



Educational Visits Safety Policy and Guidelines

Approval: SLT
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1. Introduction

- 1.1. This policy takes note of the UK's DfE [Health and Safety Advice on Educational Visits](#) (2018) and [Health and Safety: Advice on Legal Duties and Powers](#) (2014)
- 1.2. This policy should be read alongside the School's Health and Safety Policy, First Aid policy, Child Protection and Safeguarding Policy.
- 1.3. Educational visits and outdoor activities should
 - 1.3.1. Have significant educational value, academic and/or social, and be consistent with the stated aims of both the school and the covered curriculum.
 - 1.3.2. Be suitable for the students involved
 - 1.3.3. Aim to be inclusive.
 - 1.3.4. Be linked to work within school by preparation and follow-up activities.
- 1.4. The school accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect staff and students' health, safety and welfare and to minimise the risk of untoward or dangerous situations.

2. Planning and Proposal

- 2.1. When planning a trip, the trip leader must consider purpose and justification for the trip. Day visits are predominantly curriculum-led and are opportunities to consolidate learning or to extend understanding on a particular curriculum area. Planning for residential and overnight trips, while including curricular focus, must consider the following points
 - 2.1.1. Inclusive – for residential visits from Year 3 upwards, there should be a growing element of service for the students. The emphasis is on helping individuals or communities and should provide progression in this area leading toward the Duke of Edinburgh's International Award.
 - 2.1.2. Intellectual – there must be some curriculum focus, providing extended experience (learning opportunities) for the students. A trip can bring to life what has been learned in the classroom and raise more questions for the students to further deepen their knowledge and understanding.
 - 2.1.3. Inspired – the activities students undertake on our trips should include some things they would not normally do at home. A trip may stretch them, test their resilience or encourage them to consider risk and reward.



- 2.1.4. Independent and Individual – there should be emphasis on experiential learning, building students' independence as they progress through the years.
- 2.2. Once a destination has been chosen, a date is suggested on the planning forms completed by the Teacher / Department Leader. This allows the relevant Head of School to assess the validity of the trip and the suitability of the timing suggested.
 - 2.2.1. Residentials must be calendared at the latest in June for the following School year.
 - 2.2.2. Day trips should be calendared in June for the following year as far as is possible, although it is recognised that this is not always possible.

3. Recce and Risk Assessment

- 3.1. Once the destination for a day trip or overnight trip has been decided and dates confirmed, Teachers are required to carry out an **exploratory visit** (a recce) to the site or sites of the activities. Exploratory visits contribute to overall planning by ensuring that the venue:
 - 3.1.1. Can be assessed with regard to its ability to meet the aims and objectives of the visit.
 - 3.1.2. Can be effectively assessed for risk.
 - 3.1.3. Can cater for the individual needs of the group.
- 3.2. Exploratory visits contribute to overall planning by ensuring that the Trip Leader:
 - 3.2.1. Is familiar with the geographical, logistical and social aspects of the venue.
 - 3.2.2. Has obtained names and addresses of other schools who have used the venue.
 - 3.2.3. Has met staff at the venue and has obtained advice from them.
- 3.3. Ideally, two people take part in the Risk Assessment to ensure all factors are considered and an agreement upon risk value is made. This way on any trip, if a trip leader falls ill or is taken away to supervise a child, there is always another member of staff familiar with the environment and trip schedule.
- 3.4. The Risk Assessment covers the entire visit including embarkation and disembarkation of buses or other transport. Risk values are calculated and agreed upon. The Risk Assessment is checked and signed off by the Head of School. Once it has been approved, a copy remains with the Head of School. The Risk Assessment is shared with all adults attending the visit, who sign it to provide evidence they are aware of all present risks.
- 3.5. Risk is calculated on likelihood of accident or injury occurring and the severity of the potential outcome. Any risk noted on the exploratory visit is photographed and attached to the Risk Assessment.



- 3.6. Hazardous and adventurous activities require appropriately-trained staff. Medical issues and/or allergies are given due consideration. In certain high-risk activities, a student's disciplinary record may also be relevant.
- 3.7. Wherever possible, coeducational groups contain at least one male and one female member of staff.

