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SLT member responsible for policy	Vice Principal - Curriculum
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Author of policy	Department Head
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This document is only valid on the day of printing

Controlled Document
This document has been created following the RNN Group policy production guidelines. It should not be altered in any way without the express permission of the author or HOD detailed above.

Version Control Table

Date	Version No	Summary of Changes	Changes Made By
11th March 2025	1.0	Inception of policy	Vice Principal - Curriculum

All or part of this document can be released under the Freedom of Information Act 2000

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Appendices

1. Introduction

This policy outlines the procedures and requirements for staff and students participating in Turing Scheme residentials organised by the RNN Group (hereinafter referred to as the 'Group'). It aims to ensure the safety and well-being of all participants, as well as the smooth and successful running of the trips.

2. Purpose

Turing Scheme residentials provide students with valuable opportunities for personal and professional development through international experiences. This policy sets out the framework for planning, managing, and evaluating these trips.

3. Planning and Approval

3.1 **Companies:** that have been selected and approved via the Group procurement process can be used. The companies will be selected based on the countries/ activity types available.

3.2 **Trip Proposal:** Each year The Group needs to apply for funding, this application requires planning in terms of identifying the type of residential visits;
- Cultural visit - project based work and building cultural capital, or
- Work placement – 2or 3 week professional development, working in industry related to their curriculum qualification.

The proposal is completed as part of the Turing application process and is monitored throughout the academic year, which opens 1st February and closes mid-March.

This proposal should include:
- Destination and dates.
- Educational objectives and learning outcomes.
- Budget.
- Staffing plan.
- Student selection criteria.

3.3 **Approval:** Trip proposals will be reviewed and approved by the Director of Safeguarding and Student Support. Approval is contingent upon meeting all policy requirements and demonstrating a clear educational benefit for students.

4. Staffing

4.1 **Staffing Ratios:** The following staffing ratios will be adhered to:
- 1 staff member per 10 students for all trips. This may be adjusted based on the specific needs of the student group and the destination.
- a minimum of one member of staff must be first aid trained.

4.2 **Gender Split:** We aim to maintain a balanced gender representation among staff members on each trip, taking into account the gender balance of the student group. Where possible, both male and female staff should be present.

4.3   Staff Selection: Staff members will be selected based on their experience, suitability, and ability to meet the essential criteria outlined in the staff recruitment process. Preference will be given to staff with experience of leading groups of learners, First Aid qualifications, and experience of working with young people.

4.4   Staff Responsibilities: Staff members are responsible for:
- Providing pastoral care and support to students.
- Ensuring student safety and adherence to Group policies.
- Participating in all planned activities.
- Liaising with the trip leader and local contacts.
- Acting as positive role models.
- Communication with Group staff members and/or parents as necessary/appropriate.

5. Paperwork and Documentation

5.1   Student Documentation:
- Consent forms - Parental/Guardian for under 18-year-olds (appendix 1)
  - Emergency contact information
  - Medical information and any necessary medication details, it is the responsibility of the individual student to ensure that any medication is declared to the Trip Leader prior to commencement of the trip (this may be shared with the provider if required)
- Passport and visa information (if applicable)
- Travel insurance details
- Code of conduct agreement (appendix 2)
- Evidence of applicable vaccinations.

5.2   Staff Documentation (Turing Google Drive):
- Consent form -
  - Emergency contact information
  - Medical information and any necessary medication details, it is the responsibility of the individual to ensure that any medication is declared to the Trip Leader prior to commencement of the trip (this may be shared with the provider if required)
- Passport and visa information (if applicable)
- Travel insurance details
- First Aid qualification certificate (if applicable)
- Risk assessment for the trip
- Itinerary and contact details for accommodation and local contacts
- Confirmation of Evolve submission
- Evidence of applicable vaccinations.

