



<b>Reference number</b>		<b>Policy name</b>	Educational Visits Policy
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<b>Person(s) responsible</b>	Simone O'Connor Director of Co-curricular and EVC	<b>Date of next review</b>	July 2024
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<b>Vision, mission and values</b>	<p><b>Mission</b> To produce well-rounded, academically successful, happy young men and women.</p> <p><b>Vision</b> To engage, inspire and extend our students, our staff and the wider community.</p> <p><b>Values</b> To create a community where everyone mirrors our values of good manners, kindness and wisdom.</p>
<b>Purpose</b>	<p>This educational visits policy serves as a framework that not only prioritises safety and legal compliance but also aims to raise the educational value of trips beyond the confines of the classroom. By establishing clear guidelines and procedures, such a policy ensures that educational visits are meticulously planned and executed to provide students with enriching experiences while safeguarding their well-being.</p> <p>Safety remains paramount throughout the planning and implementation stages. The policy outlines detailed risk assessment procedures, emergency protocols, and measures for ensuring adequate supervision. By adhering to these safety standards, schools can minimise the potential for accidents or incidents, thereby instilling confidence among students, parents, and staff.</p>

<b>Approved by</b>	Excom	<b>Date</b>	11 February 2024
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## 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. We benefit from our relationship with King's Wimbledon and are able to offer our students a rich range of opportunities to connect with their peers in London.

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 *Child Protection and Safeguarding Policy* adopted by the school and the legal requirements that shape it.

**Management structure and responsibilities** - The monitoring, review and management of Educational Visits is the duty of the Educational Visits Co-ordinator (EVC) & the Executive Principal. There will be a member of SLT on duty each day and that duty member will be informed of trip attendees.

### The Executive Principals Role:

- Delegates some of the responsibilities for educational visits to the Educational Visits Coordinator (EVC)
- Will ensure that the Educational Visits Policy and Handbook are updated and approved regularly
- Ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents.
- Ensures that sufficient time is allocated for EVC to arrange induction and training for staff who lead and assist with all educational visits.
- Check that the trip leader selected by the EVC is suitably competent, qualified and experienced for leading an educational visit



- Ensures that all documentation is correct and in place prior to departure
- Ensures that all appropriate external provider assurances are in place
- Ensure that the visit emergency contacts are part of the critical incident team and are clear about their roles. This included ensuring that the named member of SLT is briefed and ready for an emergency.
- Ensure that all members of SLT have had critical incident/crisis management training

#### **The Educational Visits Co-ordinators Role:**

- Ensures that all activities and visits meet guidance requirements
- Ensures that all staff have access to an appropriate level of training to ensure that educational visits procedures are properly understood
- Ensures all visit leaders have appropriate Visit Leader training
- Maintains and regularly updates the Educational Visits Policy and Handbook
- Approve educational visits and supports Executive Principal in this approval
- Ensures that where the visit leadership team includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management
- Ensures all relevant police checks, qualifications and safeguarding requirements are completed by all external providers.
- Ensures all external providers read and sign the SLA
- Ensures that there are school emergency contact details in place 24/7 and that emergency procedures are in place for every visit
- Ensures that policies and procedures are reviewed regularly. A review should follow any serious incident or system failure. Risk management documentation must be updated if necessary
- Ensure that all visit leaders know the approval process (see appendices 1) for visits which includes submission of the Outline Approval form via EVOLVE to the Deputy Head, Head of Finance and section Head of School. Final approval is then done by the Educational Visits Coordinator and the Executive Principal.

#### **The Visit Leaders Role:**

- Liaise with the EVC
- Use EVOLVE to send Outline approval to Heads of School, Head of Finance & Assistant Head to seek initial approval
- Attend all educational visits training offered by the school
- Ensure the relevant trip/visit is carefully planned and prepared for in line with the EV policy
- Ensuring everyone is fully aware of all risks for each aspect of the trip and assesses & records all risks through the risk assessment.
- Define and allocate the roles and responsibilities of other staff assisting with the trip/visit to ensure effective supervision. Appoint a deputy where possible.



