


# Educational Visits Guidance



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<b>Occupational Safety and Health Management System</b>	
<b>Educational Visits Guidance</b>	

Document Name	Educational Visits Guidance		
Document Number	TG-OSH-07		
Nature of Document	Confidential	<u>Yes</u>	Non-Confidential

### Revision History


SN	Description	Revision Status	Date	Next Review Date	Pages Affected
00	Field Trip Plan	01	1/2/2022	11/2/2023	New Doc
01	Educational Visits Guidance	02	13/4/2023	13/4/2024	New Doc
02	Educational Visits Guidance	03	30/8/2023	30/8/2024	New Doc
03	Educational Visits Guidance	04	13/11/2023	13/11/2024	Pg 12,8, Form 3
04	Educational Visits Guidance	05	21/08/2024	21/08/2025	

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## 1. Purpose

Taaleem has the overall responsibility for the health, safety and welfare of the staff and students from its schools whilst participating in off-site educational visits. This document aims to set out Taaleem's expectations of how off-site visits should be managed and conducted. The guidance contained within this document is based on the Camps International School Educational Visits Guidance.

## 2. Scope

Off-site educational visits and other outdoor learning activities are widely accepted as valuable experiences which should form part of the school's educational offer. Taaleem encourages off-site educational visits and school excursions, well planned visits provide opportunities for students to learn in a new environment expanding students' experience of the school curriculum. The following guidance pertains to school Principals, Educational Visit Coordinators (EVC), Visit Leaders and all involved in the planning and delivery of visits. This policy should be read in conjunction with other relevant school policies on behaviour and child protection, in Dubai KHDA guidance on trips is also to be considered [KHDA Guidelines for Trips and Events](#)

## 3. Roles and Responsibilities

### Principal

- Responsible to ensure there are effective procedures in place for the management of off-site educational visits.
- To approve all off-site educational visits.

### Head of Business Operations / Operations Manager

- To ensure that all procedures relating to visits are followed during the booking and planning phase allowing the safe execution of educational visits.
- To approve all off-site educational visits.

### Educational Visits Coordinator (EVC)

- Responsible to ensure all planned off-site educational visits conform to the school's policies, procedures, and requirements.
- To attend training delivered by Camps International and to act as the focal point for queries related to international off-site educational visits.

### Visit Leaders

- Responsible for the overall supervision and conduct of the visit and must ensure the correct implementation of school's policies and procedures. There should always be a single designated Visit Leader to avoid confusion.

### Visit Assistants

- Responsible for working with the Visit Leader to deliver the trip in accordance with the school's policies and procedures.

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#### 4. Procedure for Residentials and Overseas Visits – Camps International

All off-site educational visits must be approved in advance by the Head of Business Operations / Operations Manager and the Principal. No agreement with parents or providers should be entered into without the necessary approvals.

The process is summarised in the table below showing the stages required to successfully organise an off-site visit.

Task	Responsible Individual
Visit Selection	Visit Leader
Application	Visit Leader
Approval	Principal and Head of Business Operations / Operations Manager
Promotion	Visit Leader
Delivery	Visit Leader
Evaluation	Visit Leader

##### Stage 1: Visit Selection

Firstly, the appropriate off-site visit should be identified, Taaleem is in partnership with Camps International who act as the Taaleem Group, Visits Portfolio Manager. All residentials and overseas visits will be booked through the Taaleem School Travel Portfolio website [Taaleem Travel Portfolio](#). To book a trip the Visit Leader should select the desired visit from the website and then fill in the Camps International enquiry form to kick start the booking process.


This website provides a clear and visual platform to review and book visits that are available through approved providers. All of the approved providers have been through a rigorous due diligence process to ensure the safety, security and compliance of the visit offered.

Inevitably there will be visits that are not included on the Taaleem dedicated website, if this is the case Camps International will carry out the vetting process on the provider so that they can be added to the Taaleem travel portfolio. Please note if the approved provider does not pass the required due diligence checks it is unlikely that the visit will be sanctioned to go ahead. To commence the vetting process on a provider not currently included in the Taaleem travel portfolio contact Emma Keegan, the lead for the Taaleem travel portfolio [expeditions@campinternational.co.uk](mailto:expeditions@campinternational.co.uk).

##### Stage 2: Application

The visit application is an internal process and should contain as much detail about the planned visit as possible, the following forms should be submitted as part of the proposal:

- Form 1: Detailed Educational Visit Proposal
- Form 2: Risk Assessment (this should be added to as required, a risk assessment should also be provided by the approved visit provider)

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When the above documentation is ready, it should be submitted to the Principal's PA / Educational Visits Coordinator (EVC). The application should be completed as far in advance as possible to allow suitable time for appropriate planning and administration to take place.

### **Stage 3: Approval**

The Principals PA / EVC will review the application and seek further information if it is required. The application will then be handed to the Principal and Head of Business Operations / Operations Manager for approval.

The approval shall be subject to the application meeting the required standards dependant on the proposed nature of the visit including but not limited to:

- Educational value
- Use of approved providers
- Selection of appropriate staff, staff to student ratio
- Risk assessment
- Value for money
- Type and level of insurance in place


Once approved, the Principals PA / EVC is required to take the following further actions:

- Inform the Visit Leader that the visit has been approved.
- Inform the facilities manager so a bus check can be completed prior to departure.
- Ensure the catering supplier has been informed of any cancelled lunches or packed lunch requirements.
- Inform the clinic so a first aid kit can be made available.
- Notify the reception and PA that the visit is taking place.
- The Principals PA / EVC is also responsible for archiving the Forms 1 and 2 provided by the Visit Leader. In addition, the following should be added to the archive when made available by the Visit Leader:
  - Completed signed copies of Form 3: Information Letter for School Visits, with the appropriate Release of Liability Form.
  - List of all students and supervisors attending.
  - Copies of student's passports (overseas visit only).
  - Copies of the Visits Leaders and Visit Assistants passports (overseas visit only).
  - In Dubai a copy of the letter sent to the Ministry of Foreign Affairs (overseas visit only).