5.3   Trip Leader Documentation (Turing Google Drive):
- Detailed itinerary and activity plans
- Budget records
- Student and staff lists
- Emergency procedures and contact information including Safeguarding details
- Incident reporting forms
- Risk assessment for the trip
- Itinerary and contact details for accommodation and local contacts

- Confirmation of Evolve submission

6. Pre-Trip activity

6.1   Student recruitment: Expression of interest followed by interviews. Information is also gathered from college data, tutors, Prosolution/Promonitor and the Student Support team

6.2   Consent Forms: These must be completed to secure a place on the residential trip. This includes medical information and withdrawal procedures. For those under 18 it must be signed by a parent/ guardian. Withdrawal procedure includes a set period of time where a student can withdraw from the trip without liability of any costs.

6.3   Parent/ Guardian and Student Briefing: Parents/carers and learners have the opportunity to raise any queries at any opportunity following the launch of the application process on 1ˢᵗ February. Online meetings with the chosen company to share details of the trip a month in advance of the departure date. A second College lead briefing will be held 2 weeks prior to the departure date to ensure students and parents are clear on expectations, arrangements and have opportunity to ask questions.

6.4   Expectations: clear guidance to be provided on expectations relating to behaviour.

7. Safeguarding:

**7.1   **The Group's safeguarding for All policy must be used for Turing residential trips ensuring student safety and wellbeing are priority. All staff are Level 2 safeguarding trained and must adhere to this policy. Designated Safeguarding Leads (DSLs) oversee safeguarding matters for each trip, and their contact details will be provided to all participants and parents. The attending staff are responsible for student supervision and implementation of Safeguarding procedures during the trip.

**7.2   **Staff attending the residential trip must;

- Have completed their level 2 safeguarding training within the last 2 years.
- Be vigilant and curious, ensuring that any concerns are followed up appropriately.
- Report any disclosures or safeguarding concerns immediately to the Trip Leader, who will liaise with the Safeguarding Team.
- Ensure that concerns are recorded on Promonitor or sent via email to the Safeguarding Team (safeguarding@rnngroup.ac.uk) if unable to access Group systems.
- Maintain professional boundaries.
- Work with integrity and confidentiality.
- Create a safe and positive environment for all students and colleagues.

8. Health and Safety:

8.1   Risk Assessment: A comprehensive risk assessment must be conducted for each trip, identifying potential hazards and outlining control measures. This risk assessment must

be reviewed and updated regularly. Where applicable these will be completed in conjunction with the facilitating company.

8.2   Emergency Procedures: Clear emergency procedures must be in place for each trip, including contact information for local emergency services, the college's emergency contact, and procedures for dealing with medical emergencies, accidents, and other incidents.

8.3   Travel Insurance: Appropriate travel insurance must be in place for all participants. Group staff are covered by the Group insurance policy, students must purchase their own travel insurance policy.

8.4   Health Information: Students and staff must provide information about any medical conditions or allergies. Necessary medications should be taken by individuals, and staff should be aware of any specific needs.

8.5   Code of Conduct: A clear code of conduct will be established and communicated to all participants prior to the trip. This code will outline expectations for behaviour and consequences for breaches.

9. Finance:

9.1   Funding: Funding for Turing Scheme residentials will be sourced from the Turing Scheme and/or other funding sources as appropriate. Details of what is provided will be detailed in the information pack for each residential.

9.2   Expenses: Expenses and activities not covered by the Turing scheme must be paid for by the participant.

9.3   Budget Management: Project Lead is responsible for the management of the Turing budget and ensures that all costs are properly allocated.

9.4   Emergency Fund Management: The trip leader is responsible for managing the trip budget and ensuring that all expenses are properly documented.

10. Withdrawal Policy:

10.1 A cut off point of 6 weeks prior to departure will be in place to ensure that students are given enough time to consider any potential issues occurring however, should withdrawal be within 6 weeks students will be liable for costings incurred by the Group in relation to the students place on the trip as withdrawing from the trip may have both financial and business implications for the Group.

