



Educational Visits Policy

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1. Scope

The Park Lane International School Educational Visits Policy is intended to support the school's aims of enhancing student education (academic and non-academic), to provide access for all students, and to support child safety and wellbeing.

2. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. Park Lane International School takes all safeguarding matters seriously and will investigate any such situations to the fullest extent.

Throughout any typical school, children come into contact with adults and people in positions of trust who are not directly employed within their own educational setting. This obviously extends even further when a school organises an educational or residential trip. Staff or volunteers who are not appointed by the school itself still have the same duty of care.

All staff members should be aware of the school's staff [Relationship and Behaviour Policy](#), [Code of Conduct](#) and [Safeguarding & Child Protection policy](#) which include, amongst other things, acceptable use of technologies and staff/pupil relationships. Copies of policies are provided to staff when they first join the school.

Particular aspects of safeguarding with regards to educational visits:

- Staff will check whether parental permission has been granted before taking photos and/or videos of students while on educational visits.
- Staff should not use their personal mobile phones or cameras to record or photograph students while out on educational trips.
- Students will need to be reminded of the school rules regarding the use of mobile phones while on educational visits, in particular the sharing of visual material.
- All staff have a duty to be vigilant and observant when dealing with students in their care and have no hesitation to report any concerns regarding their safety and wellbeing.
- All concerns regarding the welfare of students in their care will be recorded by sharing a MyConcern report with the DSL and an Incident Report Form will be completed if required. All such documents need to be passed to the DSL at the earliest possible time via [MyConcern](#). Students also have the possibility of raising concerns through [Tootoot](#).

3. Roles and Responsibilities

a. Senior Leader Team (SLT)

The Senior Leadership Team is responsible for:

- Approving staff requests for educational visits, including having final authority to approve or deny any educational visits.
- Making sure staff, including the educational visits coordinator have received any necessary training.

b. Educational Visits Coordinator

Alex Anea and Carley Johnson are the appointed EVCs at Park Lane International School. They are responsible for:

- Overseeing and guiding other staff to arrange and organise educational visits.
- Assessing the ability of other staff to lead visits and designate a suitable trip lead for each visit.

- Assessing outside activity providers.
- Advising the Senior Leadership Team when they're approving trips.
- Accessing the necessary training, advice and guidance.
- Evaluating all visits once complete, from planning to the visit itself, and using this to improve future arrangements.

c. Trip Leader

The Trip Leader is responsible for:

- Planning the proposed visit, taking into account the health and safety risks to pupils, staff, and volunteers.
- Assigning staff and volunteer roles, as needed.
- Making sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Making sure the needs of everyone taking part are considered, including coordinating any additional support needed.
- Making sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicating key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Making sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others.

d. Other Members of Staff

Adults attending the trip have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from SLT.
- Carry out any required risk assessments and work with the trip leader.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs.
- Look out for the health and safety of themselves and others.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip leader and others, as appropriate.
- All safeguarding and child protection matters must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

e. Parents and Carers

By agreeing that pupils can take part in educational visits, parents and carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

f. Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

GENERAL ADVICE:

- **Be clear about their responsibilities**
 - Be specific - tell volunteers exactly what you need their help with. Remind them to regularly count heads to help your staff keep track of the pupils. Volunteers should not be in a position where they are solely responsible for students - there will always need to be another member of staff present.
- **Make sure they're fully prepared**
- **Assign better-behaved pupils to volunteers**
- **Make volunteers feel welcome**
- **Ask volunteers not to take photos**
- While data protection law doesn't prevent volunteers from taking photos of children for personal use, there are potential safeguarding implications. Refer your volunteers to your school's policy on the taking, storing and disposing of images of children / GDPR if they have any questions.
- **Make sure they have read the risk assessment, child protection, safeguarding and other relevant policies**
 - Trip volunteers should be aware of the dangers they need to be alert for, including what to do in case of an emergency
- **Ask volunteers to maintain confidentiality**
 - Volunteers may need to be told information about a pupil's SEN or medical needs so that they can supervise them effectively. Remind volunteers that any information relating to a pupil is sensitive information that must not be shared after the trip.

g. Pupils

Park Lane's school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip.
- Dress and behave as expected and advised for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Trip Approval Process and Procedure

Approval of all off-site activities is dependent on the satisfactory completion of the necessary documents and availability of staff.

