

# Educational Visits Policy

## Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

## Aims and Objectives for Educational Visits

Our fundamental aim at International School of London [Surrey] is to provide the best possible education for all our students. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at ISL [Surrey]. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills, which have a long-lasting beneficial effect.

## Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around the local area;
- Half-day/Day visits by coach to places of interest to support the curriculum, such as places of historical, environmental, religious or other interest to support specific curriculum areas;
- Residential visits for students from Y3 – Y6, including International and National venues.

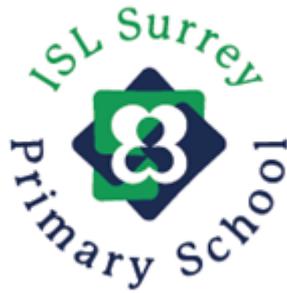
## Personnel

The school's Educational Visits Co-ordinator (EVC) is **Primary: Mrs Alison Shore Leader of Well Being and DSL**. The Principal has other specific responsibilities.

For each visit, of whatever duration, a Group Leader is identified.

The **Principal** is responsible for:

- Ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of students on educational visits;
- Ensuring that the EVC is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- Asking questions about a visit's educational objectives and how they will be met;
- Ensuring that the EVC has taken all reasonable and practicable measures to include students with special educational needs or medical needs on a visit;
- Ensure that they review procedures with the EVC on an annual basis;
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.



The function of the **EVC** is to:

- Ensure educational visits meet the employer's and school's requirements;
- Assess the competence of prospective leaders and staff;
- Ensure that Risk Assessment meets requirements;
- Organise training and induction;
- Ensure parents are informed and have given consent;
- Organise emergency arrangements;
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- Ensuring that all accreditation or verification of providers has been met;
- Ensuring that visits are evaluated to inform the operation of future visits;
- Ensuring that each visit has an appropriately competent Group Leader;
- Ensuring that all teachers are aware of this policy and any other school guidance;
- Keep records of visits, accidents or incident reports;
- Review systems and monitor practice.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the students' health, safety and welfare.

The Group Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's policy and procedures;
- Plan and prepare for the visit and assess the risks;
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do.

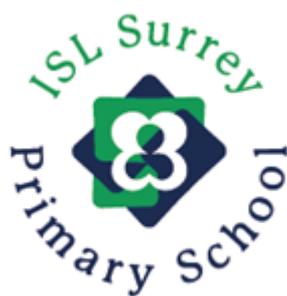
**Adult volunteers**, who are not teachers at the school, must:

- Understand and agree expectations of them;
- Understand their relationship to the students, teachers and visit leaders;
- Recognise the limits of their responsibility;
- Ensure that they are not left in sole charge of students;
- Follow instructions from teachers;
- Raise concerns for student welfare with the Group Leader.

## **Procedure for Running Educational Visits**

A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Group Leader will, in liaison with the EVC, complete the Educational Visits Documentation. A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

Any student who does not attend the visit must attend school as normal.



## **Risk Assessment**

Risk assessments are made for all Educational Visits to ensure the Health and Safety of both students and staff. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- Identify significant hazards;
- Assess the risk of harm;
- Put control measures in place;
- Check if anything else is needed;
- Use a simple assessment language – high/medium/low.

Risk Assessment considers the site and its environment, the group, the activity and the leaders.

## **Staff: Student Ratios**

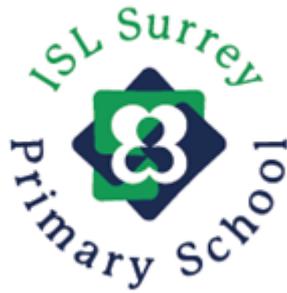
The recommended ratio for one-day visits is at least one adult for every 3 students when they are under 3, 5 students for Early Years, 6 students Y1 /Y2, 1 adult to 10 students in Y3 – Y6. Ratios may need to be more favorable under certain circumstances.

Factors to take into consideration are:

- Age, gender and ability of the group.
- Students with special educational or medical needs.
- Behaviour of students.
- Experience and competence of staff.
- Nature of activities.
- Duration and nature of journey.
- Type of accommodation.
- First Aid cover.
- There must be enough staff to cope effectively with an emergency.
- Visits to remote areas, abroad, overnight, or involving hazardous activities should be more generously staffed.
- On all visits away overnight there must always be at least three members of staff and on mixed visits away overnight, at least one member of staff of each sex (this may be relaxed if a residential centre provides male or female staff). A rule of thumb on residential visits is one teacher to 10 students.