When all documentation has been collected it should be archived in the Taaleem Group shared area [Taaleem Group Field Trips](#). Each visit should have its own folder in the relevant school's section.

For international visits only:

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- In Dubai the Principals PA is to send an official letter to Ministry of Foreign Affairs [DO@mofaic.gov.ae](mailto:DO@mofaic.gov.ae) informing them of the schools intended visit to the country concerned.
- In Dubai at least 3 days prior to the trip the following should be submitted to KHDA (for information and record only) on [rpc@khda.gov.ae](mailto:rpc@khda.gov.ae)
  - The contact person (name and number) for the visit, as provided to parents.
  - A list of all the students and supervisors on the trip.
  - For the duration of the trip, the school's local contact in Dubai that KHDA can reach in case of need.
- In Abu Dhabi, ADEK approval should be sought through the ADEK portal, when the trip has been approved further instructions will be sent by ADEK to the school via email.

#### **Stage 4: Promotion**

Once approved the proposed visit can be promoted to the students and parents, and agreements entered with providers. The person with parental responsibility will need to give informed consent for their child to participate, to achieve this they must receive information on the visit including:

- Dates and timings
- Method of travel
- Destination
- Proposed activities (timetable of activities is recommended)
- Visit Leader name and experience
- Cost and method of payment
- Cancellation terms
- Advice on personal equipment
- Advice on insurance

Parents must also understand their responsibilities including:

- Provide full information regarding medical or other needs, including any allergies/ dietary requirements
- Requirement to check and obtain relevant visas

The Visit Leader will achieve this by sending out Form 3: Information Letter for School Visits. Please note this form shall be translated into Arabic when necessary.

When a list of participating students has been collated this should be shared with the Principals PA / EVC. It is the responsibility of the Visit Leader to chase parents for payment and consent forms when required.


#### **Stage 5: Delivery**

During the visit, the Visit Leader is responsible for implementing the agreed policies including but not limited to:

- Adherence to supervision ratios

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- Behaviour management
- Recording and reporting of incidents, accidents and near misses
- Dynamic risk assessment

### Stage 6: Evaluation

Immediately following the trip, Visit Leaders should reflect on the outcome and experience, sharing relevant information and feedback with the Principals PA / EVC and the operations team regarding any health and safety concerns. The following points should be considered:

- What went well, what is difficult, what lessons were learnt?
- Review incident report records and store securely

## 5. Procedure for Single Day Local Visits – Sc gravel

All off-site educational visits must be approved in advance by the Head of Business Operations / Operations Manager and the Principal. No agreement with parents or providers should be entered into without the necessary approvals.

The process is summarised in the table below showing the stages required to successfully organise an off-site visit.

Task	Responsible Individual
Visit Selection	Visit Leader
Application	Visit Leader
Approval	Principal and Head of Business Operations / Operations Manager
Promotion	Visit Leader
Delivery	Visit Leader
Evaluation	Visit Leader

### Stage 1: Visit Selection

Local visits are booked through Sc gravel, a comprehensive list of visits can be found on the website [Sc gravel School Travel](#), visits not advertised can also be facilitated by Sc gravel even if there is not a visit to a venue and it is only a transport booking that is required. To book a trip the Visit Leder should email requests to [schools@scravel.com](mailto:schools@scravel.com) no less than 4 weeks prior to the proposed trip to kickstart the booking process. The email must include venue, year group, and number of expected students.


Please note, in the event that a local visit is planned, and it is not booked through Sc gravel, the ‘Taaleem Parent/Guardian Permission and Release of Liability for Educational Visits (In the UAE)’ form should be completed and sent out with Form 3.

### Stage 2: Application

The visit application is an internal process and should contain as much detail about the planned visit as possible, the following forms should be submitted as part of the proposal:

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- Form 1: Detailed Educational Visit Proposal
- Form 2: Risk Assessment (this should be added to as required, a risk assessment shall also be provided by Scrael)

When the above documentation is ready, it should be submitted to the Principal's PA / Educational Visits Coordinator (EVC). The application should be completed as far in advance as possible to allow suitable time for appropriate planning and administration to take place.

### **Stage 3: Approval**

The Principals PA / EVC will review the application and seek further information if it is required. The application will then be handed to the Principal and Head of Business Operations / Operations Manager for approval.

The approval shall be subject to the application meeting the required standards dependant on the proposed nature of the visit including but not limited to:

- Educational value
- Use of approved providers
- Selection of appropriate staff, staff to student ratio
- Risk assessment
- Value for money
- Type and level of insurance in place

Once approved, the Principals PA / EVC is required to take the following further actions:


- Inform the Visit Leader that the visit has been approved.
- Inform the facilities manager so a bus check can be completed prior to departure.
- Ensure the catering supplier has been informed of any cancelled lunches or packed lunch requirements.
- Inform the clinic so a first aid kit can be made available.
- Notify the reception and PA that the visit is taking place.
- The Principals PA / EVC is also responsible for archiving the Forms 1 and 2 provided by the Visit Leader. In addition, the following should be added to the archive when made available by the Visit Leader:
  - List of all students and supervisors attending.
  - A copy of the parent information letter, please note consent forms will be signed by parents on the Scrael link.

