



TITLE OF POLICY	Educational Visits
COVERAGE SECONDARY SCHOOL PRIMARY SCHOOL	Whole School
PERSON RESPONSIBLE	Principal
CONTRIBUTORS	Head of Primary Head of Secondary Safety & Security Manager
DATE OF RATIFICATION	Sep 2016
DATE FOR REVIEW Last reviewed	Sep 2018

1. Scope

The ICS Educational Visits Policy is intended to support the school's aims of enhancing student education (academic and non-academic), to provide access for all students and to support child safety and wellbeing.

2. Risk Evaluation

Student and staff safety and wellbeing remain a main priority the school. Whilst we understand that it is impossible to reduce risk to zero in any aspect of life we are committed to doing our best to ensure that students and staff engaged in educational visits and related activities remain as safe as possible in all circumstances. Therefore for all external trips and activities Once a Risk Assessment is prepared it must be endorsed by a member of SLT prior to the trip going ahead.

2.1 School Visit Categories

External school trips and activities are classified into four categories:

1. Sports fixtures
2. Non Residential/ Day trips/activities - a trip which does not include an overnight stay
3. Residential (Jordan)- a trip which includes at least one overnight stay
4. Residential (Outside Jordan) - including overseas sports fixtures

2.2 Accompanied by School Security*

Part of the risk evaluation will be to assess whether it is necessary for the trip to be accompanied by a school security guard. For all extended educational visits (overnight trips and camps) within Jordan, it will usually be necessary to be accompanied by a member of the school security team. School trips of one day or less (with no overnight stay) visits to specific venues such as to other schools, shopping malls, museums etc. where normal security measures are in place it will not usually be necessary to have a security guard.

However for trips involving outdoor-type activities such as hiking, nature walks etc. it may well be necessary to be accompanied by school security. The final decision regarding the need for additional security remains with the Head of School

3. Approval Process

All off-site activities should firstly have approval from the Head of School who must be satisfied that the educational visit is planned effectively, staffed appropriately (see teacher-student ratios below) and purposeful in terms of enhancing learning and teaching.

4. Insurance

All local trips and activities are covered under the School's insurance policy and this includes any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office. International trips may require additional insurance provision. Staff should consult the HR Department to ascertain the level of insurance required.

5. General

5.1 Trip Leader and Trip/Activity Staff

The Trip Leader must ensure that members of the group and members of SLT have been thoroughly briefed on the visit and are fully informed regarding the responsibilities of staff involved in the trip. This must include a risk assessment of the proposed activity.

5.2 Risk Assessment & Risk Management

The terms risk assessment and Risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The school will take a common sense and proportionate approach to risk to ensure that the approach to risk assessment and risk management enables children to undertake activities safely, and not prevent activities from taking place.

Whilst the school requires risk to be assessed for every external educational visit, staff are not required to continue to produce risk assessments for regular trips that regularly occur as part of the school week, such as a swimming. An initial risk assessment for such activities will be kept on file, and a regular check to make sure the precautions remain suitable.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

Risk Assessment (see Appendix 1) should be prepared by the organising teacher and must include the following information:

- Staff/ Student Ratio
- Identified Hazards
- Risk Level (High, Medium, Low)
- Risk Reduction Actions
- Whether additional security (Security Guard) is necessary

5.3 Staffing Ratio Guidelines

	<u>Low</u>	<u>Medium</u>	<u>High</u> (Incl. Overseas)
FS1 & FS2	1:6	1:4	NA
Y1 - Y3	1:10	1:6	NA
Y3 - Y6	1:15	1:10	1:8
Y7-Y13	1:20	1:15	1:10

- The guidelines indicate minimum required staffing ratios.

- The guidelines **do not** take account of additional staff that may be required for students with special needs
- A school security guard accompanying a trip will usually not be included in the adult-student ratio
- All educational visits should include a mix of male and female staff.
- At least one member of staff should be a qualified first aider

6. Procedures for School Trips:

The following procedures need to be followed for all educational visits:

- A school trips proposal form should be submitted to the Head of School at least 3 weeks prior to a day trip/ activity taking place
- Parent permission slips must be completed for all students involved in an educational visit
- A Risk Assessment Form must be completed for all aspects of an activity (from transport to individual activities) and signed by the Head of School at least 2 weeks prior to the trip date
- A school security guard must be allocated if necessary (see section 2.2 above)
- For extended educational visits (involving residential with overnight stay) a parent information afternoon/evening should be held at least 7 days prior to the trip
- Where the educational visit is for one day or less (with no overnight stays) parents should be informed by letter
- All arrangements for transport and accommodation etc. must be made through the school's Trip Coordinator (Mr Thayer Jriesat) and it is the trip leader's responsibility to ensure that all information has been provided and sufficient notice given regarding the educational visit.
- An adequately and suitably supplied First Aid Box should be collected from the school nurse on the day of the trip.
- Each member of staff should have a mobile phone with all the necessary telephone numbers.
- When on the trip students should be supervised at all times. If there are any problems the School needs to be informed immediately. On residential trips the group organiser should keep regular contact with the school.

7. Parents

It is important that parents sign a document affirming that they have read and understood what the visit may involve, the activities which will be undertaken and the authority which the supervising teachers will have to deal with problems and emergencies. The forms should cover such matters as emergency medical treatment, medical conditions, dietary requirements, home telephone number/address and other details. It is particularly important that the teachers supervising the trip know whether the child will need medication or other special attention whilst on the trip.

Parents should also be given full written details regarding the organisation of the visit, including those involving short trips during the day. Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of children; staffing; special clothing

required; insurance cover; telephone numbers; and emergency procedures for contacting parents. A meeting might be planned to cover relevant issues and to give parents the opportunity to raise any issue of concern to them.

8. Preliminary Visits

Preliminary visits should be made where the site/destination is not known to accompanying staff. Such visits are strongly recommended but where this is not possible the group leader must obtain information of the places to be visited with particular regard to potential hazards. *If there are identified hazards a risk assessment should be considered before hand.*

9. Medical

9.1 First Aid:

The group leader must ensure that adequate first aid arrangements are made and that the location and the nature of the activity are taken into account. A first aid box must be taken on all trips and activities and this should be made up and distributed by the school nurse. At least one member of staff should be first trained.

9.2 Medicines and Medication:

Parents must inform the school of medicines, medication and any health issue relating to their son/daughter before going on the trip/activity. Medication should be clearly labelled for each student. This should be handed to the group leader and kept in a separate bag.

9.3 Emergency Procedures:

Pupils should be given appropriate information and guidance prior to the visit taking place so that they understand the standard of behaviour that is expected of them and why rules must be followed.

Lack of control and discipline can be a major cause of accidents. A clearly defined safety code for the journey, including rules of conduct and behaviour standards and routine and emergency safety procedures, should therefore be laid down in advance and made known to all pupils, staff, helpers and parents. Insurance matters, medical insurance as well as liability cover for out-of-school activities, should be appropriately covered.

9.4 Guidance notes for immediate action after an incident

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures or other serious injuries
- Circumstances whereby a group member might be at serious risk or taken ill
- Any situation in which the press or media may become involved

Staff should ensure they:

- a) Have emergency numbers stored in at least one staff mobile phone
- b) Have the Principal's and the Head of School's mobile phone number stored
- c) Make sure all staff members know the emergency procedures

10. Communication Protocol:

If an incident occurs the trip leader or another designated member of staff should contact the Principal/Head of School and provide full information including name of students/ staff , details of the incident, action taken plus any contact telephone numbers.

10.1 General Advice:

- a) **Do not** let anybody (staff/pupils) telephone home until the facts are established and it has been cleared by the Trips Coordinator/Principal/Head of School
- b) **Do not** speak to the press or the media (enquiries should be referred to the local emergency services). The School will release an official statement as soon as possible
- c) **Do not** admit liability to anybody
- d) **Do not** allow anyone, apart from emergency services, to see any group member without an independent witness being present
- e) **Do** make a written account of events asap

11. Educational Visits & Trips Forms:

- 1 **EV 0 - Day trips and activities – policy and procedures ***
(to be read before every trip organised)
- 2 **EV 1 – Proposal and declaration form ***
(to be completed by group leader and submitted to Head of School and Principal)
- 3 **EV 2 - Blank risk assessment form ***
(to be completed for each aspect of the activity by the group leader)
We have some pre populated risk assessments already e.g. bus and planes. It would seem sensible to try and gather other trip destination assessments that are conducted regularly e.g. Madaba, Wadi Rum, Ajloun etc.
- 4 **EV 3 - Parental consent letter with reply slip ***
(sample included – to be written by group leader and sent via the office)
- 5 **EV 4 - Checklist for students**
(if appropriate to the trip and age group)
- 6 **EV 5 - Consent for swimming/water based activities**
- 7 **EV6 - Summary of students details ***
(sample included – check for food / medical allergies / emergency contact numbers – group leader to obtain form from office)
- 8 **EV7 - Summary of staff details ***
(provided by the group leader – group leader and office copies to be made)
- 9 **EV 8 - Incident report form**
- 10 **EV 9 – Evaluation sheet**
(to be completed and information to be available for other similar trips)
- 11 **EV 10 - Document Checklist ***

Nothing about the need to ensure that children are safely and visibly returned to parents at the end of each trip, ie, staff are responsible until handover and must ensure pupils safety until then.

* **Document must be completed**