



Discovering Potential | Learning to Care | Respecting Differences

POLICY AND PROCEDURES

SCHOOL TRIPS POLICY

POLICY

The school believes that trips are of educational value, providing opportunities for active engagement in the learning process as well as supporting holistic development of the students. All school trips must have a clearly stated objective(s).

A school trip is defined as an educational activity that meets the following criteria:

- a. it involves a specific class or classes;
- b. it is intended for all students in the class(es);
- c. it takes the class away from the classroom;
- d. it has an identifiable educational objective;
- e. it includes preparation of students for the activity and evaluation of outcome.

Trips are an integral part of the school curriculum. Students are expected to participate in any and all activities on or off the school grounds, including school camps.

Parental permission is required for participation in school trips. Trip arrangements and schedule must be planned in conjunction with and approved by the Head of School well in advance.

On all School sanctioned trips the School undertakes to provide proper supervision and every reasonable care of the students.

PROCEDURES FOR SCHOOL TRIPS

School trips are all events which involve students in the school's care being taken off school premises by responsible and appropriately qualified school staff in order to participate in activities which supplement their normal timetabled programme.

Planning for school trips is done at the beginning of the year. There will be a calendar of events for school trips.

Types of Trips

School trips are of two broad types:

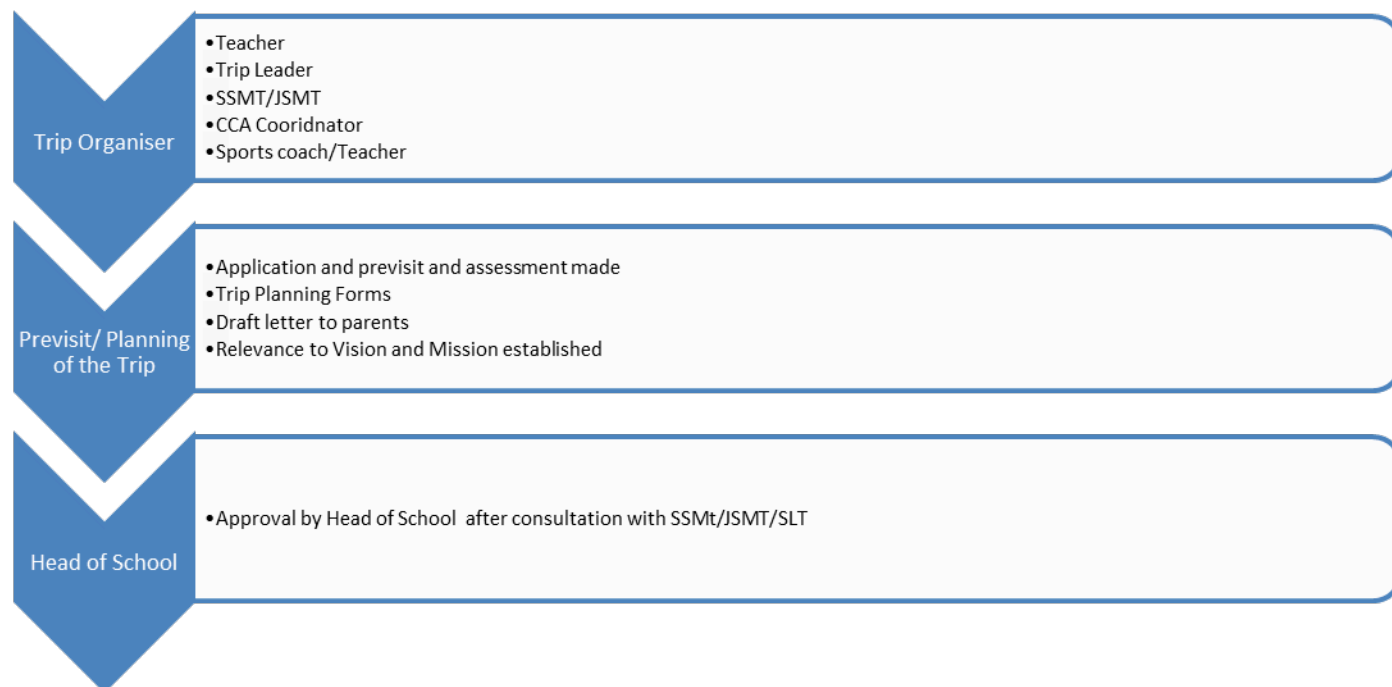
1. Educational Trips can be day outings or residential and can be scheduled either in or out of school time.
2. School trips which involve specific target student groups: whole year groups, class groups, subject groups or extracurricular activity groups and in some cases involve a selection process.

