



## Baleares International College Policy on Educational Visits and School Journeys

### **Purpose:**

To ensure that all visits and journeys are carefully planned compliant with appropriate Health & Safety legislation provide a valuable learning experience appropriately costed

The following guidelines support the planning and implementation of educational visits organised at Baleares International College:

### **Roles and responsibilities relating to educational visits:**

**The Principal** should ensure that off-site activities comply with the procedures in this policy. S/he should:

Appoint or undertake the functions of an Educational Visits Coordinator.

Ensure that risks have been assessed, significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.

Formal approval is given to each journey or visit.

### **The Educational Visits Coordinator (EVC) should:**

Ensure that competent people are assigned to lead or otherwise supervise a visit.

Support the party leader with advice and guidance on generic risk assessments.

Review and approve the risk assessment produced by the party leader and team for each visit.

The final planning checklist is completed and all supporting documents are completed before the journey takes place.

Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').

### **The Party Leader**

The party leader has overall responsibility for the supervision and conduct of the visit or activity. They must obtain the approval of the Principal before any off-site visit or activity takes place.

Assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment.

Oversee the safe conduct of each visit, paying particular attention to on going risk assessments and changing circumstances.

Ensure a clear rationale for staff helpers and try to ensure cover is kept at a minimum with staff choice.

Ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles.

Consider the planning checklist to ensure that all procedures have been followed.

Inform parents about the visit and gain their written consent.

Ensure that all official paperwork is in order, such as passports for overseas journeys. Carefully cost the visit/journey and ensure that all monies are received and banked appropriately through liaison with the Finance staff, as described below.



### **Additional members of staff and volunteers:**

Volunteers act as employees of the school whilst on approved off-site activities. Where possible, volunteers must have a local police check prior to the trip.

### **All members of staff should:**

Assist the party leader to ensure the health, safety and welfare of all the young people on the visit.

Be clear about their roles and responsibilities whilst taking part in the visit or activity. If they are not regular members of the school's staff, they should ideally have a ICPC/DBS/local police check before accompanying residential journeys, if this is practicable and should be added to the SCR.

### **Young People**

Whilst taking part in off-site activities young people also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

Not take unnecessary risks.

Behave sensibly, keeping to any agreed code of conduct.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the trip.

### **Parents**

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Parents should:

Inform the party leader about any medical, psychological or physical condition relevant to the visit.

Provide emergency contact numbers.

Sign the consent form. Students must not be taken off-site if parents have not signed a form.

### **Planning off-site visits**

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. All visits and journeys should have clear learning objectives including a rationale for staff accompanying. Planning also involves considering the dangers and difficulties which may arise and making plans to avoid them.

### **Risk Assessment**

A risk assessment should always be carried out before setting off on a visit, using the Baleares International College Educational School Visits Proposal Forms (see appendix).

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if students are in danger.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities the party leader should consider having at least one trained first-aider in the group for ensuring that appropriate first-aid support is available at the centre. The group leader should



have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

For visits abroad, the party leader must ensure that s/he is aware of how to contact emergency services in that country.

### **Supervision and staff / student ratios.**

It is important to have a sufficient ratio of adult supervisors to students for any off-site visit. The factors to take into consideration include: sex, age and ability of group; special needs students; nature of activities; experience of adults in off site supervision; duration and nature of the journey; type of any accommodation; competence of staff, both general and on specific activities.

The following guidelines give suggested ratios, but are subject to change depending on the activities undertaken and the age of the students:

For day visits – 1:15 (maximum). 1:12 is the ideal.

For overnight visits and outdoor activity based visits: 1:10.

For all overseas visits: 1:10

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any students who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

For the protection of both adults and students, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil. Whatever the length and nature of the visit, regular head counting of students should take place.

The group leader should establish rendezvous points and tell students what to do if they become separated from the party.

### **Preparing Students**

Providing information and guidance to students is an important part of preparing for a school visit. Students should have a clear understanding about what is expected of them and what the visit will entail. Students must understand what standard of behaviour is expected of them and why rules must be followed.

The same policy applies to drugs, alcohol and banned items on trips as in school. Any students found with such on a trip will be immediately sent home. On overseas trips, parents will be called to collect their son/daughter. Students found with said items will face appropriate disciplinary action as per the in-school policy.

### **Students with special educational and medical needs**

The Principal will not exclude students with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of



everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Safeguarding:**

Where any students are travelling about whom it is known there are child protection issues relating to their emotional stability, or relationships with others, consideration should be given to informing the party-leader of any issues, particularly on residential journeys. The Principal And Safeguarding Lead should make a judgement on this issue, dependent on considerations of the child's emotional state and the individual's right to privacy.

### **Communicating with Parents / Guardians**

Parents need to be aware that the teachers on the visit will be acting in their place - in loco parentis – and will be exercising the same care that a prudent parent would.

Parents must be informed that no trip insurance policy covers Covid related cancellations. The only instance in which deposits and monies MAY be returned is if the country to be visited cancels all school trips, in law. It is not possible to return deposits and monies to parents for cancellation relating to any Covid issue.

The School's parental consent form should be completed for each pupil in the group.

### **Residential visits**

A full pack containing relevant details, should be submitted to the Principal, EVC, Parents and Students at least half a term before the trip takes place.

Parents' meeting: For any overnight or residential visit, it is essential that the party leader holds a meeting for parents, at which they are given all the details of the journey and the opportunity to ask questions.

Contact details: The party leader should ensure that s/he has a list of contact details for parents while they are away. S/he should also have contact details for two members of the Senior Leadership Team, who are likewise given contact details of the participants on the trip.

### **Coastal visits**

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.

Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds; cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times.

### **Swimming and water related activities:**

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. The group leader must ensure that adequate supervision is available at all times.



## Budget management

The visit or journey should be carefully costed in advance and a budget plan made (using the Baleares International College Educational School Visits Proposal Forms, see appendix).

Parents should be informed of the overall cost and of the break-down. The following procedures should be followed, once agreement for the trip to proceed has been received:

Party leaders must liaise with the Finance staff in advance of the journey being advertised and must agree with her/him a financial plan including administration changes, together with a copy of the letter to parents.

Payments must be made online by parents. Should a family be unable to pay online they should contact the Finance Office for advice. The last due payment date must be at least a month before the trip is due. Any incomplete payments may result in the trip being cancelled; Invoices will not be paid unless there are sufficient funds collected to cover the amount of the invoice.

Appendix.:

1. Request and planning sheet for an educational visit

[Educational School Visits Proposal Form](#)

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