Educational Visits Policy
2026 - 2027

PACE
MODERN BRITISH SCHOOL
DUBAI, UAE

Written Date:
January 2023
Modified Date:
September 2026

Review Date:
September 2027

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Rationale

There are many considerations when planning a class visit out of school. These include the price, the suitability of the place and especially aspects relating to health and safety.
We should ensure that due thought is given to these aspects, and that we take all possible steps to prevent any injuries as well as give consideration to risks. This allows us to promote the value of educational visits and make them successful, stimulating and fun.
PMBS acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. All Visit Leaders are required to read the Trips, Procedures and Checklist document in conjunction with this policy. All forms referred to in this policy are available on Sharepoint.

Purpose

The purpose of the policy is to remind staff about the importance of planning a school visit. The policy will enable staff to protect children from any possible risks and dangers.

Number of trips per year

We understand the importance of trips to enhance our curriculum and provide 'real-world' experiences for our students, and as such want to ensure that there is a consistency of opportunity for our students.
Each school year, the students will be offered, as a minimum, one trip per term that is curriculum-based and linked to learning. There may be further opportunities if specialist teachers arrange curriculum-based visits, as well as the option for an end-of-year celebration trip for each year group. Many factors will be considered when approving trips, including cost to parents and calendar planning.

Approval for visits

All matters regarding each visit outside School – feasibility, planning, safety, organisation etc. – will require the prior approval from a member of the Senior Leadership Team. Approval of all visits is at the discretion of the Principal. Initial Trip Request Form should be used for the initial proposal and approval for all overseas and residential trips. If an external provider or tour operator is being used, they must provide information of insurance and qualifications before the provisional booking.

Things to Consider

Taking all these points on board it is important that staff should approach the planning of a school visit, and the visit itself methodically, seeking advice and consulting with Educational Trips Co-ordinator/SLT and/or Principal where necessary.
This includes:

- Setting out a plan showing the educational benefits of the visit which has the approval of the Principal.
- Include in the plan an initial risk assessment and a specific risk assessment for identified risks
- Identify the adult staff and suitable helpers needed
- Where possible, conduct a site visit. Whilst on a visit assess each situation and make dynamic risk assessments according to the conditions and potential risks at that time.
- Make appropriate and adequate preparations for emergencies
- Arrange for routine contingencies, including first aid, and arrange for clearly understood delegation
- Copies of all plans and risk assessments should be given to the Parent Relations Executive and/or Principal
- Review the visit and advise the Parent Relations Executive and/or Principal when adjustments must be made

Risk Assessment

‘‘Risk assessment”’ is a careful examination of what could cause harm to pupils, staff or others, together with an 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

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.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- On-going Risk – the monitoring of risks throughout the actual visit as circumstances change.

Risk Assessment Processes	What for?
Generic risk assessment which is written, recorded and updated at least annually and maintained on file for others to follow	Use for regular local events which may include visits to Sustainable City, regular sports events etc – generally when no transport is involved and/or activity is a ‘routine’ activity.
Medium level risk assessment - Use risk assessments that need to be approved by the Parent Relations Executive/Principal	Generally, for use on day trips that involve coach travel, visits to museums, large open sites, etc
High level risk assessment – using the same process as above but to be approved by the school’s senior leadership team.	Generally, for use when planning residential trips

All risk assessments must be reviewed and updated before any trip can be approved, these must have a current date relating to the trip and these must be signed by the trip leader. Copies of all risk assessments, relating to trip should be given to all members of staff who will be accompanying trip, the trip leader must ensure that these have been read, understood and signed by all staff.

Plan B

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. member of staff is ill, transport fails to arrive, museum have 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.

Ensure all members of staff on the trip are aware of any back up plan. Ensure all staff have access to a copy of the emergency contact list of students. Emergency Contact's details should also be given to all members of staff on the trip,

We acknowledge that the vast majority of trips take place with no issues or problems but at PMBS we believe that we should always plan for the worst-case scenario.

Although the leader of any trip will have all the contact details available should an issue relating to a child occur the same is not true for adults.

- Staff – The leader on each trip must ask each member of staff joining them on the trip for an emergency contact so that in the event of an emergency the staff members contact can be informed.
- Volunteers – The leader must ask all volunteers to complete the contact form in prior to departure. If a volunteer refuses to provide a contact, then this should be recorded as such on the form.

Staffing Ratio

A professional judgement must be made by the Principal and EVC as to the appropriate ratio for each visit. This will be determined by:

- type, duration and level of activity
- needs of individuals within the group
- nature of the venue
- weather conditions at the time of year
- nature of transport involved
- KHDA approval

As a rough guide staffing ratio, numbers will typically be:

- 1:15 for local trips (Secondary)
- 1: 8 for Primary trips
- EYFS: 1:6

- KS1: 1:8
- KS2: 1:10
- KS3-5: 1:15 (local trips)
- 1:20 for Sixth Form trips
- 1:10 for all adventurous trips/Residential trips/International trips
- Sports Teams 1 member of staff per team

Ratios can be constructed using staffing from hosting organization.
Typically, there will be both a male and female staff present for mixed groups of students.
Please consult Educational Trips Coordinator for more advice on staffing ratios.
Consideration should always be made for procedures in the event of an individual sustaining an injury requiring accompaniment to hospital. Contingency plans should be made as to procedures of maintaining the student ratio in view of the loss of supervising staff. This may include cancelation/termination of the trip. Where required, staffing ratios should reflect any trip including students with additional needs, with appropriate support provided and detailed upon risk assessment.

Supervision

Pupils must be supervised throughout all visits. Where residential trips are taken with mixed sex attendees' then both male and female staff must attend. 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

Parental/Legal Guardian Consent Form

We require parental consent for all trips. All pupils attending a trip must have a completed Consent and updated medical form from parents' otherwise they will not be able to go on the trip. Parents/Legal guardians must provide any medical information relating to students and provide any medication for any school trip in line with the medical conditions' procedure.

Parents/legal guardians must provide contact details in case of an emergency. The trip leader must ensure they have all details on the Consent form with them on the trip relating to all students involved with the trip.

First Aid

The level of first aid provision should be based on the risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. The Emergency First Aid Certificate is the minimum requirement for residential visits. First aid kits are available to be taken on trips and if the visit involves the party splitting up by any distance, a kit should be taken for each group. Student medical conditions will require individual risk assessment to be included in Risk Assessment form. It is the Group Leaders responsibility to be aware of all medical conditions of students and ensure they plan staffing ratios accordingly. For any First Aid treatment that is carried out on any trip the Incident Form should be used, this should be given to the first aider on the trip by the trip leader to ensure a record is kept in accordance with the first aid policy. This record should be given to health and welfare on the return of the trip.

Transport

Travel 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 etc. It is essential that each individual stage of travel has an appropriate risk assessment.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour.

A bus request form must be completed – see related documents.

Student Code of Conduct on Trips

All students have the opportunity to attend school trips. If, in the event of considerable behaviour concerns, a student should be prevented from attending a trip, only the Principal, or a member of Senior Leadership Team deputising for the Principal, may exclude the student from attending a trip. In this case, parents will be contacted and alternative arrangements will be made for the duration of the trip.

Trips are an opportunity for students to further develop a range of skills that may not be available to them within the classroom environment. Trips should be enjoyable and stimulating events. To ensure the success of all trips, students need to be aware that:

- Normal school rules apply at all times.
- Co-operate fully with adults at all times
- Be punctual at all times
- Not leave group or accommodation without permission
- They are expected to be outstanding ambassadors for the school and for Dubai.
- If they behave inappropriately, the trip leader may exclude them from certain activities and take other appropriate action in line with the policies of the school.

Related Documents

1. Trips Procedure system and timeline
2. Bus Request Form
3. Risk Assessment Template
4. Medical Information Form
5. Parental Consent Form Template
6. Safeguarding Policy