There will be a limit of two educational visits in any given week.

Off-site visits for Year 11 and Year 13 will not be approved after December of each academic year.

*If Year 11 and 13 trips are organised during school holidays and do not interfere with lessons or revision schedules, they will be considered on a case by case basis.

a. PROCEDURES

The following procedures need to be followed for all educational visits:

Fill in [Trip Proposal Form](#)

- Residential visits must be fully approved **one month** in advance of the visit
- Non-residential visits must be fully approved **two weeks** in advance of the visit
- All cover must be sent **one week before the visit**
- Announce trip details with **class lists in Briefing and on the Staff Hub**.
- All arrangements for transport and accommodation etc. must be made through the **school admin team** and the Trip Coordinator must be kept informed of all bookings. These arrangements need to be appropriate for the age of the students, including day activities planned for the trip.
- Communication with parents must be conducted through the school admin team only **after** the trip has been approved by SLT.
- For extended educational visits (involving residential) a parent information session should be offered at least 1 week prior to the trip.
- An adequately and suitably supplied First Aid Box should be collected from the school nurse on the day of the trip.
- Staff will use a school mobile phone to set up a Google Chat group in order to facilitate communication with pupils while on residential trips. The contacts and conversations should be deleted after each trip.
- When on the trip students should be supervised at all times. On residential trips the trip leader should keep regular contact with the school. In case one member of staff or the school cannot be reached, the trip leader should call all the available contacts.

5. Risk Assessment

Student and staff safety and wellbeing remains a main priority for the school. Whilst we understand that it is impossible to reduce risk to zero in any aspect of life we are committed to doing our best to ensure that students and staff engaged in educational visits and related activities remain as safe as possible in all circumstances.

The aim of the risk assessment process is to identify the real risks, assess them, and record the significant findings. There is no need to assess every aspect of every school trip. Proportionate systems should be in place, so that trips that present lower risk are quick and easy to organise. Higher-risk activities should be properly planned and assessed.

As a result, only certain types of external trips and activities require a risk assessment to be completed (Category 2 and 3). Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

All school trips are initially checked by the EVCs and approved by SLT.

External school trips and activities are classified in three categories:

1. Category 1 (Local Trips - no cover)
2. Category 2 (Local/International Trips - cover) - after school hours or on a weekend
3. Category 3 (Residential)

Risk Assessments should be prepared by the Trip Leader and must include the following information:

- Identified hazards

- Risks before control measures
- Risk reduction actions
- Comments and actions

For all visits to major European cities please also risk assessment for Terrorism. Check these [guidelines](#) when required and add them to the risk assessment document.

a. RATIOS:

The teacher student ratio varies according to the risks associated with the activity.

The ratios are as follows:

1:20 ratio – Trip/activity Category 1 (Local Trips - no cover)

1:10 ratio – Trip/activity Category 2 (Local/International Trips - cover)

1:10 ratio – Trip/activity Category 3 (Residentials)

- The guidelines do not take account of additional staff that may be required for students with special needs; residential trips require an **extra staff** member for emergency situations as well as a **Czech** language speaker to facilitate communication with parents if necessary.
- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least one member of staff should be a qualified first aider.
- Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

b. MEDICAL/FIRST AID

The trip leader must ensure that adequate first aid arrangements are made and that the location and the nature of the activity are taken into account. A first aid kit must be taken on all trips and activities and this should be organised by the school nurse.

Medicines and Medication

On school trips the trip leader will assume responsibility for prescribed medication. A medical risk assessment of all pupils will always be undertaken prior to any trip and all consent sought. Parents must inform the school of medicines, medication and any health issue relating to their child before going on the trip. Medication should be clearly labelled for each student. This should be handed to the trip leader and kept in a separate bag.

