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School Trips

Date	Review Date	Coordinator	Nominated Director
28/11/11	28/11/12	EDUCATIONAL VISIT COORDINATOR	NIGEL PAMPLIN

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield to a university campus, a place of educational interest or a recreational visit during the weekend to a tourist attraction or theme park. Kings Colleges do not offer visits lasting several days at a residential educational centre or educational visits involving overseas travel.

We will ensure that we comply with all DfES/Welsh Assembly and Local Authority documentation before any educational visit is authorised.

We wish to work closely with the Student Forum and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- to provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils

Procedure

Role of the Board of Directors	<p>The Board of Directors has:</p> <ul style="list-style-type: none"> delegated to the Principal the appointment of a member of staff to be in charge of activities outside of class, the Educational Visits Coordinator (EVC); nominated the Director of Admissions to visit the school regularly, to liaise with the Coordinator and to report back to the Board of Directors; the right to be consulted and to give permission for all overseas, outward bound and residential school trips; responsibility to ensure that the school complies with all health and safety regulations and procedures; responsibility for the effective implementation, monitoring and evaluation of this policy
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<p>Role of the Director of Admissions</p>	<p>The Director of Admissions will:</p> <ul style="list-style-type: none"> • regularly visit the school’s Educational Visit Co-Coordinator to ensure the policy is implemented effectively • report back to the Board of Directors
<p>Role of the Principal</p>	<p>The Principal will:</p> <ul style="list-style-type: none"> ▪ be responsible for the sanctioning and authorisation of all educational visits whatever the duration or purpose, except those listed above; ▪ appoint a member of staff to be in charge of activities outside of class, the Educational Visits Coordinator (EVC); ▪ ensure that the EVC and Activity Leaders have appropriate training and are sufficiently competent and experienced; ▪ monitor the effectiveness of this policy ▪ request feedback from the students on the policy via the Student Forum
<p>Role of the Educational Visit Coordinator</p>	<p>The EVC will:</p> <ul style="list-style-type: none"> ▪ undertake appropriate training and is competent and experienced to undertake the role; ▪ ensure that all documentation is in place before the Visit Plan can be authorised by the Principal and Board of Directors; ▪ review the planning, documentation and competence of the Activity Leader before recommending the authorisation of any educational visit;
<p>Role of Activity Leaders</p>	<p>Activity Leaders will complete the following Visit Plan before any visit is authorised:</p> <ul style="list-style-type: none"> ▪ a Risk Assessment(s) ▪ the nature, purpose and length of the visit; ▪ the year groups involved and student numbers; ▪ student names; ▪ contact details; ▪ emergency contact details; ▪ medical records; ▪ the number of adults; ▪ CRB checks of helpers; ▪ adult pupil ratio; ▪ insurance; ▪ costings of the visit; ▪ coach firm and contact details; ▪ travel arrangements; ▪ itinerary of visit; ▪ medical and first aid; ▪ school mobile phone; ▪ emergency procedures;

<p>Role of Other Supervising Adults</p>	<p>The Activity leader will ensure that all supervising adults are:</p> <ul style="list-style-type: none"> ▪ trained in supervisory procedures for educational visits ▪ allocated a group of named pupils ▪ given pupil information
<p>Risk Assessment Procedures</p>	<p>Risk Assessments will be completed prior to each visit and will cover:</p> <ul style="list-style-type: none"> ▪ What are the hazards? ▪ Who might be affected by them? ▪ What safety measures are needed to reduce risks to an acceptable level? ▪ Can the activity leader put the safety measures in place? ▪ What steps will be taken in an emergency? <ul style="list-style-type: none"> • We will use or adapt risk assessments that have been produced by venues who provide instructor led activities. • A risk assessment of the mode/s of transport will be undertaken.
<p>Recommended Adult Pupil Ratios</p>	<p>We will use the following adult pupil ratios (England):</p> <ul style="list-style-type: none"> ▪ secondary schools 1:15-20
<p>Authorisation of Educational Visits</p>	<p>The Principal will:</p> <ul style="list-style-type: none"> ▪ authorise all short term or day educational visits; ▪ seek the approval of the Board of Directors for a residential visit
<p>Role of Parents and their Representatives</p>	<p>Parents/Guardians/Parents representatives will:</p> <ul style="list-style-type: none"> ▪ be informed of all educational visits by the school via the Kings Colleges website where full detailed information of the visit will be given: ▪ complete a standard parental consent form before their child starts their course at Kings so that permission to take part in educational visits is given. ▪ complete a standard parental consent form before their child starts their course at Kings so that medical conditions, allergies and special dietary needs are covered; ▪ submit emergency contact details before their child starts at Kings. For children of compulsory school age this will be their guardian;
<p>Planning & Information for Parents</p>	<p>Kings Colleges do not currently offer residential or overseas visits. Kings students are all international and are all from overseas. They are rarely, if ever, accompanied by their parents to the UK. If, however, Kings did offer a residential or overseas visit, parents would be advised in an email and/or letter containing planning and information about the trip before any residential or overseas visit took place.</p>

	<p>In the email and/or letter, parents would be informed of the following:</p> <ul style="list-style-type: none"> ▪ the name of the group leader ▪ the names of the deputy leader and other staff ▪ the names of parents accompanying the visit ▪ the ratio of pupils to adults ▪ the dates and time of departure and return ▪ the full contact details of the destination ▪ the method/s of travel ▪ the name of the coach firm/travel company ▪ the itinerary of the educational visit and of the activities planned ▪ the total cost ▪ the date when the deposit needs to be paid and when the final travel cost has to be paid ▪ insurance arrangements ▪ pupil medical and dietary information ▪ checklist of clothing and other essentials ▪ checklist of equipment ▪ details and advice of pupil pocket money ▪ ground rules for the visit
Role of Students	<p>Students will:</p> <ul style="list-style-type: none"> ▪ abide by the ground rules and the standards of behaviour for the educational visit ▪ know which adult is responsible for them ▪ look after their possessions and spending money
Role of the Student Forum	<ul style="list-style-type: none"> • The Student Forum will be involved in: <ul style="list-style-type: none"> ▪ determining this policy with the Principal; ▪ discussing improvements to this policy during the school year; ▪ reviewing the effectiveness of this policy with the Principal
Training	<ul style="list-style-type: none"> • The EVC will: <ul style="list-style-type: none"> ▪ undertake training organised by the LA; ▪ train all Activity Leaders and volunteer helpers
Financial Arrangements	<ul style="list-style-type: none"> • The school office will act as 'Treasurer' and will collect all monies from parents/guardians/parents representatives and will pay all bills.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none"> • The effectiveness of this policy will be reviewed annually or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.



Principal:		Date:	
Chair of Board of Directors:		Date:	