

Nurture ~ Believe ~ Discover ~ Achieve

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Trips, Events and Excursions Policy 2021 - 2022



Trips and Excursions Policy 2021 - 2022

Safa Community School

Contents

1. Rationale	3
2. Aims	3
3. General Information	3
4. Day Trips Procedure	4
5. Overnight Excursions Procedure	
6. International Trips	
7. Hosting School Events	4
8. Medical Administration	5
9. Monitoring and Review	6

1.0 Rationale:

We believe that learning should be meaningful and relevant and that children need to be actively engaged in the learning process. Excursions are learning experiences that can enhance the child's understanding of curriculum through hands-on activities, and through the opportunity to participate communally in a variety of educational, social and physical experiences.

2.0 Aims:

To ensure that school trips and excursions are safe, purposeful and enjoyable for all children.

3.0 General Information:

Excursions are learning experiences initiated, organised and supervised by the School staff that are external to the school site and are approved by the Principal.

- An excursion should be specific to the school's curriculum.
- An excursion can range from a brief visit to a local point of interest to an extended journey, which may include overnight accommodation.
- All students should be given the opportunity to participate.
- The ratio of student/teacher and student/adult will vary according to the nature of the activity, the activities planned and the anticipated behaviour of students so as to ensure the adequate safety of the students involved. An approximate guide for primary classes is 1: 6. The ratio of teachers/adults will increase as the risk increases. The approximate ratio for Secondary students is 1:10.
- All staff organising day trips will follow the Trips Checklist. A copy of all paperwork will be left at school with the Head of Primary (Primary) and Head of Secondary (Secondary) in a trips folder.
- Prior to the planned excursion a pre-visit and risk assessment will be carried out to ensure the safety of children and staff (in accordance with the Trips Checklist).

4.0 Day Trips Procedure:

- Trips will be discussed during the long term planning stage.
- The Trips Checklist will be followed before the trip is discussed with the children.

- Dates for trips will be organised in conjunction with Jena to organise buses and Primary and/or Secondary PA to check the whole school calendar. Confirmation from the venue of the trip will be confirmed before confirming the buses.
- Prior to the trip the teacher will check medical records to ensure any children requiring epi-pens, inhalers etc are noted and the relevant materials are brought on the trip.
- A first aid kit will be taken on all trips.
- Teachers will have a list of contact details for all children
- The teacher will take a mobile phone ensuring that the school has the number and that he/ she has the school number.
- Children will wear their school uniform unless otherwise stated.
- Teachers will dress appropriately for the excursion remembering that they are representing the school when they are off site. Work dress will be worn unless permission is given otherwise. Jeans will not be worn on trips. Dress will adhere to local cultural sensitivities

5.0 Overnight Excursions Procedure:

- Permission must be obtained from the Board before planning overnight or overseas trips.
- Any overnight or overseas trip is optional and parents must be given the choice whether they send their child.
- Trips will be advertised to parents with an information meeting outlining trip details prior to parents signing up.
- Deposits and further payments will be made to the Accounts office. A record of all Accounts will be kept. Parents are responsible for obtaining visas and vaccinations though the school may support with the visa process as necessary.
- The staff member leading the trip will obtain a copy of all passports and visa pages prior to travelling to ensure that everything is in date.
- Passport and visa copies will also be left at school in the trips file.
- Team building sessions will take place prior to travel.
- Staff: child ratio is 1:10
- A whatsapp group will be set up to inform parents of arrival at the destination.
- Children will not take mobile phones or electronic games. Secondary children may take electronic equipment if deemed appropriate by the staff leading the trip.
- Children will not contact home during their time away unless deemed appropriate by the lead adult. Secondary children may contact home if they have their phones with them, this will be at the discretion of the staff member leading the trip.
- Children will be allocated an adult to be in charge of them who will be responsible for their passports, luggage and general well-being.

