



# **GIHS FIELD TRIP POLICY**

**(2018-19)**

# SCHOOL FIELD TRIP POLICY

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## INTRODUCTION

In order to give students a wide and valuable learning experience, it is beneficial to take them out of the school setting for an extended period so as to allow them to come into contact with different environments and to encounter new experiences. Field trips may take place for curricular, well-being, sporting or other extra-curricular reasons. By their nature, these trips involve a variety of risks and, therefore, require careful and stringent organization for which staff must adequately prepare students and materials. Teachers must always be aware of the legal and moral responsibilities involved before agreeing to organize, lead or accompany any trip. The Principal must approve any field trip in advance.

### CATEGORIES OF FIELD TRIP:

- 1) Day Trip during school hours.
- 2) Day Trip leaving and/or returning outside of school hours.

The following chart summarizes what the Field Trip Leader needs to do to ensure a successful trip.

### GIHS FIELD TRIP OVERVIEW

	<b>Day Trip (school hours)</b>	<b>Day Trip (outside school hours)</b>
Informing parents	The Class Teacher will send email communication or circular as drafted by the Field Trip Leader	
Parental Notification (time, dates, details)	YES	YES
Parental permission	YES	YES
Risk assessment	YES	YES
Student : Teacher/adult ratio	10:1	
Student 'Code of Conduct'	YES	YES
Medical	Contact the School Doctor and Nurse ask for advice concerning 'at risk' students. Take any necessary medicines with prescription	

## Responsibilities of the Field Trip Leader (FTL)

For all field trips, the Field Trip Leader

1. Must submit a Field Trip Proposal Form to the Principal, and this must be approved before any commitments are made with students, parents, teachers, or outside agencies
2. Must share and discuss all details of the trip, from planning to implementation.
3. Must draw up a budget with the aid of the accounts officers or the Principal. and will ensure that receipts are handed in to the administration.
4. Shall draw up a risk assessment for the trip.
5. Has overall responsibility during the trip and is therefore expected to assume leadership throughout the trip. The FTL may delegate responsibilities to accompanying staff as necessary;

### Accompanying Staff Guidelines

For all field trips, all staff members and non-teaching accompanying staff

1. Must model and maintain appropriate professional conduct, consistent with expectations in the workplace.
2. Accompanying staffs are responsible for the conduct and safe return of all students to the school and must remain with the students until they have been picked up by the authorized person unless a permission slip has been signed by parents for the student to leave unaccompanied.

### Student Behavior/Expectations

1. Current school rules and expectations apply to students on all trips;
5. Where deemed appropriate, and in prior consultation with the Principal, students and parents may be asked to sign a behavior contract, specific to the field trip, outlining the rules and expectations. The consequences of breaking this contract must be clearly stated.

### Transport Arrangements

Field Trip Leader (FTL) should inform the transport in charge in advance.

### Communication with parents

For all field trips within the school hours

1. A letter must be sent to parents, notifying them of the details and expectations of the trip.
2. Details of the trip should be added to the internal school calendar as soon as it has been confirmed.

### Risk assessment

1. Risk assessment levels must be communicated to accompanying staff when asked to join the trip.
2. Any student with potentially high-risk problems (for example, a medical or behavioral concern) should have their participation reviewed by Principal.

3. Student records should be available to the FTL prior to the trip, and details of unacceptable student behavior should be considered in the risk assessment.
4. All disciplinary issues during the trip must be recorded.
7. The FTL has the right to refuse to take a student if he/she believes that that student's participation would compromise their ability to lead the trip.

### CONSENT LETTER FORMAT

Date.....

Subject: Consent to send the ward to picnic/ Field trip.

Dear Sir/Madam,

I would like to send my son/daughter to the picnic/field trip to ..... organized by the school on .....

I understand and agree that the organizers will do their best for the safe & smooth conduct of the picnic/field trip, still in case of any unnatural happening; I will not hold the school responsible.

#### DETAILS OF THE STUDENT

Student's Name: .....

Grade..... Section.....

Computer No .....

(Parent's Signature) Name.....

Mobile No.....

#### SCHOOL FIELD TRIP POLICY

Agreed at the governing body meeting on

**Date:-21.6.18**

**Signed (Chair of Governors)**

**Director:** .....

**Principal:** .....

## GUIDELINES FOR SCHOOLS

### International Field Trips and Events

### GUIDELINES FOR INTERNATIONAL FIELD TRIPS

Schools that are intending to take students on international trips as part of the curriculum delivery or otherwise are required to comply with the following.

- 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 schools local contact in Dubai that KHDA can reach in case of need.

## GUIDELINES FOR ARRANGING EVENTS AND ACTIVITIES IN THE SCHOOLS

- 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