



MBIS Educational Visits Policy

Rationale

Maadi British International School Mission Statement

'Learning for Life...'

Maadi British International School provides children with the knowledge, skills and understanding that will empower them to be well-rounded, successful members of an ever changing, culturally diverse world community.

At MBIS we are committed to providing a happy, positive learning environment where children, teenagers and adults are:

- *Successful, independent and collaborative learners*
- *Confident, cooperative team players and responsible leaders*
- *Flexible, resourceful and resilient*
- *Reflective, honest and trustworthy*
- *Responsible, caring global citizens*

Please note that aspects of this Policy will be superseded by our procedures in time of Covid-19 and related matters. The general principles still apply however.

Context

We believe that educational visits are an integral part of the entitlement of every student to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes MBIS a supportive and effective learning environment. The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Increased critical curiosity and resilience;
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other);
- Improved 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.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence;
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e., encouraging students to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility;
- Possibilities for genuine team working including enhanced communication skills;
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments;
- Improved awareness and knowledge of the importance and practices of sustainability.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

All staff are required to plan and execute visits in line with school policy (i.e. this document). Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Staff conducting trips should act as would a reasonably prudent parent in a similar situation. Planning and execution of the visit should be carried out in accordance with health and safety and safeguarding training and must comply with best practice.

Types of visit

There are three types of visit:

1. Routine local visits within Cairo (See Appendix 1).
2. Day visits within Egypt that do not involve an adventurous activity but are outside Cairo.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit/Trip leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Head of Primary/Secondary prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. If trips are in category 3, the Board of Governors approval is needed.

The Head of Primary/ Head of Secondary will support and challenge colleagues over visits and learning activities outside the classroom. He/She is the first point of contact for advice on visit related matters and will check final visit plans.

The Head of School has responsibility for authorising all overseas, residential, or adventurous activity visits.

The Board of Governors, through this and other policies, has responsibility for ensuring the Health and Safety of staff and Students at MBIS.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role;
- Supervision by senior staff on some educational visits;
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, Heads of School will consider:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency;
- Knowledge of the students, the venue, and the activities to be undertaken.

There are no fixed ratios for school trips. The visit leader must ensure that the staffing for a trip is 'reasonable'. This will depend on the age, gender mix, ability and behaviour of the students involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow (Appendix 1) but which do not involve an adventurous activity. These must be submitted to the Head of School for approval and checking at least **28 days in advance** (although it is recognised some exceptions may occur).
2. Day visits **outside Cairo** whether they do not involve an adventurous activity. These must be submitted to the Heads of School) for approval and checking at least **35 days in advance**.
3. Visits that are overseas, residential, and/or involve an adventurous activity are then submitted to the Head of School for approval and the Board of Governors. These trips must be planned (months – multiple) in advance due to costing, flights, visa issues and other potential complications.
4. Any costs involved must be approved by the MBIS accounts section (Berna Zarif) at the planning stage
5. Any security needs (we nearly always take at least one security person) to be confirmed with Nermine Hassanin.
6. **ALL information on any proposed trip must be entered on the Educational Visits folder on the shared area, appropriately and comprehensively risk assessed and planned before they are finally approved.**
7. Medical information should be obtained, and planned for by the trip leader before embarking on the trip.
8. Contact lists of parents of students on the trip need to be collated and emergency contact information/trip leader contact needs to be given to parents to ensure an appropriate two-way communication process.
9. All finance collected for the trip must be sent to the finance office upon receipt from students. Teachers should not collect and keep money for trips.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the appropriate staff at the school.

Safeguarding

Safeguarding rules apply as in school but care must be taken when children go to public changing areas or changing rooms that they are supervised by a member of staff or go in twos and that personal possessions are kept with the child. Only the school mobile or a school iPad should be used for trip photos. Trip photos should be sent to Nancy/Mira for media platforms but can be sent to parents (Official school set up Trip WhatsApp year group accounts only)

Parental Consent

Specific, (i.e. one-off), parental consent must be obtained for all visits that are non-regular. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.), so that consent is given on a 'fully informed' basis. This must include the trip mobile phone number/emergency contact phone number.

Student Expectations

Prior to the trip, the purpose of the visit and the expectations of students will be clearly explained to all those attending, in writing and verbally. General standards of behaviour, dress, meeting points, emergency procedures, along with the consequences of any poor behaviour, will be discussed with the students, and their confirmation and understanding of these expectations will be sought.

