

 Telford <i>Te Whare Wānaka o Puerua</i> A Division of Lincoln University		Ref No.	8 - 02
		Version No.	4
		Date Issued	3 March 09
Title	OFF-SITE FIELD TRIPS		
Responsibility	Academic Quality Programme Manager		

1. PURPOSE

To ensure that off-site field trips organised as part of a Telford programme meet the learning outcomes required by the programme, and are managed in a safe and viable manner.

2. APPLICATION

This policy and procedure applies to all Telford staff and students involved in off-campus educational trips that are not covered by Policy and Procedure 8-01 Off-Site Practical and/or Workplace Experience.

For the purposes of the Policy and Procedure, a field trip is defined as a short to medium term excursion off campus during contact hours as part of a practical learning exercise that is taken by a class or an individual, but does not involve work experience as detailed in Policy and Procedure 8.01: Off-site Practical and/or Workplace Experience. In addition to this Policy and Procedure all Telford staff, students and contractors must abide by the Telford code of Practice for Field Trips.

3. DEFINITIONS

Field trip

A field trip is an excursion off Telford or Telford Farm Property, forming part of a practical learning exercise that is taken by a class or an individual, but which does not involve work experience or placement as covered by Policy and Procedure 8-01 Off-Site Practical and/or Workplace Experience.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Health and Safety in Employment Act 1992 (and Amendments) and of common law.

5. POLICY

5.1 Field trips organised or approved as part of a component within a qualification will be conducted in a way that:

- Contributes to the learning outcome(s) of the qualification;
- Meets the health and safety requirements of Telford and of any organisation(s) being visited;
- Is within the financial resources of the programme or will have been identified as a specific course cost in the student information, or will be paid for by the students.

5.2 Programme Coordinators will approve all field trips planned within an academic semester to ensure they comply with the approved curriculum document for the qualification/s.

5.3 Programme Coordinators will ensure that field trips are planned and carried out in accordance with Schedule One attached to this Policy and Procedure.

- 5.4 Generic approval may be given by the Programme Coordinator in cases where a field trip is repeated in a qualification or programme of study, subject to review where changes to the logistics are identified as desirable or necessary.
- 5.5 The supervising tutor will prepare the field trip plan which includes a full itinerary, class rules, risk analysis and procedures in case of mishap or emergency in accordance with Schedule One.
- 5.6 A copy of the field trip plan will be left at the Administration Office.
- 5.7 Staff and students will adhere to the approved field trip plan as it relates to travel and activities. Variations to the Plan will be notified to the Administration Office.
- 5.8 The use of staff or student private vehicles during off-site field trips is discouraged.
- 5.9 Before the commencement of the field trip the supervising tutor will ensure that procedures are in place to deal with any mishap or emergency that may arise in the course of the field trip. In particular:
- Identity and contact details are to be kept at Telford of all staff and students taking part in the field trip, together with a detailed itinerary.
 - A means of communication between the off-site group and the Polytechnic is to be maintained wherever possible and practicable.
 - First aid and other emergency equipment (as appropriate) is to be carried at all times; and at least one member in the group should have certified first aid training.
 - Hazards likely to be encountered are to be identified, and appropriate control measures put in place, before the field trip gets underway.

6. PROCEDURE

Nil.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Field Trip Plan	Supervising Tutor	Reception	12 months

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A8 – 02A	Field Trip Plan Template
A8 – 02B	Field Trip Guidelines

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New document.	External Consultant	April 2004
2	Minor change.	QMS Team	September 2006
3	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clause 5 deleted from version 2 but incorporated in Clause 5 of version 3. Clause 5.2, 5.3, 5.6, and 5.7 of version 3 rephrased. Clause 8 added. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008
4	Triennial review – no changes	QMS Policy Review Committee	3 March 2009