10.2 Students may be exempt from costs of withdrawing from the trip within the 6 week period, which will be reviewed on a case by case basis. Potential reasons could include; Bereavement for a close family relative (parent, grandparent, sibling), Medical emergency affecting either the student or a close family relative (parent, grandparent, sibling).

11. Data Protection:

11.1 The Group is required to retain specific information regarding its learners to effectively manage various business functions, such as tracking attendance, evaluating performance, recognising achievements, and ensuring health and safety compliance.

11.2 In adherence to UK Data Protection legislation, it is imperative that information is collected and utilised in a fair manner, securely stored, and not unlawfully disclosed to any third parties.

11.3 In order to participate in the Turing placement, the Group will need to share your personal information with Turing or the designated providers, in compliance with UK Data Protection legislation.

11.4 Additional details can be found on the application form under the Data Protection and Privacy statement and further information regarding the RNN Group's accountability and transparency framework is available at www.rnngroup.ac.uk/IG.

12. Photography:

12.1 In participating in the trip, it is assumed that consent is given for the use of any photographic or filmed images taken my either RNN Group staff or Turing staff during the trip for advertising, publicity and promotional purposes in any medium chosen by the Group.

12.2 Any opt-out must be in writing to the Trip Leader prior to the start of the trip and it is the responsibility of the person opting-out to ensure that they do not participate in an group photographs or videos.

13. Evaluation:

12.1 **Post-Trip Reporting:** A post-trip report must be submitted to The Director of Safeguarding and Student Support within 2 weeks of the trip's return. This report should include an evaluation of the trip's success, any lessons learned, and recommendations for future trips. These reports will be used to support the end of year Turing report and inform future applications.

12.2 **Student Feedback:** Feedback will be gathered from students following each trip to assess their experience and identify areas for improvement (appendix 3). Students will receive a certificate for their experience after they submit their feedback.

14. Linked Policies:

- **Behaviour Support and Intervention Policy**
- **Safeguarding for All policy**
- **Health and Safety Policy**

Appendix 1 (Student Code of Conduct)

RNN Group Turing Scheme Student Code of Conduct

This Code of Conduct outlines the expectations for students participating in the Turing Scheme on behalf of the RNN Group. It applies to all students for the duration of their placement, including travel to and from their host country. Adherence to this Code is essential for maintaining the reputation of the RNN Group and ensuring a positive and enriching experience for all participants. Failure to comply may result in disciplinary action, up to and including early termination of the placement.

1. General Conduct & Respect:

- Respect for Others: Treat all individuals with respect and courtesy, regardless of their nationality, culture, religion, gender, sexual orientation, disability, or background. This includes fellow students, host families, placement providers, and members of the local community. Be mindful of cultural sensitivities and avoid any behaviour that could be considered offensive or discriminatory.
- Professionalism: Maintain a professional demeanour at all times, both in your placement and in your personal life. This includes punctuality, appropriate attire, respectful communication, and a positive attitude.
- Integrity: Act with honesty and integrity in all aspects of your placement, including your work, studies, and interactions with others. Do not engage in plagiarism, cheating, or any other form of academic dishonesty.
- Responsibility: Take responsibility for your actions and their consequences. Be accountable for your behaviour and make every effort to rectify any mistakes you may make.
- Ambassadorial Role: You are an ambassador for the RNN Group and your home country. Represent yourself and your college in a positive light and strive to build strong relationships with your host community.

2. Placement Specific Conduct:

- Adherence to Placement Rules: Follow all rules and regulations set by your host institution or placement provider. This includes working hours, dress codes, safety procedures, and any other specific guidelines.
- Active Participation: Engage actively in your placement and make the most of the learning opportunities available to you. Show initiative, ask questions, and be proactive in seeking out new experiences.
- Communication: Maintain regular communication with your placement supervisor and your designated contact person at the RNN Group. Inform them of your progress, any challenges you may face, and any changes to your plans.
- Confidentiality: Respect the confidentiality of any information you may have access to during your placement. Do not share sensitive data with unauthorised individuals.
- Appropriate Use of Resources: Utilise the resources provided to you responsibly and for their intended purpose. This includes equipment, facilities, and any financial support you may receive.