For residential trips, a clear itinerary should be sent to parents, and details of the consequences of any poor behaviour by students explained, including any financial implications. Students may not be allowed to attend trips if behaviour in school prior to the trip has been disruptive. Any incidents that could lead to trip disruption will be referred to the Principal and a decision will be made regarding the student attendance on the trip. Financial implications may also apply.

Staff Expectations

There are clear expectations for staff when conducting a school trip (either leading or attending):

- Ensure student safety at all times – Maintain active supervision, complete required headcounts, assess risks, and respond promptly to any concerns.
- Model professional conduct – Uphold the highest standards of behaviour, language and attitude, as staff represent the school at all times.
- No consumption of alcohol or prohibited substances – Staff must remain fully responsible, alert and able to supervise students throughout the trip.
- Follow all school policies and safeguarding procedures – Including reporting concerns, maintaining appropriate boundaries and adhering to supervision ratios.
- Maintain effective communication – Keep colleagues informed, ensure students understand expectations, and remain reachable by phone or radio as required.
- Support the learning purpose of the trip – Engage students, encourage participation, and help facilitate the planned educational outcomes.
- Be prepared and organised – Arrive with necessary materials, medical information, and emergency contacts; understand the itinerary and contingency plans.

Inclusion

The school recognises its obligation to promote equal opportunities for students and will try to make trips accessible for all where possible. Careful consideration must be given towards those with special behavioural, medical, and/or dietary needs; disability access must also be considered. Safety of all individuals on the trip should be a consideration in this decision-making.

For Students with learning difficulties and/or disabilities, note will be taken of relevant recommendations

in IEPs.

Trip leaders can ensure that any students with special or medical needs may be accommodated by:

- Checking that accommodation and activities are suitable;
- Altering staffing arrangements where necessary;
- Making special arrangements with parents
- Ensuring that any relevant medical paperwork (including medication, dietary requirements and allergies) has been provided by the parents and that all needs can be catered for.

Charging / funding for visits

Parents will always be asked to give consent to any visit if a charge is to be made.

Transport

Students may be transported to or from a visit by the following means:

- On foot;
- By School minibus.
- By coach;
- By public transport, e.g. train or bus or plane
- By car.

All Students are expected to wear a seatbelt when travelling in a car, minibus, or coach. They will be reminded of this requirement by staff, and students are not permitted to leave their seats whilst in transit. Special care should be taken when travelling by train/plane to ensure that students are not separated from the group; such considerations should be included in the risk assessments.

Students are not permitted to travel to or from visits in their own car unless prior permission has been given to the trip leader by the student's parents.

Insurance

All Visit Leaders should consult the Finance team in the planning stages of the trip to ensure adequate cover and to arrange further insurance if necessary.

Categories of cover available are as follows:

- Employers' liability
- Public liability
- Motor Vehicle
- Personal Accident cover
- Travel insurance

Parents should be informed of the insurance that is applicable to the trip and whether the school's travel insurance applies or whether holiday insurance is additionally necessary.

Appendix 1 - Extended Learning Locality Boundaries

The boundaries of the extended learning locality are within the city of Cairo.

We use this extended area on a regular basis for a variety of learning and social activities, and approved staff are allowed to operate in this area.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a student.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Heads of School (Primary/Secondary and/or HoS) must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- There will normally be a minimum of two adults present. Where only one adult is present, there will be a nominated contact at the school able to respond immediately on receiving a phone call from any member of the group.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Where appropriate, students are fully briefed on what to do if they become separated from the group (e.g., return to school; wait where you are; go to a pre-arranged place).
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Students' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff will deposit with their Head of School and Nominated School Contact a list of all students and staff, the proposed route, and an estimated time of return.
- A mobile is taken with each group and the Heads of School/ Nominated School Contact should have note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a Nominated School Contact for any visit. During school hours this is the School Office. At other times it is the Nominated School Contact.
2. This Nominated School Contact will either be an experienced member of the Senior Leadership Team (SLT), or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the trip leader will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the trip leader and visit team (and the emergency contact/s) will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. Trips leaders must ensure that there is at least one first aider with the group or on each excursion and also a medical bag taken from the school doctor. Trip leaders need to identify the nearest hospital before setting off.
6. The visit leader/s and the base contact/s know to request support from the Senior Leadership Team ('SLT') in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

All staff present on any visit must be aware of the contact details of the Nominated School Contact in the school office (Heads of Primary or Secondary).

Policy agreed: September 2022

This policy was reviewed in September 2025 and annually thereafter.