

**GEMS**مدارس جيمس السعودية العالمية - الظهران
Saudi International Schools
DHAHRAN

Educational Visit Policy

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

1. Policy Objectives

This policy outlines the aims and expectations for educational visits and is designed to help staff ensure that students stay safe and healthy during these visits. This policy has been produced to offer school staff advice and support in the planning and organizing of these activities.

2. Policy Scope

This policy applies to children, families, staff, and administration of GSIS.

3. Policy Actors

- GSIS School Leaders
- GSIS Teachers
- Administrative Staff

4. Related Policies and Procedures

- Attendance and Truancy Policy.
- Anti-Bullying Policy.

5. Related Forms

- Parents' handbook
- Teachers' handbook

6. Terminologies

School leader: Any person who is in the position of Subject Team Leader and above according to GSIS governance.

School Superintendent: Head of school who reports directly to the CEO.

Educational Visit: an event in which students journey to a separate location to their normal learning environment under the authority of the staff of their school and with the purpose of learning by experience.

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7. Educational Visit Policy

Under the MOE regulations, and in accordance with our vision, mission and values, GSIS must take reasonable steps to ensure that school educational visits achieve the four major principles of MOE which are:

- School educational visits must be purposeful, with specific, measurable, and achievable goals.
- These visits must fulfill students' needs and interests.
- The visits are an educational means from which students learn experiences that are not available in the school area or premises.
- The visits enhance students' ability to discover, research, observe, criticize, correlate, cooperate and learn patience.

Educational Visits objectives:

GSIS is committed to providing school visits as a positive tool to enhance and develop learning, build a sense of community, develop individuals, stimulate students' imaginations, bring learning to life, and provide an experience of the local and wider world to our pupils as they begin their learning journey.

Aims:

1. Enhance students' moral, religious and cultural values and support their Islamic identity.
2. Visit goals or content should not contradict the states' policies or MOE policies.
3. Improve students' ability to cope with change.
4. Enhance critical curiosity and resilience.
5. Create opportunities for making meaning, creativity, developing learning relationships and practicing strategic awareness.
6. Support achievement and attainment across a range of curricular subjects. Students are active participants not passive consumers, and a wide range of learning styles can flourish.
7. Enhance opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of student development.
8. Increase risk management skills through opportunities for involvement in practical risk-benefit decisions in an array of contexts, i.e.; encouraging students to become more risk aware as opposed to risk adverse.

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9. Develop greater sense of personal responsibility.
10. Offer opportunities for genuine team-working including enhanced communication skills.
11. Improve environmental appreciation, knowledge, awareness and understanding of a variety of environments.
12. Improve awareness and knowledge of the importance and practices of sustainability.
13. Acquire physical skills and develop a healthy lifestyle.

School educational Visits Regulations:

1. Must be approved by school principal and the superintendent. MOE approval must be acquired before the visit is due.
2. Visits must be suitable for the students involved, having regard to their ages, abilities, needs and aptitudes, ALL students must be given an equal chance to participate in the school visits.
3. Risk assessments:

Risk Assessments are a vital part of planning an educational visit and must be completed and approved prior to the visit taking place. It is advisable for all risk assessments to be completed at least 2 weeks prior to the visit as this gives time to make amendments if the risk assessment is not passed in addition to preparing for the frequently encountered hazards and their control measures. The risk assessment must be based on the following considerations:

- What are the hazards?
 - Who might be affected by them?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - Can the visit leader put the safety measures in place?
 - What steps will be taken in an emergency?
4. Completion of parental consent forms for the visit (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
 5. All staff to be aware of the medical needs of any of the pupils including emergency procedures.
 6. At all times the children must be accompanied by the following ratios of adults to children:

Visits involving children in KGs

1 : 6 minimum.

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Visits involving children in Grades 1-3 1 : 8 minimum.

Visits involving children in Grades 4-6 1 : 10 minimum.

Visits involving children in above Grade 7 1 : 12 minimum.

7. First aid training must be completed by sufficient members of staff for the number of students involved. First aid kits should be available at all times.
8. Emergency contact details must be provided for all parents and staff for the duration of the visit.
9. A list of all participants with details of student's dietary needs and significant other needs must be prepared (and that these needs are made known to all staff and are capable of being met).
10. An evaluation of the visit afterwards must be written to aid others who might be considering a similar project in the future.