3. Behaviour Outside of Placement:

- Respect for Local Laws and Customs: Abide by the laws and customs of your host country. Be aware of local regulations regarding alcohol consumption, drug use, and other activities.
- Responsible Social Behaviour: Engage in responsible social behaviour and avoid any activities that could put yourself or others at risk. This includes excessive alcohol consumption, drug use, and engaging in illegal activities.
- Health and Safety: Prioritise your health and safety at all times. Be aware of your surroundings, take necessary precautions, and seek medical attention if needed. Inform the RNN Group of any health issues or accidents.
- Accommodation Rules: If staying in host family accommodation or student residences, respect the rules and regulations of your accommodation provider.

4. Communication with RNN Group:

- Emergency Contact Information: Provide the RNN Group with up-to-date emergency contact information and keep them informed of any changes.
- Reporting Incidents: Report any incidents, accidents, or concerns to your designated contact person at the RNN Group as soon as possible.
- Regular Check-ins: Participate in regular check-ins with the RNN Group to discuss your progress and address any questions or concerns.

5. Consequences of Breach of Code of Conduct:

Failure to comply with this Code of Conduct may result in disciplinary action, which may include:

- Verbal warning
- Written warning
- Early termination of placement

This Code of Conduct is designed to ensure a safe, enriching, and successful Turing Scheme experience for all participants. By adhering to these guidelines, you will contribute to the positive reputation of the RNN Group and make the most of this valuable opportunity. Please read this document carefully and contact your designated contact person at the RNN Group if you have any questions.

Appendix 2 (Consent Form)

Offsite/Activity Consent Form

This form should be completed by you (the student) and your parent/guardian (if you are under 18), for the following activities:

☐ Residential/Non-Residential Visit ☐ Work Experience

1 Personal Details - applies to both activities

Full Name	
Date of Birth	
Gender	
Address	
Postcode	
Contact Number	
Email	
Course Title/Level	

2 Emergency Contact Details - applies to both activities

Emergency Contact Name	
Emergency Contact Phone	
Doctor Name	
Doctor Contact Phone	

In the event of serious accident and the RNN Group being unable to contact your next of kin, do you have any reason to object to any medical treatment that a medical practitioner may deem to be necessary? For example, surgery/blood transfusion.

☐ Yes ☐ No   If yes, please speak with the visit organiser.

3 The Visit - applies to activity ☐ only

The RNN Group uses appropriately qualified staff and does everything possible to ensure suitable venues at all times for any visit.

Proposed Visit To			
Date From		Date To	

Activities Involved

4 Medical Information - applies to activity ☐ only

Have you ever or do you currently suffer from any of the following?

Asthma or bronchitis	☐ Yes	☐ No	Travel sickness	☐ Yes	☐ No
Heart condition	☐ Yes	☐ No	Allergies to any known medication	☐ Yes	☐ No
Fits, fainting or blackouts	☐ Yes	☐ No	Any other allergies, e.g. animals, food	☐ Yes	☐ No
Other illness or disability	☐ Yes	☐ No			

4 Medical Information – applies to activity A only

		Yes	No	
Do you carry an EpiPen?		☐ Yes	☐ No	
Are you on regular medication?		☐ Yes	☐ No	
Are you currently taking any medications?		☐ Yes	☐ No	
Are you suffering from any illness or injury at the present time?		☐ Yes	☐ No	
Have you been given specific medical advice to follow in emergencies?		☐ Yes	☐ No	
Do you require any help in the administering of medication?		☐ Yes	☐ No	
Are you receiving medical or surgical treatment of any kind from either your doctor or hospital?		☐ Yes	☐ No	
Are you pregnant?		☐ Yes	☐ No	☐ N/A

If you have answered YES to any of the above conditions, a member of staff from RNN Group will contact you to discuss further. In some cases, it may be necessary for you to consult with your GP.

