

St Joseph's Institution International School Malaysia

***Enabling youth to learn and to learn how to live, empowering
them to become people of integrity and people for others.***



Educational Visits Policy

Signed: _____ Elementary School Principal

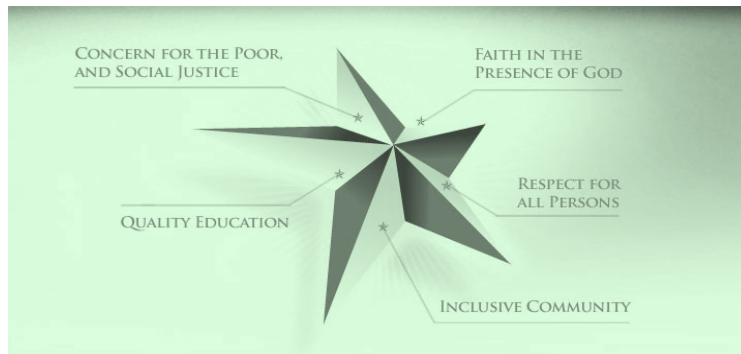
Signed: _____ High School Principal

Date of Policy: 10/16

Date of Review: 8/17

Educational Visits Policy

This policy is written in the spirit of putting into practice our Lasallian core values



Overview

SJIIM acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

The Educational Visits Coordinator (EVC), will be appointed by, and will act on behalf of the Principal; and will ensure that this policy is implemented fully.

Role of the Educational Visits Coordinator (EVC)

The EVC:

- will be from the Leadership Team and will have practical experience in leading and managing a range of visits similar to those typically run by the school.
- will be involved in the planning and management of visits including adventure activities led by school staff.
- should ensure that an appropriate school policy is in place for visits, and that this is updated as necessary.
- will be required to attend training, and up-date training where appropriate.
- is required to keep appropriate records of visits.
- will assess the competence of leaders and other adults proposed for a visit
- will organise the training of leaders and other adults going on a visit. This will commonly involve training, such as first aid, hazard awareness, etc.
- will organise thorough induction of leaders and other adults taking part on a specific visit.
- will work with the Visit Leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully-informed basis.
- will organise the emergency arrangements and ensure there is an emergency contact for each visit.
- will keep records of individual visits, including reports of accidents and 'near-accidents'.
- will review systems and, on occasion, monitor practice.
- will ensure that a list of student names, including parent/guardian contact numbers are provided to the Ministry of Education; where possible, at least 5 weeks before all trips outside the state of Selangor (except for Kuala Lumpur), and 2 months for out of country visits.

Approval for Visits

All matters regarding each visit outside school (feasibility, planning, safety, organisation, etc.), will require the prior approval of the EVC.

Approval of 'normal' day visits is at the discretion of the EVC. However, the additional approval of the Principal will be required for visits that are either:

- Overseas
- Residential
- Involving an adventurous activity

If an external provider or tour operator is being used, they must complete the detailed 'Provider Form' at the time of the provisional booking.

Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. This will be assessed by the Principal.

Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with identification of the control measures necessary in order to reduce risks to a level which in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist';
- Event Specific Risk - any significant hazard or risk relating to the specific activity and outside the scope of the 'General Risks' above, should also be recorded and identified on the form;
- On-going Risk - the monitoring of risks throughout the actual visit as circumstances change.

Plan B

Despite the most detailed pre-visit planning, things can go wrong on the day e.g. the parent helper is unavailable, a member of staff is ill, the transport fails to arrive, the museum has lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of Plan B.

Staffing Ratios

As a **General** guide for local visits in **normal circumstances** the staff: pupil ratio might be 1:6 for Years 1-3 and 1:8 for Years 4-6 and 1:12 for Years 7-13. In practice, the ratio should be determined by factors relevant to the visit, e.g.

- Type, duration and level of activity;
- Needs of individuals within the group (SEN);
- Experience and competence of staff and accompanying adults;
- Nature of venue;
- Weather conditions at the time of year;
- Nature of transport involved.

A professional judgement must be made by the Visit Leader, Principal and/or Assistant Principal, as to the appropriate ratio for each visit.

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils;
- Age of pupils;
- Responsibility of pupils;
- Competence/experience of staff;
- Environment/venue.

Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangement and their responsibilities. They must also be given a written list of pupils in their immediate care.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. For residential trips, there must be trained personal on site.

Transport

Transport arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets, If travel is by coach or minibus in Malaysia, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. If a minibus is being borrowed or hired, the driver must have passed an appropriate test. If any pupils are to travel by car, the driver must complete. This is also relevant to sports fixtures and applies to both staff and parents' cars. A new form must be completed every academic year. Parents of students who are being transported by other parents must be informed.

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gently shallow water, staff will have previous experience of leading such activities and be familiar with specialist guidance available from the principals. Information available in the Educational Visits Documentation.

Educational Visits Documentation, Checklist and Procedures

All Educational Visits Procedures should be read and understood, before planning a trip or visitation. The accompanying checklist is an essential part of the risk management process, which guides the whole process. Each stage of the documentation must be fully completed and checked by the trip leader, before being submitted to the EVC for approval. The trip leader is encouraged to follow up on any submissions as it is not the EVC's responsibility to chase up missing information.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). A letter to parents should give the full details of the visit, the reason for the visit (educational aims), supervision arrangements the transport arrangements and the cost of the visit per child. Details of other incidental activities should be included, together with a Plan B, if appropriate. A consent and medical form should also be attached.

Before the Visit:

- Fill in the school's preliminary form at least 1 month in advance (via EVC);
- In the case of residential, overseas, or adventurous activities, complete relevant forms as detailed in 'Approval for Visits' above.

If approved:

- Book visit;
- Arrange transport;
- Complete Educational Visits checklist;
- Send letter home.
- Arrange adequate travel insurance, (to include repatriation costs in the event of a major incident).

On the Day of the Visit:

- Collect first aid kit(s);
- Brief supervising parents;
- Give supervising parents their list of pupils;
- Ensure that a minimum of one mobile phone is working and that the office has the number;
- Count pupils during the course of the visit, pupils should be counted regularly, as appropriate, and always when changing locations. Always 'double-count'.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

Missing Child

In the event of a missing child from a day or residential trip, follow the guidance in the appropriate '**Missing Child Policy**'.

Major Incidents

A 'Major Incident' is an extremely serious occurrence such as death, fire, kidnapping, terrorist activity, deliberate injury or serious physical attack, suspicious intruder or any other event which might have a significant, adverse effect on students, staff, assets or the reputation of the School. Certain degrees of major incidents will automatically transfer control to the Malaysian or visited Country's authorities.

What follows is given in the way of guidance that will need to be adapted to suit the situation. This written guidance must be held and understood by each staff supervisor of the party, not just the Trip Leaders.

- Establish the nature and the extent of the emergency;
- Ensure all other members of the party are accounted for and are safe;
- If there are injuries, the first-aid appointee should ascertain the extent of the injury and administer treatment only if appropriate. It is important to have regard to your own safety (e.g. protective gloves must be worn for blood contact);
- Advise all other staff in the party of the incident and of actions taken;
- Ensure that an adult accompanies any casualties to hospital. Linguistic skills of staff should be taken into consideration. In a situation where only one adult is available, proper arrangements must be made with the emergency services for the rest of the group to be safely returned to base and adequately supervised;
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is resolved and all children are accounted for;
- In the event of a serious incident e.g. death, the Principal must be contacted immediately;
- The Trip Leader must ensure that access to telephones is controlled until the Principals have contacted parents/others directly involved. This may require the Trip Leader to collect all student mobile phones. The Trip Leader may also need to ensure that phone use on the part of other supervisors is controlled in kind. Full details of the incident must be given to the Principal and should include the following:
 - Name and age of person/s involved;
 - Nature, date, location and time of the incident;
 - Details of injuries etc.;
 - Names and home/emergency telephone numbers of those involved;
 - Action taken so far, including arrangements for other members of the group;
 - Telephone numbers for future communication.

No member of staff should discuss matters with the media.

- The Trip Leader will, at the first opportunity, make notes on the incident as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved. The Trip Leader is responsible for making a full report of the incident immediately afterwards;
- Legal liability should not be discussed without consulting a member of senior management;
- After liaison with the member of senior management on call regarding the communication process, all parents should be informed of any delays that will be necessitated;
- Accident Forms, Incident Reports and any other relevant insurance documentation must be completed as soon as possible after an incident has occurred.

Acts of Terrorism

In the event of a trip (day or residential), encountering an act of terrorism, the party should follow the advice of **RUN, HIDE** and **TELL**; before following the **Major Incidents** guidance.

- If possible, **RUN** to a secure location;
- **HIDE** by following lockdown procedures, (**see Lockdown Policy**);
- **TELL** the rescuers as much information as you can recall.

After the Incident:

When safe, the Principal must be contacted as a matter of urgency, whom will then inform parents of the situation. In any event, students should be taken to or make their way towards the nearest police station or Malaysian embassy, (if abroad).