



IB World School EDUCATIONAL VISITS POLICY

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St Clare's Educational Visits Policy

Contents

Section	Title	Page
1	General Information	3
2	Responsibilities	3
3	Approval	5
4	Financial Arrangements	6
5	Supervision	7
6	Risk Assessments and Safety Arrangements	7
7	Disability, Medical, and Special Educational Needs	8
8	Insurance and Health	9
9	Transport (College Vehicles)	9
10	Emergency Contact Arrangements	9
11	Evaluation	10



1. General Information

The college will use educational visits to enhance student experience in a number of key ways. This will include, where relevant, a strategic focus on the college's mission to 'advance international education and understanding'.

Educational visits will:

- Broaden and enrich the curriculum.
- Enable students to deepen their understanding of their classwork.
- Foster enquiring minds and engender a spirit of wonder about the diversity of the world and its people.
- Encourage students to explore and create connections with their local community and beyond.
- Provide students with the opportunity to develop connections with other young people from different cultural backgrounds.

It is the College's duty to ensure that all educational visits are safely managed and that the health, safety, and welfare of students, staff, and volunteers are maintained in accordance with the Department for Education's document '[Health and Safety: responsibilities and duties for schools](#)'

The Health and Safety Executive also sets out expectations in '[School Trips and Outdoor Learning Activities](#)'

1.2. Types of Visits

There are two 'types' of visits:

Type 1: Non-residential visits that do not involve an adventurous activity, including all off-site CAS experiences. e.g. visits to museums, theme parks, visitor attractions, theatres, all offsite CAS experiences.

Type 2: Visits that are overseas, residential, or involve an adventurous activity. e.g. Biology Field trip, Duke of Edinburgh Awards, Football Club visit to Verona. For the purposes of this Policy, all activity related to Duke of Edinburgh walks and expeditions is defined as Type 2.

Trip forms for both types of visits are available to complete online on [Evolve](#). Trip leaders can contact the IB World School Educational Visits Coordinator to access to Evolve.

2. Responsibilities

2.1. The Educational Visits Coordinator, (EVC) will:

- Advise on, and approve, each step of the planning for any visit for which initial senior approval has been given.
- Ensure that all educational visits are planned meticulously using standardised forms which are uploaded onto EVOLVE.
- Ensure that all members of staff involved in the planning and execution of a visit are appropriately briefed and aware of their responsibilities and expectations.



- Work closely with the Designated Safeguarding Lead and College Nurse to ensure that appropriate safeguarding and medical considerations are taken into account for all trips and that relevant student information is shared with the trip lead.
- Ensure that the Visit Leader is competent and possesses the appropriate experience and training to undertake the activity.
- Ensure that appropriate vetting of all staff and any volunteers accompanying the party has been carried out for foreign and activity trips.
- Ensure that visits have appropriate staff supervision and cover for health and safety, first aid, medication, and behaviour management.
- Organise the emergency arrangements and ensure there is an appropriate emergency contact for each visit.
- Keep records of individual visits including reports of accidents or 'near misses'.
- Ensure that visit evaluation is used to inform future visits and staff training needs.
- Flag up any concerns with the Senior Management Team.
- Maintain an overview of the timing of all educational visits and ensure they integrate with and complement other college activities.
- Check that the proposed dates for the visit or activity are suitable.
- Be satisfied that visits comply with the regulations and guidelines as promulgated in this policy, the ISI handbook for the Inspection of Colleges, OEAP National Guidance, DfE Guidance 2011 Health and Safety Advice on Legal Duties and Powers for Local Authorities, Principal Teachers, Staff and Governing Bodies and other supplementary guidance.