When all documentation has been collected it should be archived in the Taaleem Group shared area [Taaleem Group Field Trips](#). Each visit should have its own folder in the relevant school's section.

### **Stage 4: Promotion**

Once approved the proposed visit can be promoted to the students and parents, and agreements entered with providers.

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The person with parental responsibility will need to give informed consent for their child to participate, to achieve this they must receive information on the visit including:

- Dates and timings
- Method of travel
- Destination
- Proposed activities (timetable of activities is recommended)
- Visit Leader name and experience
- Cost and method of payment
- Cancellation terms
- Advice on personal equipment
- Advice on insurance

Parents must also understand their responsibilities including:


- Provide full information regarding medical or other needs, including any allergies/ dietary requirements
- Requirement to check and obtain relevant visas

The Visit Leader will achieve this by sending out Form 3: Information Letter for School Visits. Please note this form shall be translated into Arabic when necessary.

The Visit Leader should also complete the following tasks:

- The Visit Leader will give the go ahead to Scrael who will publish the trip details on Skiplly.
- When the visit details are published, a step-by-step payment guide will be shared with the Visit Leader who in turn will share this correspondence with parents.
- Information on the visit will be passed to parents by completing Form 3 and consent will be given by completing and agreeing to the generic Taaleem consent form that will be included on the Skiplly link.
- When giving consent parent will also give their name and emergency contact details, Scrael will compile a list of emergency contact details and provide it to the teacher before the visit.
- When a list of participating students has been collated this should be shared with the Principals PA / EVC.
- Ensure the catering supplier has been informed of any cancelled lunches or packed lunch requirements.
- A report will be generated and sent to the Visit Leader upon completion of 7 working days post the activation of the payment link on Skiplly. Please note, it is the responsibility of the Visit Leader to chase parents for payment when required.
- The payment link will be closed 4 working days prior to the trip to ensure all arrangements are made in time for the visit.

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- It is worth noting that all visit payments are non-refundable. Most venues have a minimum requirement of 20 to 25 paying students to be eligible for the school pricing. This may vary depending on the venue and will be advised by the Edutainment Executive.

### **Stage 5: Delivery**

During the visit, the Visit Leader is responsible for implementing the agreed policies including but not limited to:

- Adherence to supervision ratios
- Behaviour management
- Recording and reporting of incidents, accidents and near misses
- Dynamic risk assessment
- On the day of the trip, the Visit Leader must carry a copy of the reservation details which will be shared by Scrael and collect the entrance tickets from the venue wherever applicable.
- A list of parent's emergency contact details must be available, these details will be captured when parents give consent and a list will be provided to the Visit Leader by Scrael.
- The transportation company will be informed on the itinerary and pick up and drop off timings and location by Scrael.
- Scrael representative will not be present at the venue on the day of the trip. All payments to respective venues will be made in advance by Scrael.
- Please note, any charges above the fixed cost of the visit must be borne by the individual on the day of the visit. Teachers / Taaleem cannot be responsible for payment towards any additional requests made by a student during the visit.

### **Stage 6: Evaluation**

Immediately following the trip, Visit Leaders should reflect on the outcome and experience, sharing relevant information and feedback with the Principals PA / EVC and the operations team regarding any health and safety concerns. The following points should be considered:

- What went well, what is difficult, what lessons were learnt?
- Review incident report records and store securely


## **6. Approval of Staff to Lead Visits**

Taaleem recognises that the confidence and competence of Visit Leaders is of the utmost importance to ensure the safe management of off-site educational visits. Schools must have in place clear process for approving Visit Leaders and Visits Assistants.

The Visit Leader must have the ability to take charge of a situation while being aware of and understanding their abilities and limitations.

The Visit Leader must have sufficient knowledge and experience of specific activities, environment and the group involved to be able to make reasonable judgements. In some circumstances the Visit Leader may require specific qualifications and past experience.

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Approval of Visit Leaders and Visit Assistants involves the professional judgement of the Principal to determine the suitability of the person to lead a particular group in a particular activity or environment.

Factors to consider:

- Observation of group management and decision-making skills
- Evidence of relevant experience e.g. assisting on previous visits
- Evidence of appropriate training and qualifications
- Knowledge of the students, venues, and activities

If appropriate school wide policies may be enforced to stipulate the seniority of the staff required within the visit team, e.g., a member of SLT should be in attendance on all international visits or visits involving pre-K to KG2 children.

## 7. Risk Management

All off-site educational visits involve some level of inherent risk and without accepting some level of risk it is impossible to access many of the benefits of conducting the visit. Schools EVC's and Visit Leaders must therefore balance the risk against the benefits of conducting the visit and decide whether the health and safety risks outweigh the benefits of participation.

Risk management on educational visits shall be done in various forms:


- Policies and procedures should be enforced, this includes the guidance in this document but also any relevant school policy on behaviour and discipline.
- Policies and procedures that are unique to the particular educational visit.
- Dynamic risk assessments should be continuously ongoing throughout the visit with proactive responses to control hazards when necessary.
- A formal risk assessment must be in place for each visit,
- For international and residential visits booked through the Taaleem travel portfolio, the approved provider is responsible for supplying the Visit Leader with an adequate risk assessment. This should be supplemented with the risk assessment at Form 2 which will cover travel and group management, this should be reviewed and added to if necessary.
- For local visits, Scrvell are responsible for delivering the Visit Leader with adequate risk assessment for the Venue. This should be supplemented with the risk assessment at Form 2 which will cover travel and group management, this should be reviewed and added to if necessary.
- When possible, the Visit Leader is encouraged to carry out an exploratory visit to the venue to allow for a more thorough assessment of the risk, this is especially applicable when a venue is being visited for the first time.