Staff Responsibilities:Visit Leader:

For all educational visits, the Visit Leader:

1. Must be an employee of GSIS, preferably a suitably qualified teacher;
2. Must submit a visit proposal to the relevant Principal, and this must be approved before any commitments are made with students, parents, teachers, or outside agencies;
3. Must share and discuss all details of the visit, from planning to implementation, with the school principal.
4. Must ensure all activities conform to legal regulations and are covered by the school's insurance;
5. Must draw up a budget with the aid of the relevant Principal. The budget will show projected expenses and revenues (where appropriate) and will be submitted to the relevant Principal. The visit leader will ensure that receipts are handed in to the administration;
6. Must have relevant first aid qualifications;
7. Shall draw up a risk assessment for the visit. Where limitations apply, or advance risk assessment is not possible, these issues must be discussed with the relevant Principal with the aim of developing an agreed strategy for adequate risk assessment;
8. Must participate in the visit. If the visit leader resigns from GSIS before the visit or is unable to go on the visit for any reason, a new leader must be named in good time to manage it successfully;

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9. Has overall responsibility during the visit and is therefore expected to assume leadership throughout the visit. The leader may delegate responsibilities to accompanying staff as necessary;
10. Must nominate accompanying staff and secure their agreement for participation, with the agreement of the relevant senior manager. This process should also account for the needs of students left at the school;
11. Must organize at least one meeting with the visit team, before the visit takes place, to communicate and agree the proposed responsibilities, duties, contact and non-contact time, and other professional expectations of each member of the team;
12. Will ensure that the minimum student-teacher/adult ratio is met.
13. Will ensure, in consultation with a relevant senior manager, that an agreed number of accompanying staff should be fluent in Arabic for visits within Saudi Arabia;
14. Should instruct the administrative staff for all bookings, verification of papers, etc.
15. Is responsible for all communication with parents;
16. Must provide the accounting office with all the pertinent details (list of accompanying staff, date and time of departure, date and time of arrival) to prepare per diem payments;
17. Will contact the relevant Principal immediately in the event of any serious accident or breach of the rules;
18. Will have a school telephone and, for overnight visits, must contact GSIS on an agreed and regular basis;
19. Is responsible for the cash flow to be used for emergencies;
20. Shall ensure that in the case of accident, theft or other emergency, all accident reports or police statements are made by the appropriate staff member;
21. Must keep administrative assistants up-to-date with all planning for the visit, so that they may respond to parent/student enquiries;
22. Will endeavor to include in the visit team at least one staff member able to speak the host language for visits outside Saudi Arabia. Should no staff member speak the language, it is necessary to take a letter, in the host country language, explaining the purpose and details of the visit.
23. Once the visit is finished, will provide the due information (date and time of departure and return and list of the participant staff members) to the HR Department so that salary can be processed.
24. Is responsible for overseeing the organization of the overnight visits, which includes the choice of accommodation, transport, activities, excursions, etc. she is also responsible for putting together a visit

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handbook for students and accompanying staff, writing information letters and permission slips, organizing pre-visit meetings for parents and accompanying staff, the day-to-day management of the visit, and debriefing with the educational visit team and relevant Principal as necessary;

25. Should plan appropriate back-up activities in the case of that activity being cancelled (booking problem, poor weather, etc.);

26. Should ensure the availability of a healthy, balanced, diet for students.

27. Will ensure, in consultation with a relevant senior manager, that:

- i. an agreed majority of accompanying adults will be qualified GSIS teachers, of whom the majority must be trained in basic first aid;
- ii. due consideration is given to the need for a homeroom teacher/Head of Grade/class teacher accompanying the visit;
- iii. each team member is provided with an equitable provision of non-contact time. Non-contact time means that, with the exception of an emergency situation, there would be no reasonable expectation of a team member being required to be responsible for students or carry out any other professional duties associated with the visit.
- iv. a list of accompanying adults with their status (teacher, administrative assistant, parent, etc.) must be available to parents before the visit takes place.

Responsibilities of accompanying staff:

For all educational visits, the accompanying staff:

1. must model and maintain appropriate professional conduct, consistent with expectations in the workplace;
2. must be fully conversant with the GSIS educational visit policy and any specific visit policies and procedures;
2. must have access to information sessions or professional training outlining GSIS safety standards, expectations and procedures for visits;
3. should have the opportunity to receive first aid training;
4. must be given an educational visit handbook (hard copy or e-document) before the visit, which contains a student list, parent contact numbers, visit schedule, accommodation and visit details, staff phone numbers, insurance documentation;

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5. are responsible for the conduct and safe return of all students to the school, and must remain with the students until they have been picked up by the authorized person unless a permission slip has been signed by parents for the student to leave unaccompanied.

8. Resources

- International best school practice benchmark documents
- GSIS Strategy, Vision and Mission

9. Reference

For more information, please contact the GSIS Superintendent.

10.Changes

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1