YASMINA
BRITISH ACADEMY

Educational Visits Policy

Overview

The purpose of this Educational Visits Reporting Policy is to ensure all information related to trips and visits is shared accurately, promptly, and consistently so risks are identified early, student safety is protected, and compliance and high-quality learning experiences are maintained.

Summary

Policy First Issued on	September 2022
Next Policy Review Date	June 2028
Policy Amended	June 2026
Lead Professionals	Dennis Felix, Claire Fox and Lisa Davey
Signature(s)	
Approved by ELT	
Date	**June 2026**

Rationale

Educational visits, and school events are an integral part of Yasmina British Academy's commitment to holistic education. They enhance students' academic learning, social development, wellbeing, and cultural awareness, while reinforcing our values and identity as an Aldar school in the UAE.

This policy ensures that all ECAs, trips, and events:

- Comply fully with the ADEK Extracurricular Activities and Events Policy (2024, Version 1.1).
- Reflect High Performance Learning (HPL) principles.
- Promote National Identity and UAE cultural values.
- Are inclusive, safe, and accessible for all students, including students of determination and those with additional learning needs.
- Are consistently planned, communicated, and quality assured in line with ADEK and school procedures.

This policy should be read alongside the Safeguarding, Health & Safety, Inclusion, Behaviour, and Feedback policies. Where ADEK provides updated guidance, this shall take precedence.

Our Aims

- Provide a structured framework for planning and delivering ECAs, educational visits, and events.
- Ensure all activities are inclusive, safe, and enriching, reflecting the diversity of our school community.
- Comply with ADEK approval processes, wellbeing, and safeguarding policies.
- Guarantee consistency and transparency in the management of trips and visits.
- Promote strong partnerships with parents through clear communication and engagement.

Leadership and Roles

- Educational Visit Leader (EVL): Staff member leading a trip, responsible for risk assessments, safeguarding, and supervision.
- Educational Visits Coordinator (EVC): Senior leader overseeing compliance (Secondary - Claire Fox; Primary - Lisa Davey).
- Head of Operations: Approves/amends risk assessments and ensures transport compliance.
- Finance Officer: Manages trip payments and record keeping.

Educational Visits - Detailed procedures

Planning and Approval

Timeframes:

- Local UAE trips - applications submitted ≥5 weeks before trip.
- International/overnight trips - applications submitted ≥3 months before trip.

Process:

- EVL completes Aldar Trips Form (Educational Visit Plan - 1-page) for initial approval by EVC.
- Once approved, trip is added to the school calendar.
- EVL completes the full Aldar Trips Pack and submits risk assessments.

- Head of Operations (or delegate) signs/amends risk assessment.
- ADEK Trips Form submitted via link. ADEK approval may take up to 3 weeks.

Trips cannot proceed until ADEK approval has been granted. All overseas destinations must appear on the UAE Ministry of Foreign Affairs secure country list.

Communication with Parents

- **Letters to Parents (≥3 weeks for local / ≥3 months for international trips):**

☐ Purpose and educational rationale of the trip.
☐ Dates, timings, transport details.
☐ Behaviour and dress code expectations.
☐ Full costs (including transport, entry fees, accommodation if applicable).
☐ Note: "Subject to ADEK approval" where applicable.

- **Consent Forms: Electronic MS Forms link including:**

☐ Medical, allergy, and emergency contact details.
☐ Consent for photographs/social media use (where relevant).
☐ Deadlines: Clearly state final date for consent and payment. No student may attend without prior consent.

- **Finance and Payment**

☐ EVL calculates trip cost
☐ Finance confirms final cost within 3 days and issues invoices directly to parents via email.
☐ Finance provides periodic updates on payments to EVL/EVC.
☐ No cash collections by staff or students are permitted.

- **All donations or fundraising linked to an educational visit must:**

1. Be approved by ADEK and relevant authorities in line with Federal Law No. 3 of 2021.
2. Allocate 100% of funds to the stated purpose.
3. Maintain an auditable record of funds collected and distributed.

Supervision and Staffing

- Staff-Student Ratios (ADEK compliant):
- FS1-Year 2: 1:6
- Year 3-7: 1:10
- Year 8+: 1:15
- Overnight/Overseas: 1:8
- Additional Needs: 1:3 (or higher if required)

Other requirements:

- At least two adults on every trip (minimum one female where female students attend).
- One qualified First Aider per bus.
- Staff should be gender-balanced where possible.
- First Aid kits collected from the nurse before departure.
- All staff provided with student lists, emergency contacts, and medical needs.

Transport Compliance

In line with ADEK 3.3 and OSHAD CoP standards:

- All drivers and vehicles must hold valid licenses and insurance.
- Driver Fatigue Prevention Program implemented (OSHAD CoP 25).
- Vehicles must carry first aid and firefighting equipment (OSHAD CoP 4).

- Travel plans must account for prayer times, fasting, hydration, and weather conditions.
- The Integrated Transport Centre (ITC) must be notified for any non-school-bus vehicle use.

Risk Assessment and Emergency Planning

Risk assessments must cover:

- Travel arrangements (including contingency for delays).
- Venue safety and supervision.
- Medical conditions, allergies, and medication requirements.
- Safeguarding (student supervision at all times, gender balance).
- Weather, cultural considerations, and religious observance.
- Risk assessments must include adjustments for Students of Determination and other identified needs.

Emergency Plan: EVL must carry a copy, including:

- Clear communication chain (EVC, Operations, SLT).
- Procedures for illness/injury (nearest hospital identified).
- Evacuation and emergency transport arrangements.

Staff Absence Management

- EVL must submit an Educational Absence Form for each staff member involved in the trip.
- This must be signed by their Line Manager and the Principal.
- Cover arrangements must be agreed with the Head of Department/Director.

On the Day of the Trip

EVL to:

- Take a register before departure and provide an updated copy to reception.
- Carry First Aid kits, medical information, consent forms, and emergency contacts.
- Ensure students requiring medication carry it.
- Maintain direct communication with SLT Link.Teachers covering lessons must be notified in advance, with absences recorded using the correct ADEK code (Authorised Absence - Educational Activity).

International and Overnight Visits

- Must only be arranged through Camps International.
- Destination must be listed as secure by UAE Ministry of Foreign Affairs.
- Students must be in Year 6/Grade 5 or above (exceptions for gifted/talented students).
- ADEK approval must be sought ≥2 months in advance.
- ADEK requires an Educational Compensation Plan if lessons are missed.
- All UAE nationals must register with the Twajudi service.
- Travel insurance must be arranged for all participants.

Educational Compensation Plan

An Educational Compensation Plan must be prepared for any activity held during timetabled lessons (local, national, or international).

The plan must detail:

- Missed curriculum content and make-up learning activities.
- Assessment adjustments or follow-up lessons.
- Responsible staff for implementation and monitoring.

Inclusion

- All trips and ECAs must be accessible to students with additional learning needs.
- Reasonable adjustments (extra staff, adapted roles, mobility support) must be provided.

Monitoring and Compliance

- All trip documentation (consent forms, risk assessments, incident reports) must be archived.
- Any incidents to be reported on ADEK's Al Adaa system with a root cause analysis.
- Annual review by SLT and EVC to ensure compliance with ADEK standards.

This revised policy fully aligns Yasmina British Academy with ADEK's Extracurricular Activities and Events Policy (v1.1, 2024) and ensures readiness for compliance verification in AY 2025/26.