



BELVEDERE INTERNATIONAL SCHOOL

EDUCATIONAL VISITS POLICY

2024-2025

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info@belvedereinternationalschool.com

Hili, Al Ain, United Arab Emirates

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Belvedere International School believes that our students derive many and lasting educational benefits from taking part in visits. They contribute significantly to the development of cross curricular skills and social education through encouraging responsibility, self-confidence and self-reliance.

Key members:

- SLT Members

Educational Visits Policy

Purpose

- To give all children a wide range of high quality experiences outside the classroom, including residential experience.
- To provide school staff with easily accessible advice guidance and resources, as well as good professional development opportunities.
- To encourage partnerships between schools, local providers and other organisations over visits and out of school activities.

In deciding if a visit application merits approval the school will consider the following:

- There are clear and justifiable objectives for the visit. Which fits into the structure of the year and there is value of the event to individuals and groups.
- The party leader is sufficiently responsible and capable of taking charge of the particular visit.
- Parental notification and consent has been undertaken.
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- All transport arrangements have been adequately assessed.
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources (e.g. school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced.
- Written risk assessments and control measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit.
- A check must be made to ensure any provider has public liability insurance as well as

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suitable arrangements for participant welfare.

- An emergency procedure is in place, which includes means by which Belvedere International School and the group are able to contact each other.
- A final decision with regard to commissioning and enabling an event is taken by both the Principal and the SLT Team (as appropriate).
- The academic year will have a regulated range of stimulating trips organised uniformly across all year groups in such a way to enhance the academic progression of all students in the school.

After the visit

- Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities.
- The standard accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted, in serious injury.
- An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

Planning visits and expeditions at Belvedere International School

The following is aimed at tackling common questions when planning visits and is designed to encourage 'good practice'. Some of these guidelines only apply to expeditions, longer and overseas visits but you are advised to read through all these guidelines before planning any visit. They should be read in conjunction with the guidelines setting out the procedure for planning visits and with the school's standard risk assessment sheet and instructions.

Planning short visits

- The aim, where possible, should be to obtain approval in principle and financial approval three weeks in advance for short visits.
- Some longer visits and all overseas visits should normally obtain approval in principle and financial approval a year in advance of the planned visit.
- Only when approval in principle has been given should details of a visit be entered into the school diary.
- The event must be placed with the school's Educational Trips Coordinator.

Staffing

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- As with all visits, staffing ratios and requirements must be visit-specific according to the number, composition, age range of *students*, and appropriate to the venue and the activities planned for the visit.
- Groups on visits must have at least two members of staff.

Normally a staff ratio to *students* of:

Local visits/day visits

4-6 years	1:6
6-12 years	1:10
12 years older	1:15

Residential Visits in UK (or visits abroad)

Minimum of three supervisors required

Foundation Stage	Better than 1:6
Years 1-3	1:6
Years 4-11	1:10

- It must be emphasised that these ratios are minimum requirements and many visits
- Will require a more intensive ratio.
- All groups on visits must have a nominated Group Leader.

Short visits (non-residential)

Parents may be invited to accompany a group on a day visit but at no time must a parent be left in charge of a student (s). Parents may be asked to assist in managing a group but only under the overall supervision of a teacher. In planning a visit group leaders must ensure that there is adequate BIS staffing from the outset.

Longer visits (residential home and overseas)

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Parents and any other adults (including spouses) accompanying the group must undergo appropriate security checks and be ADEK approved. This must be budgeted for when the financial proposals are forwarded to the school office.

Insurance

The School's insurance policy provides group cover for all members of parties involved in school trips.

Pre-visit inspection

When possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

Travel Arrangements

- All coach bookings must be made through the school office and finance department. The school will only use approved suppliers. If you are using a coach supplied by a tour operator you must check to ensure that coaches meet our minimum requirements, (please contact the office for further details) by asking the tour operator to supply relevant details and the coach company's risk assessments.
- *Students* must be required to wear safety belts in all vehicles. It is group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.
- For travel by train, particular care needs to be given to the risk of some students being separated from the rest of the group and this must be set out in the risk assessment.
- When travelling abroad students need to be briefed on matters such as securing passports and visas, baggage security and airport security checks.
- Parents must be clear about the travel arrangements when they sign the consent form.

