



I.10 Educational visits policy

King's College International School Bangkok seeks to provide education of the highest quality and we believe that educational visits play an important role in achieving this goal as part of a broad and balanced curriculum. The school aims to provide students with a range of opportunities during their years in the school in order to encourage them to extend their experience (language exchanges, subject conferences); to promote personal, social and cultural development (overseas visits, theatre & gallery visits, expeditions) and to boost health and fitness (sports tours, sports trips such as skiing). Of course, very often these educational visits have a value which complements the students' experience in school.

Educational visits help to fulfil the school's ambition of promoting internationalism and multiculturalism while providing an education which seeks to promote maturity in its students. Visits can also help boost self-esteem, self-reliance, teamwork and motivation while assisting in the development of interpersonal skills. We also believe that such opportunities promote a sense of enjoyment and adventure which will engender a lifelong thirst for greater knowledge and pleasure in learning. That said, wherever possible we avoid trips that require us to take students out of lessons.

All visits are organised and led by experienced colleagues and where companies are involved these are always reputable. A strict set of guidelines is adhered to in their planning and conduct. An emergency contact telephone number is always made available to parents. All aspects of behaviour, conduct and supervision are underpinned by the *Safeguarding Policy* adopted by the school and the legal requirements that shape it.

Management structure and responsibilities

- Approval for visits after the submission of the relevant form must be sought from the Educational Visits Coordinator, the Headmaster.
- Monitoring: the monitoring, review and management of Educational Visits is the duty of the Headmaster.
- Student behaviour: responsibility for the behaviour of students on any trip lies with the trip leader.

Safeguarding

As in all other aspects of education at King's, safeguarding responsibilities are a key consideration for staff organising trips or visits. These responsibilities are outlined in the school's *Safeguarding Policy*, which also refers to other relevant school policies and government guidance. Students and parents should understand how any safeguarding concern before, during or after the trip can be referred to the trip leader or the school's designated safeguarding lead.

Risk Assessment and First Aid



Risk assessments are drawn up for every trip and visit undertaken by the school. These are in accordance with the school regulations. A signed and dated risk assessment form is required as part of the final submission document to the EVC. All staff on a trip are issued with a copy of any risk assessment with which they are expected to comply. If a trip is managed by an external company, they will have carried out their own risk assessments and these will be made available to the EVC and SLT.

First-aid provision must be considered when assessing the risks of a visit. For adventurous activities, visits which involve overnight stays, or visits abroad, it is essential that there must be at least one first-aid trained staff member in the group. The trip leader should have a working knowledge of first aid and all adults from King's Bangkok, as well as leaders from external companies should be aware of how to contact the emergency services. Risk assessments should include information in respect of first aid and emergency medical treatment available at hospitals in the region the visit is taking place, should it be required.

Supervision of students

Supervision for all trips should conform to the recommended minimum staffing levels (see ratios below).

The staffing ratio and relevant experience of staff on the trip will be considered by the trip leader and the EVC when planning the trip. The children's age, experience away from home, capabilities, discipline and nature of activities should be taken into account. Hazardous and adventurous activities will require fully trained staff. Such trips may use qualified staff from activity centres. Seek assurances from activity providers that all activity leaders have had all the checks done.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, there must always be enough supervisors to cope with an emergency situation.

The following are general guidelines on trip ratios which may be varied by the EVC.

Trips in Thailand	Pre nursery to Reception	Years 1 and 2	Years 3 - 8	Years 9 - 13
Non-hazardous cultural	1:4	1:6	1:12	1:15
Country visits/fieldwork	1:4	1:6	1:12	1:15
In hazardous conditions (Eg wild country)	N/A	N/A	1:10	1:10



Trips abroad	N/A	N/A	Vary between 1:8 and 1:10	Vary between 1:8 and 1:10
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Co-educational groups must wherever possible contain at least one member of staff of each gender.

Preparing students and communication with parents

There should always be an educational value to any proposed school trip/visit. This value will be considered by the SLT in liaison with the EVC before the trip may go ahead. Students will be informed of the purpose of each trip and should be involved in the risk assessment process as far as is practicable.

