



Educational Visits and Outings Policy and Procedures

1. Introduction

The Global Makeup Hair and Productions Academy recognises the educational value of off-site visits and outings to enrich the learning experiences of our students. This policy outlines the procedures and responsibilities associated with planning, organising, and conducting educational visits and outings.

2. Objectives

- To enhance the academic and practical learning experiences of students.
- To provide opportunities for students to apply theoretical knowledge in real-world settings.
- To ensure the safety and well-being of students and staff during educational visits and outings.

3. Definitions

- **Educational Visit:** A planned excursion or trip that is directly related to the academic curriculum and intended to enhance learning.
- **Outing:** A less formal, shorter excursion or trip that may include activities related to team building, relaxation, or cultural enrichment.

4. Planning and Approval Process

4.1 Identification of Educational Objectives

- All educational visits and outings must align with the curriculum and learning objectives of the academy.

4.2 Risk Assessment

- Conduct a thorough risk assessment for each proposed visit to identify and mitigate potential risks.
- Document and review risk assessments regularly.

4.3 Approval Process

- Submit a detailed proposal for the visit, including educational objectives, itinerary, and risk assessment, to the designated approval authority.
- Obtain written approval before proceeding with the visit.

5. Parental Consent

- Provide detailed information to parents or guardians about the visit, including the purpose, itinerary, and safety measures.
- Obtain written consent from parents or guardians for each student attending the visit.

6. Supervision and Staff Responsibilities

- Ensure an appropriate staff-to-student ratio for each visit.
- Clearly define the roles and responsibilities of supervising staff, including a designated trip leader and first aid provider.

7. Health and Safety Procedures

- Provide all participants with health and safety guidelines specific to the visit.
- Carry a fully stocked first aid kit and ensure access to emergency medical services, if necessary.

8. Transportation

- Select safe and reputable transportation options.
- Ensure that transportation providers comply with relevant safety regulations.

9. Inclusive Practices

- Consider the needs of all students and staff, including those with disabilities or medical conditions, to ensure full participation.

10. Emergency Procedures

- Develop and communicate clear emergency procedures for various scenarios, including accidents, injuries, or unforeseen circumstances.
- Provide all participants with emergency contact information.

11. Post-Visit Evaluation

- Conduct a debriefing session after the visit to assess the educational value, safety, and overall success of the outing.
- Use feedback to improve future educational visits.

12. Review and Amendments

- Regularly review and update this policy to reflect changes in legislation, regulations, or internal procedures.

13. Contact Information

For inquiries related to educational visits and outings, please contact:

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Reviewed by	Victoria Farrelly
Reviewed	Annually
Last Review	24/10/2024
Review Date	30/08/2025

Reviewed: Signed: V Farrelly..... **Date:** 24/10/24

Victoria Farrelly

Chief Executive