

Guidelines for Staff accompanying Students on Aimhigher Visits

We have produced these guidelines to ensure that visits are safe, enjoyable and rewarding.

Preparation for the visit

We find that students respond most positively to visits where they understand why they are coming and how it relates to their studies. We would ask therefore that teachers brief students in advance about the visit, including reinforcing positive behaviour messages.

Students with disabilities

If any of your students have a disability, health condition or special requirement, please let us know with reasonable advance notice so that we can make suitable arrangements.

School staff responsibilities

The school remains responsible for the well-being and behaviour of its students at all times. School staff should attend all activities on the agreed programme for the visit. Staff should bring with them a register of pupils attending for health and safety purposes. We assume that schools have their own Risk Assessments in place for the visit and have obtained any necessary parental consent. We have completed Risk Assessments for all our activities. If you would like a copy in advance,

Behaviour

At all times the behaviour and related safety of the students remains the responsibility of staff accompanying them. School staff are expected to intervene when it is clear that the behaviour or safety of the students requires it. If the member of University staff who is running the event feels intervention is required then they will request staff to do so.

Uniform

As a general rule, and unless alternative arrangements are made, we ask that students wear their school uniform for the visit and would expect schools to reinforce this message. This helps with identification and helps maintain the educational ethos of the visit. Year 12 and 13 students will not be expected to wear uniform.

Contacts

Prior to the event schools will be sent contact details of University staff who will be responsible and on hand on the day. It is the schools responsibility to ensure these contact details are disseminated to school staff accompanying students on the vent.

In the case of an emergency schools can contact the Aimhigher Hub on 0121 414 6900

Evaluation

We seek to evaluate our activities to ensure a cycle of continuous improvement whilst measuring the impact on students. When requested we ask students and schools to respond to evaluation/feedback requests.