4. Communication

- 4.1. If the trip destination is outside a 2km radius from the school, parents are given full written details regarding the organisation and administration of the visit, for example:
 - 4.1.1. Purpose.
 - 4.1.2. Content of programme, including details of all available activities.
 - 4.1.3. Dates and times.
 - 4.1.4. Destination and location (including telephone number and address), mode of travel, accommodation.
 - 4.1.5. Code of conduct expected of children.
 - 4.1.6. Staffing details to include names and, where appropriate, experience and expertise of accompanying teaching staff and voluntary helpers plus information regarding the training and experience of activity centre staff.
 - 4.1.7. Special clothing or equipment required.
 - 4.1.8. Insurance arrangements.
 - 4.1.9. Trip telephone numbers including the school and emergency numbers in the home locality and at the venue.
 - 4.1.10. The emergency procedure for contacting parents.
 - 4.1.11. How updates will be shared
 - 4.1.12. For residential visits, a parent information session is held in school.

5. Parental Consent

- 5.1. A Parent Consent form (if required) is completed, in advance, for each student participating in the tour/visit. Amongst other things, it confirms that the Medical and Emergency Contact details provided to the school are correct and up to date.
- 5.2. Additionally, the form contains a section for obtaining parental agreement to the student receiving emergency medical treatment, including anaesthetic, as considered necessary by competent, qualified medical personnel.

6. Medical forms

- 6.1. Medical forms are completed by parents upon entry to the school. Prior to any trip, these need to be re-sent to the parents. The parents are required to review the details, ensure they are current and up-to-date and sign to confirm this is so. This is



sent out before every day trip and residential visit. Any additional or recent information relating to the medical state of the student should be collected and stored with the trip coordinator or given to the leader of the group. Medication is normally held centrally, unless the student can clearly take responsibility for it. Copies of medical forms of the group are kept with the group leader; at no point should a medical form not be to hand for an adult supervising a group.

7. Trip phones

- 7.1. Before any trip, the trip leader requests school phones. They must check there is sufficient credit on the phones and request the accompanying lanyards to hand out to the children on the trip (if Junior School). The lanyards accompanying the phone have the message 'if I am lost please call my teacher on this number', in English and Thai.

8. Safety during the Visit

- 8.1. Staff accompanying the students on the visit have ultimate responsibility, acting *in loco parentis* even when students are in the care of external providers.
- 8.2. First aid kits are taken on all visits. Any individual medication or medical equipment needed for the duration of the visit is held and handled by a specified staff member, not by the student (unless previously agreed with parents).
- 8.3. Full lists of all students attending and of groups and group leaders are held at school, along with the signed Risk Assessment.

9. Supervision

- 9.1. For both day trips and overnight trips the adult:child ratio for supervision is as follows.
 - 9.1.1. Early Years 1:4
 - 9.1.2. Y1-2 1:8
 - 9.1.3. Y3-6 1:10
 - 9.1.4. Y7 upwards 1:12
- 9.2. There is a minimum of two members of staff per trip with, where possible, one member of each sex for trips involving boys and girls. These figures do not necessarily apply for sports fixtures. Parents / other adults involved are subject to background checks at the appropriate level before they can supervise children.

10. Emergency procedures

- 10.1. Staff supervising a trip are in possession of local emergency contact numbers, together with contact numbers of all Senior members of staff at the School. In the event of a student falling ill or becoming injured, the supervising member of staff



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assesses the seriousness of the situation and takes whatever action is necessary in the circumstances. He/she seeks help from local emergency services if necessary and informs the School Leadership at the earliest possible time. The latter provides advice and support as appropriate. In the event of a Critical Incident (i.e. a situation involving a serious threat to the wellbeing of an individual or group), action is taken in accordance with the School's Critical Incident Policy.

- 10.2. The Group Leader ensures that there is a plan for emergencies and that everyone on the Educational Visit is aware of the arrangements in the event of an emergency.
- 10.3. The Group Leader takes immediate steps to terminate a visit or any element of a visit if the health and/or safety of the students or anyone else on the Educational Visit is at risk.
- 10.4. Should it become necessary, the Group Leader will contact the relevant Head of School and may send any student home if, after consideration of all relevant matters (for example the student's health or poor behaviour), they agree that such action is warranted. Extra costs arising out of any such event are payable by the Parent.

11. Transport

- 11.1. If buses or other means of transport used for a trip are not from the School's usual bus company, they are fully inspected to ensure all children have access to a seatbelt. A proper briefing of students regarding behaviour in coaches and cars (including the use of seat belts) is an integral part of the Risk Assessment and planning for any trip.
- 11.2. Trips leaving from School must normally use coaches rather than minibus-type transport.
- 11.3. It is normal for a Police escort to be arranged for a departing trip.