2026/2027

Educational Visits Policy

WHOLE SCHOOL

MORNA INTERNATIONAL COLLEGE IBIZA

SINCE 1973

Owned By:
Head Teacher

1. Purpose and Commitment

Morna International College (MIC) recognises that well-planned educational visits can extend learning, strengthen independence, support personal development and allow students to apply knowledge in real-world settings. The school is committed to visits that are educationally purposeful, inclusive, financially accountable, appropriately supervised and safely managed.

This policy establishes the approval, planning, safeguarding, financial, supervision, emergency, documentation and review requirements for all school-organised off-site activities, including routine local visits, day visits, higher-risk activities, residential trips, overseas travel and activities delivered by external providers.

No educational visit may proceed unless the required approval route has been completed. No contract, booking, deposit or other material financial commitment may be made before the approval required by this policy has been obtained.

2. Scope and Related School Requirements

This policy applies to all students and all adults working for or on behalf of MIC when participating in or supporting a school-organised educational visit. It applies from the point at which students come under school supervision for the visit until they are formally released to an authorised parent/carer or other agreed arrangement.

The Safeguarding and Child Protection Policy, Staff Code of Conduct, Behaviour Policy, First Aid and Medication arrangements, finance controls, data-protection requirements and any approved school emergency/critical-incident procedure apply throughout educational visits. Where this policy refers to another school procedure, the relevant named document or controlled operational form must be identified in the trip file rather than relying on an unspecified "school procedure".

3. Categories of Visit and Approval Matrix

The Trip Organiser must classify the visit at the earliest planning stage. Where a visit falls into more than one category, the higher level of approval and the longer planning lead time apply.

Category	Typical examples	Minimum approval	Minimum planning lead time
A. Routine local / low risk	Local curriculum visits, walking visits, familiar venues, no adventurous activity, no overnight stay	Head of Section or Head Teacher under delegated arrangements	10 school days
B. Standard day visit	Day trips outside the immediate locality; museums, performances, competitions, field visits using hired transport	Head of Section or Head Teacher under delegated arrangements	3 school weeks
C. Higher-risk / externally provided activity	Water-based, mountain, climbing, adventure, remote-area, specialist activity or activity where a provider controls significant risks	Head Teacher + Executive Director	6 school weeks
D. Residential within Spain	Any overnight stay within Spain	Head Teacher + Executive Director	8 school weeks

E. Overseas visit	Any visit outside Spain, whether day or residential	Head Teacher + Executive Director	12 school weeks
F. High-cost / contractually significant visit	Any visit with significant school financial exposure, non-refundable commitments, material contract terms, or exceptional affordability implications	Executive Director, after Head Teacher recommendation	At least 8 school weeks, and 12 weeks where overseas/residential

The Executive Director must approve all contracts, significant budgets, material deposits, cancellation exposure and other significant financial commitments, either directly or through the Financial Controller where appropriate authority has been delegated. The Head Teacher may not delegate this financial approval.

Late proposals are exceptional. A shortened planning period does not reduce any safeguarding, financial, risk-assessment or consent requirement. The relevant approver may refuse a late proposal where adequate planning or assurance cannot be demonstrated.

4. Accountability, Roles and Responsibilities

4.1 Executive Director

- Provides executive oversight of the educational visits framework and approves this policy.
- Approves contracts, significant budgets, material deposits, high-cost commitments and the financial terms of higher-risk, residential and overseas visits.
- Confirms that cancellation, refund, affordability and financial exposure have been considered before commitments are made.
- Acts within the school critical-incident command route where escalation is required.

4.2 Financial Controller

- Supports the Executive Director with the financial administration and oversight of educational visits.
- Reviews trip budgets, payment schedules, deposits, cancellation terms, refunds and other financial commitments as required.
- Ensures that payments and financial records relating to educational visits are processed and maintained in accordance with the school's financial controls.
- May act on behalf of the Executive Director for financial approvals where authority has been expressly delegated by the Executive Director.
- Escalates significant financial exposure, unusual contractual terms or affordability concerns to the Executive Director.

4.3 Head Teacher

- Has day-to-day accountability for implementation of this policy and for ensuring that visits are appropriately planned and staffed.
- Appoints a competent Trip Organiser and confirms that required training, experience and support are appropriate to the visit.
- Approves visits within the matrix and recommends higher-risk, residential, overseas and financially significant visits to the Executive Director.

- Confirms final sign-off only when the required documentation checklist is complete and unresolved risks are acceptable.
- Ensures serious incidents, accidents, safeguarding concerns and near misses are reported and reviewed.

4.4 Head of Section

A Head of Section may approve Category A routine local visits and Category B standard day visits in accordance with the approval matrix. This authority does not extend to contracts, significant financial commitments, higher-risk activities, residential trips or overseas travel.

4.5 Trip Organiser

- Defines the educational purpose, itinerary and intended outcomes and classifies the visit correctly.
- Demonstrates competence through relevant experience, knowledge of the group and activity, and completion of any training required by the Head Teacher. A first-time organiser of a residential, overseas or higher-risk visit must be supported by an experienced leader or receive specific approval from the Head Teacher.
- Completes the visit proposal, budget, risk assessment, safeguarding and medical planning, provider checks, parent information, consent arrangements and emergency plan.
- Does not sign contracts, pay deposits or make financial commitments beyond delegated authority.
- Briefs all accompanying adults and students and ensures responsibilities, supervision zones, emergency actions and communication arrangements are understood.
- Carries the final approved trip pack and maintains access to the nominal roll, emergency contacts, medical information and school emergency contact.
- Uses dynamic risk assessment during the visit and changes or stops an activity where risk becomes unacceptable.
- Completes required incident and post-visit reporting.

4.6 Accompanying employees and volunteers

All accompanying adults must follow the Trip Organiser's instructions, remain fit for duty, maintain professional boundaries, supervise actively, report concerns promptly and act only within their competence. Volunteers must be suitable, appropriately checked where required, and briefed on safeguarding, confidentiality, behaviour, emergency and reporting arrangements.

4.7 Students and parents/carers

Students must follow instructions, remain within agreed supervision arrangements, behave in accordance with the Behaviour Policy, respect local laws and customs and report concerns promptly. Parents/carers must provide accurate medical and emergency information, comply with payment and consent deadlines, attend briefings where required and cooperate with arrangements for early collection or return where necessary.

5. Planning, Risk Assessment and Final Sign-Off

Risk assessment must be suitable, sufficient and proportionate. It must consider foreseeable hazards, the individuals at risk, control measures, supervision, staff competence, transport, routes, weather, accommodation, activity equipment, external providers, medical and additional needs, safeguarding, communications, emergency arrangements and contingencies. Individual risk assessments must be completed where a student's needs or circumstances require them.

A pre-visit should be undertaken where proportionate and practicable, especially for unfamiliar, residential, overseas or complex visits. Where a physical pre-visit is not practicable, the Trip Organiser must document how equivalent information has been obtained and verified.

Final sign-off must take place before departure. The Head Teacher, or Head of Section where authorised under the approval matrix, must confirm that the required approvals are recorded, the documentation checklist is complete, staffing remains adequate, significant changes have been reassessed, emergency arrangements are live, and no unresolved issue makes the visit unsafe or financially unauthorised.

6. Safeguarding and Staff Conduct

The Safeguarding and Child Protection Policy and Staff Code of Conduct apply throughout every visit. Staff must maintain the same professional boundaries off site and outside normal school hours as they would on the school site.

- **Alcohol:** Staff and volunteers must not consume alcohol while they are responsible for supervising students, on duty, on call for student welfare, driving, administering medication or designated as part of the emergency response. For residential and overseas visits, sufficient staff identified through the duty rota and emergency plan must remain fully fit for duty at all times. No exception may be authorised where it would compromise supervision, safeguarding, professional conduct or emergency cover.
- **Drugs and impairing substances**: illegal drugs are prohibited. Staff must not use any medication or substance in a way that makes them unfit for their assigned responsibilities.
- **Electronic communication**: staff must use approved school communication systems and school-authorised group arrangements. Private, secretive or disappearing-message communication with students is prohibited. Personal social-media accounts must not be used for trip communication.
- **One-to-one situations and lone working** must be avoided where reasonably practicable. Where unavoidable, they must be risk-assessed, observable or interruptible where possible, and consistent with the Staff Code of Conduct.
- **Staff must not enter a student bedroom alone** except where an immediate welfare or safety need requires it. Wherever practicable, room checks must be carried out by two adults or by an arrangement that protects both student privacy and staff accountability.
- **Staff must not share a bedroom** with a student except in a genuine emergency or where a specifically documented care arrangement has been authorised in advance by the Head Teacher and safeguarding lead.
- **Students must know how to contact a member of staff** and raise a safeguarding concern at any time during a residential visit.

7. Accommodation, Night Supervision and Student Free Time

Residential accommodation must be assessed for security, fire safety, evacuation, access control, rooming, bathroom arrangements, staff proximity, emergency exits and the ability to supervise students without unnecessary intrusion.

- Room allocations must be planned in advance, taking account of age, safeguarding, privacy, medical and additional needs. Changes must be recorded.
- Staff accommodation should be separate from student rooms but positioned to allow effective supervision and emergency response.

- A written night-duty rota must identify which staff are on duty/on call, where they can be contacted, handover arrangements and the response to illness, missing students, fire alarm or safeguarding concerns.
- Room checks must have a defined purpose and schedule. Students should be told the arrangements in advance. Checks must respect privacy and dignity and should normally involve two staff or another accountable arrangement.
- Student free time must be expressly risk-assessed. The plan must define permitted areas, group size, boundaries, check-in times, communication arrangements and what students must do if separated or concerned. Unsupervised free time is not permitted where age, location, activity or individual needs make it unsafe.
- No staff member should be left as the sole adult responsible for a residential group. Staffing arrangements must provide sufficient cover to maintain supervision and respond effectively to an emergency, including where a member of staff becomes unavailable or needs to accompany a student elsewhere.

8. Supervision

MIC uses risk-based supervision rather than a single universal staff-to-student ratio. The Trip Organiser must consider age and maturity, group size, behaviour, SEND and medical needs, activity, environment, transport, gender considerations where relevant, staff competence, external instructors, separation of groups, night arrangements and emergency resilience.

Supervision planning must remain workable if a staff member has to accompany a student to hospital, remain with an ill student or manage another emergency. Regular headcounts are required at appropriate transition points, and staff must know the immediate missing-student procedure.

9. Inclusion, Medical Needs, First Aid and Medication

The school will seek to enable participation by students with SEND, disabilities, medical needs or other additional needs wherever reasonably practicable. Planning must consider reasonable adjustments, accessibility, staffing, communication, healthcare plans, medication, dietary needs and individual risk assessment.

First aid provision must be based on the risk assessment and location. Essential medication must remain accessible. The Trip Organiser must verify medical and consent information before departure and ensure relevant information is shared only with those who need it for safe care and supervision.

10. External Providers and Activities

Where an external provider is used, the Trip Organiser must take reasonable steps to verify competence, insurance, safeguarding arrangements, qualifications/licences where relevant, emergency arrangements and responsibility for risk controls. Provider documentation does not replace MIC's assessment of risks within the school's control.

Contracts and terms supplied by providers must be reviewed before acceptance. Any contract, significant cancellation exposure, material deposit or other significant commitment requires Executive Director approval, either directly or through the Financial Controller where appropriate authority has been delegated.

11. Transport

Transport must be suitable for the journey and comply with applicable legal requirements. Planning must address drivers, vehicle suitability, seat restraints, pickup/drop-off arrangements, supervision during travel, rest breaks, luggage, accessibility and emergency contingencies. Staff driving students must have prior school approval and appropriate insurance for the journey. Private transport by staff or volunteers must not be used without prior school approval and confirmation of appropriate insurance.

12. Financial Planning, Payments, Deposits and Refunds

Every non-routine visit must have a documented budget before parent commitments are sought. The budget must identify expected student numbers, transport, accommodation, activities, insurance, staffing, contingency, currency exposure where relevant, deposits, payment dates and cancellation terms.

- No employee may commit the school to a contract, deposit or expenditure beyond their delegated authority. Executive Director approval, either directly or through the Financial Controller where appropriate authority has been delegated, is required for significant financial commitments and all higher-risk, residential and overseas contracts.
- Parent communications must state the price or best available estimate, what is included/excluded, payment schedule, deposit status, cancellation terms and the circumstances in which refunds may or may not be available.
- Non-refundable payments must not be described as refundable. Where supplier refunds are received after cancellation, the school will determine parent refunds in accordance with the actual recoverable amount and any unavoidable shared costs.
- Affordability and inclusion must be considered at planning stage. Staff should avoid unnecessary cost and should identify any school-approved support route without making promises outside delegated authority.
- Staff expenses must be reasonable, necessary, supported by receipts where required and claimed under the school's approved expense process. Personal expenditure, upgrades or discretionary costs are not chargeable unless expressly authorised.
- The Trip Organiser must promptly inform the Head Teacher and Financial Controller of any material budget changes, reduced participation, supplier changes or new cancellation exposure. Any additional parent charges or other material financial changes must be approved by the Executive Director, or by the Financial Controller where appropriate authority has been delegated, before they are communicated to parents.

13. Parent Information and Consent

Parents/carers provide general consent on enrolment for students to participate in routine local and standard day visits, including travel by school-arranged transport. Separate consent is therefore not normally required for each such visit, although parents/carers must still be provided with appropriate information about the visit. Specific informed consent is required for residential visits, overseas travel, higher-risk activities and any other visit where the nature, duration, location, cost or risk profile warrants separate consent.

14. Emergency and Critical-Incident Arrangements

Every visit must have a written emergency plan proportionate to the visit. For residential and overseas visits, and for higher-risk visits where normal school access may be limited, the school must provide a 24-hour emergency contact arrangement for the full period in which students are under school responsibility.

The Head Teacher must designate the school emergency contact and an alternate. The contact must have the itinerary, participant list, Trip Organiser and staff contacts, parent emergency contacts, relevant medical information access arrangements, provider and insurance details, travel details and the critical-incident escalation route. The contact must have authority to contact the Head Teacher and Executive Director immediately and to coordinate urgent school actions within delegated authority.

Critical-incident command route: Trip Organiser → designated school emergency contact → Head Teacher → Executive Director. This internal route must never delay calling 112 or another competent emergency or safeguarding authority where immediate action is necessary.

- The Trip Organiser leads the immediate on-site response until relieved or supported by emergency services or a senior school leader.
- The school emergency contact coordinates school-based records, parent communication and senior escalation.
- The Head Teacher directs the school operational response and safeguarding coordination.
- The Executive Director authorises significant financial, contractual, travel or strategic decisions and leads executive-level communication as required.
- Only an authorised school spokesperson should make public or media statements following a serious incident.

15. Overseas and Residential Additional Controls

In addition to all other requirements, planning must address passports/visas where applicable, insurance, local laws and customs, local medical provision, travel disruption, currency/payment access, accommodation security, rooming, night supervision, student free time, family communication, repatriation/early return, missing travel documents and the availability of a 24-hour school emergency contact.

The Trip Organiser must confirm before departure that travel documents, emergency funds/payment arrangements, insurance evidence, provider contacts and copies of, or secure access to, essential records are available.

16. Incident Reporting, Near Misses and Post-Visit Review

All safeguarding concerns must be reported through the Safeguarding and Child Protection Policy without delay.

Any accident, injury or illness occurring during an educational visit must be recorded on the school's Accident / Illness Report form (Appendix 10). On return to school, completed forms must be given to the School Nurse, who will review them to identify any required medical or welfare follow-up and retain/file them in accordance with the school's medical-record procedures.

Missing-student incidents, serious behaviour incidents, emergency-service involvement, significant travel disruption, material financial loss, provider safety concerns, significant near misses and other significant incidents must be recorded using the Educational Visit Incident / Near-Miss Report in Appendix 6 and any additional school reporting system required for the type of event.

A formal post-visit report is mandatory where there has been a safeguarding concern, emergency-service involvement, hospital treatment, missing-student incident, serious injury or illness, significant near miss, major transport/accommodation failure, material financial loss, complaint indicating systemic risk, or any event that caused or could reasonably have caused serious harm. The Head Teacher may require a review for any other visit.

Following every residential visit, the Trip Organiser must complete a brief post-visit evaluation. This may take the form of a SWOT analysis or another suitable evaluation format and should identify what worked well, any difficulties encountered and recommendations for future visits.

Where a formal review is required, it must identify lessons, actions, responsible persons and deadlines. Relevant learning from formal reviews and residential evaluations must be incorporated into future risk assessments, provider decisions and planning arrangements.

17. Records and Retention

The Trip Organiser must ensure that the final trip file contains the approval record, risk assessment, budget/financial approval, provider checks, contract approval where applicable, parent information, consent records, participant list, medical/additional-needs information, staffing and duty arrangements, emergency plan, itinerary, insurance/transport information, incident reports or references to them where applicable (with original Accident / Illness Report forms transferred to the School Nurse in accordance with Section 16), and any required post-visit review or residential post-visit evaluation. Records must be stored securely and retained in accordance with the school's approved records-retention arrangements.

18. Required Documentation Checklist

Document / control	Routine local	Standard day	Higher-risk	Residential / overseas
Visit proposal / trip form	Required	Required	Required	Required
Approval record	Required	Required	Required	Required
Risk assessment	Proportionate / standing where approved	Required	Required	Required
Budget and parent payment terms	If charge made	Required if charge made	Required	Required
Executive Director / delegated Financial Controller financial approval	If significant commitment	If significant commitment	Required for significant commitment/contract	Required
Provider checks / contract review	If provider used	If provider used	Required	Required
Specific parent consent	General consent applies unless specific consent required	General consent applies unless specific consent required	Required	Required
Medical / additional-needs checklist	Required	Required	Required	Required
Staffing / supervision plan	Required	Required	Required	Required
Accommodation / rooming / night rota	N/A	N/A	If applicable	Required
Emergency plan	Proportionate	Required	Required	Required + 24-hour contact
Insurance / travel documents	As applicable	As applicable	As applicable	Required
Accident / Illness Report or Educational Visit Incident / Near-Miss Report	If applicable	If applicable	If applicable	If applicable
Post-visit report	If threshold met	If threshold met	If threshold met	Evaluation required; formal report if threshold met

19. Monitoring and Review

The Head Teacher monitors implementation of this policy and reports material issues to the Executive Director. The policy is reviewed at least annually and sooner following a serious incident, material financial loss, safeguarding learning, significant legal/procedural change or evidence that the arrangements are not operating effectively.

Appendix 1 – Educational Visit Proposal and Approval Form

Field	Record
Visit title / destination	
Trip Organiser	
Section / year groups	
Educational purpose and learning objectives	
Category under approval matrix	
Dates and times	
Student numbers	
Staff / volunteers	
Transport	
Accommodation (if applicable)	
External providers / activities	
Estimated cost per student	
Total estimated budget	
Deposits / cancellation exposure	
Parent payment schedule	
Affordability / inclusion considerations	
Risk assessment attached	
Medical / additional-needs checklist attached	
Emergency plan attached	
24-hour emergency contact required?	
Head of Section approval / recommendation / date (as applicable)	
Head Teacher approval / date	
Executive Director / delegated Financial Controller approval / date (where required)	
Final sign-off by Head Teacher / authorised Head of Section / date	

Appendix 2 – Educational Visit Risk Assessment and Control Record

Use the school's approved risk-assessment format. The following headings are the minimum visit-specific control record and do not replace any specialist activity assessment required.

Hazard / Issue	Who may be harmed	Existing Controls	Further action / owner / deadline	Residual Risk
Transport and road safety				
Venue / location				
Activity-specific hazards				
Weather / environmental conditions				
Supervision / group management				
Safeguarding / one-to-one situations				
Student behaviour				
SEND / medical / accessibility needs				
First aid / medication				
Food / allergies				
Accommodation / rooming				
Night supervision				
Student free time				
External provider controls				
Communication / mobile coverage				
Missing student incident				
Fire / evacuation				
Travel disruption / cancellation				
Money / document loss				
Other				

Appendix 3 – Medical, Consent and Participant Checklist

Check	Complete / details
Final list of participating students checked and confirmed	
Parent/carer consent confirmed as required	
Emergency contacts verified	
Medical conditions reviewed	
Healthcare plans available	
Medication list verified	
Emergency medication accessible	
Allergies / dietary needs confirmed	
SEND / accessibility adjustments confirmed	
Individual risk assessments completed where required	
Swimming / activity-specific information confirmed where relevant	
Passport / visa / travel document checks complete where relevant	
Insurance details available	
Relevant information shared with supervising staff on a need-to-know basis	
Late changes checked before departure	

Appendix 4 – Residential Accommodation, Rooming and Night-Duty Plan

Field	Record
Accommodation name/address/contact	
Security/access arrangements	
Fire/evacuation arrangements	
Student room allocation reference	
Staff room allocation reference	
Room-check method and times	
Night-duty/on-call staff by time period	
Student method for contacting staff overnight	
Bathroom/changing privacy arrangements	
Staffing cover / lone-working controls	
Free-time boundaries and check-in arrangements	
Contingency for illness / hospital accompaniment	
Missing-student response	
Safeguarding concerns / additional controls	

Appendix 5 – Emergency and Critical-Incident Plan

Field	Record
Trip Organiser mobile	
Deputy trip leader mobile	
School emergency contact (24-hour where required)	
Alternate school emergency contact	
Head Teacher contact	
Executive Director contact	
Emergency services: 112	
Provider emergency contact	
Insurance / assistance contact	
Transport company / airline contact	
Accommodation contact	
Nearest appropriate medical facility / access plan	
Parent communication lead	
Media/public communication lead	
Emergency funds / payment authority	
Repatriation / early-return arrangements	
Missing-student incident procedure	
Major travel disruption contingency	
Secure access to participant / medical records	

Immediate priorities: protect life and prevent further harm; call 112 or other competent emergency service where required; account for all students and adults; provide first aid within competence; preserve relevant information; contact the designated school emergency contact; follow safeguarding reporting where applicable; and maintain a contemporaneous incident log.

Appendix 6 – Educational Visit Incident / Near-Miss Report

Field	Record
Visit / date / location	
Person completing report	
Date/time of incident	
Students/adults involved	
Factual description of what happened	
Immediate action taken	
First aid / medical treatment	
Emergency services involved / reference	
Safeguarding concern? If yes, DSL reporting details	
Parents/carers informed: by whom / when	
School emergency contact informed: by whom / when	
Head Teacher / Executive Director informed where required	
Provider / transport involvement	
Money / property loss	
Witnesses / evidence retained	
Could serious harm reasonably have occurred?	
Further action required	
Review owner / deadline	

Appendix 7 – Post-Visit Review Report / Residential Evaluation

Field	Record
Visit / Trip Organiser	
Did the visit meet its educational objectives?	
What worked well?	
What could be improved?	
Incidents / near misses / safeguarding issues	
Medical / first-aid issues	
Supervision / staffing issues	
Provider / accommodation / transport performance	
Student behaviour / inclusion issues	
Budget outcome / refunds / outstanding financial matters	
Parent/student feedback of significance	
Changes required before repeat visit	
Risk assessment updates required	
Provider approved for future use?	
Actions, owners and deadlines	
Head Teacher review / date (where formal review required)	
Executive Director review / date (where financial/critical-incident threshold met)	

Appendix 8 – Pre-Departure Final Sign-Off Checklist

Final check	Confirmed
Required approvals recorded	
No unauthorised contract/deposit/financial commitment	
Final participant and staff lists confirmed	
Risk assessment reviewed for changes	
Staff competence and supervision remain adequate	
Parent consent confirmed / information provided	
Medical and medication information checked	
Emergency contacts checked	
Emergency plan and 24-hour cover live where required	
Transport/provider/accommodation arrangements reconfirmed	
Insurance/travel documents confirmed where applicable	
Staff briefing completed	
Student briefing completed	
Staff conduct, alcohol, communication and accommodation rules reiterated	
Trip pack accessible to Trip Organiser and school emergency contact	
Head Teacher / authorised Head of Section final sign-off complete	

Appendix 9 – Excursions – Risk Assessment Form

The following is the school's current Excursions – Risk Assessment Form and forms part of this policy. It must be completed in accordance with Section 4 and the approval requirements of this policy.

MORNA INTERNATIONAL COLLEGE

Excursions – Risk Assessment Form

General Details

Location:
Date of Arrival:
Date of Departure:
Objectives:

Details of Group

Teachers Responsible:
No. Students:
Age Group:
Students with Special Considerations:

Transportation Details

Bus Transportation Company:
Air Transportation Company:
Other:

Associated Risks Identified & Action Taken

Risk	At Risk	Likeiihood of Risk	Severity of Risk	Overall Risk	Existing Controls

Sub-notes

- Teachers to take a complete list of parental contact details provided from school database.
- Teachers to take school mobile phone.

At Risk Key: T = Teacher, S = Student

What is a risk assessment?

A risk assessment is simply a look at what could go wrong – both before and during the trip – and then deciding on ways to prevent – or minimise – these potential problems.

Risk Ranking

T = teacher C = children

Likelihood of Risk

1 = Low chance 2 = Relatively low chance 3 = Moderate chance 4 = Fairly likely 5 = High chance

Severity of Risk

1 = Low consequence 2 = Relatively low consequence 3 = Moderate consequence
4 = Strong consequence 5 = Life-threatening consequence

The following quantitative method has been designed as a measure of the total risk evident:

RISK = SEVERITY OF HAZARD X LIKELIHOOD OF OCCURRENCE

Obviously the higher the number calculated, the higher must be the priority for control measure and immediate action. The risk assessment documentation should where possible state realistic time scales within which the action or control measures outlined must be taken.

Appendix 10 - Accident / Illness Report

ACCIDENT / ILLNESS REPORT

NAME		
SURNAME		
CLASS / GROUP		
DATE		
TIME		
TEMPERATURE TAKEN	YES	NO
	º	

DESCRIPTION OF ACCIDENT OR ILLNESS

INJURIES AND MEDICATION GIVEN

HAVE PARENTS BEEN CONTACTED	YES	NO

GIVE BRIEF DETAILS OF CONVERSATION

REFERRED TO A HOSPITAL	YES	NO

FURTHER OBSERVACIONS & FOLLOW UPS

STAFF NAME	

QUALIFIED FIRST AIDER	YES	NO

Policy Control

Policy Title	Educational Visits Policy 2026/2027
Policy Owner	Head Teacher
Responsible Officer	Trip Organisers / relevant staff
Applies to	All students and all adults working for or on behalf of Morna International College
Approved By	Executive Director
Academic Year	2026/2027
Review Frequency	At least annually and sooner following a serious incident, material financial loss, safeguarding learning, significant legal or procedural change, or evidence that the arrangements are not operating effectively
Date Approved	15th September 2026
Version	Revised draft 1.0
Review Date	15th September 2027