Alcohol, Tobacco, and Drugs

Students and staff are not allowed to consume any of these substances on school trips. In the interests of health and safety, a pupil found in possession of these materials on school trips will have them confiscated and the parent/carer will be informed. In serious cases, the school can make the decision to immediately send the student home after discussing the matter with parents or carers. [Drugs and substance abuse policy](#).

c. TRANSPORT

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

If public transport is used, the trip leader will inform students of the following:

- Proper etiquette and behaviour
- Route to and from school

- Reception phone number (+420 257 316 182)

d. INSURANCE

All local and international trips and activities are covered under the School's insurance policy and this includes any employee, pupil, or volunteer travelling on behalf of the school. Full details can be obtained from the office.

6. Communication Protocol

Students will inevitably carry mobile phones on school trips. They should be made fully aware that the use of mobile phones and other electronic devices on school trips is a privilege and can only take place with the permission of the accompanying staff.

In the interest of ensuring direct communication between parents and children, students will be allowed to use their mobile phones to communicate with their parents/carers at specific times during the day. These times will be agreed on by accompanying staff and shared with the students. Outside these times all communication with parents should take place using the school office or the trip leader's phone.

If an incident occurs the trip leader or another designated member of staff should contact the Head of School/Deputy or Trips Coordinator and provide full information including name of students/staff, details of the incident, action taken, and any contact telephone numbers.

General Advice

- Do not let anybody (staff/students) telephone home until the facts are established and it has been cleared by the Trips Coordinator/Principal/Head of School
- Do not speak to the press or the media (enquiries should be referred to the local emergency services). The School will release an official statement as soon as possible
- Do not admit liability to anybody
- Do not allow anyone, apart from emergency services, to see any group member without an independent witness being present
- Make a written account of events as soon as possible.

Communication with Parents

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school. Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents should also be given full written details regarding the organisation of the visit, including those involving short trips during the day. Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of children; staffing; special clothing required; insurance cover; telephone numbers; and emergency procedures for contacting parents. A meeting might be planned to cover relevant issues and to give parents the opportunity to raise any issue of concern to them.

In case parents are required to make a payment, this information should be shared by admin staff in good time, allowing the payments to be made at least 14 days in advance. Larger payments should be made directly into the school account via bank transfer.

7. Emergency Procedures and Incident Reporting

Students and parents should be given appropriate information and guidance prior to the visit taking place so that they understand the standards of behaviour that are expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. A **clearly defined safety code** for the journey, including **rules of conduct and behaviour standards** and **routine and emergency safety procedures**, should therefore be laid down in advance and made known to all pupils, staff, volunteers and parents.

If a situation arises where these rules are repeatedly broken or ignored, the trip leader in consultation with other staff (including school based) can contact parents to address the matter. This can include the decision to remove trip privileges or, in more serious cases, send the student home from the trip at parental expense.

If students get separated from the group on public transport they should:

- Remain where they are.
- Call reception and inform them of their location.
- Wait for the trip leader to collect them.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

IMMEDIATE ACTION AFTER INCIDENT

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures or other serious injuries
- Circumstances whereby a group member might be at serious risk or taken ill
- Any situation in which the press or media may become involved

Staff should ensure they:

1. Have emergency numbers stored in at least one staff mobile phone
2. In case of head injuries the ambulance must be called immediately and the parents informed within 10 minutes of the incident
3. Have the Head/Deputy Head of School and Trip Coordinator mobile phone numbers stored
4. Make sure all staff members know the emergency procedures.

8. Contacts

School Reception at Prague 1:

+420 257 316 182

+420 603 429 799

Mr Paul Churchill

Head of Secondary

+420 257 316 182

Ms Kristýna Zíková
Trips and Afterschool Clubs Coordinator/School Office Administrator
+420 732 352 311

Mr Alexandru Anea
Trips Coordinator
+420 776 202 889

Ms Carley Johnson
Trips Coordinator
+420 608 126 438

Ms Erica Warne
Deputy Head of Secondary
+420 245 005 013