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| <b>Policy</b>                 | <b>Trips and College Events (Student) Policy SS 02</b>                                                                                                                                                      |
| <b>Document owner</b>         | Director of Student Services, Safeguarding & Wellbeing                                                                                                                                                      |
| <b>Date first implemented</b> | November 2025 (minor amend Oct.2026)                                                                                                                                                                        |
| <b>Date last reviewed</b>     | N/A                                                                                                                                                                                                         |
| <b>Date of next review</b>    | November 2027                                                                                                                                                                                               |
| <b>Date governor-approved</b> | na                                                                                                                                                                                                          |
| <b>Associated documents</b>   | na                                                                                                                                                                                                          |
| <b>Reference documents</b>    | DfE Bursary Fund<br>Hardship Fund policy<br>Student Finance Policy<br>Off Site Activity Policy and Procedure<br>Risk Assessment Policy<br>Risk Management, Assessment and Responsible Risk-Taking Procedure |
| <b>Initial reviewing body</b> | Senior Leadership Team                                                                                                                                                                                      |
| <b>Final approval body</b>    | EDI Committee                                                                                                                                                                                               |
| <b>Published on website</b>   | Yes                                                                                                                                                                                                         |

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| <b>Purpose</b>                             | To provide an overview of the Colleges' approach to student participation in trips and extra curricular activities that are different to their usual timetabled day, some of which may incur costs.                                                                                                                                                                                                                                                                                                                                                     |
| <b>Scope</b>                               | <p>All students of Derwen College in relation to:</p> <ul style="list-style-type: none"> <li>• Educational trips</li> <li>• On site extra-curricular activities</li> <li>• Off-site extra-curricular activities</li> </ul> <p><b>Note:</b> enrichment activities take place throughout the week, Monday to Friday, and are included for every student on a study programme as part of their timetabled day. Enrichment is therefore outside the scope of this policy.</p> <p><b>Note:</b> Supported Interns are outside the scope of this policy</p>    |
| <b>Equality, Diversity &amp; Inclusion</b> | <p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i></p> <p><i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusion are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> |

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|  | If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats. |
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## Introduction

As part of its educational programme Derwen College offers trips and visits linked to the vocational pathways and other programmes it delivers. These are an integral part of the educational offer and, as such, have a curriculum-specific focus and link to relevant learning aims. Attendance on these trips is expected.

In addition, the College aims to provide a comprehensive, engaging and accessible programme of external trips and on-site activities that are over and above a student's regular timetabled day. The focus of these events is social, and the broader aims are personal development and wellbeing. These activities are all optional.

Learner voice is central to the choice of trips and activities on offer each term and a clear process exists to ensure that there is equity across all sites and learner groups. Access to a trip or activity is never used as an incentive or punishment.

Charges apply to some trips and activities and where this is the case the cost is published in advance of the event. Every effort is made by the College to ensure that costs to students are kept as affordable as possible and, where finance is a potential barrier to access, individuals are signposted to the relevant fund.

### *Enrichment activities*

Enrichment is embedded across all sites as part of the timetabled day, and as such is available to all students on programme. Enrichment comprises a wide range of activities, from sport to gardening to arts and crafts, to offer something for every student.

**The offer is organised into the following 5 categories:**

## **1. Educational trips and off-site activities**

### ***1a. Educational trips***

***Open to all students at all sites – site and programme specific***

***A voluntary contribution may apply\****

Educational trips are those organised by a programme area/satellite to support a specific aspect of the curriculum. The focus of the trip is on learning and gaining experience within a student's area of study. Student selection and participation is managed by the curriculum area/satellite. Educational trip costs are provided to students/parents/carers in advance and may include:

- Entrance fees
- Contribution towards transport costs
- Contribution to staffing costs if outside regular funded hours

**\*Note:** A voluntary contribution to the cost of a trip/event is an expectation of students/parents, however, no student would be disadvantaged due to their inability to meet the costs of an Educational Trip. Students without the financial means to access these trips can be supported to apply to the DfE funded Bursary fund. See Bursary Fund Policy.

### **1b. Educational off-site activities**

***Open to all students at all sites e.g. Work Experience***

Educational off-site activities are those organised by a programme area/satellite to support a specific aspect of the curriculum. The focus of the trip is on learning and gaining experience within a student's area of study. Student selection and participation is managed by the curriculum area/satellite.