- Provide relevant information to assisting staff and third party providers (if used), including about the nature and location of the visit and about the participants (age, health information, capabilities, needs, safeguarding, behavioural issues, emergency contact details etc)
- Ensure parental consent has been obtained.
- Provide relevant information to parents and students, and provide a pre-trip/visit information meeting.
- Carry out the pre-trip/visit and complete the pre-trip/visit [checklist](#)
- Carry out dynamic risk assessments, taking into account changing environment, conditions or the group. An ongoing assessment may turn into a plan B.
- Responsibility for the behaviour of students on any trip lies with the trip leader and those assisting the trip leader. The Visit Leader will have 24 hour access to a named SLT member for support in the event of an emergency or if sense checking an incident is required. No member of staff is expected to carry the burden alone.
- Make sure there is access to first aid at an appropriate level
- Ensure that all staff and any third party providers have access to emergency contact and emergency procedure details
- Stop any activity, including those run by the third party provider, should there be a cause for concern. Such intervention should be done with sensitivity and discretion ensuring that further risk is not caused.
- Trip leader to meet with nurse to go through the detailed program to ensure the nurse can prepare extra medical supplies suited to the activities in the itinerary (eg. More bandages for hiking trips, more mosquito repellent for jungle trips, more vinegar for trips to the sea for jellyfish stings).

### **Volunteers Assisting on Trips/visits, Accompanying Adults:**

Any adults on the visit not employed by King's College Bangkok must be clear about their roles and responsibilities during the visit. Adults not employed by the King's College Bangkok who are acting as accompanying adults must:

- have completed the following; - Police Clearance Certificate, - Safeguarding training and send the certificate (online), - Sign the self declaration form (THAI or ENG), - confirm reading of Staff Code of Conduct
- do what is reasonably practicable to ensure the health and safety of everyone in the group
- Know the objectives of the trip/visit
- Must not be left in sole charge of the students
- Must attend briefing meetings and participate in all relevant activities
- Follow the instructions of the Trip/Visit Leader and King's staff
- Speak with a member of King's staff of the Trip/Visit Leader should they be concerned about the health and safety of any student during the visit or raise it with the trip/visit leader prior to departure



Information on the role of the EVC can be found <https://oeapng.info/downloads/all-documents/> (UK National Guidance)

### **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 *Child Protection and 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.

The Trip/Visit Leader will also meet with the school nurse to ensure all medical records are correct and ensure medical supplies are sufficient and appropriate to the activities involved.

### **Inclusion**

This policy takes into consideration the UK Equality Act 2010.

King's College International School supports the inclusion of all students on educational visits (EVs) whenever possible. As per the UK Equality Act 2010, discrimination based on protected characteristics is against the law. Therefore, Trip/Visit Leaders must make reasonable adjustments, if necessary, to accommodate potential participants with disabilities or other protected characteristics. These adjustments can be included in the risk assessment process.

### **Risk Assessment and First Aid**

Risk assessments are drawn up for every trip and a pre-trip visit carried out. The trip leader also must complete the [Pre Visit Checklist](#). Risk assessments are in accordance with the school regulations. A signed and dated risk assessment form is required as part of the final submission documents on EVOLVE to the EVC. All staff on a trip are issued with a copy of all risk assessments for the trip along with a trip management booklet with which they are expected to comply. The trip management booklet which will contain all the details required for the trip ([list of contents](#)). If a trip is managed by an external company (third party provider), they will have carried out their own risk assessments and these will be made available to the EVC, SLT and Executive Principal.

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. For overnight trips a nurse will accompany the school. 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 have basic first aid training and 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.

For trips which involve any water sport activities or where the accommodation has a pool, at least one member of staff must have their teachers lifesaving qualification.



### Supervision of students

Supervision for all trips should conform to the recommended minimum staffing levels (see ratios below). At least one of the staff supervising the trip/visit should be with the students at all times, or at least within the immediate vicinity. Students who are in Year 11 or below, must be monitored more closely and will be subject to appropriate contact points and curfews. The students must, at all times, know the whereabouts of at least one of the staff supervising the visit in case of emergency. (It is understood that for International Award expeditions students will be walking between check points on planned routes).

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.

