



### **Procedure for Independent Travel and Overnight Stays – Outside the Local Area**

During your course at Weymouth College, you may want to plan a day trip or overnight stay outside the local area of Weymouth, Portland and Dorchester.

Any trip outside the local area is considered Independent Travel. If you are 16 or 17 years old, you will need to obtain and complete an “Independent Travel and Overnight Stays - Outside the Local Area - Request Form” with details of the trip or overnight stay. **We need this as soon as possible but at the latest 72 hours before the event takes place.**

This is a legal requirement as neither your host nor we can take responsibility for you during that time, therefore your parents will need to acknowledge the trip and give permission for it. If you intend to stay overnight then full details of the responsible adult (a person who is over 18 years old and who recognises that they will be responsible for your welfare throughout your visit) will also be required.

The completed request form is a requirement for **all** independent travel plans and overnight stays outside the area of Weymouth, Portland and Dorchester. If you plan a day trip, for instance to Bournemouth for shopping, we will require details of anyone you are travelling with, for instance, a friend from college. This individual will also need to complete their own request form if they are under 18 years old.

***Without a fully completed signed and dated ‘Independent Travel and Overnight Stays – Outside the Local Area - Request Form’ we cannot allow the event to take place.***

### **Procedure for Independent Travel and Overnight Stays – Outside the Local Area - Requests**

#### **Step 1:**

You tell your Homestay Host, Jennie and Sue at HS&VB and your parents/guardian what you would like to do. We will issue you with a form.

#### **Step 2:**

You and your parent/guardian complete the Independent Travel and Overnight Stays – Outside the Local Area - Request Form. You and your Homestay Host then sign the form, and you return the form to HS&VB. We will need a copy of a parents/guardian’s passport or similar photographic ID to accompany the form to confirm their identity. If you plan to stay overnight this will also need to be accompanied by a copy of the passport or similar photographic ID from the responsible person (see details above) at the place you intend to stay. **We need this as soon as possible but at the latest 72 hours before the event takes place.**

#### **Step 3:**

On receipt of the form, we will consider your application based upon:

- Your age
- The dates and length of your trip and/or overnight stay
- Your destination
- Your journey plans
- Your travelling companions
- The place where you will stay
- The trip being considered suitable, in line with our Safeguarding Policy and Procedures

#### **Step 4:**

If we agree your request, we will sign the form and send it to the Agent you booked with (if this relates to you) for their agreement and signature. If/when they have signed, we will confirm the agreement in writing with you, your parents/guardian, your Homestay Host, and your Agent (if appropriate) unless we have concerns about some aspect of your plans, in which case we will discuss them with you before making a final decision.