## **Financing Educational Visits**

Local, half-day and day visit costs are included in fees paid to ISL Surrey. All residential visits are paid separately, charged to parents at cost [no profit to be made] via an Invoice issued from the School Finance Team. Initial deposit to be made when booking student on relevant visit, with full payment received seven days prior to the visit taking place. Arrangements may be made for a payment plan to support families where appropriate.



## **Emergency Procedures**

It is the responsibility of the EVC/Principal to ensure that emergency arrangements are in place for all Educational Visits.

This includes:

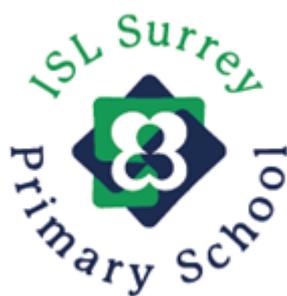
- ensuring that all involved know who is the emergency contact point in the school, for each visit;
- having access to an emergency (Critical Incidents) plan appropriate to the visit;
- ensuring that the contact point – or rota – is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

## **Policy Review**

This policy is a working document, and will be reviewed every three years.

Written August 2016

Reviewed January 2018 Alison Shore (Leader of Well Being and DSL)



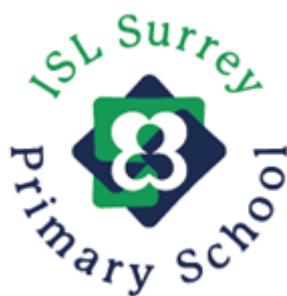
**International School of London [Surrey]  
EDUCATIONAL VISITS – CHECKLIST 1**

**This checklist is to be completed by the Group Leader for every Educational Visit, and a copy given to the EVC before the visit is undertaken. Where there are costs involved a Purchase Order Form must be completed and approved by the relevant Budget Holder. Both the Purchase Order Form and this Checklist will then be forwarded to the Finance Authoriser and relevant EVC.**

Visit for Grade[s] and Curriculum Area		Anticipated Number of Students:
Purpose of Visit		
Place/Activity		
Date(s)		
Time of Visit		
EVC (state if accompanying)		
Group Leader		
Additional Group Leader*		
Accompanying adults		
Transport arrangements		
Evaluation (to be completed on return)		



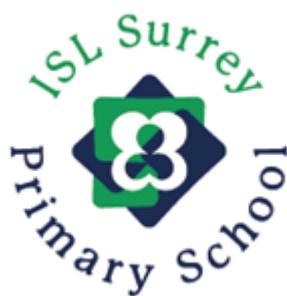
\*The designated Group Leader may change during the course of a visit if the visit requires specialist leadership – this is especially the case for Adventurous Activities.



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EDUCATIONAL VISITS – CHECKLIST 2**

**The Group Leader must complete this form throughout the planning of the visit and forward, with the completed Risk Assessment to the relevant EVC at least one day prior to the visit commencing.**

Focus	Completed	Comment
Pre-visit completed		
Principal approval gained [residential] EVC approval [local & day visits]		
Risk Assessment form completed		
Parents informed [letters, briefing etc.]		
All parental consent received for all activities and master emergency contact list created		
Payment of costs sought (where applicable – residential only)		
Accommodation, security and fire certification checked [if appropriate]		
Transport arranged and parents informed [changes to bussing arrangements to be advised, list of where students are to be collected upon return]		
Dietary requirements forwarded (where applicable)		
Group Leader informed of all relevant medical conditions/special needs		
Emergency procedures in place		



Appropriate number of other adults arranged and briefed		
Insurance arranged where necessary		
Clearance checks completed on personnel [where applicable]		

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EDUCATIONAL VISITS – CHECKLIST 2 continued**

**On the morning of the visit, check that you have the following with you.**

Your Name: \_\_\_\_\_ Visit to: \_\_\_\_\_

<b>Focus</b>	<b>Completed</b>	<b>Comment</b>
Parents emergency contact schedule [one for each sub-group leader]		
Mobile telephone numbers for every adult attending visit. Take school mobile phone if necessary		
Emergency contact numbers for the school and relevant staff [EVC/Principal]		
First Aid bag & Sick Bags for travel		
Any medication needed to be administered during the visit, including a schedule of what/when for residential visits		
A schedule of arrangements made for when students will be collected upon return [and where] – as appropriate		



A small amount of cash and/or credit card for emergencies		
Check on any absentees – have messages been sent to the office?		

When this has been completed please give it [keep a copy if desired] to the relevant EVC **before** leaving the school.