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

Co-educational groups must wherever possible contain at least one member of staff of each gender. Whenever hiring a bus or minivan, a minimum of 2 adults should attend per vehicle .

Further guidelines can be sought from:

- RoSPA (Royal Society for the Prevention of Accidents)



- OEAP (Outdoor Education Advisers Panel <https://oeapng.info/>).

### **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 and parents will be informed of the purpose of each trip, an overview of the itinerary and students should be involved in the risk assessment process as far as is practicable. Prior to all residential trips, the visit leader will hold a parent information meeting.

### **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. The school hires transport services which have the highest standards in Thailand, such as Montri Transport.

### **Insurance**

The school has an insurance policy which covers all transport and accidents 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 certified with local accreditation and ATOL certified if overseas, 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, sports tournaments.

### **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. Overall permission for an overseas trip must be sought a year in advance (where possible).
- The Foreign and Commonwealth Office (FCO) or the local news agencies 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 - Code of Conduct**

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. Students and parents are expected to comply with the schools Code of Conduct.

### **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 and check any in-country advice. 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**

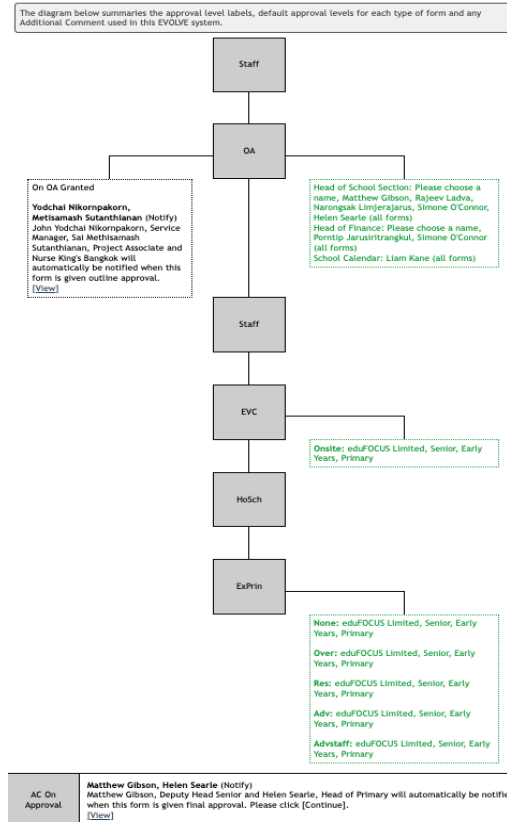
This Policy is available to all staff undertaking or planning educational visits, trips etc.

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



## Appendices

### I. Approval Chain Process



### 2. Responsibilities and Actions Whilst on the Trip/Visit

#### Pre-departure checks

- The trip/visit leader shall have obtained a School mobile from the CCA office
- The trip/visit leader shall collect a first aid kit from The Medical centre or CCA office.
- The trip/visit leader will ensure that the nurse who will go with the trip has collected prescription drugs as given consent from parents
- The trip/visit leader will formally check to make sure that those students that manage their own medication have their medication with them
- The trip/visit leader will collect any snacks & packed lunches that may have been ordered in advance
- The trip/visit leader will have allocated student bus lists which must not change, except in unforeseen circumstances such as a breakdown and a new bus is required but may have a different occupancy. In this case new bust lists must be provided to the EVC, HoS and reception.
- The trip/visit leader shall double-check emergency contact numbers which will be done via EVOLVE in the consent process.



**The trip/visit leader will brief other members of staff joining the trip on students that have:**

- Allergies, in particular those with allergies that may require the administration of an EPIPEN.
- Medical conditions.
- Students who require additional support, need to be considered given the nature of the trip.

**The trip/visit leader shall have briefed students and staff explaining:**

- Planned itinerary for the visit.
- Behaviour and conduct standards.
- Health and safety routines.

**Pre-departure Routine**

On the day of the visit, an attendance register must be taken of all students boarding the transport or leaving School premises, in order to ascertain exactly the location of every student.

This register must be passed to the EVC and reception before the transport departs.

The group leader must also provide a list of students who have failed to attend, to the EVC and Head of School.