



## School Trip Policy

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	Regional Director		Principal			Vice Principal	
	Head of Foundation Stage		Head of Primary			Head of Secondary	

Students can derive immense educational benefit by taking part in off-site trips. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An off-site trip is defined as students going 'beyond the school gates' to pursue an activity organised through Newlands School, Dubai. This policy does not apply to regular ECAs or sporting fixtures.

## Proposing a Trip

- Discuss the trip with the Vice-principal. This ought to be held at least one month before the trip (day trips) or one year before (residential trips).
- SLT to discuss the proposal. If permitted, then a risk assessment must go ahead and be signed off by the Vice-principal.

## Before the trip

Preliminary visit: If the trip is running for the first time, a prelim visit is required. Lodging, activities, food, etc must all be of a good standard. There must be separate gender sleeping areas. Risks should be monitored throughout the duration of the visit.

All school trips involve risk. The aim of a risk assessment is to prepare and minimise the danger of risk. The risk assessment must take into account. The type of visit / activity and the level at which it is being undertaken. The location, route and method of transport. The competence, experience and qualifications of supervisory staff. <sup>2</sup> The ratio of teachers and supervisory staff to students. The students ages, competence and fitness and the suitability of the activity. Students with SEN or medical needs. Quality and suitability of equipment. Seasonal conditions and timings. Emergency procedures. Any advice from official organizations, FCO, etc.

- Costings will be agreed by the Principal and the Accounts Dept. Overseas trips can be very expensive primarily due to air travel. Staff organizing a flight should try where at all possible to use Emirates and to get quotes from Emirates. If other carriers offer significantly cheaper flights, then this quote should be taken back to Emirates to see if can be matched. If it can't then the other carrier should be used. Parents who are entitled to cheaper fares because of their work placements can't take advantage of these unless the savings is passed onto the whole school group.
- Parent consent letter is issued. Steps should be taken at an early stage to secure an initial deposit from party members and to allow for regular payment by instalments by agreed dates. Receipts and payments must be fully documented in liaison with the accounts dept. A teacher should never - even temporarily - collect monies or pay such money into his/her own account.
- Operations manager: Make bookings of transport, lodging, activity and tuition deposit/payments. Where an initial 'holding deposit' is required before any student deposits have been made, this should be

discussed with the STC.

- Parents sign Consent Form (Form 3) Once permission has been granted, a trip confirmation form must be completed.
- Students whose parents owe outstanding fees will not be allowed to partake in optional school trips.
- Issue first trip letter: The initial letter must be proofed by the STC before being e-mailed home. It must be sent/distributed to all students at the same time to ensure equality of opportunity. It should outline the following:
  - Reason/purpose of the visit
  - Nature of the programme (this must include brief details of activities);
  - Nature of the supervision arrangements;
  - Expectations of behaviour,
  - Method of travel, including names of coach companies, airlines, etc, as appropriate;
  - Insurance arrangements;
  - Cost and methods of payment;
  - Dates
  - Students involved
  - Deposit (non-refundable unless cancelled by the School) and full payments are non-refundable, as the cost of the trip is based on the number of students going. A line in your letter should read 'Newlands School, Dubai will try to find a replacement student to take the person's place, so that a refund can be attempted but this is not guaranteed'
  - Remind parents that any visas that their son/daughter may need are their responsibility and do take adequate time to organise them.

Discuss staffing with Principal who will decide on the number of staff required to supervise the trip. As a guide, the ratio is on the risk assessment but may be amended due to the nature of the trip. The Principal will decide whether staff will be asked to accompany students or whether volunteers will be sought. The final decision on staffing rests with the Principal. All adults should have been clearly briefed by the Teachers so that roles, duties and responsibilities are understood and accepted. All adults should be aware of their own role and duties, both to ensure that they feel involved and to give adequate supervision.

**Note:**

There must always be a minimum of two adults on all trips and in most cases, recommended teacher: student ratios will be followed. Residential visits with mixed groups will need a teacher of each gender.

