Policy and Procedures for Educational Visits

Isha Academy

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A) Aim of the Policy

- To ensure the safety and well-being of children and adults on educational visits.
- To integrate educational visits into the homeschool and tuition curriculum to enhance learning experiences.
- To provide structured and well-planned visits that cater to different ages, aptitudes, and abilities.
- To encourage independent learning, risk awareness, and real-world application of knowledge.

B) Purpose of Educational Visits

Educational visits provide valuable learning experiences beyond the classroom. They help to:

- Reinforce subjects taught in homeschool and tuition sessions.
- Develop confidence, independence, and teamwork.
- Allow hands-on learning experiences.
- Enhance social skills and exposure to different environments.

C) Categories of Educational Visits and Approval Process

Visits are categorised as follows:

Category A: Local day visits (e.g. museums, parks, libraries). Require risk assessment and parental consent.
Category B: Extended day visits (e.g. workshops, exhibitions, field trips). Require additional planning and approval.
Category C: Overnight or overseas trips. Require extensive risk assessment, emergency planning, and parental meetings.

All visits must be approved by the Head of Academy and meet safety guidelines.

D) Leadership of an Educational Visit

- A designated Visit Leader will oversee each visit.
- All visits require risk assessments and pre-visit checks.
- The leader must ensure supervision, safety, and compliance with policies.

E) Adult/Pupil Ratio

- **1:4** for children aged 4-7

- **1:8** for children aged 8-11
- **1:10** for children aged 12+
- Ratios may vary depending on the activity and risk assessment.

F) Role of Parents/Volunteers

- Parents may be invited to assist with visits but must adhere to safety guidelines.
- Volunteers will not be left unsupervised with children unless they have completed the required safeguarding checks.
- A briefing session will be conducted before each visit.

G) Communication with Parents

Parents will be informed about the visit at least **two weeks in advance**, including:

- Date, time, and location.
- Purpose and educational benefits.
- Travel arrangements.
- Cost and payment details.
- Required clothing or equipment.

H) Parental Consent

- Parental consent is required for all off-site visits.
- Consent forms include emergency contact details and medical information.

I) Medical Arrangements

- A first aid kit must be carried on all visits.
- Staff must be aware of any medical needs of the students.
- Parents must provide necessary medication for their child.
- In case of emergency, the designated leader will contact parents and medical services.

J) Arranging an Educational Visit

The Visit Leader must:

1. Submit an Educational Visit Proposal for approval.
2. Conduct a pre-visit check and complete risk assessment.

3. Confirm bookings and arrange transport if necessary.
4. Communicate visit details with parents and obtain consent.
5. Conduct a pre-visit briefing for staff, volunteers, and students.

K) Roles and Responsibilities

Head of Academy:

- Approves all educational visits.
- Ensures policies and procedures are followed.
- Provides support in case of emergencies.

Visit Leader:

- Plans and manages the visit.
- Conducts risk assessments.
- Ensures adequate supervision and safety measures.

Parents and Volunteers:

- Support the visit and follow guidance from staff.
- Supervise students as directed.
- Maintain safety and well-being of children.

L) Risk Assessment

Risk assessments must cover:

- Potential hazards and risks.
- Emergency procedures.
- Medical needs and first aid.
- Travel and supervision arrangements.

All risk assessments must be reviewed and approved before the visit.

M) Planning for Emergencies

- Each visit must have an emergency plan.
- Visit Leaders must carry emergency contact numbers.
- In case of a major incident, emergency services must be contacted first, followed by the Head of Academy and parents.

N) Inclusion

- Educational visits must be accessible to all students, regardless of abilities or medical conditions.
- Adaptations should be made to ensure full participation where possible.
- If a student's behaviour poses a significant risk, alternative arrangements will be considered.

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