Planning transport

The school recognises that two of the major risk areas that must be managed are travel to/from a trip venue and the mode of transport used to do this. Suitable transport plans must be submitted to the EVC as part of the trip/visit request.

Insurance

The school has an insurance policy which covers all transport and medical needs for all trips. For certain high risk activities it may be necessary to take out additional insurance. Trip leaders will have details of this and parents can be issued with the details upon request. Students are not insured for pre-existing medical conditions and parents are advised of this in the consent forms. Parents should organise additional insurance in such cases which must meet the approval of the EVC before consent for that student to attend the trip is given.

Trip certification

1. All residential trips whether they be in Thailand or abroad should be ATOL certified wherever possible.
2. This provides protection against insolvency of any operator or operating service used for or on the trip.
3. Many/most of our trips are protected in this way as they are booked through an agent or operator, but it is important to check certification with the agent/operator.
4. Bespoke trips, where the member of staff running the trip normally books the flights, accommodation, travel by themselves, MAY not be protected and so once again it is important that we verify these arrangements and use agents where possible and check with the EVC if it is OK to proceed.

Please note that travel insurance will never protect against insolvency and the only way to achieve comfort in this regard is through a certified agent.



Types of trips

- At King's Bangkok students are given significant opportunities to participate in a wide variety of trips. These include day trips and residential trips. Examples include:

Day trips

- Theatre productions, dance and music concert performances, local visits, fieldwork, museums and coursework trips (Eg, Art, Biology, Drama, Geography and History), outdoor adventurous activities.

Residential trips

- Ski trips, sports tours, fieldwork and coursework trips (Eg, Art, Biology, Drama, Geography and History), foreign exchanges, outdoor pursuits, choir and orchestra tours.
- Trips may be school-led or organised by an external activity provider.

Trips Abroad

- The minimum staffing ratio detailed above is required and there should be enough staff to cover an emergency. It is the responsibility of the parents to make sure that all passports are valid for at least six months from the date of departure.
- The Foreign and Commonwealth Office (FCO) website must be checked for certain visits where there may be political unrest or medical considerations. The trip leader and other staff should know where the nearest Thai Embassy or Consulate is located and the relevant telephone numbers should assistance be required.
- The trip leader should advise parents to consult their son/daughter's doctor prior to departure if there is any cause for concern.

Behaviour

Students are expected to adhere to the schools' behaviour, rewards and sanctions policy at all times. The rules for a particular trip are made clear to parents in communication from the trip leader. On the trip, the leader has full responsibility for students' behaviour, delegated from the heads.

Emergency Procedures

The school has established accident procedures giving guidance for members of staff who may be required to handle a serious situation should one occur. Full details can be obtained from the EVC.

Terrorism risk

The trip leader is to discuss appropriate responses with students before leaving for the trip. Staff are to brief students on RUN, HIDE, TELL. If appropriate, agree a rendezvous point in the event of separation due to terrorism attack and give a staff mobile phone number for students to contact. In the event of an



attack, follow the instructions given by the local police. Students are to be kept calm and monitored by staff (do a head count and keep all students together). If necessary take all students to a safe place and call the school for further advice and assistance. If any student is involved in an incident then one member of staff must accompany the injured student with medical services to the place of treatment.

Students returning from visits

Our duty of care to a student returning from a visit ends once the student has been handed to either his or her parent(s) or a responsible adult nominated by the parent(s). In exceptional circumstances, and at the sole discretion of the school, students over the age of sixteen may be allowed to make separate travel plans to the remainder of the group. The final decision will be made by the DSL. Parents must make a request to the school in writing detailing the student's intended travel plans (Eg, flight terms, train times etc.) and confirm that the student will take full responsibility for themselves.

Finances

Trips are expected to be cost neutral. Members of staff planning a trip should see EVC for further advice.

Audits

The Health and Safety Committee will undertake, or arrange audits to ensure the requirements of this policy are being satisfied across the school.

Distribution

This Policy is available to all staff undertaking or planning educational visits, trips etc.

Copies of all forms and policies referred to in this document are also available to all staff.