



CHARTERHOUSE
ALMATY

EDUCATIONAL VISITS POLICY

1. Policy Statement

Educational visits form an integral part of the educational experience at Charterhouse Almaty. Carefully planned and well-led visits enrich academic learning, extend Floreat (co-curricular) contribution, and contribute significantly to the personal, social, cultural and moral development of students.

Charterhouse Almaty recognises the educational value of learning beyond the classroom and is committed to offering students a broad and ambitious programme of visits, including local, residential and overseas opportunities. The school also recognises that such activities carry inherent risk and therefore places the highest priority on safeguarding, supervision and the effective management of health and safety.

This policy sets out the framework within which educational visits are planned, approved, led and reviewed.

2. Aims

This policy aims to ensure that educational visits:

- enhance and enrich the curriculum and co-curricular programme;
- are planned and delivered with the highest regard for safeguarding, health and safety;
- are inclusive and accessible wherever reasonably practicable;
- are supported by proportionate, well-judged risk assessment;
- are led by competent, trained and appropriately supported staff;
- operate within a clear approval, accountability and emergency-response framework;
- integrate seamlessly with the wider safeguarding, risk management and emergency procedures of the school.

3. Practice and Procedures

3.1 Scope of Educational Visits

This policy applies to all off-site activities organised or authorised by Charterhouse Almaty, including:

- curriculum-related visits;
- Floreat and other enrichment activities;
- local day visits;
- residential visits;
- overseas visits;
- higher-risk or adventure activities;
- exchange visits.

3.2 Planning, Recording and Approval of Visits

All educational visits are planned, documented and formally approved in advance in accordance with the established procedures of the school.

Charterhouse Almaty uses EVOLVE, the educational visits management system, to record, manage and approve all visits. EVOLVE is used to document itineraries, staffing arrangements, risk assessments, safeguarding considerations, medical information and emergency contacts, providing a clear audit trail and effective oversight.

The Head grants final approval for all residential visits, overseas visits and any visit involving higher-risk or adventure activities.

Routine local day visits are initially approved by the Head of Enrichment and Outdoor Education, in their role as Educational Visits Coordinator (EVC). They are then considered by the Senior Leadership Team and are ultimately approved on the basis that all required documentation, risk assessments, safeguarding checks and emergency arrangements have been completed and submitted through EVOLVE.

Details of all approved educational visits are always accessible via EVOLVE to designated senior leaders and emergency contacts, ensuring effective oversight and rapid response in the event of an incident.

No educational visit may proceed unless the appropriate level of approval has been granted and formally recorded on EVOLVE.

3.3 Risk Assessment

All educational visits are subject to the school's Risk Assessment Policy. Risk assessments for educational visits are completed, recorded, reviewed and approved using the EVOLVE system, which provides a centralised record, approval workflow and audit trail.

Risk assessments are proportionate, focused on significant and foreseeable risks, and specific to the group, activity and environment. Professional judgement remains central to all risk assessment decisions. Risk assessments are dynamic and must be reviewed and adapted as circumstances change during a visit.

3.4 Safeguarding

All educational visits operate within the safeguarding framework of the school and are conducted in full accordance with the Safeguarding and Child Protection Policy. Safeguarding considerations are integral to the planning, approval and delivery of all visits and remain paramount throughout their duration.

Suitability and vetting checks for all adults involved in educational visits, including staff, volunteers and external providers, are completed in line with the school's safer recruitment and safeguarding procedures.

Clear lines of responsibility and supervision are established for all visits, and the roles of school staff and any third-party providers are defined in advance.

Exchange visits require enhanced planning and a specific safeguarding risk assessment. For such visits, parents are provided with clear, detailed information about supervision arrangements, accommodation, host families (where applicable) and emergency procedures so that informed consent can be given.

No exchange visit or homestay is permitted to proceed without the explicit approval of the Head and the completion of all required safeguarding checks.

3.5 Inclusion

Charterhouse Almaty is committed to ensuring that educational visits are inclusive and accessible wherever this is reasonably practicable. The school seeks to enable all students to participate fully in educational visits, recognising that inclusion is a core component of safeguarding and wellbeing.

Reasonable adjustments are made during the planning and delivery of visits to support participation by students with special educational needs and/or medical conditions, in line with the Inclusion Policy and the First Aid and Administration of Medicines Policy, where applicable. Where appropriate, individual risk assessments are completed in accordance with the Risk Assessment Policy to identify specific risks and the control measures required to support safe and meaningful participation.

Planning for educational visits considers a wide range of individual considerations, including medical, physical, emotional, behavioural, cultural and religious needs. These considerations inform decisions about supervision, staffing ratios, accommodation, transport, activities and emergency arrangements, ensuring that visits are planned with due regard for student welfare and dignity.

Where it is not reasonably practicable for a student to participate safely in a particular visit, this will be discussed sensitively with parents, in consultation with relevant staff, and alternative arrangements will be considered wherever possible to ensure that the student's educational experience remains equitable and supportive.

3.6 Medical Arrangements

Relevant and up-to-date medical information for all participating students accompanies every educational visit. This includes details of medical conditions, allergies, required medication and emergency care needs, and is managed in accordance with the First Aid and Administration of Medicines Policy.

Emergency medication is taken on all visits where required, and no student may participate in a visit unless the necessary medication is available, accessible and staff are appropriately briefed. First-aid provision is appropriate to the nature, duration and level of risk of the visit, with staffing arrangements reflecting the activities undertaken and the needs of the group.

Visit Leaders are responsible for liaising in advance with the Abercrombie Medical Centre, including the School Doctor or School Nurse where appropriate, to ensure that medical needs are fully understood and that suitable arrangements are in place.

In the event of a medical emergency during an educational visit, staff follow the procedures set out in the School Emergency Plan, including contacting emergency services where required and informing the school without delay.

All medical incidents, injuries or near misses occurring on educational visits are managed and subsequently reported in accordance with the Accidents, Incidents and Near Misses Policy.

3.7 Behaviour and Conduct

During all educational visits, students are always expected to uphold the school's standards of behaviour, conduct and courtesy. Educational visits are an extension of the school environment, and the expectations set out in the Promotion of Good Behaviour Policy apply equally on and off site.

Behavioural expectations, including standards of conduct, supervision arrangements and any visit-specific rules or restrictions, are communicated clearly to students and parents in advance of the visit. Students are expected to always follow the instructions of the Visit Leader and accompanying staff and to act in a manner that reflects positively on themselves and on Charterhouse Almaty.

Any breach of expected standards of behaviour by students will be addressed promptly and proportionately, in line with the Promotion of Good Behaviour Policy. Behaviour that compromises safety, undermines supervision, involves defiance of staff instructions or brings the school into disrepute will be treated as a serious breach of conduct.

Serious breaches of conduct, or behaviour that places the student or others at risk, may result in withdrawal from the visit or early return at parental expense. In such cases, parents will be informed without delay, and the decision to withdraw a student from a visit rests with the Visit Leader in consultation with the Head, taking account of safeguarding, welfare and operational considerations.

Staff accompanying educational visits are required to model exemplary professional conduct and to act in accordance with the Staff Code of Conduct and the safeguarding expectations of the school. Staff maintain appropriate professional boundaries, exercise sound professional judgement and ensure that their conduct supports the safety, wellbeing and dignity of students throughout the visit.

3.8 Accidents, Incidents and Near Misses (Off-Site)

Any accident, incident, near miss or sports injury occurring during an educational visit is managed immediately in accordance with the first aid and emergency procedures of the school, and subsequently reported in line with the Accidents, Incidents and Near Misses Policy.

The responsible member of staff is required to ensure that the Accident, Incident and Near Miss Form is completed and submitted to the General Director within 24 hours following the group's return to campus, or sooner where circumstances require.

3.9 Missing Student (Off-Site)

If a student cannot be accounted for during an educational visit, this situation is treated as a critical incident. A student is considered missing if they fail to arrive at a planned supervision point, is unexpectedly absent from the group or cannot be located following immediate checks by staff.

The Visit Leader initiates an immediate response, including securing the safety and supervision of the remaining students, conducting an urgent headcount, and establishing the student's last known location and circumstances. Initial checks are undertaken promptly and directly, using verbal confirmation and in-person checks wherever possible.

If the student cannot be located quickly or the circumstances give rise to safeguarding concern, the Visit Leader will contact the emergency services without delay. The Head or General Director will be informed as soon as possible, at which point responsibility for strategic oversight, coordination and decision-making transfers to the school in accordance with the School Emergency Plan.

The procedures set out in the Missing Student Policy are then followed in full, including escalation, coordination with local authorities where required, and formal documentation of the incident. Parents are informed promptly and appropriately by the school, with communication managed centrally to ensure accuracy, consistency and sensitivity.

All actions taken, decisions made and communications issued in relation to a missing student during an educational visit are recorded in line with the safeguarding, incident reporting and record-keeping procedures of the school.

3.10 Emergencies During Educational Visits

In the event of a serious incident or emergency during an educational visit, the Visit Leader holds immediate operational responsibility until support is engaged. As soon as practicable, responsibility for strategic and tactical decision-making transfers to the school in accordance with the School Emergency Plan.

The Head and General Director then assume command of the response, including coordination with emergency services, communication with parents, and oversight of safeguarding and welfare arrangements.

Further details are shared in the School Emergency Plan.

3.11 Insurance and Finance

All educational visits are covered by appropriate insurance arrangements, sufficient to reflect the nature, location and level of risk associated with the visit. Insurance provision is confirmed as part of the visit approval process and recorded on EVOLVE.

Additional or specialist insurance cover may be required for overseas visits, residential visits or activities involving higher levels of risk, including adventure or outdoor education activities.

Where third-party providers are engaged, appropriate evidence of insurance and indemnity are obtained and reviewed in advance in accordance with school procedures.

Financial arrangements for all educational visits are agreed and approved in advance by the General Director. Visit costs reflect the requirement for safe, well-supervised and high-quality provision, including appropriate staffing ratios, transport, accommodation, insurance, contingency planning and emergency arrangements.

Where parents are required to contribute financially to an educational visit, costs and payment arrangements are communicated clearly in advance. Financial planning for visits is transparent, proportionate and managed in line with the financial procedures of the school, ensuring that safety and student welfare are not compromised by cost considerations.

4. Assessment and Record Keeping

Charterhouse Almaty maintains accurate, complete and contemporaneous records relating to all educational visits to support effective safeguarding, risk management, accountability and inspection readiness.

Records relating to educational visits include, as appropriate, visit approvals, itineraries, staffing and supervision arrangements, risk assessments, medical and emergency information, parental communications, and records of any accidents, incidents, near misses or safeguarding concerns arising during a visit.

For educational visits, these records are held primarily within EVOLVE, which provides a secure, centralised system for the recording, management and approval of visits, and a clear audit trail of decision-making and oversight. EVOLVE supports real-time access to essential information by authorised staff, including senior leaders and designated emergency contacts, enabling effective monitoring and rapid response where required.

Records are retained and managed in accordance with the data protection, safeguarding and record-retention requirements of the school. Access to visit records is restricted to authorised personnel with a legitimate professional need, ensuring that information is always handled securely and proportionately.

5. Staffing and Resources

Clear allocation of roles and responsibilities underpins the safe, effective and well-managed delivery of educational visits. The table overleaf sets out the key roles involved in planning, approving, leading and supporting educational visits at Charterhouse Almaty, and summarises their respective responsibilities.

Post-holder	Responsibilities
The Head	○ Holds overall accountability for educational visits and ensures the effective implementation of this policy ○ Grants final approval for residential visits, overseas visits and higher-risk or adventure activities ○ Ensures appropriate safeguarding, insurance, transport and emergency arrangements are in place

	o Ensures clear alignment between educational visits and the School Emergency Plan, Missing Student Policy, Risk Assessment Policy, and Accidents, Incidents and Near Misses Policy
Heads of Junior and Senior Schools	- o Provide academic and pastoral oversight of educational visits involving students within their respective school phases - o Ensure that staff understand and comply with educational visits procedures, safeguarding expectations and behaviour standards - o Support Visit Leaders in planning and supervision arrangements - o Act as a key point of escalation in the event of concerns, incidents or emergencies during visits
Head of Enrichment and Outdoor Education (Educational Visits Coordinator / EVC)	- o Oversees the operational management of educational visits - o Supports and advises Visit Leaders throughout planning and delivery - o Reviews visit documentation, including risk assessments, submitted via EVOLVE - o Confirms that safeguarding, medical and emergency arrangements meet school requirements - o Approves routine local day visits where delegated authority applies - o Maintains oversight of visits taking place and supports post-visit review and evaluation - o Receives appropriate EVC training
Visit Leaders	- o Hold responsibility for the planning and leadership of individual educational visits in accordance with school policy - o Complete, implement and review visit-specific risk assessments via EVOLVE - o Ensure appropriate supervision, safeguarding and student welfare throughout the visit - o Brief accompanying staff and students on expectations, risks and procedures - o Manage incidents on site and escalate concerns in line with school policy - o Ensure accurate reporting of accidents, incidents, near misses or missing students - o Receive appropriate induction and refresher training, including the use of EVOLVE
Accompanying Staff and Volunteers	- o Share responsibility for student supervision and welfare during educational visits - o Always follow the instructions of the Visit Leader - o Act in accordance with the school's safeguarding, behaviour and professional conduct expectations - o Report concerns, incidents or emerging risks immediately and without delay - o Receive appropriate induction and refresher training