

## Evolution International School

### Educational Visits Policy

October 2018

#### Procedures for Off-Site Activities

All off-site activities must serve an educational purpose that is clearly related to the curriculum. The school director will nominate an educational visits group leader to be responsible for the overall control of these activities. The group leader will assist with the coordination of the trip in terms of logistics but does not replace the need for the supervising teacher to conduct their own site assessment.

#### Procedure

Educational visits are already recommended in the long term plan. Where the recommended visit is used, the coordinating teacher (usually the homeroom teacher) needs to conduct a risk assessment to determine educational suitability, cooperation of any relevant authorities and any potential health and safety issues.

For visits that have not already been recommended, the teacher must seek the approval of the school director or the assistant director before going ahead with a site assessment.

Once suitability has been determined, the coordinating teacher will liaise with the educational visits group leader who will assist with transport and other logistical details such as providing a school nurse, or if the nurse is unavailable, a medical box.

The coordinating teacher should inform the Head of Section and the trip should be entered on the school calendar.

The teacher should then send a communication through the EvoApp to parents, at least two weeks in advance, giving details about the trip, including educational justification, cost, uniform, food, dates and times and any spending money required. Also details about drop off points and times. Parents should be informed that the trip is an important part of their child's education and attendance is strongly recommended.

The teacher should ensure that he/she has all the contact phone numbers for their students, the group leader and their Head of Section.

The student:teacher ratio for trips is:

1:4 for Montessori children

1:10 for primary

1:15 for middle and high school

1:6 for trips near water

**1:10 for overnight trips and at least one male and one female supervisor**

Parent volunteers are encouraged but should be aware at all times of their responsibility towards the students' safety.

School transport must be used at all times. Staff cars must not be used unless in an emergency which should be authorised by the school director or the assistant director.

During the activity the group leader must take whatever steps are necessary to ensure the safety of the students in their group, even if this means a last minute cancellation or change of activity. Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the coordinating teacher the possibility of excluding the child from the activity/visit. Before the trip takes place if any student's behaviour is likely to compromise the safety of the visit or the good name of the school, this child may be excluded from the trip by agreement with the school director. In such circumstances, parents would already have been notified of these issues.