



Haileybury Bhaluka

Educational Visits Policy

HBB-POL-07 | Academic Year 2026–27

Policy reference	HBB-POL-07
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Educational Visits Coordinator (EVC)
Reviewed by	Leadership Team (LT)
Approved by	Board of Governors
Intended audience	All staff; parents (for information)
Location	Staff Portal and School website
Related policies	Safeguarding and Child Protection Policy (HBB-POL-01); Emergency / Crisis Management Plan; Health and Safety Policy; Routine School Trips Risk Awareness Guidance (Appendix 1)

1. Introduction

- 1.1 Educational and off-site visits, including day trips, residential trips, trips involving adventurous activities and overseas trips, are organised in support of the School's aims and its academic and co-curricular objectives. Haileybury Bhaluka keeps a duty of care for pupils and staff on all school trips, and will take all reasonable precautions to protect their safety and health.
- 1.2 The School uses the **Eschkul** management system to plan and authorise all educational visits and to complete all relevant risk assessments.
- 1.3 This policy should be read with the School's Emergency / Crisis Management Plan and the Safeguarding and Child Protection Policy.

2. Roles and responsibilities

- 2.1 The Headmaster appoints an **Educational Visits Coordinator (EVC)**, who co-ordinates and approves the arrangements for all trips. Until an EVC is appointed, the Headmaster acts as EVC. The guidance below explains how trips are approved, planned and run. All staff are briefed on what is expected of them on trips and are made aware of this policy.
- 2.2 Every planned trip or visit has a nominated trip leader, who is responsible for risk assessing, planning, organising and running it.
- 2.3 Trips may not take place without a suitable risk assessment. This means the Routine School Trips Risk Awareness Guidance for regular low-risk trips, or a specific, detailed risk assessment for all other trips.

- 2.4 Staff accompanying trips, as well as trip leaders, must know what the risk assessment contains, the potential risks to their own safety, and the arrangements for protecting pupils' safety and health. Staff must therefore read the trip details and documents on Eschkul and, where appropriate, attend a briefing by the trip leader and/or the external trip company.
- 2.5 Parents give consent for routine day trips (e.g. theatre trips and sports fixtures) through a general consent form signed on registration. Specific parental consent is requested for trips involving adventurous activities (unless covered elsewhere, e.g. by Duke of Edinburgh's International Award consent forms) and for all overnight and overseas trips.
- 2.6 Staff arranging trips with adventure training providers and residential sites must obtain copies of their site and activity risk assessments and their activity licence (e.g. an Adventure Activities Licensing (AALA) licence for UK providers, or the local equivalent).
- 2.7 Where an external provider does not hold a recognised licence, the trip leader must complete a risk assessment for the proposed activity and make sure the provider completes an "external provider form" (available on Eschkul).
- 2.8 For overseas trips, staff leading the trip and the organising companies (where applicable) take all reasonable precautions to check the licences for activities and the security and safety of accommodation.
- 2.9 Every effort is made to accommodate pupils with Special Educational Needs or Disabilities (SEND) on trips, as far as is practicable and reasonable. Staff organising and attending visits will know about relevant pupils' SEND needs where these might reasonably affect a trip. These needs are discussed with relevant staff, e.g. the School Counsellor and the School Doctor, and are recorded on Eschkul. Staff must consider SEND needs carefully and ask for further details when arranging trips for pupils with SEND.
- 2.10 For all trips, relevant pupil medical and dietary information is gathered by the Medical Centre and shared with trip staff on a need-to-know basis, to safeguard the health of the pupils concerned. These details are recorded on Eschkul for the trip organiser.
- 2.11 During a trip, staff keep in regular contact with the School and, as appropriate, with parents, e.g. so that parents are kept up to date with departure and return meeting points.

3. Major trips

- 3.1 Staff proposing a major trip in term time or the holidays should consult the EVC, who will liaise with others as necessary to decide whether the trip should go ahead. The School publishes a programme of major trips approved for the coming year. This helps to balance different types of trip, minimise calendar clashes in T1, T2 and T3, and help families plan their budgets. The working document showing the status of trip bids is available to all teachers and key support staff on the School's shared drive. Details of overseas and major trips are published to parents on the Frog Parent Portal.
- 3.2 Once a major trip is approved in principle, the EVC must be kept updated on plans, including financing. Any financial complications must be discussed with and approved by the COO or Head of Finance. The EVC will guide the trip organiser on staffing, including ratios and, for mixed groups, the need for both male and female staff. Due weight is given to relevant local guidelines.
- 3.3 As soon as pupil names are confirmed for a major trip, trip leaders must contact the Medical Centre with any medical queries and for advice. One week before departure, pupil names should be confirmed with the Medical Centre and advice sought on any current or ongoing medication or medical issues.
- 3.4 The School's external trips adviser is consulted as appropriate, including on the trip risk assessment. Staff arranging trips must be aware of the requirements and limits of the School's insurance policy, details of which can be obtained from the COO. Where a trip includes an adult who is not a School employee, appropriate arrangements, including safeguarding checks, must be made with the EVC.
- 3.5 When trips use approved tour operators, the operator must provide a copy of their risk assessment and insurance, which the trip leader adds to the Eschkul form. The trip leader

remains responsible for completing a risk assessment covering all arrangements, including pastoral and medical requirements.

- 3.6 Key communications with parents about major trips, especially the initial letter, must be approved by the EVC.
- 3.7 Medical cover, insurance and specific parental consent for certain activities are critical aspects of major trips, and the EVC will advise trip organisers on handling them properly. The School's insurance policy covers trips comprehensively, but some parents may wish to add extra cover, especially for personal property and medical evacuation. Before a major trip departs, key information and the trip risk assessment must be given to the EVC and stored on Eschkul, where staff who may need them can access them.
- 3.8 Overseas trips, overnight trips, trips involving adventurous activities and any trip involving swimming in open water or boating must have specific risk assessments completed and submitted to the EVC through Eschkul. Final approval for these trips is given by the Headmaster on the advice of the EVC and the School's external trips adviser.
- 3.9 Risk assessments on Eschkul for major overseas, adventurous and overnight trips must use the approved Haileybury Bhaluka risk assessment template, which is on the Eschkul homepage.
- 3.10 If there are significant changes to a trip or its activities, staff must carry out a dynamic risk assessment during the trip. Changes to the agreed arrangements, and the decisions made, are recorded on the Dynamic Risk Assessment Form (on the Eschkul homepage). The completed form is sent as soon as possible to the EVC and to a member of the Leadership Team on campus.
- 3.11 The mobile numbers of all staff on residential (overnight) or overseas trips are recorded on the Eschkul form.
- 3.12 Staff leading a trip must make sure that any mobile phone used as the main point of contact works in the country being visited. The School has mobile phones for staff to use on trips, chosen because data and calls work internationally, so staff need not run up charges on their personal phones.

4. Local risks

- 4.1 Risk assessments must consider risks specific to Bangladesh and to the destination, including:
 - road safety, with only transport providers and drivers approved by the School's Campus or Security Manager being used;
 - extreme heat, monsoon flooding, cyclones and air quality;
 - local unrest, strikes or travel advisories (the EVC monitors official advice before and during trips);
 - food and water hygiene.

5. Managing the trips approval process

- 5.1 Trip organisers must submit all paperwork on Eschkul for approval at least one week before routine trips and four weeks before major trips. Staff organising and leading trips must understand their responsibility for protecting people's safety on the trip, and must protect the School from risk by following the approval process.
- 5.2 If forms are not completed one week before the trip, the trip leader will receive an email from the EVC and the trip may be cancelled.

6. Sports tours

- 6.1 Sports tours differ from other types of trip and involve a number of additional considerations, which sports tour leaders must review with the EVC. Sports tours are also managed and approved through Eschkul. Staff organising sports tours should consider using tour companies that provide their own insurance for sports injuries. So that pupils are fit and in good physical condition, especially for tours in the school holidays, training programmes should be in place in the period before departure.

- 6.2 Pupils should be fitness tested and approved to play in tour fixtures on arrival at the tour destination. When planning the tour, the trip leader should make sure there are suitable training facilities before fixtures and recovery time between games.
- 6.3 For some sports tours, consideration will be given to including a professional sports physiotherapist in the touring staff.

7. Managing risks and medical requirements

- 7.1 As set out above, educational trips must have appropriate risk assessments in place, with detail and control measures proportionate to the level of risk of the trip and its activities. Organising companies must complete and provide detailed risk assessments. Staff must also make sure there is a risk assessment for pastoral arrangements, to supplement any activities or trip organised by an external company. This should consider, for example, arrangements for pupils who become unwell while resting at overnight accommodation, and who will care for unwell pupils who cannot take part in activities.
- 7.2 Eschkul links to pupils' medical and dietary requirements, which must be considered as part of the risk assessment.
- 7.3 The EVC and trip organiser should talk to the School Doctor as early as possible about trips to countries that need specific vaccinations, so that these can be arranged in the weeks before departure if necessary.
- 7.4 Trip organisers should liaise with the School Doctor to make sure suitable arrangements are in place for giving pupils their medication during the trip. The Medical Centre provides a first aid and medical kit specific to each trip and to pupils' needs, including standard first aid supplies.

8. Safeguarding pupils off site

- 8.1 Child protection and safeguarding extend beyond the Haileybury Bhaluka campus. The School only works with appropriately vetted organisations and institutions. When a pupil is off site but in the School's care (e.g. while doing voluntary work), each situation is risk assessed in line with the Safeguarding and Child Protection Policy and current guidance. Every effort is made to make sure pupils are never left alone under the sole supervision of an adult who is not a member of Haileybury Bhaluka staff.
- 8.2 In particular, for language or sports exchanges where pupils may stay with host families, pupils are matched as closely as possible by sex, age, special needs and so on, and the host school must carry out all appropriate checks to safeguard them. Pupils staying with host families have the means to contact staff, and the contact details of trip leaders, 24 hours a day. Pupils are also given an agreed emergency "keyword" to use when they need help but feel unable to speak freely in front of their host family.
- 8.3 Any safeguarding concern arising on a trip must be reported to the DSL and recorded on CPOMS.

9. Routine trips

- 9.1 Staff wishing to take a group of pupils on a routine trip (e.g. to a theatre or a sports tournament in Dhaka) must first submit a Calendar request.
- 9.2 Once the Calendar Committee has approved it, staff must submit a form on Eschkul with a copy of the School's Routine School Trips Risk Awareness Guidance attached, confirming that they have read and understood the Guidance. A copy of the Guidance is at Appendix 1. It is the standard risk assessment for all routine trips.
- 9.3 When the EVC has given approval, trip leaders are notified by an email generated by Eschkul. The expected timings for these processes, by trip type, are set out in the Trips Submission Protocol.

10. Accounting for trips

- 10.1 Accounts for all trips must be run through the Finance Department. This ensures professionalism, transparency and probity, and protects academic staff from any suggestion of mishandling funds.

11. School rules and procedures in case of incidents or illness

- 11.1 Normal School rules apply on trips. Pupils are clearly briefed on the standards of behaviour expected and the possible sanctions for misbehaviour.
- 11.2 In the case of a serious medical or disciplinary incident, the nominated point of contact at School must be informed as soon as practicable, and the EVC informed as necessary. Any issue on the trip that could have caused concern but did not (a "near miss") should also be reported to the EVC, who will log it. All lessons learned should be passed to the EVC for further action.
- 11.3 If a pupil has a minor accident or becomes ill, the trip leader or another member of staff will seek appropriate medical care. If the trip is outside Bangladesh, they will notify the COO, or the insurers on their helpline, to arrange (where possible) for the medical bill to be sent directly to the insurer. If the accident is more serious (such as a broken leg), the School's medical insurers may arrange for the pupil to be repatriated to Bangladesh, accompanied by a member of staff. The trip leader will liaise with the EVC to make sure parents are telephoned if their child has an accident or injury serious enough to need medical treatment.
- 11.4 Accidents on trips are logged on the School's incident reporting system at a suitable time, usually after the group has returned to School.

12. Review and monitoring

- 12.1 For overseas trips, the trip leader must complete a Trip Evaluation Form on Eschkul once pupils and staff have returned to School. The form is sent to the EVC so that key lessons or messages are passed to the Leadership Team as appropriate and built into ongoing reviews and improvements.
- 12.2 The EVC monitors trips regularly through Eschkul to make sure trip leaders are following the correct procedure. Shortly before departure, the EVC meets the leaders of overseas and major trips to make sure all arrangements are in place and, where necessary, to discuss last-minute changes such as an adverse weather forecast and how it may affect the trip.
- 12.3 The Head of Health and Safety formally reviews the management of trips and how the procedures are implemented each year, working with the EVC, and reports to the COO.