## **2. On-site extra-curricular activities**

### **2a. Whole-college events**

***Open to all students at all sites***

***\*Voluntary contribution applies for a small number of activities***

Throughout the year a variety of whole college on-site events and activities are scheduled for students at all sites. The Student Council / Learner Voice is central to decisions about what is planned and appropriate support is provided by relevant staff teams to ensure that the events are well managed and inclusive. Examples of whole college on-site extra-curricular activities include Sports day, Santa Dash and Prom

**\*Note:** A voluntary contribution applies to the cost of a small number of extra-curricular activities/events e.g. Freshers Week, however, no student would be disadvantaged due to their inability to meet these costs. Students without the financial means to meet these costs can be supported with a contribution from the College's Hardship fund.

**Note:** Transport of Day Students to and from whole college evening and weekend events is the responsibility of parents/carers.

**Note:** Should day students from any site wish to attend an evening or weekend event at Gobowen campus, it is essential that staffing levels are reviewed to ensure they are appropriate where necessary overtime offered out to ensure sufficient support is provided.

### **2b. Club Programme**

***Offered from Gobowen campus***

***Open to all students at all sites***

***Charges apply for Day Students***

A programme of club activities is run at Gobowen campus on some weekday evenings and weekends and a schedule is shared with residential students at the start of each term. The cost of participation in evening and weekend clubs is included in the residential fee.

*(From January 2027):* Day Students will be offered to attend clubs on selected evenings by prior arrangement. A schedule of the selected days and the activities will be shared with day students and their parents/carers in the middle of the previous term. A charge is made for Day Student access to the Club and additional costs may be incurred dependent upon student support/staff requirements. Day students must book and pay in advance for a term's attendance.

**Note:** If additional staffing is required to support Day Student/s attendance at clubs the staff cost will be split between the day students requiring that support.

**Note:** Transport of Day Students to and from evening and weekend Clubs is the responsibility of the parents/carers.

### 3. Off-site extra-curricular activities

#### 3a. Whole college leisure trips

***Open to all students – site and mode of attendance specific***

***Charges apply***

Throughout the year a programme of leisure trips is provided in the following way:

***Residential*** – in consultation with the Student Council a list of leisure trips is published each term and emailed out to students and their families in the Christmas, Easter and Summer holidays. Participation is drawn up from the list of students wishing to attend the trip. If a trip is over-subscribed, every effort will be made to secure additional places. Otherwise, a ballot will be held by the Student Services team to ensure fairness of allocation.

***Day (including Satellites)*** – a minimum of two Leisure trips will be offered at each satellite each academic year. Participation and allocation of places is managed locally.

#### ***Affordability***

Every effort is made to ensure that all leisure trips are as affordable as possible when considering options and booking. Leisure trip costs are provided to students/parents/carers in advance and can include:

- Entrance fees / event tickets
- Transport costs
- Staff costs (if additional staff are required to support the trip)
- Food costs

**Note:** Students without the financial means to access these trips can be supported to apply to the College's Hardship fund for a contribution.

**Note:** Transport of Day Students to and from evening and weekend leisure trips, pick-up and drop-off points is the responsibility of the parents/carers.

### **3b. Residence-led leisure trips**

***Open to residential students only***  
***Charges apply***

Residential students have the opportunity to go on smaller, local trips throughout the term as part of their residence group. Details of these trips will be planned and agreed by the students with the support and guidance of residence staff.

Every effort is made to ensure that the cost of these trips is as affordable as possible and that the schedule reflects real-life budgeting.

Students will be charged for any:

- Entrance fees / tickets
- Refreshments / food
- Local public transport

And may be charge for a:

- Contribution towards use of college vehicles

## **4. Duke of Edinburgh Award**

***Participation is award level specific (Bronze/Silver/Gold)***

***Charges apply and are award-specific\*\****

***Gobowen campus students only\*\*\****

The award criteria at each level are met through a combination of on-site and off-site activities which are supported by staff from across college.

Participant charges are often partially subsidised by third party funding and fundraising and include:

- DofE registration fees
- Expedition costs
- Staffing as appropriate

**\*\*Note:** Staffing costs for day and residential students are calculated differently reflecting the different placement funding models. Former students returning to participate in the award are charged in full for any staffing incurred. Current students without the financial means to access this award can be supported to apply to the College's Hardship fund for a contribution.

**\*\*\*Note:** At time of policy approval this award is only available to Gobowen site students – longer term the College aims to offer it to all sites

**5. Off-site residential leisure trips – *pilot 25-27***

***Open to residential students only for period of pilot***  
***Charges apply as 3b***

**Note:** Students without the financial means to access these trips can be supported to apply to the College's Hardship Fund for a contribution.