



The  
British School  
of Monaco

**POLICY SECTION:** Section - TEACHING AND LEARNING

**POLICY NUMBER:** 4.27

## **EDUCATIONAL VISITS POLICY**

**EFFECTIVE FROM:** 13/VII/22

**REVISED:** 15/IX/23

**NEXT REVIEW DATE:** Summer 2024

# British School of Monaco

## Educational Visits Policy

### INTRODUCTION

The British School of Monaco encourages educational visits as it believes 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, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

Any excursion out of school must measure up on educational grounds. It should be a clear extension of work within the classroom and be an integrated part of the work for the term. There are occasional exceptions to this. For example, a visiting exhibition may well provide an excellent educational opportunity for the students whilst not directly correlating with any topic planned for the term. However, in this case appropriate preparatory and follow-up work will ensure that the students gain maximum benefit.

When planning an educational visit, staff of the British School of Monaco will ensure that:

- all school documentation is completed thoroughly and well in advance. Trips into France require the approval of the Ministry of the Interior, and the necessary paperwork must be submitted in French by the school secretary in time to be processed;
- any trip or visit will offer the students every opportunity of an enriching experience within a safe, controlled and well-supervised environment. Whilst staff should retain control of the students at all times, there are certain situations when our control may be passed to other adults, for example, those running the site we may be visiting;
- when out of doors students must be in groups with at least two adults. When in enclosed situations, groups with one adult may be possible. Risk analysis will make clear what level of supervision is necessary. **However, at no time should any of our students be out of adult supervision.**

- any third-party provider such as a third-party person/organisation contracted to organise/deliver all or part of the visit or just supervise students, meets our needs, expectations and has appropriate accreditation;
- before a visit to an unfamiliar facility or venue the visit leader will undertake a preliminary visit to ensure the suitability of the venue/facility.

All school personnel attending an educational visit are trained in safeguarding procedures in order to ensure students' safety.

The British School of Monaco believes that we are an educationally inclusive school, so therefore we will ensure that wherever practical, all children are included on educational visits, including those with special educational needs, disabilities or other special conditions or social circumstances.

## **AIM**

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 students.

## **ROLES AND RESPONSIBILITIES**

### **The Governing Body**

The Governing Body has:

- appointed the Principal to be the Educational Visits Coordinator;
- the right to be consulted and to give permission for all school trips;
- responsibility to ensure:
  - the school complies with all health and safety regulations and procedures;
  - all risk assessments are in place,
  - emergency plans are in place;
  - insurance cover is in place;
  - adequate supervision is in place;
  - the needs of all students are catered for.
- delegated powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;

- responsibility for ensuring policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **The Principal**

The Principal will:

- work to ensure all school personnel, students and parents are aware of and comply with this policy;
- be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose;
- consider the following before sanctioning and authorising any educational visit:
  - the educational benefits of the visit
  - the travelling time to and from the venue
  - the health and safety factors
  - any third-party provider has appropriate accreditation
  - the overall suitability of the venue / facility
- ensure standard risk assessments are:
  - in place;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.
- ensure that a School Trip Plan has been completed and that if the visit is in France that the necessary approval has been obtained from the Ministry of the interior, before sanctioning and authorising any educational visit. This addresses:
  - the correct adult to student ratio;
  - trained first aiders;
  - first aid kit;
  - necessary medication for specific children;
  - high visibility vests for all children and adults;
  - school mobile phones;
  - all adults to carry a mobile phone;
  - a list of all student emergency contact numbers both mobile and landline;
  - a clear telephone tree for use in an emergency;
  - school personnel trained in emergency procedures if an incident should occur;

- alternative transport routes are planned and printed;
  - identified a safe place(s) of refuge to go to in case of a major emergency.
- ensure that Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
  - ensure all volunteer helpers/supervisors are subjected to criminal records check before they take part in an educational visit;
  - ensure any accidents and emergencies are dealt with and reported;
  - ensure all relevant insurance cover is in place;
  - provide guidance, support and training to all staff.

### **Authorisation of Educational Visits**

The Principal will:

- authorise all short-term or day educational visits;
- ensure that all planning documentation for trips into France is sent for approval to the Ministry of the Interior and that only approved trips or visits take place;
- seek the approval of the Governing Body for a residential visit.

### **Role of Parents/Carers**

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the visit;
- report any issues of concern immediately to the trip leader.

### **Planning and Information Meetings**

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader(s);
- the names of the deputy leader and other staff;
- the names of parents accompanying the visit;
- the ratio of student 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 clothing/equipment needed;
- details and advice of pupil pocket money;
- ground rules for the visit.

### **Role of student**

All students will:

- abide by the ground rules and the standards of behaviour expected of British School of Monaco students;
- know which adult is responsible for them;
- look after their possessions and spending money;
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;

- treat others, their work and equipment with respect;
- wear school uniform or appropriate clothing for an educational visit as required by their teacher.

### **Financial and Travel Arrangements**

The Modelex Head of Finance will:

- act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- organise all transport arrangements and deal with reputable travel firms.

### **Monitoring the Effectiveness of the Policy**

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.