It is important that the Principal and Head of Business Operations / Operations Manager are satisfied that the visit is planned effectively and that risks are minimised. A risk assessment achieves this and is simply a record of what actions are planned to mitigate identified hazards.

The risk assessment should be based on the following considerations:

- Identify the hazards, what might cause harm, who might they effect, and what are the likely consequences?

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- What control measures need to be in place to reduce the risk to an acceptable level?
- Following the introduction of control measures an assessment should be made whether the remaining risk is acceptable or not. Students and staff must not be placed in situations that exposing them to unacceptable levels of risk, if the risk cannot be controlled the visit shall not take place.
- Can the Visit Leader put the control measures in place and monitor and manage risk through the visit?

All risk assessments and any other information related to risk management should be shared with all staff involved in the visit and with all participants when relevant.

## 8. Group Management

The Visit Leader retains a duty of care for the whole group at all times, when there are Visit Assistants the larger group should be broken down into sub-groups with each staff member aware of who they are responsible for. The students should also know which staff member is responsible for them.

The Visit Leader will ensure that all staff and students are aware of the overall expectation and strategies for group management, e.g., head counting, communication, emergency procedures.

Regardless of the length of the visit, regular head counting should take place, especially before leaving a venue and after toilet visits to ensure students have returned to the muster point. All staff should carry the contact details of staff and parents of the students involved with the visit. Students, and particularly younger students should be easily identifiable especially in a densely populated area and wearing school uniform should be considered when appropriate.

## 9. Supervision and Ratios

Different types of visits will require different levels of supervision depending on the nature of the visit, what activities will be undertaken, the location and duration of the visit, the age and ability of the students and the experience of the staff shall all be taken into account. The level of supervision may be direct, indirect, and even remote in some circumstances.

- Direct Supervision – The group remains within sight and contact of the Visit Leaders and Visit Assistants at all times.
- Indirect Supervision – The group has the freedom to operate away from direct supervision but within clearly identified and agreed boundaries e.g., visit to a museum or market place.
- Remote Supervision – The group is significantly removed from the Visit Leader and are monitored less frequently from a distance e.g., during an international award adventurous journey.


The ratio of supervisory adults to children should be determined based on the associated risks with consideration for the specific type of visit and the needs of the group and individuals within it. The ratio must be approved by the Principal who will make the final decision on the suitability of the ratio.

The number of teachers in the recommended ratios below may need to be increased depending on the nature of the visit.

For FS, pre-K and KG1 a staff to student ratio of 1:6 must be met.

For primary students in years 1-2 or elementary students in KG2 or grades 1 a staff to student ratio of 1:8 must be met.

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For primary or elementary students in years 3-6 or grades 2-5 this can be increased to a staff to student ratio of 1:10.

For all older students a staff to student ratio of 1:15 must be met, in the case of adventurous visits / residential / international visits a staff to student ratio of 1:10 must be met.

Please note the KHDA stipulates there must be a minimum of 1:10 supervisory adults to students on an international visit.

For all residential and overseas visits there are to be a minimum of two supervisory adults. Where possible the leadership gender balance should reflect that of the group.

Where a high adult/student ratio is required, it is not always feasible to use school staff alone. Parents, volunteers and trained staff may be used to supplement the supervision ratio acting as Visit Assistants. They should be carefully selected and ideally, they should be well known to the school and the student group.

## **10. Safeguarding Inclusion and Behaviour**

### **Safeguarding**

All off-site educational visits must take account of the responsibility to promote the welfare of children. Relevant information about specific safeguarding needs should be considered carefully in the context of the proposed trip and shared with Visit Leaders to enable them to plan adequate support if required.

Overnight stays – Careful consideration should be given to sleeping arrangements in regard to privacy and child protection including staff to participant ratios and the gender mix of the accompanying staff. It is the responsibility of the of the Visit Leader to have a documented plan with student names for any sleeping arrangements including tents and hotel rooms.

Access by the public – Exploring new places usually involves meeting new people and appropriate measures should be in place to prepare and manage interactions with members of the general public.

Professional Conduct – Naturally during some off-site educational visits the relationship between staff and student may be less formal than in the classroom. Adults are in a position of trust and their behaviour must remain professional and within clearly defined boundaries leaving no scope for anyone to question their motivation or intentions.

### **Inclusion**


Schools and Visit Leaders have a duty to avoid discrimination on the basis of characteristics such as disability, gender, race or religion. When planning visits and activities, reasonable care should be given to ensuring activities are available and accessible to all, irrespective of special educational or medical needs. Where reasonable adjustments are not possible or practical it is important to liaise with parents to communicate the limitations.

Special attention should be given to the supervision ratio when students are attending that require additional support. It is important to note that if a student has an individual learning support assistant (ILSA), this Visit Assistant must not be included in the overall student to staff ratio.

Additional measures may need to be put in place to support students with specific medical requirements and the Visit Leader should liaise with the school nurse to ensure suitable arrangements regarding medication and information on pre-existing medical conditions are available.

### **Behaviour**

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Schools should ensure that the expected standards of behaviour before and during travel are clearly communicated to parents and students in advance. The expected standards should reflect the school's core values and key behaviour policies and procedures with adaptations considered for the specific environment and activities involved.