Do you agree to RNN Group staff giving you non-prescribed pain relief medication e.g. paracetamol, should you require it?   ☐ Yes   ☐ No

If yes, please indicate if you have any known allergies to such medication _____

If this form is intended to cover more than one visit/event or to cover all visits/events for the academic year, then I understand that it is my responsibility to inform the RNN Group of any changes to my circumstances in sections 1 to 4 above.

5 Agreement and Consent

5.1 - To be completed by students 18 years of age and over – applies to activity A only

I (print name) _____ agree to take part in the above visit and activities (and where applicable any physical activities on or off-site). I will be held liable for any loss or damage resulting from any inappropriate behaviour on my part. I understand the nature of the activities and the potential risks involved.

Signed _____   Date _____

5.2 - To be completed by parent/guardian/advocate/carer of student under 18 years of age or in circumstances where students over 18 are unable to sign or accept responsibility on their own behalf – applies to activity A only

I (print name) _____ agree for _____ (print name) to take part in the above visit and activities (and where applicable any physical activities on or off-site). They will be held liable for any loss or damage resulting from any inappropriate behaviour on their part. I understand the nature of the activities and the potential risks involved.

Signed _____   Date _____

5.3 - To be completed by parent/guardian/advocate/carer of student under 18 years of age - applies to activity B only

I support my child's choice of placement, and agree with the travel to work arrangements that have been discussed with me.

Name _____

Signed _____   Date _____

6 Office Use Only

Where written authority has not been returned, please obtain verbally in the presence of the student.

Parent/Guardian Name _____   Date of call _____

Further Information   (Do not include any special categories of data here)

_____

Staff Name _____   Staff Signature _____

Authorisation Received   Yes   No

Privacy and Data Protection Accountability Statement

Responsible Body: RNN Group.
Purpose: To manage communication with you in regards to the visit or work experience, ascertain suitability via health self-assessment, maintenance of the consent register and to facilitate contact in the event of an emergency, specifically related to the details above.
Lawful Basis: Legitimate interests, vital interests and consent.
Recipients: Data will not be transferred to third parties except where a legal obligation exists or that it is required for the Group to perform its duties.
Rights: Access and rectification and objection.

Additional Information: More information in regards to the RNN Group's accountability and transparency framework can be found at www.rnngroup.ac.uk/10 The RNN Group may use your name and email address to inform you of our future offers and similar products or services. This information is not shared with third parties and you can unsubscribe at any time. The RNN Group will use the information you provide for the purpose(s) stated above. For more detail see our privacy policy. www.rnngroup.ac.uk/10

Appendix 3 (Student Feedback Form)

Responder link **https://forms.gle/Cznzk1p7eXAbg3K89**

Thank you for participating in the Turing Scheme trip! Your feedback is valuable and will help us improve future trips. Please answer the following questions honestly and thoughtfully.

1. Destination:

Which city and country did you visit on your Turing trip?

_____

2. Strengths of the Trip:

What were the most positive aspects of your Turing trip? Please provide specific examples in the following areas:

- Cultural experiences (e.g., site visits, interactions with locals):

_____

- Work experience (e.g., tasks, learning opportunities):

_____

- Organisation and logistics (e.g., travel, accommodation):

_____

- Personal development (e.g., skills gained, confidence boost):

_____

- Any other highlights:

_____

3. Suggestions for Improvement:

To help us improve future Turing trips, please provide specific suggestions for changes in the following areas:

- Pre-departure information and preparation:

_____

- Organisation and logistics during the trip:

- Cultural experiences:

  _____

- Work experience:

  _____

- Communication with staff:

  _____

- Any other areas for improvement:

  _____

4. Overall Evaluation:

Overall, how would you rate your Turing trip experience? (Please circle one)

- Excellent
- Very Good
- Good
- Fair
- Poor

Please explain your rating, and describe the impact this trip has had on you.

_____
_____

5. Support Received:

How would you rate the support you received from staff:

- Before the trip:

  _____

- During the trip:

  _____

- After the trip: