Policy Name	Global Classroom Policy				
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Author	Head of School				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
1	**Head**	**Sept 2024**	**Change from Principals to Deputy Head of School/Primary Principal**	**Head**

ICS London believes in the value of our global classroom to provide unique life learning experiences for our students. As such, visits, trips and expeditions are an important part of the life of the School and it is hoped that the policy outlined in this document will not constrain them.

The aim of the policy is to ensure that the duty of care for its students placed upon the School is fulfilled, that parents are aware of the School's regulations and procedures, and that the position of members of staff and the Foundation is safeguarded. The policy aims to comply with and reflect The Department for Education (DfE) advice detailed in Health and safety: advice on legal duties and powers (February 2014).

As part of the Globeducate group of schools, and within our own programme, we offer a range of educational visits over the course of an academic year. We actively encourage all academic departments to organise educational visits and these are offered to all students throughout the School. Our location allows us to enjoy the benefits of Classroom London, providing opportunities to enrich our programme.

We offer each year group a number of educational visits per academic year as a compulsory part of the curriculum. We also offer excursions that are an optional extra. The Primary Principal and Deputy Head of School are responsible for ensuring that educational visits represent good value for money, that they are of significant academic or cultural interest and that matters of health and safety or other regulations are addressed.

For all school excursions and visits, whether residential or not, in the UK or abroad, we ensure that all reasonable steps have been taken to establish safe conditions for the students and adults concerned and that levels of risk are both manageable and acceptable.

Any educational visit will involve an element of risk and in many cases this will form a key part of the educational value of the visit. It is not the School's aim to eliminate all risk, but to assess and manage risk appropriately. The Deputy Head of School/Primary Principal will not approve any visit without having established that risks have been fully assessed, bearing in mind the age, gender and experience of the students.

The Deputy Head of School/Primary Principal will also ensure that they are provided with transparent costings, an itinerary and details of the staffing at the earliest opportunity. Where appropriate, the School’s wellbeing team and pastoral

leaders are consulted during the planning process to ensure that special medical or welfare needs of participants are considered.

Outline of Procedures

All group visits require the specific approval of the Head of School and Deputy Head of School/Primary Principal prior to any arrangements being made, except for:

- Away games fixtures listed in the school diary.
- Music performances/rehearsals for external engagements
- Sixth form students attending an interview or Open Day who do, however, require their Tutor's permission.

For visits overseas, a pre-trip meeting will be offered to parents and students to explain procedures and rules and to answer questions. Parents are required to provide a signed Annual Trips Indemnity Form at the start of each academic year which applies to all UK day visits.

A specific Indemnity and Consent Form will be required for all residential visits or those involving overseas travel; this includes a specific code of conduct to be signed by all students and parents.

Safeguarding measures

The School will undertake the necessary safeguarding checks in accordance with guidance given in the DfE's Keeping Children Safe in Education (September 2025). Any accompanying adult on a residential visit must have an enhanced DBS check. This includes any person who is not a member of staff, such as a volunteer. An enhanced DBS check may not be required if a volunteer (such as a parent helping as a one off) accompanies a non-residential visit and will be supervised by another member of staff and not left in sole charge of students. In any event, the Deputy Head of School/Primary Principal in collaboration with the DSL, will confirm the requirements.

The DBS is not able to conduct the same checks overseas as in the UK, and therefore the School will follow DfE guidance and obtain appropriate assurances from partner schools or language schools/agencies when arranging accommodation with host families overseas. For exchange trips or other visits abroad where students are domiciled with local hosts, it will be made clear to parents, in writing and during the parental meeting, the limits on the School's

ability to undertake safeguarding checks and arrangements for ensuring students can raise concerns about their hosts at any point during the visit. Where possible, residential/overnight visits involving female students will be accompanied by at least one female adult supervisor.

Duty of care and Supervision

The level of supervision will realistically reflect the purpose, location and nature of the visit, the age and maturity of the students and any special needs. Visits are therefore planned in accordance with the principles of effective supervision. When deciding staff to student supervision ratios, the Deputy Head of School/Primary Principal will also take into account factors such as staff experience, the potential risks and making adequate provision to allow for emergencies.

Some activities may be unaccompanied or involve a sole teacher in charge, for example senior school study days which are low risk and involve students aged over 16. Where students on visits are not directly supervised, they are told where staff may be found and how to contact them by mobile phone should they be given free time, for example for shopping. The itinerary is approved by the Deputy Head of School/Primary Principal in advance of the visit.

The group leader must take a mobile telephone on all school visits, and include the number as a contact number. For those going abroad, this must be a school mobile. Staff who prefer to use their own phones may charge the cost of calls to the school. A phone may always be drawn from Reception and should be booked in advance. When students are given unsupervised time, they should be given the group leader's mobile number, and student mobile numbers recorded by the staff. Student mobile numbers must be deleted from all school and personal mobiles at the end of the educational visit.

Staff accompanying visits are responsible for students in the group according to a supervision ratio and risk assessment approved by the Deputy Head of School/Primary Principal. Therefore, a supervising member of staff will only separate from the main party in unforeseen circumstances such as injury or illness. In the case of a visit involving an overnight stay, the staffing is approved by the section Principal. Teachers are responsible for the students 24 hours a day and the responsibility is not lessened because the duty is undertaken voluntarily.

Normal school rules apply on visits and any serious misbehaviour may result in a student being sent home at the parents' expense or that the parents are required to collect the student from the trip. In the event of an accident or injury, a teacher must be judged to have acted as a "prudent parent" would have done. Older students may reasonably be exposed to greater risk than younger students, but

the duty of care is not extinguished because a student is 18. The degree of care required will depend on the age of the student, his/her known behaviour record, and any health problems which ought to have been known by the teacher. Other considerations include:

- The School will not hesitate to exclude a student from a visit if it is felt we are unable to exercise adequate care and control over him/her in the light of previous behaviour.
- The School may insist that a student does not travel where it is felt that the particular health needs of that student at the time of travel cannot be adequately met or guaranteed in a particular location
- In both cases, the School will take all reasonable steps to reimburse parents where the decision not to travel has been made by the School.

Managing Risk

Trip leaders must ensure that all accompanying staff know the itinerary and understand their responsibilities. This will be confirmed in a pre-departure meeting. Where visits are not covered by the School's generic risk assessments, staff will complete specific and detailed risk assessments for the visit. In all cases staff must consider all the specific activities taking place during the visit. As part of the Risk Assessment process, trip leaders will meet with the section Principal to review all aspects of the trip.

The pre-departure meeting will be held for all accompanying members of staff. The purpose of these meetings is not necessarily to produce a written document but to ensure that all risks which may reasonably be anticipated have been considered and briefed to staff accordingly.

Where external organisations are providing hazardous activities, up to date risk assessments should be obtained from the organisation. Trip leaders using outside providers will also be asked to provide evidence of their licensing to provide these activities. Tour operators should be asked to provide details of their Risk Management system.

Welfare/Medical Provision

On any outing, visit, or expedition, at least one member of staff should be responsible for welfare matters, including First Aid, the storage of pills or medication, etc. They may administer First Aid when appropriate, and oversee students administering their own prescribed drugs. Such prescribed drugs should

be in their original container or packaging, along with written instructions from a parent/guardian, doctor or pharmacist. Teachers should avoid administering any drugs, including paracetamol, as they are then deemed to be prescribing medication. Teachers who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.

Accompanying members of staff will be confident in managing the needs of those students on the visit with special medical requirements e.g. those at risk of anaphylactic shock, epileptics, diabetics and so forth. They are briefed and, where necessary trained, by an appropriate professional or the student's parents. It may be necessary to hold a supplementary meeting with parents of a specific student in order to make the most appropriate arrangements to meet the medical or pastoral needs of the student. The party leader also ensures that host families, centres, hotels etc are aware of any special dietary or medical requirements.

The School manages the issuing and maintenance of first-aid kits which are taken on all visits and parents are reminded that students need to have with them any special medical requirements (e.g. inhalers, EpiPens).

Tetanus injections. If a student receives a cut whilst on a school outing, a doctor may advise that a tetanus injection is required. Students up to the age of 14 should be covered already, provided the regular injections have been maintained. For students over 14, there is a danger of a reaction if an extra injection is given. Staff are advised not to allow any students to be given a tetanus injection without contacting parents first.

Finance and Insurance

The School carefully costs all visits and clarifies this to parents before they commit to their son/daughter's participation. The Primary Principal/Deputy Head of School and School Bursar advise colleagues about how to manage this, taking care to factor in all possible variables such as party size, exchange rates and so on.

The School has a comprehensive travel insurance policy covering medical, cancellation and curtailment for all staff and student participants. However the cover for personal items is generally low and students are advised not to take items such as expensive cameras or jewellery with them, or to arrange their own individual cover.

All payments for School visits are made via Stripe, the School's online payment system. Parents are provided with individual secure login details. Where an initial deposit is required this is deemed to be non-refundable unless the visit does not

proceed or another student is found to take the place. If a student should withdraw from the visit at a later date, all non-recoverable monies will be due.

Contact for residential visits

The Deputy Head of School/Primary Principal acts as the School contact for all visits which take place during weekends and school holidays. They have access to details of the visit including contact telephone numbers for parents, appropriate medical details for students, and the risk assessments for the visit. As a minimum, the visit leader must text the School contact on arrival and return.

Emergency on an educational visit

In the event of an accident or emergency, the priority of the visit leader and accompanying staff is to ensure the safety of students. The visit leader will liaise with local emergency services and staff will accompany any injured students to hospital and ensure that any other students are supervised. Students will be asked not to make any mobile or social media contact until authorised to do so. The visit leader is also responsible for arranging that the Deputy Head of School/Primary Principal is notified as soon as possible, who will in turn arrange for the parents to be notified. Staff accompanying visits are advised not to speak to the media and any press enquiries are referred to the Headteacher's office.

GDPR

Parents are advised that trip leaders may need to share personal details with providers, and that signing up for a trip via Stripe will constitute consent for the School to do so. They are directed to the School's Privacy Notice which sets out the basis on which the School holds data. Specific consent will be sought from 6th Form students to share information.

Parental responsibilities

The School relies on the support of parents to ensure that visits run smoothly and safely. The School therefore expects parents to:

1. Provide accurate information regarding SEN and medical conditions, and associated treatment.
2. Ensure students requiring Epi-Pens; inhalers and prescribed medication are carrying sufficient for the visit. A student may not be allowed to travel if medication is not present.
3. Complete and return documentation provided by the school by the published deadlines.

4. Ensure that passports are valid at the time of travel including validity as required by the destination country. Obtain visa(s) if required – unless organised as a group via school.
5. Make payments for the visit as and when requested and by published deadlines. The school reserves the right to withdraw a student from a visit if payment in full is not received by the final payment deadline.
6. Drop off and collect their son/daughter at the publicised time. It may not be possible to delay a departure in order to accommodate late arrival. Any significant delays to return journeys will be communicated to parents.

Student Responsibilities

Attention is drawn to the School's Behaviour Policy and Code of Conduct. All students are required to behave appropriately, follow instructions, and represent themselves and our school with pride.