EDUCATIONAL VISITS POLICY

Reviewed:	June 2026
Next Review Due:	July 2027
Applies To:	Whole School
Owner:	Head of School
Approved By:	Board of Directors

Mission, Vision and Values

Mission
To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Vision
To create an affordable international secondary school with a high standard of education where children learn through practical and project-based work. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Aim
An education that is broad, balanced and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values
Desire for lifelong learning; an ability to adapt; be innovative and reflective thinkers; open minded, and empathetic while achieving high academic success according to individual potential.

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1. Aims and Scope

Educational visits are activities arranged by, or on behalf of, 7Hills International School (7Hills), which require students to leave the school premises, having been authorised to do so by the Head of School or another designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, provide meaningful experiential learning opportunities, strengthen students' social and cultural awareness, and support their personal development and independence. At 7Hills, visits form an integral part of our approach to promoting real-world learning and helping students develop confidence, resilience and a sense of responsibility.

This policy sets out our approach to planning, approving and operating educational visits, to ensure the health, safety and wellbeing of students, staff and volunteers, and to ensure visits are inclusive, well organised and appropriately supervised.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- curriculum-related day visits
- visits to local and national places of interest
- sports fixtures and team participation
- adventurous and outdoor learning activities
- residential trips organised by the school
- overseas trips organised by the school

2. Legislation and guidance

This policy has been developed in line with international safeguarding and health and safety best practice, including guidance relating to educational visits, student welfare and risk management.
The policy is informed by:

- relevant Ugandan legislation and safeguarding expectations
- Council of International Schools (CIS) accreditation standards
- health and safety guidance relating to educational visits and off-site activities
- safeguarding principles outlined within international safer working practice guidance
- the school's internal safeguarding, health and safety, supervision and risk assessment procedures

Where appropriate, the school also draws upon recognised international and UK educational guidance frameworks, including:

- Equality Act 2010
- Special Educational Needs and Disability (SEND) guidance
- Keeping Children Safe in Education (KCSIE)

These documents are used as professional reference points to support best practice within the international school context.

3. Roles and responsibilities

3.1 Head of School

The Head of School is responsible for:

- approving staff requests for educational visits, including having final authority to approve any visit of less than 24 hours
- making sure staff, including the educational visits co-ordinator, have received any necessary training
- working with the Board to approve residential trips of more than 24 hours and overseas visits

3.2 Educational Visits Co-ordinator (EVC)

Their role is to:

- oversee and guide staff in arranging and organising educational visits
- assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- assess outside activity providers where appropriate
- advise the Head of School and Board when visits are being approved
- access relevant training, advice and guidance as required
- evaluate visits once complete and use this learning to inform future planning

3.3 Trip lead

Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- assign staff and volunteer roles as needed
- make sure accurate and up-to-date information about the destination is available for risk assessment purposes
- ensure the needs of all participants are considered, including any additional support required
- communicate key details and expectations to students, parents/carers and accompanying adults
- ensure staff are able to fulfil their roles at all times while responsible for students

3.4 Staff

Staff will:

- seek and obtain approval for all educational visits from the Head of School
- support the trip lead in planning and risk assessment
- communicate with parents and ensure visits are inclusive of students' needs
- help manage student behaviour and welfare during the visit

- raise any concerns with the trip lead as appropriate

3.5 Parents and carers

By agreeing to participation in visits, parents/carers will:

- provide required information, including emergency and medical details
- sign and return consent documentation within stated deadlines
- share any relevant information affecting a student's safe participation

3.6 Volunteers

Volunteers agree to:

- follow staff direction and act in accordance with school expectations
- model appropriate behaviour for students
- report concerns to staff as soon as possible

3.7 Students

The school Behaviour Policy applies to all visits. Students are expected to:

- follow instructions given to them while on the visit
- behave in a manner that supports their own safety and that of others
- uphold school expectations at all times

4. Planning and preparation

The decision on whether a visit will take place will be made by the Head of School (or delegated senior leader) and will take into account:

- educational value and purpose
- cost implications
- timing within the school year
- staffing ratios and supervision requirements
- health and safety considerations
- inclusion and accessibility

As part of the planning stage, staff will gather:

- location and travel information
- transport options
- staffing, volunteer and resource requirements
- insurance information where relevant
- risk assessment and first aid arrangements

Visits exceeding 24 hours, residential visits or overseas travel will also require approval from the Board.

Parental consent will be obtained for visits outside normal school hours and for activities requiring a higher-than-usual level of risk assessment.

Following each visit, staff will evaluate arrangements to support continuous improvement.

4.1 Inclusion

All students should be able to take part in visits wherever reasonably practicable.
Where a student has SEND, medical or behavioural needs, the school will:

- consider reasonable adjustments
- provide additional support where appropriate
- complete additional risk assessment if required

In exceptional circumstances, a student may be prevented from attending where participation presents a significant safety risk that cannot be mitigated.

5. Risk assessment

A full risk assessment will be completed at least two weeks before the visit using the school template and approved by the Head of School/EVC. The assessment will include:

- identified risks and control measures
- medical and welfare considerations
- supervision and staffing arrangements
- transport and movement risks

Copies will be retained in school and carried on the visit.

5.1 Staffing ratios and first aid

We will ensure:

- appropriate supervision levels
- at least one trained first aider is present
- medical information is shared with supervising staff
- regular headcounts/roll calls are carried out

5.2 Transport

Transport will be organised in line with school safety procedures. Unless otherwise agreed, visits will depart from and return to the school site.

5.3 External providers

We will check that external organisations:

- meet appropriate safety standards
- hold suitable insurance
- provide written clarity on responsibilities

6. Volunteers

Where volunteers attend visits, selection will take into account:

- student needs
- nature of activities
- suitability of volunteers

Volunteers will receive a pre-visit briefing and will not be left alone with students unless safeguarding checks have been completed.

7. Communication and consent

Parents/carers will receive written information including:

- date, times and travel arrangements
- staffing ratios where relevant
- clothing and equipment requirements
- expected behaviour standards

Written consent will be requested where required. Parents must provide up-to-date medical and contact details.

8. Emergency procedures and incident reporting

Emergency planning will cover:

- serious injury or illness
- missing students
- safeguarding breaches
- significant disruption to plans

The trip lead will contact the school in the event of an emergency. Incidents will be recorded in line with school policy.

9. Charging and insurance

Voluntary contributions may be requested where appropriate. Adequate insurance cover will be in place for all approved visits.

10. Residential visits

Residential visits of more than 24 hours require approval from the Head of School and Board.
Parents will receive information at least two months in advance, including:

- accommodation and supervision arrangements
- planned activities
- medical and safeguarding expectations
- costs and payment schedules

Where visits take place overseas, relevant foreign travel guidance will be followed.

11. Week Without Walls

Week Without Walls is an annual programme of curriculum-linked experiential learning activities that take place off-site, including outdoor learning, cultural experiences, community engagement and service-learning opportunities.

This policy applies fully to Week Without Walls, and:

- each activity will be risk assessed
- staffing and supervision levels will be planned in advance
- inclusion and reasonable adjustments will be considered
- parents/carers will be provided with programme information

Where activities involve residential stays, adventure elements or higher-risk environments, approval and planning will follow the processes outlined in Sections 4, 5 and 10. Each Week Without Walls programme will be evaluated on completion.

12. Review

This policy will be reviewed every two years by the Head of School and shared with the Board.

13. Distribution and Access

This policy is available to all staff, students, and parents via the school website and on the school Google drive. Printed copies can be requested from the school reception.

Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit and submitted to the Head of School / Educational Visits Co-ordinator (EVC) for consideration.
Name of staff member proposing the visit:

Date of request: _____
Response required by (date): _____

Proposed Trip Information

Trip information	Details
Destination	
Trip date(s)	
Travel distance / location context	
Length of stay	
Purpose of visit	curriculum link / educational benefits
Number and age of students	
Staffing requirements	
Volunteer requirements (if applicable)	
Transport options	
Cost breakdown (including options where available)	
Funding or financial assistance considerations	
Resources / equipment required	
Insurance details (if applicable)	
First aid & medical arrangements	
Proposed supervision ratios	
Initial risk assessment considerations	
Inclusion & reasonable adjustments required	
Behaviour or safeguarding considerations	
External provider details (if relevant)	
Week Without Walls activity (where applicable)	

Additional notes:

Appendix 2: Risk Assessment Template

Date of assessment:	
Date(s) of visit:	
Trip leader:	
Assessor:	
Trip destination:	
Checked by (Head of School / EVC):	

Risk Assessment Record

Hazard	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action: Who?	Action: When?	Done

Further controls required? Follow site safety instructions / brief students before movement

Additional Risk Planning (where applicable)

Medical needs & allergies:

SEND / inclusion considerations:

Behaviour / safeguarding considerations:

Transport supervision arrangements:

Emergency procedures / communication plan:

First aider(s) assigned: _____
Copy retained in school office: ☐ Yes ☐ No
Copy taken on visit: ☐ Yes ☐ No

Appendix 3: Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school visits. Volunteers should read and sign this form to confirm that they understand and agree to follow the expectations below while supporting a 7Hills visit.

If you feel you are unable to follow this code, please inform the Trip Lead at the earliest opportunity and withdraw from the visit.

A copy of this form will be retained in the school office.

This code of conduct is used alongside the 7Hills Parent Code of Conduct.

Volunteers agree to:

- remain professional, respectful and supportive at all times
- follow instructions from staff members and the Trip Lead
- model appropriate behaviour for students
- dress appropriately for the visit and setting
- arrive on time and remain for the full duration of the visit
- supervise students responsibly as directed by staff
- pay attention to potential risks and report concerns immediately
- support behaviour expectations consistently and calmly
- maintain confidentiality in relation to students and staff
- follow safeguarding and child protection procedures

Volunteers agree NOT to:

- exchange personal contact details with students
- be left alone with a student unless authorised and risk-assessed
- engage in physical contact unless necessary for safety
- share personal, sensitive or inappropriate information
- use offensive, discriminatory or inappropriate language
- smoke, vape, drink alcohol or be under the influence of substances
- take photographs or recordings without permission from the Trip Lead
- discipline students — all behaviour concerns must be referred to staff

Acknowledgement

I have read and agree to follow this Volunteer Code of Conduct and understand that failure to follow these expectations may result in my removal from the visit.

Signed: _____

Name (print): _____

Date: _____

Trip / activity: _____

Staff witness / Trip Lead: _____

Signature: _____