2.2 The Trip Leader will:

- Have full responsibility for the planning and safe conduct of the activity, in accordance with this policy and its supplementary guidance, and for ensuring all participants are aware of their roles. Leaders accompanying students are in 'loco parentis' and are responsible for their safety and well-being at all times.
- Take overall responsibility for student welfare and safeguarding, with support from other supervising adults.
- Ensure, wherever possible, that the competence of each member of staff is appropriate to her/his role.
- Submit detailed plans to the Educational Visits Co-ordinator (EVC) via EVOLVE
- Identify the clear purpose and objectives of the visit.
- Conduct, and provide a written record of, a comprehensive risk assessment / event specific plan using the Event Specific Plan on EVOLVE.
- Obtain Medical Needs for any residential trips also meet with relevant students on the trip to ensure that any specific medical and health issues are considered within the planning stages and their needs are catered for. Whilst it is not essential for each group to be accompanied by a qualified First Aider, it is an aspect that should be considered at the planning stage of each event.
- Complete visit documentation and obtain the appropriate approvals from the EVC for any visit off-site, whatever the duration.
- Plan the itinerary in sufficient detail to identify every period of the visit including meal, rest, and recreational times.
- Have or obtain prior knowledge of the venue.
- Assess, wherever practicable, the suitability and safety of any accommodation to be used.
- Inform parents of the detail of the visit, including its nature, purpose, and all activities, and obtain their permission/consent for their child to take part.
- Ensure that parents are fully informed of the schedule for the collection of payments before any bookings are made.



- Allocate supervisory responsibility to each adult accompanying the visit, for named students and ensure that the adults understand that they are responsible directly to the Visit Leader.
- Ensure that all the students in the party and the accompanying adults are fully aware of the risk assessments, emergency plans and the expected standards of behaviour.
- Ensure that staff have completed the Planned Absence form and given this in advance to the Vice Principal Academic.
- When on the visit, continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members, and the suitability of the prevailing conditions.
- Ensure that on return from a visit, all students are delivered, where appropriate, into the care of a person with parental responsibility or their representative.
- Conduct a review of the trip on return, evaluating its success and recording any ‘near-misses’ or proposed changes for repeat trips in the future. This report should be completed on Evolve.
- Check when planning an activity requiring it, the provider holds the Council for Learning Outside the Classroom (LOtC) Quality Badge, Adventurous Activities Licensing Service (AALS) etc.

3. Approval

Any staff member wishing to run a visit should first discuss this with their Line Manager/Head of Department and then check for a suitable date on the college calendar. Following this step the staff member can follow the process outlined below:

3.1. Type 1: Non-residential visits that do not involve an adventurous activity, and all off-site CAS experiences. (Timeframe for approval, at least 1 week before the trip).

e.g. visits to museums, theme parks, visitor attractions, theatres, all offsite CAS experiences.

The Visit Leader must:

- Submit an Outline Approval request via the “Visit form” on Evolve. This will be signed off by Educational Visits Co-Ordinator in consultation with relevant parties (e.g. DSL, Vice Principal Academic, Principal) where appropriate.
- Following Outline Approval, the Visits leader will complete the Evolve Form to include a risk assessment using ‘Event Specific Notes’ or an appropriate Risk Assessment template. External Risk Assessments from providers should also be included.

3.3. Type 2: Visits that are overseas, residential, or involve an adventurous activity. (Timeframe for approval, at least 6 weeks before the trip).

e.g. Biology Field trip, Duke of Edinburgh Awards, Football Club visit to Verona. For the purposes of this Policy, all activity related to Duke of Edinburgh walks and expeditions is defined as Type 2.

The Visit Leader must,

- Submit an Outline Approval request via the “Visit form” on Evolve. This will be signed off by the Educational Visits Co-Ordinator in consultation with relevant parties (e.g. DSL, Vice Principal Academic, Principal) where appropriate.
- Following Outline Approval, the Visits leader will complete the Evolve Form to include a risk assessment using ‘Event Specific Notes’ or an appropriate Risk Assessment template. External Risk Assessments from providers should also be included.
- N.B. The Principal is responsible for granting final approval for adventurous activities and foreign trips following comment, if required, from the Educational Visits Coordinator, the Designated Safeguarding Lead, and the Vice Principal Academic.



3.4. Parental approval

The College requests general consent from parents for Educational Visits, which is required on an annual basis and avoids the need for repeated consent to be given for frequent activities. Activities covered by this consent include:

- All off-site visits that take place during the academic timetabled day with a return time before the end of this day.
- Evening visits, such as those to the theatre, with a return time beyond boarding time curfews.
- Off-site sporting fixtures.
- Any indoor and outdoor activities that take place on the College premises.
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Parental consent must be sought for Type 2 visits, such as overseas, residential, or an adventurous activity trip.

4. Financial Arrangements

The trip leader must complete a finance section as part of the EVOLVE trip planning process which takes into consideration cost of the activity, transport, and food for both staff and students. Trips should be budgeted so that neither a financial gain or loss occurs, and a contingency fund should be built into each trip budget to deal with unforeseen circumstances.

All costs associated with trips will be collected via the St Clare's Bursary or EvolvePay.

4.1. Cancellation and Refunds Policy

- There will be no refund for any cancellations made by parents or guardians after the closing date.
- It is the responsibility of the student's parents or guardian to ensure that the student has a visa which allows them to travel to the trip destination(s). If a cancellation must be made after the closing date because the student is not eligible to travel to the trip destinations(s) for visa reasons, a refund will not be made.
- If a cancellation is made because of the ill health of the student, it may be possible for the parents/guardian to make a claim under the College's student travel policy. Claims must be made by contacting the College's Financial Controller.
- If a place is cancelled and a replacement found, the College may make a full or partial refund. However, this will be considered on a case-by-case basis.
- If the College cancels the trip a refund will normally be made unless the cancellation is for reasons of student behaviour.
- The parent can only request cancellation of a students' place in writing.

4.2. Documentation

Passports and visas must be checked prior to the visit (overseas) to ensure that all students and accompanying staff will be allowed entry to the countries to be visited. It is the responsibility of the student's parents or guardian to ensure that the student has a visa which allows them to travel to the trip destination(s).



5. Supervision

5.1. Ratios

Staff to student ratios for College visits are not prescribed in law but St. Clare's follows the guidelines detailed in [Health and Safety of Pupils on Educational Trips \(DfEE 1998\)](#).

There shall be an adequate ratio of adults to supervise Students during the Educational Visit. This ratio should derive on each occasion from the risk assessment undertaken and from discussion with the Educational Visits Co-Ordinator.

For local low risk visits in normal circumstances, the following ratios may be appropriate:

1 adult: 15/24 students depending on age and risk assessment

For overnight stays, residential visits or visits outside the UK, there will be a minimum of two members of staff in every party. Mixed gender groups should strive to have at least one male and one female member of staff accompanying the trip:

1 adult: 15 students.

5.2. Remote Supervision

Where students are working remotely, for example, on a Duke of Edinburgh Award expedition, they must have the aptitude for, and be appropriately trained, briefed, and experienced for, the activity involved. Students should be briefed with clear instructions beforehand by the Visit Leader as to what to do in an emergency or in the event of getting lost, e.g. given staff emergency numbers; actions to take in the event of a medical emergency; how to shelter appropriately in difficult weather conditions. Any period of remote supervision must be adequately risk assessed beforehand.

All staff that accompany trips must have enhanced DBS checks. Volunteers are not permitted to accompany overnight or overseas trips.

6. Risk assessments and Safety Arrangements

6.1. Type 1: Non-residential visits that do not involve an adventurous activity, and all off-site CAS experiences. e.g. visits to museums, theme parks, theatres, all offsite CAS experiences.

There is a bank of risk assessments available on the [Activities SharePoint site](#). Download the appropriate one, amend, and when requested upload it to Evolve. The Visit Leader should continue to assess and reassess risks throughout the visit, taking account of changes, for example in weather conditions. If the risks become unacceptable the visit shall be terminated. The risk assessment is a dynamic document and can be updated at any time before or during a visit.

6.2. Type 2: Visits that are overseas, residential, or involve an adventurous activity.

Trips abroad can have extra risks and need a higher level of risk assessment. The Visit Leader should make sure any External Provider holds the [LOtC Quality Badge](#) or similar local accreditation. This information is available on the Evolve Resources system.

The Health and Safety Executive (HSE) does not cover incidents overseas. However, it can investigate work done in Britain to support the trip, like risk assessments. College staff could be liable under civil law for any injuries to the children due to negligence.



If the trip includes significant risks, such as managing challenging terrain, visiting remote places, or being exposed to extreme climates, the Visit Leader should follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. <https://bsigroup.com/en-GB/about-bsi/uknational-standards-body/what-is-the-national-standards-body/why-standards-matter-forconsumers/consumer-resources/> External Providers employed by the college should follow this too. If the External Provider has an LOTC Quality Badge, then they follow this standard.

