



Educational / Offsite Visits

Policy

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01254 261573 / www.alislah.org.uk / head@alislah.org.uk
Al Islah Girls High School, 108 Audley Range, Blackburn, BB1 1TF

EDUCATIONAL/OFF-SITE VISITS POLICY

General (Pre-travel)

1. Shariah guidelines pertaining to travel must not be compromised by the intended visit.
2. There must be clear and legitimate educational objectives for the intended visit.
3. The visit must not contradict Al-Islah Girls High School's Health and Safety Policy.
4. A risk assessment will be completed by the Group Leader. Appropriate measures will be taken to control risks, and participants (adults and children) will be made aware of the measures.
5. The Head-teacher will ensure that adequate child protection procedures are in place, and that in the case of non-teacher supervisors, only adults suitable for child supervision are allowed to accompany pupils on an educational visit.
6. The minimum ratio of supervisors is 1 adult for every 15-20 pupils (Year 7 onwards). The pupils in question, their individual needs, type of visit and type/s of activity to be undertaken must be considered in reaching suitable supervisor ratios.
7. Appropriate and adequate first aid provision will be made available and any other medical arrangements, if required.
8. The Head-teacher will ensure that the mode of transport is appropriate, and that the visit is covered by appropriate insurance cover.
9. The Group Leader will ensure that the relevant documentary evidence and forms have been completed and retained by all concerned parties (i.e. parental consent slips, medical forms, risk assessments etc.).
10. Al-Islah Girls High School will endeavour to make all school activities available and accessible to anybody who wishes to participate, in line with its Equal Opportunities Policy.

Communication

1. The Group Leader will collate and provide to relevant parties:
 - The address and phone number of the venue of the visit and a contact name at the venue.
 - Travel times for outwards and return trips, and pick-up and drop-off points.
 - Details of a school contact (which the Group Leader must retain and have on his/her person throughout the visit).
 - Details of all travelling adults and children and contact names and numbers of parents/next-of kin.
2. Details of costs will be provided well in advance to parents, so that payment can be planned, if need be.
3. In the case of 'remote supervision' parents will be informed, in writing, prior to the visit (see DfES guidance: HASPEV).
4. The Head-teacher will make copies of the insurance schedule available to parents as early as possible (if applicable).

The Group Leader's Responsibilities

The Group Leader will:

1. Have overall responsibility for the visit. They will seek prior consent from the Head-teacher and appoint a deputy, who will work in close conjunction with them.
2. Carry out a risk assessment well before the visit.
3. Ensure all relevant forms are completed and retained
4. Secure a written assurance that providers, e.g. tour operators, have themselves assessed the risks and have appropriate safety measures in place.
5. Undertake an exploratory visit prior to the actual visit, to experience the venue first-hand.

6. Ensure that pupils are appropriately briefed prior to the visit (e.g. they should know what to do in if they are separated from the rest of the group).
7. Be well within their rights to stop a pupil who is considered a danger to themselves or others from participating (after consultation with the Head-teacher).
8. Clearly define all adult responsibilities and roles.
9. Ensure that non-teacher supervisors are not left solely in charge of pupils in any given situation.
10. Keep a written record of all events, times and contacts in case of an incident. In such a situation, they will decline media interest, and ensure that other group members do not provide the media with information.