



Heroes Centre LTD

Educational Visits

POLICY

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POLICY CREATED BY MR. S. GHALIB

Educational Visits Policy

1. Introduction

Heroes Centre Limited recognises the importance of educational visits in enriching the learning experiences of our students. This policy outlines the procedures and responsibilities associated with organising and conducting educational visits.

2. Purpose

The purpose of this policy is to ensure the safety and well-being of all participants during educational visits, while also maximizing the educational benefits of such experiences.

3. Scope

This policy applies to all educational visits organised by Heroes Centre Limited, including but not limited to field trips, excursions, and off-site activities.

4. Responsibilities

- Management: The management of Heroes Centre Limited is responsible for establishing guidelines and procedures for educational visits, ensuring compliance with relevant regulations, and providing necessary resources and support.
- Teachers/Supervisors: Teachers and supervisors are responsible for planning and coordinating educational visits, conducting risk assessments, obtaining necessary permissions from parents/guardians, and ensuring the safety and well-being of all participants throughout the duration of the visit.
- Parents/Guardians: Parents/guardians are responsible for providing consent for their child to participate in educational visits and for ensuring that their child is adequately prepared for the visit.

5. Risk Assessment

Before any educational visit, a thorough risk assessment will be conducted to identify and mitigate potential hazards. This assessment will consider factors such as transportation, venue safety, emergency procedures, and supervision requirements.

6. Transportation

Transportation for educational visits will be arranged based on the number of participants and the nature of the visit. Coaches, minibuses, or taxis will be booked from reputable providers with appropriate insurance coverage and safety records.

7. Supervision

Adequate supervision will be provided during educational visits to ensure the safety and well-being of all participants. The ratio of supervisors to students will be determined based on the age and needs of the participants, as well as the requirements of the visit.

8. Emergency Procedures

Emergency procedures will be established and communicated to all participants before the start of the visit. This includes procedures for contacting emergency services, dealing with medical emergencies, and evacuating the venue if necessary.

9. Documentation

All necessary documentation, including consent forms, risk assessments, and emergency contact information, will be collected and kept on file before and during the educational visit.

10. Summary

Heroes Centre Limited prioritises the safety and well-being of its students during educational visits. All visits will be carefully planned and conducted in accordance with this policy, ensuring that participants can enjoy enriching learning experiences in a safe and supportive environment.

Summary:

Heroes Centre Limited is committed to providing enriching educational experiences through off-site visits while prioritizing the safety and well-being of all participants. Our Educational Visits Policy outlines procedures for risk assessment, transportation, supervision, emergency procedures, and documentation to ensure that all visits are conducted safely and effectively.