



THE BRITISH SCHOOL OF  
ALMERÍA

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# EDUCATIONAL VISITS POLICY AND GUIDANCE

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OWNER

THE BRITISH SCHOOL OF ALMERIA

TYPE OF PAPER

POLICY

TOPIC AREA

HR - SAFEGUARDING

DATE OF REVIEW

SEPTEMBER 2022

LANGUAGE

ENGLISH

*Part of*



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Schools  
Partnership

## **A. PURPOSE**

The British School of Almeria expects that all staff and volunteers in our school, and any contractors or partner agency staff used by the school, recognize where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or harm.

Educational visits and learning off-site comprise an essential part of the school curriculum at our school. Successful trips provide memorable learning experiences and enhance education in ways that are not possible in the classroom. We are committed to providing educational visits as a positive tool to develop students' independent, investigative learning and to enhance their understanding of the local world around them. The safety of all students and members of staff is of the utmost importance and therefore the following procedures and guidelines are in place to ensure that everyone stays safe during an educational visit.

## **B. RESPONSIBILITIES**

All members of staff have the responsibility to:

- Take reasonable care of their own and others' safety and health during an educational visit
- Follow the procedures in place for planning an educational visit
- Carry out activities safely in accordance with this policy.
- Inform the Health and Safety Officer of any serious risks and hazards associated with an educational visit.

## **C. AIMS AND EXPECTATIONS**

All Educational visits are planned to support and broaden students' understanding of the topic(s) being covered in the classroom. Teachers must liaise with their line manager/coordinator to ensure that each trip is suitable for the age of the children.

### **EYFS & Primary**

All Year groups should have at least one Educational visit per term. Children in Year 5 and Year 6 should also attend an overnight residential in Term 2 or 3 which encompasses the adventurous element.

### **Secondary & Sixth Form**

Subject teachers may arrange Educational visits throughout the year to extend learning taking place within the classroom.

#### **D. SAFETY CONSIDERATIONS**

All Educational visits or off-site activities must be submitted for approval to the Health and Safety coordinator/ Head of department who will further discuss and approve the application with the principal. Overnight residential trips must be submitted at least **EIGHT WEEKS** prior to the proposed date for approval and local visits must be submitted at least **FOUR WEEKS** prior the proposed date, unless a trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to the theatre. Planning procedures as outlined below must be followed for all educational trips.

1. As a general guide the following adult to student ratios must be a maximum of;

- EYFS - 1:6
- Primary – 1:10
- Secondary – 1:15

It is essential that both a male and female member of staff accompanies all Primary educational visits. Circumstances including overnight residential and more adventurous activities may be subject to a more stringent ratio as directed by the Health and Safety Officer and/or the Principal.

#### **E. PHOTOGRAPHIC EVIDENCE**

- Where possible the school camera should be used for taking photos during a visit/trip. This can be arranged with Ana (Head of Marketing) in Reception.
- Photos taken on personal devices should be downloaded to the school Photo folder, as per the school's ICT and E- safety Policy.
- During a trip/visit NO member of the general public is allowed to take any pictures or videos of the school children. Teachers must approach the person and ask him or her to refrain from taking any pictures or videos.

#### **F. GUIDANCE**

All members of staff are expected to follow the procedures outlined below to ensure all Educational Visits are properly planned and will be as safe as possible for all involved with the visit;

## **BEFORE THE TRIP: PLANNING AND APPROVAL**

### **STARTING POINT:**

1. Teacher(s) decide on a potential location and proposed date(s) for visit.
2. Verbally discuss appropriateness of location with the Head of Department/ KS leader to ensure the trip will be appropriate for the age.
3. Where possible, the teacher(s) should conduct a pre-visit to the proposed venue. When it is not possible to conduct a pre-visit, contact should be made with the venue (by telephone, Skype or email).

### **8 WEEKS PRIOR (OVERNIGHT) AND 4 WEEKS PRIOR (LOCAL):**

4. Teacher(s) complete Educational Visits Approval Form (EV1+EV2) and submit to the Head of Department/KS and to the Principal.

### **7 WEEKS PRIOR (OVERNIGHT) AND 3 WEEKS PRIOR (LOCAL)**

5. Principal checks forms and signs the form (EV1+EV2) to confirm approval. Forms given back to teacher/Trip Lead.
6. Teacher/ Trip lead adds the trip to the school calendar and liaises with reception (Vicki-Isa) to confirm with venue, organise transport, letters to parents and to calculate costs.
7. For overnight trips - Meeting held with parents.

### **3 WEEKS PRIOR**

8. Letters to parents sent home via email and as a hard copy at the beginning of the week. Confirmation slips to be returned to the teacher/Trip Lead ASAP.
9. At the end of the week Teacher/Trip Lead collates pupil and medical information (EV4+EV5) and confirms staffing to ensure correct ratios. Share the document with both, the HS Officer and the Principal.
10. Teachers/Trip Lead must email the whole school to inform about the upcoming trip. Cover to be arranged where needed.
11. Teachers/Trip Lead complete Risk assessment (EV3) and submit to the HS Officer and to the Principal.
12. Teachers/Trip Lead order packed lunches from the dining room, if needed. Inform about any dietary requirement.

### **WEEK OF THE VISIT**

13. All members of staff attending the trip hold a Pre-Trip briefing to review student lists and any important medical information. It must be clear who will be responsible for what in the event of an emergency. All staff receive their copy of the different forms.
14. Trip lead to ensure cover has been arranged where needed.

## **DAY BEFORE THE VISIT**

15. Teachers/ Trip lead collect first aid kit and any other materials required for trip.

## **DURING THE VISIT**

### **PRIOR TO DEPARTURE**

16. Teachers ensure that students have all the required items e.g. water bottle, hat, and appropriate attire as needed.
17. Trip leads to ensure that first aid kit, food and any other materials required for trip are collected and in the bus.
18. Students gather at reception before departure time.
19. Teachers complete head count and walk students to the bus.

### **TRAVELLING TO VENUE**

20. Ensure even distribution of staff on the bus.
21. Students suffering from travel sickness sit towards the front of the bus where possible.
22. Staff to check that all students wear seatbelts and remain seated for the duration of the journey.

### **ARRIVING AT LOCATION**

23. Disembark from the bus in a safe manner. Students divide into their groups and teachers do a head count.
24. Trip leads to confirm collection time and location with the bus driver and take the telephone number of the driver in case an early departure is required.

## **DURING THE VISIT**

25. Teachers do regular head counts throughout the duration of the trip.
26. Ensure students drink plenty of water.
27. All teachers should be vigilant at all times.
28. No members of the general public are allowed to take photographs of the students.

### **TRAVELLING BACK TO SCHOOL**

29. Do a headcount prior to loading students onto the bus.
30. Trip leads to ensure that no bags or materials are left behind at the venue.
31. Upon arrival back at school, teachers ensure that no bags or materials are left behind on the bus and that the bus is kept clean and tidy.

## **AFTER THE VISIT**

32. Trip lead to provide feedback on **Trip Evaluation form (EV6)** to ensure the school only makes use of venues that are safe and appropriate for students.
33. Download photos to the school photo folder.

Reviewed by: Gillian Greaves

Date: September 2022

Next Review: September 2023



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