

## Educational Visits Policy



King's College  
*The British School of Panama*

The school adopts the guidance and procedures issued, where relevant, in the DfES document *Health and Safety of Pupils on Educational Visits (HASPEV)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits.

### 1. Procedures

- 1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Leadership team for permission to plan the visit. This will be approved in the leadership meeting. Once granted they should submit the details on *Form EVI, Application for the Approval of an Educational Visit* (Appendix 3) to the Head teacher receives outline permission to undertake the visit.
- 1.2 Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially involving return time outside the normal school day.
- 1.3 Following each visit the leader will undertake a review. Any incidents or accidents will be reported. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Head Teacher.

### 2. Local Responsibilities

- 2.1 The Head Teacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 2.2 The Leadership team are delegated with the following indicated tasks: -
  - To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
  - To receive forms and check all visit details are completed and to ensure the annual record of visits is maintained.
  - To liaise with the Head Teacher and make recommendations as to whether outline permission for a visit to go ahead should be granted.
  - To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.

*Note: Any tasks not indicated in the above list remain that of the Head Teacher.*

- 2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### 3. Emergency Procedures

- 3.1 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Head Teacher or designated deputy.
- 3.2 In the event of a party being overdue and without contact by more than 1 hour, the school must investigate the reason.
4. Forms are available in the Staffrooms and the School Office, and in the Appendix of the Staff Handbook for photocopying.

<b>Created and Reviewed by:</b>	<b>Policy Category:</b>
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Senior Leadership Team June 2013	Health and Safety
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