The Principal must ensure that staff members of the party have reasonable preliminary, theoretical and practical preparations that should be at a level appropriate to the age of the group and the nature of the activities. This should include consideration of potential emergencies and associated actions to be taken.

In a situation where expert medical help is not readily available at least one member of staff should be a competent first aider. Non-teaching staff may be used where a higher ratio is required. These people should be carefully selected and known to the School and students.

It is up to the Teacher Lead to ensure that there are enough mobile phones within the group, and delegate responsibility for maintenance of batteries. Do not rely on a mobile phone for emergency situations as the signal may be out of range. The TL should carry the School emergency phone, available from the Head's PA. This number must be included on your second letter to parents.

Risk Categories – very low, low, moderate, high, certain. Hazard Categories – minor, e.g. cut, graze; moderate, e.g. sprain; major, e.g. broken bone; life-threatening

## Residential Trips

### Secure insurance

Residential trips require adequate insurance. AXA provide school trip insurance at a reasonable cost.

Write a letter to the KHDA/ Ministry of Foreign Affairs informing them of the trip. You need the following information to be given to the Head's PA. The contact person (name and number) going on 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 contact in Dubai – which the KHDA can reach in case of need.

Issue second parents' letter At least 8 weeks before the departure date, a second letter should be sent home covering:

Any outstanding payments; Remind that any Visas required should be clarified with parents. It is their responsibility to arrange these. They may require a letter from the School. If so, please circulate the 'visa details request form' which can be found at the end of this document. Pocket money and any arrangements for giving it out; Address and telephone number of venue; Type of accommodation, i.e. bunks, shared facilities, etc; Clothing requirements via a kit list (stress that clothing and other possessions should be clearly marked); Emergency contact telephone numbers Passports – including sufficient time-validity to ensure smooth passage; Procedures for storage and administration of medication; Banned items i.e. jewelry etc; the use of cameras/video cameras, mobile phones; sun protection requirements;

### Parent meeting/emergency contact details

It is recommended that residential trips include a parents' meeting before the trip. Ensure parents understand the emergency contact procedures.

### Student Medical/diet

The Medical/diet form must be completed by all parents at least one month before departure. A copy of these must be taken on the trip by the TL. A copy must also be left with the School Nurse.

## First aid kit

All trips should carry a first aid kit from the nurse. On flights, this needs to be packed in the hold.

## Medication

In general, medicines should be clearly labelled with name and dosage and handed to the TL, as clearly it is not desirable for young children to be responsible for them. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, i.e. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar consideration and care might need to be exercised for the sufferer of diabetes. In such circumstances, it would be advisable to consult with the young person's parents and, if necessary, seek medical advice.

## Collect passports/spending money

Passports are collected and stored securely (School safe) by the TL before the trip. During the trip, passports should be stored in the lodging/hotel safe. Pocket money should also be centrally collected, converted and distributed by a nominated member of staff.

Circulate student list to staff, staffroom wall and reception. The list should include forename/surname and tutor group. It should also indicate the trip name, staff involved, departure and return dates. It should be circulated at least 2 weeks before departure.

## Emergency contacts

A full and up-to-date list should be made before a trip and kept with the TL, Principal and admin.

## Documentation needs to be left with the Heads PA:

Paperwork needed to be left with the STC & Heads PA and with you on the trip includes:

1. Copies of all passports with Visa page (staff and students)
2. List of all students' plus emergency contact numbers
3. List of all students' medicines/medication d) Copy of Parental Consent forms, signed
4. Copy of all letter sent to parents
5. Detail of itinerary – event planning
6. Official Letters from the Head teacher to the Ministry of Foreign Affairs informing them of the intended trip to the country concerned (see Head's PA for this)
7. A letter to the Ministry of Foreign Affairs / KHDA (for information record only) at least three days before the trip stating:
  - a. A list of all the students and supervisors on the trip
  - b. The name and number of the Contact person on the trip, as provided to parents.
  - c. The name and number of the Contact person in Dubai, as provided to parents.

## Cover

Ensure that cover is set by the staff going on the trip and the SLT member of staff responsible for arranging cover has been informed.

## During the trip

1. On arrival text/call/email admin. This will enable reception to answer any queries.
2. The TL must carry a list of all students and adults on the visit, at all times.

All equipment used should be adequate for the purpose. Most outdoor equipment such as helmets, buoyancy aids etc have recognised standards such as BSI, BMIF, CEN or UIAA.

Great emphasis should be placed on traffic risks, particularly when crossing roads. Work should be done on this before the visit.

Whatever the nature or length of a visit there should always be regular head counts, particularly before leaving any venue. The use of mobile phones by students is for the TL to consider. Clearly, such as on DofE expeditions, they are vital.

The TL and visiting staff remain responsible for the well-being of their party members at all times, although clearly the centre has a duty here, particularly during activity sessions. Discuss and confirm with the centre staff the level and type of supervision that they will undertake. Accompanying staff must accept responsibility for the good behaviour of their groups both on the journey and while on any trip.

It will greatly ease supervision if each accompanying adult takes responsibility for a sub-group, with the TL or deputy being personally responsible for any young people who might create difficulties.

Check that there are written operating procedures for each activity and ask for written evidence of the qualifications and experience of the staff leading activities. Many centres use their own in-house training and this can vary from the very good to the unacceptable. Find out what you can about the trainers.

It is expected that all normal School codes of dress and behaviour will be imposed on any trip. Specific arrangements regarding each trip should be discussed with the Principal before the trip goes ahead. It's recognised that in many cases, for example, the wearing of School uniform would be totally inappropriate, but the policy on jewellery would and should still apply. It is the responsibility of the TL and accompanying members of staff to ensure such standards are complied with. The students and staff should be aware that they are representing the School at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the School into disrepute. Students should be aware that inappropriate behaviour could risk their chances of taking part in further trips and/or other punishments on their return. All names of students who have breached the code of conduct should be given to the Principal when the trip returns.

Remember that serious accidents and incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.

## Be prepared

Carry the STC/HT telephone number at all times. Brief your group on emergency procedures before they set off,

including details of communications, so that they know how to deal with situations should the party get split up.

In an emergency, do not contact the parents or allow children to contact parents until the situation is stabilised. Then a short call can be made.

Ensure safety from further danger. Contact local emergency services immediately and follow their advice. Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

## Communication

Contact the Principal: In an event, give the following information:

- Telephone number you are calling from
- What happened to Whom
- Where When What has happened since
- If a fatality is involved, has this been confirmed?
- By Whom Which local emergency services are involved?

## Next Steps and General Advice

Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with the Principal and this has been agreed. Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground. Do NOT admit liability of any sort to anybody. Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present. Retain any equipment involved in an unaltered condition. Keep a written record of all that happens. Be as compassionate as possible, with anyone involved. Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them. If you change location, remember to let the Principal have the new telephone number at which you can be contacted.

## Incident management hierarchy

1. Minor/moderate injury to student - Group leader /1st aider decision as to need for medical treatment. Principal informed who informs parents if deemed necessary. Expedition leader records actions taken in writing at time (when practical) including dates, times, locations, nature and suspected cause, witnesses.
2. Major / life threatening injury to student – emergency medical treatment sought. Principal informs parents. Expedition leader records actions taken in writing at time (as soon as practical) including dates, times, locations, nature and suspected cause, witnesses.
3. Major / life threatening injury to adult/staff member - emergency medical treatment sought. Principal informed who informs parents and adults relatives. Expedition leader records actions taken in writing at time (as soon as practical) in dates, times, locations, nature and suspected cause, witnesses.

## After the trip

Immediately follow-up any serious issues/accidents to Principal/nurse. Speak to the Principal upon your return and complete an INCIDENT report outlining the details. Any appropriate letters of thanks should be sent. All accounts checked, finalised and closed. Any surplus funds must be returned to parents after the trip. Meet with the Principal. Review the success of the trip and discuss any issues/changes/amend the risk assessment for the next trip.