- One adult will be in charge of all monies on the excursion, children will only be given money at allocated times. In Secondary children will be responsible for their own money.
- A presentation will be given to parents to allow for questioning and to inform of all aspects of the excursion.
- All children will have comprehensive insurance; where necessary a staff member will be the main adult on the policy. If children have their own insurance the trip leader must have the insurance card, claim forms and emergency telephone numbers
- Food will be discussed with parents before travelling to ensure dietary requirements or allergies are catered for.
- A medical form will be filled in by the parents prior to the trip.
- Any medication will be kept by a designated member of staff and administered in the presence of this member of staff. Secondary may keep their own medication if deemed appropriate by the staff.
- Parents will not accompany children on overnight or overseas trips.

6.0 International Trips Guidelines (KHDA Guidelines)

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 school's local contact in Dubai that KHDA can reach in case of need.

7.0 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



8.0 Field Trip Policy for Medication Administration

The goal of SCS is to facilitate students with medical needs to be allowed to participate in all school activities. It is especially important to plan ahead for any student with a chronic health condition who may be attending an overnight field trip.

If a student requires medication to be administered during a field trip the following procedures must be implemented:

- A list of the upcoming field trips should be made available to the school clinic and school staff (First Aiders) designated for medication administration, at the beginning of the school year and throughout the year as new field trips are planned.
- The student must have a current Authorization for Medication/Treatment Form or Allergy Medication/Treatment Authorization Form on file with Physician and parent signature. A copy of the form should accompany the student on the field trip.
- If the trip extends beyond the regular school hours, parents/guardians are responsible to obtain another Authorization for Medication/Treatment Form with specific instructions for the extended hours. This must be communicated to the parents/guardians. If the hours are during regular school hours the Authorization for Medication/Treatment Form on file should be adhered to.
- It is the responsibility of the Principal/ Head Teacher to ensure that designated staff (First Aider) is properly trained to assist in medication administration.
- School staff designated to administer medications, must be trained by a Registered School Nurse. All training requests for medication administration should be submitted to the school clinic at least two weeks prior to the scheduled field trip.
- Prior to departing for the off-campus activity, the medication must review by school nurse or designated school staff and medication must be signed out on the Field Trip Medication Sign In/Out Record.
- The medication must be kept safely with the Lead Teacher in the original container with a pharmacy label.
- Always cleanse hands before administering medications.
- Medication that needs to be refrigerated must be kept in a small cooler with ice packs if a refrigerator is not available.
The Epi-Pen is to be carried by the teacher at all times, staff are to be trained yearly in the use of an Epi-Pen.
- Prior to administering any medications, Team Leaders will follow the universal medication safety precautions known as The Five Rights of Medication Administration (the right student, the right medication, the right dose, the right time, and the right route).
- Documentation should be completed on the Student Medication Log or as soon as the medication is administered.



Supplies Needed:

- Copy of current Authorization for Medication/Treatment Form
- Copy of the Student Medication Log
- Copy of the Student Emergency Care Plan (if applicable)
- Medication in appropriately labeled original container
- Medical supplies (e.g., Paracetamol syrup/tablet, Scopinal syrup/tablet, Savlon ointment, Fenistil gel, Arnica etc.)
- Anti-Bacterial Wipes/Hand Sanitizer
- Calibrated measuring cup (for liquid medications only)

Upon Return to School:

- Sign medication back in on the Field Trip Medication Sign In/Out Record.
- Return medication to a locked medication cabinet or box.
- Place the Authorization for Medication/Treatment Form and Student Medication Log back in the medication administration binder.

8.1 FIELD TRIP MEDICATION SIGN IN/OUT RECORD

Lead Teacher: _____

Field Trip Location _____

Departure date/time: _____ Return date/time: _____

School Nurse

I have identified that the following students may require medication/s during the field trip described below. I have prepared a copy of the medication log and Authorization for Medication/Treatment form and verified it with each original medication container.

Name	Medication/s	Dosage and time
------	--------------	-----------------



1.		
2.		
3.		
4.		

Medication Trained Designee Signature	Sign Out date/time:

Medication Trained Designee Signature	Sign In date/time:

8.0 Monitoring and Evaluating:

The school has a committee, board, senior leadership team and designated Trips and Excursions person who regularly monitors the Trips and Excursions in their areas of responsibility. All concerns are reported via the appropriate procedures.

Next Review Date: November 2022