It may be reasonable to exclude a student from participation where their behaviour presents significant unmanageable and unacceptable risk to the health, safety and welfare of themselves or others. Disciplinary procedures should be clearly communicated in advance especially for international visits where repatriation is likely to be expensive and time consuming.

## 11. Communication

There are many benefits to mobile phones and social media for communicating and sharing photos however there are also several challenges and risks to be aware of.

- The staff and students should abide by all school social media rules and protocols, policies and behaviour agreements.
- Adults should refrain from engaging in private texting or messaging with group members.
- Be sensitive when displaying images of children and other adults in social media settings.

It is important that the Visit Leader and Visit Assistants have the contact numbers of all visit attendees so when required they can be contacted without delay.

## 12. Approved Providers

For International visits and residentials Taaleem manage a portfolio of approved providers that schools can select from for the organisation of visits. Camps International acts as Taaleem's portfolio manager and oversees the list of providers and dedicated website. Approved providers are subject to a rigorous approved provider assessment and have provided evidence to demonstrate they meet a specific set of standards.

Schools and Visit Leaders must maintain an active role in their relationship with the approved provider and should consider:

- Do the values and ethos of the provider match the expectations of the school?
- Is there a clear understanding of the responsibility for supervision during the visit?
- What are the respective roles of the provider and the visit staff?
- Is provision available for special needs if required?
- Are there appropriate emergency procedures in place and has the location of the nearest hospital been considered?


## 12. Informed Consent

Parental consent must be sought for all off-site educational visits in one form or another. For one-off visits, international visits and visits involving adventurous activities consent should be sought with regards to the specific event.

For consent to be given parents must be supplied with sufficient detail to make an informed decision about the participation of their child. More complex visits may require more information which may need to be delivered in multiple ways e.g. written and a presentation/briefing evening.

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*Note: The KHDA requires the school to retain signed parental approval forms for all International Field Trips and Events along with detailed communications and itinerary provided to parents about the trip.*

For all visits, information will be passed to parents by the Visit Leader using Form 3. For visits booked through Scrael parents will consent to the visit via the link shared by Scrael. For visits booked through Camps International and for single day visits not booked through Scrael the appropriate Taaleem Parent/Guardian Permission and Release of Liability for Educational Visits form should be sent along with Form 3 so informed consent can be obtained.

## **14. Insurance and Visas**

All off-site educational visits must be covered by appropriate insurances for the location and activities. All providers vetted by Camps International and included in the Taaleem portfolio will have their insurance provision checked in accordance with the notes below. Scrael also ensure that all of their advertised local visits have appropriate insurances in place. It is the responsibility of the Visit Leader to check the level of insurance and inform parents of any specific exclusions or limitations.

### **Public Liability Insurance**

Approved providers are required to submit evidence of their Public Liability/Tour Operators Insurance on an annual basis.

- Suppliers of local trips are required to hold public liability insurance equivalent to a minimum of US \$1,000,000.
- Suppliers of international trips are required to hold public liability insurance equivalent to a minimum of US \$3,000,000.

### **Travel Insurance**

All approved providers must include travel insurance and must provide a synopsis of the policy to the school upon request. Schools should review the terms e.g. cancellation, curtailment, personal items.

Pre-existing Medical Conditions – Schools and parents are responsible for checking that specific pre-existing medical conditions are covered by the terms of the relevant policy and seek additional cover if required. Many policies will exclude pre-existing conditions that may reasonably be expected to cause cancellation or curtailment.

### **Visas**


Visits taking place outside of the UAE may require the attendees to obtain travel visas and it is prudent that approved providers and schools signpost parents to where information regarding visas can be obtained e.g. Embassy or High Commission websites.

Despite this it is important to note that it is the responsibility of the attendees and their parents to identify their own visa requirements (including but not limited to transit visas for airport transfers), obtain the visas, ensure the continued validity of the visa throughout the travel period, and to ensure the required visa or residency permit is available for re-entry into the UAE is available.

## **15. Transport**

When organising a visit through an approved provider they will work with the school to provide the key elements of transport for the visit including flights and transfers. For all local visits transport will be booked with the schools transport provider directly by Scrael.

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To ensure the buses provided are appropriate a bus inspection should be carried out on the transportation by the Facilities Manager to ensure suitability. Seatbelts are to be worn by all attendees at all times.

Please note that in accordance with RTA guidelines in Dubai:

- Students are only to be transported by school buses.
- A bus supervisor should be in attendance.
- Other forms of transport should not be used, these include, private cars, and taxis.
- School cars are also not to be used to transport students, this is not permitted by the transport authorities and there is no insurance coverage for this purpose.

Students maximum journey duration (home to school and school to home) is recommended as follows:

- Students aged up to 12 years – not more than 60 minutes.
- Students aged above 12 years – not more than 75 minutes.

These recommended maximum times should be considered when planning visits. It is not advisable to exceed these recommended times especially when conducting a local day visit. When younger children are attending it may be deemed necessary to further restrict the maximum journey duration.

## 16. Emergency Procedures

During an off-site educational visit an emergency can be any incident where a group member:

- Has suffered a serious injury or fatality.
- Is at serious risk.
- Has gone missing for a significant and unacceptable period.

Or any incident that is beyond the normal coping mechanisms of the Visit Leader and their team. By their nature, emergencies are usually unexpected and stressful. Careful planning can help maintain a calm approach to dealing with emergencies. The Visit Leader and accompanying staff should stabilise the situation to the best of their ability and alert the schools emergency contact for additional support. All approved providers in the Taaleem portfolio have emergency procedures and crisis management plans in place for their trips and will be well placed to support in the event of an emergency.


### Basic Emergency Protocols

**First Aid** – All off-site educational visits should be accompanied by a sufficient number of qualified first aiders, a well-stocked first aid kit should also be taken. The type of visit and activities will have a bearing on the requirements for the number of qualified staff, it is mandatory to have at least one first aid qualified staff member in attendance. The ratio of first aiders to attendees shall be included on Form 1: Detailed Educational Visit Proposal which will be approved by the Principal.

**Emergency Contacts** – Prior to all off-site educational visits the Visit Leader should have the details of key emergency contacts from both the approved provider and from the school, the individuals identified should be aware they have been nominated in this role as they may be asked to assist ‘out of hours’ during an emergency.

**Incident Reporting** – All incidents that occur on off-site educational visits should be appropriately recorded on an incident report form using the guidance in TG-OSH-12 Incident Reporting and Near Misses.

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Visit Emergency Plan – It is important that on each off-site educational visit the following points are addressed:

- Key staff are identified and allocated roles including supervision groups.
- Up to date contact details of staff attendees and parents are maintained.
- Contact details of relevant agencies are available, Police, Embassy, Insurance, Tour Operator.
- Details of the nearest hospital are available.
- Ensure incident recording and reporting protocols are followed.

# APPENDIX

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## FORM 1: Detailed Proposal for Educational Visit

**Visit Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete this form and return to the **Principals PA / Educational Visits Coordinator** as far in advance of the visit as possible.

Date of the Visit:	
Timings of the Visit:	
Students / Classes / Year Group attending:	
Place/s to be visited:	
Purpose of visit + specific educational objectives relating to the Curriculum:	
Transport arrangements:	
Lunches to be cancelled with school caterer:	
Packed lunches required from school caterer:	
Availability confirmed with Scrael/Camps:	

### Staffing and Pupil Details


Visit Leader name and phone number:	
Designated First Aider(s) and phone number:	
First aider to student ratio:	
Visit Assistants name and phone number:	
Other supervisors / parents (if applicable):	
School based designated emergency contact:	
Number of students attending:	
Number of adults attending:	
Adult to student ratio:	
Names of students with special educational or medical needs and adults to support if required: (These students MUST be noted on Risk Assessments)	

### Costings:

Total cost per child for the visit:	
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Have you taken a group of children to this place before?      Yes / No

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Have you arranged the first aid kits? Yes / No

Visit Leader Signature: Date:

Head of Business Operations Signature: Date:

Principal Approval Signature: Date:

**Confirmation from the Principal for the Visit to Proceed**

To the Visit Leader:  
*We have studied this application and are satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.*

- a. Please ensure that you leave a list of names of all students and adults with the school Reception.*
- b. Please ensure you leave the mobile number of all staff attending.*
- c. Please ensure you have parent contact details with you.*
- d. Please ensure provisions are made for any child not attending the visit.*
- e. On the day of the visit please leave an attendance sheet with Reception.*
- f. Take a copy of the emergency procedures with you.*

**Signed:**

**Date:**

## FORM 2: Risk Assessment

A school First Aid Kit Must **ALWAYS** be available on all trips.


A formal risk assessment must be in place for each visit:

- For international and residential visits booked through the Taaleem travel portfolio, the approved provider is responsible for supplying the Visit Leader with an adequate risk assessment. This should be supplemented with the risk assessment below, this should be reviewed and added to if necessary.
- For local visits, Scrvell are responsible for delivering the Visit Leader with adequate risk assessment for the Venue. This should be supplemented with the risk assessment below, this should be reviewed and added to if necessary.

<b>Location:</b> <b>Insert Location</b>			<b>Assessor:</b> <b>Visit Leader Name</b>		
<b>Distribution:</b> <b>Principal, EVC, Operations Manager, Visit Leader, Visits Assistants</b>					
<b>Activity:</b> <b>Visit / activity name</b>			<b>Date RA Created:</b> <b>Insert Date</b>		
Hazard	Risk	Individuals at Risk	Risk Level	Control Measures	Residual Risk Level
			Low / Mod High / Extreme		Low / Mod High / Extreme
Student lost or separated from the group	Risk of injury	All participating students		-Visit staff understand their supervisory roles. -Ratios in line with educational visits policy. -Plan and use suitable group control measures, (buddy system, split into small groups, coloured caps etc). -Ensure participants are aware of itinerary and arrangements. -Clear plan/meeting point allocated if separated from the group. -Routine head counts conducted.	
Exposure to weather	Cold injury, heat injury from sun exposure	All participants		-Consider weather conditions and plan appropriate clothing, programme and equipment. -Plan for participants who do not have suitable kit, check before departure or take spares. -Monitor weather forecast and adjust plans accordingly.	

Illness or injury	Any illness or injury	All participants		<ul style="list-style-type: none"> <li>-Ensure there are a adequate number of first aiders on the visit.</li> <li>-Visit team know how to contact emergency services and the nearest medical support.</li> <li>-Ensure those requiring medication bring this with them ad it is kept securely.</li> <li>-Emergency contacts are held and emergency escalation parameters are understood by the team.</li> </ul>	
Animals, insects, poisonous plants	Allergic reaction, other illness	All participants		<ul style="list-style-type: none"> <li>-Avoid known high risk areas.</li> <li>-Ensure those with allergies carry medication.</li> <li>-Brief participant about contact with animals when appropriate.</li> </ul>	
Special needs of participants	Injury or illness	Participants with additional needs		<ul style="list-style-type: none"> <li>-Obtain relevant information from parents and clinic ahead of the visit.</li> <li>-Take advice from SENCO / nurse prior to visit.</li> <li>-Make necessary arrangements for individuals if required.</li> <li>-Brief all visit staff and instructors when necessary.</li> </ul>	
Drugs and Alcohol	Injury illness and death	Participating students		<ul style="list-style-type: none"> <li>-Ensure boundaries are established with students and they are aware what is and is not acceptable.</li> <li>-Participants are forbidden from taking drugs and alcohol on visits.</li> <li>-Sanctions implemented for breach of discipline.</li> <li>-Agreed number of adults should not drink alcohol.</li> </ul>	
Bus transportation	Various injuries associated with road traffic collision and even death	All participants		<ul style="list-style-type: none"> <li>-Buses should meet RTA/DOT safety specifications. The facilities team should check this prior to departure.</li> <li>-All passengers must wear seatbelts at all times.</li> <li>-Supervision ratios must be observed on the bus.</li> <li>-Suitable embarkation and disembarkation points should be used.</li> <li>-Students should be head counted on and off the bus.</li> <li>-Plan and preparation for travel sickness.</li> <li>Movement whilst the bus is moving is forbidden.</li> </ul>	
Please add an additional hazard in the rows below as appropriate					



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### FORM 3: Information Letter for School Visits

Please use the letter below as a template to disseminate visit information to parents. Please note there should be suitable detail in the letter so the parent can give informed consent. For visits booked through Scrael consent will be given alongside payment at the provided link. For visits booked with Camps International the below consent form must be completed by parents and collected by the Visit Leader along with the release of liability form.

Dear Parents,

We are very excited to announce that we are planning a visit to (XXXXXX) on (XXXXXX). The trip will leave school at XXXX and return at approximately XXXX. This visit is designed to support the children in their learning as part of .....

During the visit your child will be required to wear school uniform and bring with them their named water bottle and a packed lunch. Include advice on any other personal equipment required.

The Visit Leader for the excursion will be ....., comment on experience and the nature of supervision and emergency contact arrangements.

The cost of the visit and transportation is XX AED per student. This can be paid at the following link insert link from Scrael or Camps International. The deadline for payment is ..... Any charges above the fixed cost of the visit must be borne by the individual on the day of the visit. Teachers / Taaleem cannot be responsible for payment toward any additional requests made by a student during the visit.


Please note, if payment is not received or consent is not received, then your child will not be able to attend the visit.

For visits booked though Scrael please follow the step-by step guide. The Visit Leader is reminded to include this along with payment link when provided by Scrael.

Consider adding the following information into the consent form where appropriate:

- Method of travel
- Proposed activities
- Advice on insurance
- Code of conduct
- Need to check visa requirements
- Any other relevant information

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Only use the below consent/release of liability form, for visits booked through Camps International or for local visits that are not booked through ScraVel, if not applicable, then please delete.



## A Taaleem School

### TAALEEM PARENT/GUARDIAN PERMISSION AND RELEASE OF LIABILITY FOR EDUCATIONAL VISITS (OUTSIDE THE UAE)

I, \_\_\_\_\_, am the parent/guardian of

\_\_\_\_\_ [*student's name*] a student in \_\_\_\_\_ Class, Year [*name of school*].

I give permission for my child to participate in the following educational visit:

- Date of Educational Visit:** insert
- Departure Time:** insert
- Return Time:** insert
- Site to be Visited:** insert
- Country:** insert
- Type of Activity Involved:** insert
- Staff in Charge of the Educational Visit:** insert
- Mode of Transportation:** insert
- Cost:** insert
- Visa Required:** insert
- Other Important Details:** insert


#### *Standard of Conduct*

Whilst Taaleem is responsible for the safe keeping of your child during the visit, I recognise that my child assumes an important personal obligation to conduct himself/herself in an appropriate manner that, to the best of their knowledge will comply with local laws and regulations of the country he /she is visiting and the School's Code of Conduct.

#### *Health*

- I confirm that my child is in good health and able to participate in the planned activities during the educational visit, or
- My child has the following medical conditions relevant to this educational visit

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*Health Insurance*

Approved providers that work with Taaleem are required to provide comprehensive travel insurance as part of their visit package. I understand that insurance policies have limitations, and I will be solely responsible for the payment of any medical costs that may fall outside of the included travel insurance.

I accept that it is my responsibility to ensure that my child is covered by a suitable health insurance policy to account for any medical care or associated costs that may arise for reasons of health, accident, or failure to conform to rules established by the teacher in charge.

*Out of School Activities*

I understand that the School does not represent or act as an agent for, and cannot control the acts or omissions of, any transportation carrier, hotel, tour organiser, government agency or other provider of goods or services involved in the educational visit. I understand that the School is not responsible for matters that are beyond its control however, I understand Taaleem will take all action necessary to reduce risk and maximise safe practices.

I accept that it is my responsibility to review and understand security warnings, alert sources and other pertinent information for the educational visit. I shall also ensure that I educate my child and explain safety measures, security warnings and alert sources communicated by the school, even if the school has explained it to my child already.

If for whatever reason my child is denied a visa or entry to a country, the School will attempt to refund any amounts I have paid. I acknowledge that refunds will solely depend on whether the airline, tour organiser and hotel approve a refund pursuant to their policies and that any grievance in this regard would be with the relevant provider not Taaleem. I understand that I may not be refunded the total fees for the educational visit.