Appendix 1: Routine School Trips – Risk Awareness Guidance

- 12.4 **Introduction.** Haileybury Bhaluka has a duty of care to protect the health, safety and welfare of pupils, staff, visitors and volunteers. This responsibility extends to all activities and operations associated with the School.

Staff organising and taking part in off-site visits accept responsibility for the care and welfare of pupils, as they act *in loco parentis*. Staff must also look after their own health and safety on school trips.

This document must be read by all teaching staff. It makes sure that staff leading or accompanying routine trips are aware of the everyday risks that typically arise on low-risk activities, such as slips and trips. It also means that a separate written risk assessment is not needed for every such trip.

Trips covered by this guidance:

- School sports fixtures
- Theatre, cinema, museum and lecture trips
- Urban fieldwork trips
- Activity trips (e.g. paintball, roller-skating) to reputable professional sites with their own risk assessments

Higher-risk activities need a separate risk assessment, including:

- Overseas trips
- Overnight trips
- Expedition and adventure training trips
- Any trip involving non-pool swimming or boating

Preparation (trip leaders only):

- make sure all necessary permissions are obtained and the trip is registered on Eschkul;
- make sure staff know about any participating pupils with medical or dietary requirements (see Eschkul);
- make sure pupils who need special medical items (e.g. asthma inhalers, adrenaline auto-injectors) have them with them; equipment and details are available from the Medical Centre;
- make sure any refreshments or meals take account of pupils' allergens;
- use only transport providers approved by the School's Campus or Security Manager;
- check (where relevant) that the venue has its own risk assessment and first aid;
- carry a mobile phone and the School's contact numbers;
- make sure appropriate supervision ratios are in place (the EVC will advise);
- check current public health, weather and travel advice;
- make sure accompanying staff are aware of all of the above.

Journey to and from the destination:

- make sure pupils get on and off the transport safely;
- make sure all pupils wear seatbelts where provided;
- make sure pupils know the report time and assembly point for the return journey;
- make sure pupils know what to do if there is an incident or they are left behind (e.g. they have the School's contact number);
- phone ahead if the group is likely to return to School significantly later than expected.

At the destination:

- find out about any non-obvious local risks and brief pupils accordingly;
- find out what first aid is available and where, and brief pupils accordingly;
- carry out regular head-counts where appropriate;
- agree meeting times and places as appropriate;
- brief pupils on what to do if they are separated or lost.

On return:

- inform the EVC of any incidents (including near misses) relating to health and safety or the running of the trip, and complete an incident report on the School's incident reporting system;
- inform the Medical Centre of any medical incidents on the trip;
- report any safeguarding concern to the DSL and record it on CPOMS.

By attaching this document to the Eschkul form, teaching staff confirm that they have read and understood this guidance and the Educational Visits Policy, and will comply with them.

13. Review record

Summary of changes (October 2026 review)

Area	Change made
Title and dates	Retitled "Educational Visits Policy" (full title: Educational and Off-site Visits); policy date October 2026 (the previous version was overdue for review, September 2025); next review August 2027. "HeadHeadmaster" typo corrected.
EVC role	"Founding year" wording removed. The Headmaster now appoints a named Educational Visits Coordinator (EVC) and acts as EVC only until one is appointed.
UK-specific content	CCF and MOD risk assessment references removed. "Outside the UK" changed to "outside Bangladesh" and "repatriated to the UK" to "repatriated to Bangladesh". UK AALA licensing now applies "or the local equivalent". Duke of Edinburgh's International Award named correctly.
COVID-19	The COVID-19 controls requirement replaced with "current public health advice".
Local risks	Added consideration of local risks: road safety and approved transport, extreme heat, monsoon flooding, air quality, and local unrest or travel advisories.
Safeguarding	Gender mix of staff on visits for co-educational groups; reference to the Safeguarding policy; incident recording on the School's incident system and CPOMS.
Consistency	"Eschkul" spelled consistently. "Health Centre" changed to Medical Centre. Visits planned in the School calendar by term (T1, T2, T3).

Version history

Date	Version	Reviewed by	Notes
October 2024	2024-25	Headmaster	Original Educational and Offsite Visits Policy
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	