



**Educational Visits  
Field Trips and Excursions Policy**

**September 2022**

### **1. Purpose:**

RGSGD encourages all staff who wish to take pupils on educational visits to enhance the quality of learning. Trips should therefore:

- give all pupils the opportunity to participate
- assist, support, and broaden pupil's learning
- have a direct link between areas of study and the venue
- be safe and memorable
- offer the opportunity to explore local venues and enjoy local experiences with teachers and peers
- provide value for money

### **2. School events and activities will comply with KHDA requirements as outlined:**

- 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

### **3. International Field Trips and Residentials within the UAE will comply with KHDA requirements as outlined:**

- Attendance for field trips will be optional for all students, unless the trip is part of the curriculum delivery,
- The number of supervisory staff on the trip will be determined as follows - every 10 students on the trip should be assigned one supervisor. The supervisors will be teachers working in the school.
- A contact person (name and number) will be provided to parents to contact during the trip.
- The school must be sensitive to students' cultural and religious requirements (e.g., diet, time provided for prayer and other religious requirements, places of visits etc).

**RGSGD will comply with KHDA requirements for International Residentials.**

The following documentation will be kept as part of the school's records for each trip conducted and must be available for inspection in the case of a compliance visit by KHDA:

- 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
- Required travel insurance for all travelling students for the duration of 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.

#### **4. Roles and responsibilities**

RGSGD always retains responsibility for pupils during school visits and actively exercises its duty to ensure the safety of all involved. Staff attending trips must always act with the utmost concern for health and safety. 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 UAE government legislation.

To ensure accountability, one Trip Leader will be responsible for organising every school trip. A second Trip Leader must be nominated to assume leadership in the event of Trip Leader 1 not being able to lead.

**The Trip leader will:**

- be an employee of the school and not a volunteer
- have the overall responsibility for supervising and conducting the trip
- plan and prepare for the visit and take the lead on risk management
- define the roles and responsibilities of attending staff and ensure they have been fully briefed prior to the trip
- Ensure all SEND or medical needs are identified and support is put in place where required.
- Ensure cover procedures have been followed.

- coordinate with the RGS Facilities team to establish transport availability, costs and arrangements
- ensure staffing ratios meet requirements
- collate and submit trip documentation to school leaders
- prepare a draft trip letter to parents and arrange pre-visit information meetings (where appropriate)
- identify first aid trained staff; notify the rest of the team
- confirm uniform/dress requirements
- evaluate all aspects of the visit both during and after the event.
- Liaise with the school medical staff to confirm and emergency medical procedures or medicine required by pupils.

**For local day trips, the trip leader will also:**

- carry a first aid kit or designate this task to a member of staff
- ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity
- confirm lunch arrangements prior to the trip day (for local day trips, students may either eat before leaving on the trip or when they return or take their lunch boxes with them if permitted by the venue)

**Attending Teachers on 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 an accurate record of children attending the trip
- Carry a copy of parent 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.
- Understand and sign the 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.

**Attending Learning Assistants must:**

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

## 5. School Trips Staffing Ratios

- 1:10 children for international trips and residentials within the UAE
- 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.

## 6. Approval and Notification Procedure

The Trip leader must:

- Complete the ***School Trip Planning/Approval Form*** (Appendix 1)
- Complete the ***Risk Assessment Form*** (Appendix 2)
- Complete the ***Bus Requisition Form*** (Appendix 3)
- Prepare a ***Letter to the Parents*** (Appendix 4)
- Submit all forms for authorisation by the Deputy Head Senior. Approval must be sought at least 2 weeks (10 working days) before the proposed date of the trip.
- For International trips authorisation should be sort a minimum of 6 months ahead of the leaving date.
- Ensure no communication regarding the proposed trip are shared with parents until approval has been granted.
- Inform parents in writing at least 1 week prior to a local trip.
- Parents must sign and return a permission form for their child to participate in the visit, by the required deadline.

## 7. 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.

## 8. Expectations for Pupils

Parents will be aware that pupils' behaviour and attitude are vital on any school trip; it is particularly important that staff can rely on pupils' willingness and ability to accept and obey instructions. Therefore, if your son or daughter should prove to be unsuitable as a member of the party due to poor behaviour or attitude in and around school, then we would not be able to take them. The question of a financial refund would have to be a matter for negotiation with the company through which our visit is organised. This is obviously an unlikely event, but it is something of which parents and pupils should be aware.

## **9. Arranging Transportation**

### **School buses**

Pupils and staff will be transported to the local venue in school buses. All school buses are fully compliant with government regulations.

### **Hired buses (for long journeys/journeys to residential within the UAE)**

On long journeys, the school may use the hired coaches and will consider contingency plans in case of breakdown or emergency, as well as stopping points for refreshments and toilets.

## **10. Risk Assessment and Emergency Procedures**

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

*A Hazard* is something with the potential to harm participants. 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 is done to prevent someone being harmed. For example, making sure the participants have the correct equipment, and are under the supervision of an experienced leader etc.

## **11. Insurance for International trips**

Insurance cover is adequate and suitable; details are known to organisers and made available to those with parental responsibility.

Appendices:

***School Trip Planning/Approval Form*** (Appendix 1)

***Risk Assessment Form*** (Appendix 2)

***Bus Requisition Form*** (Appendix 3)

***Letter to the Parents*** (Appendix 4)

***Trip and events in the UAE*** (Appendix 5)

***Expense Claim Form*** (Appendix 6)

***Lunch request form*** (Appendix 7)