Organisation

The school takes total responsibility for the organisation of school trips and specific policies and guidelines are in place to ensure all aspects of planning are thorough. The Head of School and the Head of Administration are responsible for ensuring that all requirements have been fully met before a trip occurs. A Trip Organiser is responsible for planning a school trip within the policies and guidelines provided. A Trip Leader, approved by the Head of School is appointed for each school trip and is delegated the overall responsibility for the supervision and conduct of the trip.

Organisation of the School Trips

All trips must go through SSMT/JSMT and the SLT. All trips must be linked to the Vision and Mission of MIGS. The Trip Organiser does not necessarily accompany the trip. The Flow Chart for trips is as follows:



THE TRIP ORGANISER

The Trip Organiser is responsible for the logistic planning of the trip. This designated person will conduct a pre-visit Health and Safety check to ensure the destination is suitable and relevant for students.

They will liaise with all parties concerned with the organisation of the trip: e.g. travel agent (flights/hotels/transfers), Community Groups and transportation providers. This will

include ensuring suitable excursions on the tailored to the curriculum. Where possible the school is to make use of local knowledge of the community being visited.

They will ensure all costing are effective and a letter of consent and payment requirement are sent to parents/guardians with ample notice.

Roles and Responsibilities of Staff on School Trips

- Role of Trip Leader
 - The Trip Leader is ultimately in charge of the actual trip. They will work with the other teachers and where necessary the SLT member to ensure the smooth running of all the activities.
 - They will be the liaison with the agency and transportation representatives, and agency guide.
 - During the trip any decisions regarding issues are made by the Trip Leader after discussion with the teachers and /or the SLT member.
 - The team leader must be made aware of any issues regarding student behaviour or concerns re health and safety.
 - If a teacher/SLT member would like to discuss decisions made by the team leader these are in private and away from students.
- Responsibilities of all teachers (e.g. 24 hour responsibility)
 - Teachers are on 24 hour duty. There may be times when teachers are rostered off to have a break,
 - However ultimately if they are required teachers must be on duty.
 - Teachers must not leave the accommodation or excursion unless it is an emergency and then only after they have informed the team leader and SLT member
 - All teachers are responsible for all students even if they are not directly in your allocated group
 - It is the responsibility of all teachers to ensure students behave in a manner which is appropriate and respectful for the place they are visiting.
 - Emergency procedures
 - a. natural disaster
 - b. terrorist attack
 - c. sending back students
 - d. hospitalization (illness)
 - In the event of any of the above the Trip Leader and SLT member will liaise directly the travel representative.
 - The Trip Leader will inform the School immediately and a decision made with the School regarding the best course of action for the students.
- Communication with school
 - Each Trip Leader will be given a school telephone. If a teacher must call the school this is to be done on the school phone and only in emergencies.
 - If a teacher would like to call a parent regarding the behaviour or a problem with their child, this must be done through the Trip Leader and again only after consultation with the team leader and SLT member.

- Punctuality
 - All teachers are required to be punctual to all events during the excursion. It is not only the Trip Leader's responsibility to ensure students are ready and organised on time, it is all teachers duty to ensure this occurs.
 - It is important that teachers are role models for students and thus are punctual and appropriate at all times.

Other matters

- In the event of outside agencies wanting information regarding the school e.g.- press, school authorities, venues etc. any comment must come from the SLT member on the trip.
- If in doubt please consult with the SLT member.
- Teachers are expected to dress according to the requirements of the trip and act in accordance to their position; this is about role modeling for students.
- If for any reason you feel there is an important matter they feel needs to be raised please do so as it may be of importance to the whole trip.
- The Trip Leader will regularly update the School with the progress of the trip on a daily basis if the trip is for more than one day.

