held by Line Manager and Trip Leader)

Next of Kin details for students can be accessed from AdminNet, but MUST be checked for accuracy with each student. Staff must ensure that all those participating in the trip have their medication before departing on the trip.

Course:				Trip Leader:			
Destination:				Dates:			
Name	Date of Birth	Contact Name/Relationship	Daytime Number	Evening Number	Medication	Self Admin	Additional Information

Appendix 4: **Parental/Carer Consent Form (External Visit)**

Details of Journey/Visit/Activity			
Destination:			
Reason for the visit:			
Travel Arrangements/activities:			
Date:			
Visit time start:		Visit time return:	

Medical Information	
(a) Do they suffer from any disability or conditions requiring medical treatment, including medication? If YES provide brief details:	
(b) Do they have any allergies? If YES provide brief details:	
(c) Please indicate if they have any cultural needs (dress, dietary, toilet arrangements etc).	
(d) Can they be photographed/filmed?	

I agree to.....(name) taking part in the above mentioned college event and participating in the activities described. I acknowledge the need for them to adhere to be responsible for their behaviour.

Emergency Contact Details	
Name:	
Phone number day:	Mobile:

Emergency Contact Details	
Name:	
Phone Number day:	Mobile:
Signature of Parent/Guardian:	
Name:	Date:

Appendix 5: **Dumfries and Galloway College Excursion Approval Form**
 (To be held by Line Manager and Trip Leader)

Course Name:		Proposed Excursion to:	
Purpose of Visit and Objectives:			
Date of Departure:		Time:	
Date of Return:		Time:	
Existing Knowledge of Place to be Visited or Exploratory Visit Intended (Disabled Access?):			
Category of Risk for Excursion (1-5): (Refer to Excursion Procedure)			
For Category 1 Detail the Hazardous Activity and Associated Licensed Organisation:			
Mode of Travel e.g. on foot, Public Transport, College Vehicle		Special Requirements (Food/Drink, Equipment, Medical):	
Route to be taken:		Staff accompanying the group:	
Number of Students:	Male:	Female	Number of Students under 16/vulnerable adult:
Number of Staff:	Male:	Female	
Name of Trip Leader:			
Mobile Telephone Number:			
Documentation Attached: Risk Assessments/Emergency Contacts/Consent Forms			
Signed:		Trip Leader:	
Name:		Date:	

To be completed by Line Manager:
Signed:
Print Name:
Date:
I am satisfied that all arrangements comply with college requirements for Health and Safety and give consent for this excursion.

To be completed by ELT Member for Category 1 and 2 trips:
Signed:
Print Name:
Date: