



School Trips Policy

Approved by:		Date of approval:
Last reviewed on:		
Next review due by:		

**The
Pur
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this**

Policy

Educational visits are an integral part of the learning experience for pupils at Star International School, Al Twar 2. Reasonable care will have been taken to ensure the safety and wellbeing, as well as the enjoyment of all participants. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

Consultation:

This policy was written by the Head of Primary, in consultation with all SLT members:

Monitoring and evaluation:

The Principal alongside the Heads of the school are responsible for using this policy to embed effective practice across the primary and secondary phases. An issues or concerns arising from this is to be brought to the attention of a member of SLT.

School Expectations

- School outings and trips have a specific educational and social value. They are school activities. They must therefore have a clear connection with the social and educational objectives of teaching and be prepared and followed up in classroom activities.
- School trips include educational projects which are used to further enhance knowledge, skills and understanding of specific areas of the curriculum.
- All classes should try and arrange at least one educational visit per term.

Government Legislation

Events and Activities in School

- The school holds full responsibility for all school events and activities;
- The school needs to get necessary permission from all the concerned government authorities (as applicable) when arranging any event or activity;
- Participation in any event should be optional for parents and students and written parental approval must be obtained;
- The event should not be contrary to the values and traditions of UAE culture and/or Islam;
- The school must keep a record of all events, to be available in case of a compliance visit. The records should contain the following:

Event plan

Parental consent for the event

Official letters to and from the concerned authorities

International Field Trips

- Unless part of the curriculum delivery, attendance for these field trips should be optional for all students;
- The number of supervisory staff on the trip is to be determined as follows - every 10 students on the trip should be assigned one supervisor;
- The supervisors should be teachers or administrators actually working in the concerned school;
- A contact person (name and number) should be provided to parents to contact during the trip;
- The school must ensure that all students travelling have the necessary travel insurance for the trip;
- The school needs to be sensitive to students' cultural and religious requirements (e.g. diet, time provided for prayer and other religious requirements, places of visits etc).

All documentation mentioned below must be kept as part of school records for each trip conducted and should be available for inspection in the case of a compliance visit by KHDA.

- A detailed communication and itinerary sent to the parents informing them of the details of the trip;
- Signed copies of all the parental approval forms for the trip;
- Copies of the students' passports;
- An official letter from the Principal of the school to the Ministry of Foreign Affairs informing them of the school's intended trip to the country concerned;
- Copies of the passports (with visa page) of the accompanying teachers and administrators.

In addition, the following must be submitted to KHDA (for information and record only) at least three days prior to the trip

- The contact person (name and number) for the trip, as provided to the parents;
- A list of all the students and supervisors on the trip;
- For the duration of the trip, the school's local contact in Dubai that KHDA can reach in case of need.

Parent/Guardian Consent

It is a requirement that a signed parental consent form is obtained from the parents/carers of all pupils participating in Educational Visits.

Proposed activities/aims of the educational visit should be outlined to parents/carers. Details of departure/arrival should be explained to parents.

Medical information and emergency contacts must also be obtained.

Role and Responsibilities

The School retains responsibility for pupils at all times during school visits; it acts in loco parentis and hence exercises its duty to ensure the safety of all pupils involved. Staff conducting trips must act with the upmost concern for health and safety at all times. Planning and execution of the visit should be carried out in accordance with health and safety and safeguarding training and should comply with best practice as laid out in government legislation.

Trip Leader

- To ensure accountability, a sole Trip Leader will be appointed.
- The Trip Leader will have the overall responsibility for supervision and conduct of the visit.
- They must be an employee and not a volunteer.

A Trip Leader must:

- Be formally approved to carry out the visit.
- Be suitably competent.
- Plan and prepare for the visit, taking a lead on risk management.
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision.
- Make sure there is access to first aid at an appropriate level.
- Provide relevant information to parents and arrange pre visit information meetings where appropriate.
- Collate relevant information.
- Evaluate all aspects of the visit both during and after the event.
- Ensure that staff and other supervisors have been appropriately briefed prior to the visit.
- Ensure the visit is effectively supervised - staffing ratios meet requirements of good practice.
- Ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. A first aid kit should be carried by the leader or a member of staff.
- Arrange a place and time to eat lunch prior to the trip day. Students may either eat before leaving on the trip or when they return or take their lunch boxes with them. If food is being sourced from outside teachers are responsible for making orders, arranging delivery and following up.

Teachers

All Teachers involved in the trip must:

- Collect parental consent forms, money and following up with parents for outstanding money and forms.
- Be ultimately responsible and accountable for the children in their care.
- Keep a record of the all children attending the trip as well as the parents contact details, the number of the school and medical information.
- Carry any required medication for the children in their group - clearly labelled with name and dosage.
- Complete regular head counts throughout the duration of the trip.
- Be aware of risk assessments.
- Be aware of emergency procedures for the venue they are attending.
- Ensure that children wear a hat and sun cream when required.
- Ensure children have access to drinking water and food (when relevant).
- Be aware of any allergies or medical conditions of children within their group.
- Take photos of the visit to share with parents and to keep as evidence for the school.

Teaching Assistants

All Teaching Assistants involved in the trip must:

- To support teachers and the trip leader in the above responsibilities.
- To be responsible and accountable for all children within their care.

Staffing Ratios

- 1 : 10 for international trips abroad.
- 1 : 8 children in Foundation Stage
- 1 : 12 children from Key Stage one upwards.

Amendments to the above ratios should be decided as part of the risk assessment depending on the destination and nature of the visit.

All trips must have a minimum of two members of staff and must include a female.

Approval and Notification Process

Once a trip leader has decided on a trip, he/she must:

- Fill out the 'School Trip Procedure Form' which states where they will be going, on which date, which grades, how it links to a particular topic and teachers attending. This form also includes the 'Bus Requisition Form' which states the number of children and the number of buses required.
- Fill in a Risk Assessment Form.
- Type up a letter to the parents stating where they will be going on their trip, on which day, the amount of money required, the timings of the trip, food requirements and any medical information.
- Submit the forms for authorization by the Principal, and submit the signed copy to **Miss Aleem**. Approval must be sought at least 2 weeks (10 working days) before the proposed date.

Inform parents in writing at least 1 week prior to the trip. Parents must sign and return to school a form indicating whether or not they are giving permission for their child to participate in the visit, at least 2 days prior to the date of the trip.

Risk Assessment

Risk Assessment is nothing more than a careful examination of an activity in order to identify what could cause harm to all who are involved (i.e. Pupils, volunteers, employees, etc.), estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent it.

All Educational Visits and Trips require a risk assessment to be completed using the following terminology:

- A Hazard is something with the potential to harm you. For example, mountain walking in remote areas.
- A Risk is the chances or likelihood of the harm occurring. For example, inexperienced participants, poor weather, etc.
- Control Measures are what you do to prevent someone being harmed. For example, making sure the participants have correct equipment, under the supervision of an experienced leader etc.

Appendix 1 – Step by Step Procedure

Appendix 2 – Approval / Planning Form

Appendix 3 – Sample letter to parents

Appendix 3 – Risk Assessment Template

Appendix 1 – Step by Step Procedure

**Step by step process of planning
a school trip**

1. Phone destination of choice; confirm numbers of pupils allowed (do they request a certain ratio of children to adult supervision?) cost of entry and any other required information
2. Write a draft letter to parents with school logo on it, add additional Dhs25 to trip cost for transport, fill in the 'School Trip Procedure' and 'Risk Assessment' form and show to the principal and Aleem for buses
3. Once approved, book the trip, send the letter to parents, confirm buses, numbers and timings
4. Use the 'Money collection' sheet for funds collected for trip, please complete the breakdown for accounts and give the form to Miss Aleem after the trip
5. Make sure you have all the required information about the trip
6. DON'T FORGET THE FIRST AID KIT
7. On return to school, save photos in the appropriate TERM folder and fill in a 'Photographic Evidence' sheet talking about where, when and what the students did and SAVE AS, name it according to your trip

Appendix 2 – Approval / Planning Form



School Trip Procedure Form

Dear Star Teachers,
Please be reminded that the teachers must ensure that parents authorise their child to attend the school trips by completing and signing a form.

SCHOOL TRIPS

Trip Leader: _____

Date of trip: _____

Where to: _____

Teachers involved: _____

Assistants involved: _____

Parents involved (if any): _____

Year Group: _____

Number of children: _____

Reason for trip: _____

Bus

Number of buses: _____

Time of departure from school: _____

Time of arrival to school: _____

Additional information: _____

Seen and signed by Nora: _____

Please complete this form and compile a copy of the letter to parents along with a sample of worksheet, to the principal at least a week before the trip is due to take place for signature.

N.B All students must be in school uniform

Seen and signed by the principal:

Mrs. Dolly. A. Goriawala

Appendix 3 – Sample letter to parents

Dear Parents,

Date _____

In year ____ we have been studying _____ in _____, to further support children’s knowledge and understanding of this topic we will be going on a trip to _____ where the children will _____.

Date of Trip :-

Cost of Trip :- _____ **Dhs** which includes _____.

The children should bring :-

-
-
-

Students should be at school at the usual time of 7:30 and will finish school at the usual time.

They should wear their **PE uniform**.

Please complete the permission slip below and return it to your class teacher along with the payment of ____Dhs by _____.

Kind Regards,

I would like my child _____ in year _____ to attend the trip to _____ and I am sending Dhs _____.

(Parents signature)

(Parents contact number)

Appendix 3 – Risk Assessment Template

SCHOOL TRIP RISK ASSESSMENT

The risk assessment should be shared and discussed with all the staff/parents/volunteers going on the trip, and should only be approved once all significant hazards have been identified, the control measures are agreed, AND the overall level of risk has been reduced so far as is reasonably practicable and acceptable, taking also into account the likely benefits.

Educational visit to:	Date(s):
Name of Trip leader(s):	Ages/year group(s):

<p>Specific individuals at risk (Anyone who may be at particular risk of harm, or might present a hazard to others) <i>e.g. Bob Jones – Nut allergy – has EpiPen in case of Anaphylactic shock.</i></p>	<p>Precautions and control measures (Steps that will be taken to reduce the risk of harm to an acceptable level) <i>e.g. Bob Jones – ensure medication taken – All staff on trip are aware and someone trained in administering the medication also attends the trip</i></p>
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Time / place / activity (When/where/why at risk of harm) <i>e.g. Tues a.m. – Ski Dubai- Snow park</i>	Significant hazards (How might people foreseeably be harmed?) <i>e.g. Slipping/falling over causing injury</i>	Precautions and control measures (What steps will be taken to reduce the risk of harm to an acceptable level?) <i>e.g. all participants required to wear snowsuits, snow boots and helmets</i>	Overall risk acceptable? (Has the risk of harm been reduced to a reasonable and acceptable level?) <i>Yes or No?</i>

<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
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<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Inadequate planning and organisation ☒☒accidents/injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will have read and will follow School trips policy and procedure <input type="checkbox"/> All staff will be appropriately trained, experienced and qualified to competently fulfil their roles and responsibilities <input type="checkbox"/> All staff going on the trip will meet prior to departure to discuss and share risk assessments and implement management plans <input type="checkbox"/> All staff attending will be made aware of their roles and responsibilities prior to departure <input type="checkbox"/> Staff will brief young people regarding hazards <input type="checkbox"/> Parents will be informed of arrangements prior to visits and written consent given <input type="checkbox"/> Escalators will not be used due to risk of falling. Lifts or stairs to be used at all times.
<p>Transport breakdown or Road traffic accident ☒☒accidents/injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will ensure all seatbelts are in working order. <input type="checkbox"/> Staff will check all young people are wearing their seatbelt before departure. <input type="checkbox"/> Bus rules to be revisited with group members. <input type="checkbox"/> Adult/child ratio to be adhered to on bus. <input type="checkbox"/> Young people to be helped on and off the bus to reduce risk of fall or injury. <input type="checkbox"/> Bus to be checked before and after everyone has embarked/d disembarked. <input type="checkbox"/> Travel route will planned prior to departure as well as parking destinations. <input type="checkbox"/> In the event of a breakdown, a replacement bus will be organised by the bus company. <input type="checkbox"/> All emergency procedures to be followed in the event of an accident or incident. <input type="checkbox"/>
<p>Exposure to adverse effects of weather ☒☒cold injury, heat injury, over exposure to sun etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (i.e. hat, sun cream etc.) <input type="checkbox"/> Specialist personal protective clothing and equipment will be made available to group members if appropriate <input type="checkbox"/> Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares <input type="checkbox"/> Staff will obtain daily weather forecast and adjust plans accordingly <input type="checkbox"/>
<p>Young person lost or separated from group ☒☒trauma / upset / injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Trip leader will ensure that supervising staff are competent and understand their roles <input type="checkbox"/> Staffing ratios will be appropriate and sufficient <input type="checkbox"/> Staff will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) <input type="checkbox"/> Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements <input type="checkbox"/> Young people will be briefed as what to do if separated from group <input type="checkbox"/> Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups <input type="checkbox"/>
<p>Visit returns after school hours ☒☒accident /upset/ lost/abducted</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Parents/guardians and young people will be fully informed regarding collection arrangements after a visit <input type="checkbox"/> Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off <input type="checkbox"/> A clear pre-planned procedure will be agreed for young people who are not collected <input type="checkbox"/> A young person will not be left alone with just one member of staff

