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— RIYADH —

Educational Visits Policy

Version	Date	Name	Summary of Changes
1	April 2025	M.Aston	
2	16.10.2025	M.S. Bedford	Review and approval
Approved by: AEG + Headmaster			Date: 16 th October 2025
Review Date: 15 th October 2026			

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Aldenham Education Group Vision

Aldenham Education Group is a disruptive, owner-operated education organisation committed to redefining excellence in international schooling. Rooted in the 425-year legacy of Aldenham School in the UK, we blend tradition with innovation to create non-franchise schools that are built on substance, not scale.

Our ethos is driven by the Japanese philosophy of *Kaizen* – a relentless pursuit of continuous improvement. We champion a culture of meritocracy, where talent is recognised, effort is rewarded, and every member of our school communities is empowered to grow and thrive.

We believe in delivering high-quality academics alongside a rich co-curricular programme, strong pastoral care, and a deep commitment to wellbeing. Our schools provide a rounded education where every child is known, valued, and nurtured — developing character, confidence, and the skills to succeed in life.

Aldenham Prep Riyadh Mission

At Aldenham Prep School, we provide a happy, nurturing, and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.

Aldenham Prep Riyadh Aims

Our Key Aims

- ✓ *To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils*
- ✓ *To foster good relationships and partnership between staff, pupils, parents and the wider community*
- ✓ *To ensure that each individual pupil is nurtured, and encouraged to make the most of their own special talents*
- ✓ *To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society*
- ✓ *To provide a well-planned, well-organised environment giving children rich and stimulating experiences*

Aldenham Prep Riyadh Educational Visits Policy

1. Policy Statement

Aldenham Prep School Riyadh (APSR) believes that carefully planned educational visits enrich the curriculum and students' learning experiences. This policy ensures that all educational visits are:

- Of high educational value;
- Safe and compliant with Saudi Ministry of Education (MoE) regulations;
- In line with COBIS and BSO standards;
- Inclusive and accessible for all students.

Educational visits must be carefully managed and risk assessed to protect the welfare and safety of all participants.

2. Scope

This policy applies to:

- All students, including Early Years Foundation Stage (EYFS);
- All staff and volunteers involved in organising or supervising visits;
- Day trips, residential visits, overseas trips, and sporting fixtures.

An "educational visit" is defined as any off-site activity organised by the school.

3. Roles and Responsibilities

3.1 Assistant Head/Health and Safety Officer

The Assistant Head/Health and Safety Officer oversees:

- Planning, approval, and monitoring of educational visits;
- Compliance with UK Health and Safety Executive (HSE) standards and Saudi regulations;
- Review of all risk assessments;
- Maintenance of visit records, including accident reports;
- Ensuring that insurance and safeguarding requirements are met.

3.2 Trip Leader

The Trip Leader is responsible for:

- Completing the trip planning process (Stage 0, Stage 1, and Stage 2 forms);
- Conducting dynamic risk assessments throughout the trip;
- Leading the group safely and efficiently;
- Maintaining communication with the school during the visit.

3.3 Senior Leadership Team (SLT)

The SLT:

- Reviews and approves trips;
- Ensures residential and overseas trips have Headmaster and MoE approval where applicable.

4. *Planning and Approval Procedure*

All educational visits must follow this procedure:

1. **Stage 0:** Initial proposal to SLT with trip objectives, budgeting and basic plan.
2. **Stage 1:** Calendar entry submission and parental communication draft.
3. **Stage 2:** Full documentation, including risk assessments, medical information, staff ratios, emergency contacts and safeguarding considerations.
4. **Final Approval:** By the Headmaster and, where required, the Ministry of Education.
5. **Notification:** Staff informed of trip attendees one week prior.

Residential trips require safeguarding briefing with the DSL, overnight supervision planning, and emergency contacts for two SLT members.

5. *Risk Assessments*

- Every trip requires a comprehensive risk assessment;
- Must consider health, security, transport, local laws, and cultural sensitivities;
- Must include contingency plans for accidents, illness, lost students, or security incidents;
- Risk assessments must be attached to Stage 2 documentation.

6. Safeguarding and Supervision

- All supervising adults must have valid Saudi police clearance and safeguarding training;
- Separate male and female supervisors are required for mixed-gender overnight trips;
- A qualified first aider must accompany every trip;
- A sealed envelope with medical needs must be available on residential trips.

Supervision Ratios:

- EYFS: 1 adult: 4 students (minimum 3 staff)
- Years 1-3: 1 adult: 6 students (minimum 3 staff)
- Years 4-8: 1 adult: 8 students (minimum 2 staff)
- Overnight/overseas trips: 1 adult: 10 students (minimum 3 staff)

An Arabic-speaking member of staff should accompany trips when possible.

7. Finance

- Trips must be self-funding unless otherwise approved by the Headmaster;
- All payments must be made electronically;
- Deposits are non-refundable unless the trip is cancelled by the school;
- All expenditures must be documented and receipted;
- Staff submitting unreasonable or undocumented expenses may face disciplinary action.

8. Insurance

- All trips are covered by the school's travel insurance;
- Additional cover must be sought for high-risk activities or international travel;
- Parents must be informed of any insurance excess payable by them.

9. Monitoring and Compliance

- The EVC and SLT will review educational visits annually;
- Incidents will be reviewed and risk assessments updated accordingly;
- Regular training will be provided for trip leaders and supervisors.

10. Related Policies

- Behaviour and Discipline Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Missing Student Policy
- Acceptable Use of ICT and Mobile Phones Policy
- Supervision Policy
- Uncollected Child Policy
- Whistleblowing Policy