



# **Educational Excursions Policy**

**July 2025**

## History of Changes

Version	Description of Change	Authored by	Date
1	Please notes this supersedes March 2020 Educational Excursion Policy and Procedure. Document review and update.	AMS KJF	Sept - October 24

### 1.1 General Policy Statement

#### 1. Introduction

This policy recognises the value of excursions and how they provide added value, positive experiences and memories for our students and staff. It supports excursions and provides guidance and support for staff. It ensures staff have full knowledge of their responsibility prior to, and during all excursions.

The purpose of this policy is to promote positive learning experiences for our students undertaking learning activities through either excursion, community-based projects, residentials and more (for clarity external college activities are excursions. This policy provides staff with clarity of the responsibilities to undertake prior to and while on excursions. This policy should be read in conjunction with Guidance and Procedure for External Excursions.

This Policy conforms to all relevant legislative requirements; The Adult Support and Protection (Scotland) Act 2007 and Children and Young People (Scotland) Act 2014

Borders College recognises and accepts its duties under the Health & Safety at Work Act (HASAW) 1974 and is committed to ensuring the health, safety and welfare of its employees, volunteers, carers and students so far as is reasonably practicable. It also fully accepts its responsibility for other persons who may be affected by its activities. The College will take steps to ensure that its statutory duties are always met.

The College also upholds the principle of inclusiveness and as such will ensure that each employee and learner will be given health and safety information, instruction and training in a format suitable for the learner.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly always supervised.

#### 2. Scope

This policy covers the following;

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## External Excursions Policy

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All external excursions & learning experiences that involve visits or classroom activities completed offsite that have a direct correlation to the students learning; (e.g. visit to restaurants, farms and farming events, class taking place in a park, historic sites, outdoor pursuits, local walks). (Please note this list is not exhaustive)  
All residential trips within and out with Scotland.

Staff, volunteers & carers responsible for organising and approving all external excursions.

### 3. General Responsibilities

It is the responsibility of all staff who organise a college excursion to ensure that appropriate risk assessment and necessary documentation is completed and approved prior to these.

It is the responsibility of all staff engaged on a college excursion to ensure that no person is exposed to unreasonable or unnecessary risk.

To achieve this objective requires a common-sense approach to planning and organisation. Plans and arrangements must have prior approval from appropriate manager and/or vice principal, as detailed within the procedural document.

### 4. Legal Framework

Under the HASAW Act 1974 employers are responsible for the health, safety and welfare at work, of their employees.

Employers are also under a duty to ensure, as far as is reasonably practicable, the health & safety of anyone else who may be affected by their activities. This includes all participants on excursions (staff, carers and volunteers).

The Management of Health & safety at Work Regulations 1999, requires employers to:

- assess the risks of activities
- ensure that measures to control those risks are adequate.

All activities should be included within the Department Risk Assessment, including excursion. Suitable and sufficient risk assessments of the activities must be undertaken with specific consideration for the participants. The identified safety control measures must be clearly relayed to those involved and they must be followed fully.

Due to the nature of some of the excursions, an individual, dynamic risk assessment may need to be completed as relevant and necessary.

“In the field” or “on the ground” monitoring will ensure that the risk controls are

adequate and effective.

Also, under the Health & Safety legislation employees must:

- Take reasonable care of their own and others health & safety.
- Co-operate with their employers over safety matters.
- Carry out activities in accordance with training and instructions.
- Inform their employer of any serious risks.

These duties apply to all activities, including excursions.

## Organisational Structure and Chain of Responsibility

1. The Joint Consultative Committee – Policy (JCCP) approve the policy
2. Principal is responsible for public statements
3. Vice Principals or Assistant Principal approves residential excursions.
4. Head of Sector approves day excursions and ensures policy and procedure are followed by their staff in preparing for and undertaking excursions and residential visits
5. Health and Safety Manager: Provides guidance & support.
6. Excursion Leader: Completes the relevant risk assessment, completes necessary documentation, informs students, volunteers and carers of the activity.
7. Students: Have a personal responsibility for safety and avoidance of action that would endanger others; give written consent to follow guidance to the excursion

Further details of responsibilities are available in the Excursions Procedure

The Health & Safety Manager has a responsibility for implementing and ensuring compliance with the policy, when an international excursion is arranged.

### Policies & Procedures

Driving at Work Policy & Procedure (Dec 2022)

Health & Safety Policy (February 2024)

Personal Protection Equipment (PPE) Procedure (2022)

Violence & Aggression at Work Procedure (February 2024)

Positive Behaviour, Anti-bullying & Harassment Procedure (May 2023)

Health & Safety Procedures Handbook (2023)

## External Excursions Policy

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### Links to Legislation and Occupational Standards

Adult Support & Protect (Scotland) Act 2007

Children & Young People (Scotland) Act 2014

Health & Safety at work Act (1974)

Health & Safety at Work Regulation (1999)

Data Protection Act (2018)

Status:	To be approved
Dated:	October 2024
Author:	Vice Principal – Student Experience
Review Date:	October 2027
Equality Impact Assessed:	TBC