First Aid

One member of staff must be nominated as being the lead First Aid person (this person must have had satisfactory first aid training). This member of staff is responsible:

- For the first aid bag. This should be taken on visits, as appropriate.
- To administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge.

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- To remain with a casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

Accommodation

- Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leader on arrival. The group should then be given a briefing/fire drill.
- Students should know where staff rooms are located and these should be in the vicinity of student accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leader must have a room list.
- No boys in girls' rooms and vice-versa.

Assessment

- Full written risk assessment is required for all visits (see required Health and Safety forms)
- All risk assessments must be visit specific and must cover the full itinerary. Risk assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.
- If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own risk assessment (and relevant qualification) and to refer to and include this as part of your own.
- There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, group leaders and staff should always have and be prepared to revert to a 'Plan B'. Students must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.
- Any student who is deemed to be a risk to the safety of other students should not be allowed on a visit. (In such circumstances you must discuss the matter with the Principal in the first instance).
- It is important that students going on a visit are properly briefed before departure and given clear instructions as the visit progresses.

Supervision

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'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for students.

Passports, Visas and EHIC

Group leaders should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be given to the school office.

Parental Consent

- No student may go on a visit without parents having given their written consent by signing the consent form. Verbal consent is no longer acceptable. Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:
 - The full itinerary, including travel arrangements.
 - Medical arrangements e.g. policy on the dispensing of medication (normally if a student needs to purchase and take any medication, he or she should obtain either in advance or at the time permission from a parent). Paracetamol should not be given to a student who is receiving other medication from a doctor.
 - Full contact details of the hotel/place of residence for long and overseas visits and group leader.
- The code of conduct for long and overseas visits.
- A copy of the risk assessment (for overseas visits or major expeditions) is available on request.
- The signed consent forms should be retained by the group leader throughout the visit. A copy of the set of consent forms must be given to the school office before departure.
- All staff should be given and retain through the visit a list of staff and students on the visit, along with their mobile contact numbers (were appropriate), their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas visit.

Reporting incidents/near misses

- It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the school office.
- If you have any area of health and safety concern you must report it to the school office immediately on return.

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Report on visit

- You must complete an evaluation form on your return to school to the school, to enable good practice maintained.
- You are also invited to share details of your visit and photographs in the school newsletter and school website.

Appendix 1: Parent Volunteers for School Trips and Activities

- Parent volunteers who are engaged in formal, regular contact with students (e.g. through regular accompanying on trips, sports coaching or supporting a club or society) will be subject to the normal school procedure for checking staff, including a requirement for a Police check and ADEK approval.
- Parent volunteers who may be considered by the school to accompany a school trip or visit that involves a residential stay will be subject to the normal school procedure for checking staff, including a requirement for a Police check and ADEK approval.
- It is not possible for a parent volunteer to participate in the activities detailed above unless an acceptable and up to date Police check clearance certificate are in place and on the school's records.

-Parent volunteers who assist the School in one-off activities or shorter trips (not involving a residential stay) will agree to be subject to the school's guidance for their involvement. This guidance states that:

- Parent volunteers will receive a copy of the school's Safeguarding/ Child Protection Policy in advance of their involvement and will provide formal evidence to the School that they have received, read and understood this policy;
- Parent volunteers cannot be included in the staff/student ratio for any trip or activity if their own child is on the trip to which the parent volunteer is accompanying;
- Parent volunteers must never be allocated sole responsibility for an individual child or group of children on any trip or activity;
- Parent volunteers must always work under the direct supervision and guidance of a nominated member of staff on any trip or activity;
- The member of staff in charge of the trip or activity where parent volunteers are involved must make reference to their involvement and the guidance given to parent volunteers in the risk assessment prepared in advance of the trip or activity;
- If a member of staff in charge of a trip or activity has any questions about the guidance given in this policy they should contact the school office for clarification.

Parent volunteers must receive a copy of the risk assessments for the trip and sign to say they have read it.

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Review Date:	July 2023
Next Review Date:	July 2024

Principal		Date:	
BIS Board of Governors		Date:	

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