

The Central School Dubai

Al Nahda 2 Dubai, United Arab Emirates

1]. Section-A

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| <i>Title of the Policy</i> | Educational visit | <i>Designation</i> | Principal |
| <i>Name of Policy Writer</i> | Mala Mehra | <i>Date of Next Revision</i> | 28th March 2019 |
| <i>Date of Policy Revision</i> | 29th March 2018 | <i>Department/Section</i> | Principal |
| <i>Policy Code</i> | TCS/PC/1819/01 | | |

2]. Section-B

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| <i>Purpose</i> | TCS seeks to encourage participation in educational visits in the context set out in this policy. These should be done in a safe, consistent way so that pupils, parents and staff are aware of the procedures and so that the visits are executed safely and with due regards to pupils care. |
| <i>Rationale</i> | <p>School trips and visits broaden the curriculum beyond the boundaries of the school giving all students the opportunity to experience cultural, religious, environmental, historical and sporting events nationally, regionally and internationally.</p> <p>This policy details the procedures required when organizing a school trip (including the necessary forms that need to be completed), identifies the role of Trip Leaders, accompanying staff, volunteers and students, and identifies the standards expected from all students participating in school trips and visits.</p> |

*Definitions
& Context*

THE PRINCIPAL MUST APPROVE ALL TRIPS

Planning Procedures

Trips and visits are classified into four categories:

- School trips (day trip)
- School matches/fixtures /off-site afternoon activities
- Residential trips (overnight stay in UAE) Approval required – 6 weeks in advance
- Overseas trips/visits Approval required – 3 months in advance

The planning procedures are designed to ensure that trips/visits are of a suitable educational nature, the safety of the students and staff is assured at all times and all students have equal access to trips. When planning a trip/visit, the following should be taken into account:

- Does the trip enhance the understanding of a particular subject or topic?
- Does the trip broaden the cultural experience of the student?
- Does the trip enable students to develop personal skills such as teamwork?
- Does the trip develop new skills or consolidate existing skills?

The following are the planning stages that guide colleagues with the organisation of their trip or visit.

Stage 1 Discuss the initial idea with the appropriate colleagues and the coordinators/Head of Section/ Head of Dept and complete the Proposal Form for trips/visits. If a trip is being organized by company details of the company should be attached to internal proposal.

Stage 2 The Proposal Form should be submitted to the Head of Primary/ Secondary and the Principal in advance of the trip. If agreed, the trip can proceed; if a trip is declined, a clear reason will be given.

Stage 3 Once the trip/visit has been approved the Activity Coordinator will:

- ⊗ Decide on the number of students and staff needed (male/female staff, experience).

Staff to student ratios will depend on the nature of the trip. There must be a minimum of 2 staff for every off-site trip. As a guide – 2: 15 for low risk activities (e.g. visit to an exhibition)/ 2: 8 for high risk activities (e.g. ski-ing).

- ⊗ All trips must include a member of staff who is first aid trained.

- ⊗ Identify a date for the trip (residential trips should be planned a term in advance and

overseas trips a year in advance) and recorded in the school calendar.

⊙ Detail the costing (include transport, entrance fees, accommodation and insurance).
All trips must be self-financing and costs per student should be identified.

All Trip Organizers are required to complete a risk assessment form before any trip is finally agreed.

Once the Principal has given final approval, the Activity Coordinator will send a letter out to parents outlining the trip and the associated costs. A parental consent form must be returned to the school.

No student can accompany a trip without the completed consent form. Consent forms must include parents emergency contact details and any medical condition pertaining to the student.

⊙ Make provisional bookings for transport and venues.

⊙ **Inform the Ministry of Education/ KHDA of the visit and seek approval; this must be done via the Principal. A CD containing all paperwork:**

- ✓ Trip programme/itinerary
- ✓ Consent forms
- ✓ Breakdown of costs
- ✓ Risk assessment
- ✓ Nominated First Aider
- ✓ Staff names/passport numbers (must be KHDA approved teachers)
- ✓ Students names/nationality/passport numbers

Staff and student details must be put on a spreadsheet and typed in Arabic.

MOE/ KHDA permission must be gained 3 months prior to the trip.

Stage 4 As soon as the required number of students has been confirmed (non-returnable deposits) the most appropriate way of collecting payments should be agreed with the school Finance dept. A list of students and staff going on the trip should be submitted to the Head of Academics. The Principal reserves the right to withdraw a student from a proposed trip/visit.

Stage 5 Appropriate worksheets and tasks should be designed for the trip and if possible a pre-visit trip to the location.

Stage 6 The contact between the Activity Coordinator, school and parents in the case of an emergency will be the Principal. A list of names of those on the trip (staff, students, volunteers) with addresses, emergency contact numbers and any additional information

that might be helpful in an emergency must be with the Head of Academics, the Principal and Reception before the trip departs.

Staff who are taking school teams away or running an activity off campus, must leave a list in Reception. This list MUST include the contact number of the teacher in charge and any other staff involved in the activity. If the trip extends beyond the school day, a copy of the list must be left at the Security Desk at the main entrance. The Head of Department contact number will be known to the Visit Leader and will be the first contact in the case of an emergency. For overseas trips, this must also include the Principal.

Stage 7 The names of all students taking part on the trip should be given to the School Nurse 2 weeks' before the trip departs so the nurse can identify any specific medical issues regarding individual students and advise staff on these issues. A first aid kit for the trip will also be provided by the Nurse to the nominated first aider on the trip.

Stage 8 The student list should be displayed on the staff notice board 48 hrs before the trip. Staff on the trip should set cover work and give it to the Line Coordinator or designated member of staff. Arrangements will be made by the Substitution in charge to cover duties.

Stage 9 In certain circumstances (e.g. residential overseas trips) the trip leader may wish to organize a pre-trip parents evening to outline the details of the trip and the expectations.

Stage 10 The Activity Coordinator must ensure a mobile phone is carried throughout the trip and all staff on the trip know the contact number. The Visit Leader or nominated staff member must inform the Principal by telephone or text that the trip party has arrived safely.

Stage 11 After the completion of the trip, an account sheet of income against expenditure should be completed and this passed with receipts to the Finance Department. A verbal report of the trip should be given to the Head of Department (written if there was a serious incident and an article prepared for the school newsletter).

All staff on the trip should be aware of their roles and what is expected of them. Volunteers should be deployed in a supporting role. It is expected normal Springdales School rules will apply on any trip or visit. Students should be made aware of standards

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| | <p>expected with regard to dress and behaviour. Students should realize they are representing the school at all times. Any students who disregard expected behaviour and dress should be reported to the Principal. The Principal reserves the right to withdraw a student from a trip or deny a student the opportunity to take part in future trips.</p> <p>Summary School trips should be enjoyable learning experiences for all those involved. It is the policy of the school to support trips and visits and those staff who organize and accompany them and to help assist with their success. The prime importance of these policies and procedures is to ensure the safety of all staff and students. This is not unnecessary bureaucracy but vital to the smooth running and safety of each trip.</p> |
| Policy Committee Members | Policy Incharge: Mala Mehra |
| Date: | Approved by: Mala Mehra <div style="text-align: center;">  </div> <div style="text-align: right;">  Signature of Principal </div> |