I have read and understand and accept all of the statements recited above and accept full responsibility as described.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Parent's/Guardian's Name

Date: \_\_\_\_\_

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**A Taaleem School**  
**TAALEEM PARENT/GUARDIAN PERMISSION**  
**AND RELEASE OF LIABILITY FOR EDUCATIONAL VISITS (IN THE UAE)**

I, \_\_\_\_\_, am the parent/guardian of  
 \_\_\_\_\_ [student's name] a student in \_\_\_\_\_ Class, Year [name of school].

I give permission for my child to participate in the following educational visit:

- Date of Educational Visit:** insert
- Departure Time:** insert
- Return Time:** insert
- Site to be Visited:** insert
- Type of Activity Involved:** insert
- Staff in Charge of the Educational Visit:** insert
- Mode of Transportation:** insert
- Cost:** insert
- Other Important Details:** insert

*Standard of Conduct*

Whilst Taaleem is responsible for the safe keeping of your child during the educational visit, I recognise that my child assumes an important personal obligation to conduct himself/herself in an appropriate manner that, to the best of their knowledge will comply with local laws and regulations and the School's Code of Conduct.

*Health*

I confirm that my child is in good health and able to participate in the planned activities during the educational visit, or

My child has the following medical conditions relevant to this educational visit

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*Health Insurance*

I accept that it is my responsibility to ensure that my child is covered by a suitable health insurance policy to account for any medical care or associated costs that may arise for reasons of health, accident, or failure to conform to rules established by the teacher in charge.

*Out of School Activities*

I understand that the School does not represent or act as an agent for, and cannot control the acts or omissions of, any transportation carrier, tour organiser, government agency or other provider of goods or services involved in the educational visit. I understand that the School is not responsible for matters that are beyond its control however, I understand Taaleem will take all action necessary to reduce risk and maximise safe practices.

I have read and understand and accept all of the statements recited above and accept full responsibility as described.


\_\_\_\_\_

Parent's/Guardian's Signature

\_\_\_\_\_

Parent's/Guardian's Name

Date: \_\_\_\_\_

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## FORM 4: Visit Leaders Checklist

### General

- Any third-party providers have been appropriately selected.
- Parental consent, where required, is in place.
- Parents have been provided with appropriate information.
- There are clear learning/development aims.
- The leadership team are sufficiently confident and competent for this activity with this group.
- The Visit Leader is responsible for, and has ownership of, the visit plan.
- Where appropriate, the Visits Leader and Visit Assistants have been involved in the planning process and they are clear about what they are expected to do to in order to manage the risks.
- All staff aware of their roles and responsibilities.
- Medical, first aid, inclusion and safeguarding issues have all been addressed.
- Travel, transport, and residential arrangements are appropriate.
- The Visit Leader has an effective means of communication in case of an emergency.
- Suitable insurance is in place.

### Staffing

- I am clearly identified as the Visit Leader and approved by the Principal.
- All members of the visit team are sufficiently confident and competent to fulfil their designated role.
- All members of the visit team have received all relevant information on both the visit and the group.
- The Principal's PA / EVC has been kept informed during the planning process.

### Activities


- Activities are appropriate to the objectives of the visit and the nature of the participants.
- Appropriately competent activity leaders are in the visit team, or a suitable provider has been contracted to lead activities.
- There is a sufficient amount of suitable equipment for activities.

### Group

- Parental consent is in place and up to date contact details, medical information, dietary requirements and special needs are available and shared appropriately with the visit team and any relevant provider staff.
- Information has been provided to parents and young people to enable informed consent (where consent is required).
- Child protection issues are addressed.
- Inclusion issues are addressed.

### Environment

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- Environmental factors (weather, daylight hours, temperature, water levels etc.) have been considered.
- Accessibility issues are addressed.
- Safety and security have been checked and considered.
- I have undertaken a preliminary visit if appropriate. In the absence of a preliminary visit I have sufficient information from other sources.
- There is access to first aid provision.
- Accommodation, where used, is safe, suitable and appropriate.
- Travel or transport arrangements are appropriate.
- Suitable insurance is in place.

**Two days before the visit, the Visit Leader must inform the reception about the following:**

1. If a parent does not give permission to attend, the student is expected to remain at school and an alternate program will be provided.
2. Ensure that all travel arrangements and a list of students attending is sent to the School Reception.
3. Inform Reception of updates on how the visit is progressing. Please also ensure all parents are aware of this (for international trips only).

**On the day of the visit the Visit Leader must:**

1. Take attendance, leave a copy with the school Reception and retain a copy to take on trip.
2. Ensure the Visit Leaders and all Visit Assistants mobile numbers are available at reception.
3. Take copies of the Parent Consent Form which outlines emergency numbers.
4. Ensure that all Visit Assistants have a list of all participants and their contact numbers.
5. Ensure the Facilities Manager has carried out a safety check on the bus.
6. Ensure the bus drivers has the correct directions and phone numbers for destinations.
7. Carry a mobile phone switched on at all times.
8. Collect first aid kits from the school nurse.
9. Check that all students are wearing appropriate uniform (if appropriate for the trip e.g., residential trips). Ensure appropriateness of jewellery, make-up, and footwear.
10. Remind students of visit rules and regulations once on the bus.
11. Keep the school informed if there is likely to be a delay to the scheduled return time or adjustments made. Phone the school in good time so that parents can be notified.
12. On return ensure all students have been collected.

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