Health and Safety

The school has overall responsibility at all times for the supervision, health, safety and security of students during school trips. Staff-student ratios appropriate to age, gender, maturity and experience, and in accordance with the specific nature of the trip, are defined in school policy. Exceptions may only be made with the approval of the Head of School and must be made clear to parents.

It is mandatory for a pre-visit and risk assessment to take place prior to the trip and a report given to SLT.

The Trip Leader and accompanying members of staff are acting *in loco parentis* and are responsible for taking all necessary precautions to ensure the supervision, safety and security of students at all times. Additional adults may accompany students at the discretion of the Head of School.

The minimum staff-student ratios for school trips are detailed in the table below and must be maintained at all times. Assistants approved by the Head of School can be included to calculate the appropriate ratio. If students of both genders take part in a trip, staff of both genders must accompany them. Exceptions may be made to these ratios only with specific authorisation from the Head of School

Year Group Range	Type of Trip	Ratio	Year Group Range	Type of Trip	Ratio
Junior School	Day Years 2-6 Reception-yr1.	1:8 1:6	Senior School	Day	1:10

	Local Residential Years 4-6	1:8		Local Residential	1:10
	Overseas	1:8		Overseas	1:8

In addition on day trips two security personnel for each 30 students should accompany the trip, preferably one male and one female. This may also include Support Staff.

In all trips, except when limited supervision has been planned and approved, school staff are responsible for the full supervision of students. Full supervision occurs when students remain within sight and contact of the supervisors at all times.

In particular circumstances and for Year 9 onwards, students may be permitted limited supervision. Limited supervision occurs when a group of students works away from accompanying staff as part of planned activities or during recreational times. At these times, students are expected to adhere strictly to school rules and to any special regulations or instructions for that particular activity. Such instructions must establish limits to the students' independence in time, space and procedures to follow if a problem occurs.

Limited supervision must be fully planned, approved by the Head of School and communicated to parents. During the planning phase, the Trip Organiser must establish the competence of the group to take on the responsibility of limited supervision. When limited supervision is planned, this must be included in the itinerary given to parents. Students must be briefed and be fully aware of the established boundaries and procedures for eventualities that may occur.

Information Dissemination

Parents must be informed, in advance and in writing, of the specific details of all school trips. Briefing meetings with parents and/or students are held when recommended by the Head of School. Parents are required to sign a Parental Consent Form and provide medical and contact information as required for different types of trips. No child can go on a visit outside school without written parental consent.

Behaviour

During school trips, staff and students are required to follow the school's normal codes of conduct. Normal school rules and standards apply, in addition to any specific responsibilities and conduct guidelines related to a school trip. Students are expected to wear school uniform on all day outings (except where the activity requires other specific clothing) and specific guidelines for clothing during residential trips are to be provided. Parents /Guardians must sign an agreement the Parental Consent Form to follow the conduct guidelines. In the event that the trip leader in consultation with the Head of School decides a student should be sent home during a trip due to serious misbehavior, or any other reason, parents have the responsibility of covering the cost.

Financial Arrangements

The costs of trips and visits are not included in the school fee and payment must be made separately by parents/guardians. If a student is unable to participate in a trip as a result of late arrival at the agreed departure point or any other reason, the monies paid will not be reimbursed. No member of staff may use a school trip for financial gain.

Travel insurance is arranged for each trip as appropriate and is included within the overall cost of the trip. Basic insurance is covered by the school's insurance policy.

Transportation

The school will only use trusted providers for all transportation of students on trips. Certificates of registration and licensing must be provided by any transport company used. All drivers must be registered and licensed. Again prove of identity is required.

All buses must be roadworthy and fitted with working seatbelts, enough for each child. All water transport must have a buoyancy aid for each student and these must be worn at all times.

Students engaging in activities such as cycling and rafting must be provided with a fitting safety helmet which is to be worn at all times.

It is the Trip Leader's responsibility to ensure appropriate numbers of staff accompany students on each bus or mode of transport.

Teachers must also ensure students under their care are accounted for at all times and are with them on all transportation.

FIRST AID KITS

It is the responsibility of the Team Leader to ensure a First Aid Kit is taken on each trip.