



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

EDUCATIONAL VISITS POLICY

POLICY INTENDED FOR:	Students
CATEGORY:	Trips
POLICY IMPLEMENTED BY:	Vice Principal
POLICY MONITORED BY:	Vice Principal and Extra – curricular lead
REVIEWED BY:	Vice Principal
REVIEWED DATE:	August 2026
FUTURE REVIEW:	August 2027

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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INTRODUCTION

At Oxford International College we encourage staff to organise and run educational trips, as it is strongly felt that this offers students the opportunity of learning within an environment other than the classroom and provides new and challenging experiences that are essential for their development.

It is the responsibility of the Vice Principal to ensure that all trips have been planned and carried out according to the following Educational Visits guidelines.

Types of educational visits include:

- Regular, routine off site activities, e.g., sports club facilities
- Activities organised and supervised by tutors
- Activities supervised by an external provider, e.g., commercial centre or hired instructor
- Visits abroad
- Residential trips
- Day trips

All visits require authorisation by the Vice Principal and/or Principal.

All staff and tutors should be aware of the expectation placed upon them. All staff must conduct themselves in a manner compatible with their own safety and with the safety and well-being of the students.

The Principal and Senior Leadership are responsible for ensuring that all College activities are meticulously planned and appropriately supervised.

All educational visits will be conducted in accordance with the College Safeguarding and Child Protection Policy. Visit leaders must be familiar with safeguarding procedures, know how to contact the DSL, and ensure that safeguarding concerns arising during a visit are reported immediately.

RISK ASSESSMENTS

The Principal and Senior Leadership will ensure that risk assessments are undertaken. The staff/student ratios prescribed in this section are minimum figures. It is the Principal and Senior Leader's duty to ensure that every visit is adequately staffed. The nature of the activity and experience of the students and staff assigned to the visit must be considered.

Staff ratio, 2:10 on the first 10 students (gender balance) and thereafter 1:10 for land-based activities and down to 1:8 for activities around/in (significant) bodies water and/or hazardous. The ratios are subject to risk assessment and may change according to context of the trip.

For visits that include an overnight stay or visits abroad, there should be at least two members of staff/tutors present. For single sex parties at least one staff member must be of the same gender as the students. For mixed parties at least one staff member of each gender must be included.

PARENTAL CONSENT

Parental/guardian consent must be obtained from the parent/carer or guardian of each student taking part in any visit. No student may participate in any visit unless all the parental consent form is completed.

The Principal and Senior Leadership will ensure parents/guardians/agents/host families are properly informed and have given their consent.

RECONNAISSANCE AND RESEARCH

A reconnaissance visit is recommended if the location or activities have not been used before. The experience of the staff will also be considered. Liaising with parents/guardians is an important aspect of planning educational visits. They should be fully informed about:

- Purpose of visit
- Dates and times
- Details relating to staff
- Travel arrangements
- Costs
- Insurance arrangements

INSURANCE

The college will ensure that appropriate insurance is in place to cover employees/tutors (employer's liability insurance) and the colleges liability to the public (public liability insurance). It shall also ensure that sufficient travel insurance is in place to cover all students for all activities on the entire visit when overseas. The college will determine whether insurance needs to be taken out by parents for their children, to inform the parents of this necessity and how it is to be arranged.

MEDICAL INFORMATION

Medical information regarding students should be accessible to the staff/tutors supervising the visit and will be provided by the Student Services team prior to the trip commencing.

EMERGENCY EVENT

Even the best planned visits may fall victim to the unforeseen. In these circumstances the safety and welfare of students, tutors and staff is paramount. All participants will have access to first aid equipment. Staff and tutors will have contact numbers for both the College and for members of the SLT.

CODE OF CONDUCT

For visits involving older students this is best established in discussion. This way they will feel they have a degree of ownership. Expectations should be clearly communicated and understood. There is zero tolerance for alcohol, smoking, vaping and drugs all which will be considered level 3 serious breaches according to the OIC positive behaviour policy.

TRANSPORT

For some emergencies during visits (and where unavoidable), tutors or staff may be asked to escort students in their own cars e.g., transport a student with a minor injury to hospital (this needs to be more than one adult of each gender). Drivers are reminded to check with their insurer that their insurance policy covers them to carry students. Seatbelts should always be worn.

COMMON LAW

To contravene common law, there must be negligence. Staff and tutors who accept responsibility for students participating in an educational visit have a common law duty of care to their students.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

The College will not discriminate against disabled students for reasons relating to their disabilities. Students with disabilities may necessitate adjustments being made to the organisation of the visit to enable them to participate. The same principle applies to gender questioning students.

MONITORING

The Vice Principal will monitor visits organised by the College. This will be done according to the paper process using EV1 to 6 (see below) and using Sphera.

Sphera combines EV1 into '**pre-approval**', EV 2, 3, 4 and 5 into '**develop detailed plan**' and EV6 '**post trip review**' also on Sphera. Trips require considerable forward planning with the '**develop detailed plan**' deadline being 1 month prior with the calendar request deadline being the first week of August before the start of each academic year proper.

- Checking approval forms
- Checking risk assessments
- Observing/taking part in visits
- Reviewing with staff/tutors after the visits.

This will be overseen by the Vice – Principal as reviewer of each stage (pre-approval, develop detailed plan and post trip review) and the Principal as approver.

The paper procedure (EV1 – 6) can still be accessed and used to support Sphera:

- [EV1](#) - calendar request form
- [EV2](#) - educational visit information form
- [EV3](#) - risk assessment form
- [EV4](#) - pupil information form
- [EV5](#) - medical information
- [EV6](#) - visit evaluation form

FURTHER INFORMATION

For further information about Educational Visits at OIC please speak with Vice Principal.

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