

POLICY ON THE ORGANISATION OF EDUCATIONAL VISITS

The International College encourages teachers to organise educational visits where these are relevant and appropriate. A minimum “responsible adult” to student ratio of 1:10 will normally be applied on educational visits. A permission form* must be completed by the teacher leading the excursion, and this must be approved by the Vice Principal a week prior to the proposed date of the trip. The Vice Principal may choose to withhold permission at his own discretion or refer the issue to the Principal. No visit will take place unless it has been properly approved. Such approval will include a completed risk assessment, checked and signed by the Health and Safety Officer prior to final approval being given. Parental permission will be sought as appropriate. It is expected that the head of the academic department concerned will have been consulted prior to this submission of a request form. Each educational visit must have a member of the College teaching staff as its leader. This leader will be responsible for the conduct of the trip, and must adhere to the “Guidelines for Trips out of School” produced by the International College and published in a separate document. The Off-Site Activities Emergency Procedure Card* must be taken by the expedition leader and relevant sections filled in. All permissions for non educational visits are to be referred to the Senior Housemaster.

All trips must be risk-assessed. The College Health and Safety Officer (Mrs Chant) will help staff draw up appropriate assessments.

Similar regulations apply to any off campus trips, except for trips taking place at weekends, or in the evenings when the Senior Housemaster must give permission by signing the permission form. If any trip, educational, sporting or social, involves any element of dangerous activity, the Principal’s permission must be sought by submitting the permission form for his approval.

* Forms kept in the SCR rack.