The Visit Leader should consider the Foreign and Commonwealth Office’s detailed guidance on safer adventure travel and volunteering overseas <https://www.gov.uk/safer-adventuretravel-and-volunteering-overseas> when organising adventure visits abroad. A teachers’ pack (<https://www.gov.uk/teachers-pack>) is available.

Where relevant, risk assessments will include obtaining information on the need for vaccinations and/or inoculations and ensuring that these are conducted in good time before the visit takes place.

6.3. Safety Arrangements

Ideally, one or more of the trip leaders should be first aid trained.

A first aid trip pack must be obtained from the Nurse and taken on every overnight trip, overseas trip and any trips that involve hazardous activities.

Where feasible, accommodation to be occupied by students should be visited prior to the trip or alternatively prior to occupation of the premises by students, to ensure that first aid and fire safety arrangements are appropriate. Information must be sought from the owners of the accommodation to be used so that the trip leaders can satisfy themselves that the fire safety and first aid arrangements are appropriate.

When the leaders arrive on site (especially for overnight stays) they must satisfy themselves that the fire safety arrangements are satisfactory.

7. Disability, Medical, and Special Educational Needs

The College will make every effort to ensure that all Students are able to take a full and active part in Educational Visits and that reasonable adjustments are made to ensure they are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc.

The College will only consider preventing a student from attending an Educational Visit as a last resort and will only do so following consultation between the College, the Students and the Parents and only if the refusal is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the student concerned or others on the Educational Visit.

The College will collaborate with Parents and the Student to agree a way forward in respect of the proposed Educational Visit and retain a written record of the steps taken and the final decision.

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Where relevant, there will be discussions with the Parents and the Student relating to the management of their needs during the trip/visit and a record will be kept.



8. Insurance and Health

All students must be adequately insured for any trip organised by college. College insurance cover will extend to most activities arranged by St Clare's staff, though you must check the exclusions, particularly for hazardous activities.

An EHIC (European Health Insurance Card) should be obtained for EU nationals travelling abroad, so that they can get reduced cost/free hospital treatment. Students can apply for the card online (free of charge). The trip lead should check with students that they have received the inoculations required, as appropriate to the country visited and the activities in which the students are to be engaged.

9. Transport (College vehicles)

No charges must be made for use of the College minibuses, which are licensed as Private Light Goods Vehicles, and no payment must be made for driving.

The trip leader should:

- Book a minibus through the Reception Team.
- Check with the Principal of Security/Health and Safety that drivers have passed the Oxfordshire County Council test and are eligible to drive the College minibus.
- Ensure that minibus checks have been carried out with the Porter.

10. Emergency contact arrangements

The Visit Leader and at least one other Supervisor will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the College has the relevant numbers.

Any educational visit which occurs outside of college hours is assigned an emergency contact; usually the EVC or a member of SMG. The emergency contact will be provided with full details of the visit including contact numbers for the Parents of children on the trip. Visit Leaders must keep their emergency contacts informed of substantial changes to the itinerary. The emergency contact is the link between the Visit Leader, SMG, and the Parents.

In an emergency, the Visit Leader will contact the Senior Member of Staff/ EVC on Duty (Emergency Contact). If the Visit Leader is unavailable to make this call, another member of Staff on the trip will make the call.

The Emergency Contact will thereafter be responsible for co-ordinating arrangements. They will do so in line with the College's 'Emergency Procedures Policy'. Actions are likely to include:

- Contacting the Senior Management Group / Principal as appropriate
- Despatching of additional staff support to the scene of the trip.
- Contacting the parents of students on the College trip and making sure that a dedicated telephone line is made available for the parents to call if appropriate.
- Providing any additional logistics or support arrangements for the College group (including, for example, alternative transport arrangements).



11. Evaluation

All Educational Visits should be evaluated. The Evolve system instructs Visit Leaders to outline the purpose of the visit against which an evaluation should be written. Evaluations can be completed on Evolve, via the Evaluate section. Evaluations must be submitted within 28 days of the visit being completed. Visit Leaders are encouraged to include a student evaluation. The evaluation should include incidents, accidents, near misses and any problems that can inform staff who may be running the same trip in the future.