<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Emergencies Inadequate procedures ☐☐delayed help/support ☐☐deterioration of condition</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The school has an emergency plan for dealing with an incident on an educational visit <input type="checkbox"/> All staff will carry a mobile phone (with charged battery and calling credit if “pay as you go”) <input type="checkbox"/> Staff will carry sufficient cash for pay-phones should their mobile not work in some areas due to weak signal <input type="checkbox"/> Staff will have immediate access to all emergency contact numbers <input type="checkbox"/> Staff and Principal/Emergency Home Contact will have instructions regarding what to do in an emergency <input type="checkbox"/> Staff will have an appropriate level of first aid training <input type="checkbox"/> A complete first aid kit (and travel sickness equipment) will be checked and taken with the group <input type="checkbox"/> The first aid kit will be easily accessed by all staff <input type="checkbox"/> Contact details of parents, trip leader, school and, if appropriate, head teacher/school contact’s after-hours number will be held by trip leader and school contact <input type="checkbox"/> Staff will brief young people regarding emergency procedures <input type="checkbox"/> Staff will prepare a contingency plan in the event of an accident or breakdown (i.e. safety of group, and planned means of onward travel or return home) <input type="checkbox"/>
<p>Activities in, on or near water ☐☐drowning/hypothermia</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All accompanying staff are made aware of the particular and higher risks associated with many water based activities <input type="checkbox"/> Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff. <input type="checkbox"/>
<p>Special medical, behavioural needs of specific young people ☐☐injury / illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Up to date information regarding special/medical needs of all group members will be obtained <input type="checkbox"/> Advice will be taken from Inclusion Coordinator, School nurse/doctor, and parents/guardians, if appropriate <input type="checkbox"/> Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel <input type="checkbox"/> Young people will have written parental consent and will inform staff if medication taken or required <input type="checkbox"/> Young people (and parents in letter) will be reminded to bring personal medication if required <input type="checkbox"/> Staff will be fully briefed regarding those with known special/medical needs <input type="checkbox"/> The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group <input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and activities
<p>Misbehaviour/misconduct ☐☐accidents/injuries</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing supervision will be sufficient and appropriate to manage the group safely <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required <input type="checkbox"/> Advice will be taken from Inclusion Coordinator and other staff if there are concerns over behaviour <input type="checkbox"/> Individual risk assessments will be carried out if required <input type="checkbox"/>

<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Periods of remote supervision <input type="checkbox"/> accident / separation from group <input type="checkbox"/> Abduction/ Attack by stranger</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group members will be assessed as sensible and competent <input type="checkbox"/> Parents/guardians will be informed of arrangements and give written consent <input type="checkbox"/> Individuals for whom indirect supervision is not considered suitable will be more directly supervised. <input type="checkbox"/> Group members will be briefed regarding conduct/behaviour required <input type="checkbox"/> Group members will be briefed regarding response if approached inappropriately by a stranger <input type="checkbox"/> Young people will remain in groups or buddy systems at all times, including visits to toilets <input type="checkbox"/> Young people will be briefed what to do and how to contact staff if required in an emergency <input type="checkbox"/> Young people will be briefed regarding procedure if lost/separated <input type="checkbox"/> All leaders and young people will be briefed clearly regarding rendezvous times and places <input type="checkbox"/> Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities
<p>Additional hazards?</p>	<p><input type="checkbox"/> Additional precautions?</p>

Risk assessment carried out by: Name:

Position:

Date:

Staff agreement: "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".

Staff Attending	Position	Signature	Agreement date

Risk assessment approved by Principal

Name:

Signature:

Date: