



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# FIELD TRIP POLICY

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Next Review : May 2022

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO



## PURPOSE AND SCOPE

Field trips are planned as an important feature of the academic year as an extension of the classroom experience that expand and reinforce concepts learned and can provide new and unique experiences that might not be available in the classroom setting.

Every academic year field trips are planned and approved by the SLT through established procedures for all phases:

- **Academic-enrichment:** a curriculum-associated learning experience to afford students the opportunity to gain insight, information or knowledge. Such trips will have educational objectives that have been clearly defined, including pre-planning, follow-up activities and evaluation, wherever applicable;
- **Socio-cultural enrichment**-experiences aimed at creating students' awareness about the culture and heritage of the UAE.
- **Community Service** – routine trips to instill personal, social and environmental responsibility in students by synthesizing academic course work with real world experiences and give back to the community as engaged citizens.
- **Edutainment**- experiences associated with fun trips planned for entertainment and relaxation as class parties/ cultural events /movies etc.
- **Interscholastic activities:** inter-school/inter-emirate events in which students participate as representatives of the School, such as, but not limited to, sports, cheerleading, and the performing arts.

## Duration of Field Trips

**Day trips**- conducted within school hours

**Overseas trips**- a multi-day program beyond the borders of UAE.

## PLANNING AND PROCEDURES

- All trips should be properly documented and a file should be maintained including copies of all forms and letters used in the planning, parental consent forms for the trips as well as with evidence such as photographs, videos or write ups.
- Age appropriateness and relevance should be kept in mind when planning any trips.
- Field trip planning form approved by the SLT and the MSO shall account for risk assessment, health & safety precautions, and SEN provision.
- Request for Transport form should be submitted at least 3 days in advance by the concerned department, approved by the SLT.
- The Principal will approve, in conjunction with the Vice Principal of School, overseas field trips.
- Staff student ratio will be at least 1:10; the staff member will be responsible for the group of children assigned, which includes registering headcount, and all other procedures.
- One senior staff member will assume the role of team-leader who will monitor all staff and students throughout the trip.
- All procedures for First Aid should be ensured by the school doctor in conjunction with the transport supervisor. In the event of an accident or illness of a student, medical treatment should be promptly sought and the school and parents/guardians notified as soon as possible.

- A specific caregiver will be assigned to each group of children. A staff member will always accompany the children to a public restroom.
- On every field trip, the students are accompanied by teachers and support staff
- Information related to the field trips to be posted well in advance by a circular on the website (if payments are not involved) or an acknowledgement slip is sent and payments are collected by the class teacher and submitted to the School Accounts Officer.
- The responsibility for handling the payment amount at the venue should be given to one member of the group of teachers accompanying the students on the trip.
- All students will be taken to the site of the field trip by the School Transport.
- Prior to the trip, depending on the time and venue, it will be decided whether the students will have their midday meal during the trip or after they return to school.
- The team leader on every field trip is informed of the Drivers, Transport supervisor's, Key Stage Coordinators mobile numbers, so they can contact them in case of an emergency.
- Due to school transport timings for the Kindergarten, day trips should be arranged so that the buses return to the school by 11:45 am at the latest.
- In case of a long-distance trip, it can be extended beyond 11:45 am with adequate transport arrangements.
- Feedback regarding the trip is obtained from the teachers as well as the students and documented for future reference.
- Designated Safe guarding Lead monitors procedures on the safety and wellbeing of students.
- The school consistently follows all of the GEMS risk assessment and education trip processes and the application of these are monitored and the impact identified for all parts of every educational activity/visit.

## **PARENTAL CONSENT**

A parent or guardian for each student should sign a permission form that consents to the student attending the trip and authorizes trip leaders to obtain medical treatment for the student in case of an emergency.

## **STUDENT BEHAVIOUR**

- Students participating in field trips must meet the same standards of behaviour which are required in the regular school setting, as outlined in the school's Code of Conduct. Students are also expected to observe the regulations established by the site they are visiting.
- Students participating in field trips must be made aware of the consequences of unacceptable behaviour.
- Parents must be notified in advance of serious behaviours that would compromise a student's participation in a Field Trip.
- In the event of an injury, teacher will call for assistance from another adult. Adults will tend to injuries, maintain order and keep other students calm and away from injured student. An "Accident Report" form will be completed upon return to school and parents will be informed of the injury.
- In the event of an emergency, the teacher will seek immediate help. Teachers will inform school immediately and DSL will determine whether parents should be called to meet the injured student at the site or whether emergency services are needed. School administration and parents will be informed whenever there is an emergency situation. An "Accident Report" form will be completed upon return to school and parents will be informed of the extent of the injury.
- Any untoward incident must be reported to the Principal and DSL immediately by the team-leader. A decision may be made by the Principal regarding the need for further disciplinary action.

### **Vetting Third-Party Study Abroad Vendors**

In terms of global reach and curriculum, third-party vendors can greatly increase the outdoor learning opportunities available to students. Vendors also free up campus resources by taking on planning, operations, and some liability.

When choosing a third-party vendor, we select programs that protect students by properly addressing the risks of international travel and learning. To manage these partnerships, we carefully vet vendors by focusing on the following practices.

#### **Gather information about the vendor:**

- Closely examine the vendor's licenses, history, and reputation. Inquire about its safety record and as far as possible go with a vendor approved and endorsed by GEMS.
- Evaluate whether the vendor operates in an ethical manner that is in line with our institution's mission.
- Scrutinize — for fairness and accuracy — the vendor's marketing materials and the vendor's application and selection process.
- Ask about the vendor's student-to-staff ratio
- Confirm the vendor's staff have experience working with students. Ask about employees' language fluency and years spent in-country.

#### **Require comprehensive emergency protocols:**

- Carefully review the vendor's written crisis and emergency response plans. Pay particular attention to its protocols for top travel abroad risks such as hospitalizations, assault, complaints of discrimination or harassment, mental health crises, natural disasters.
- Assess the vendor's responses to past emergencies and review its in-country resources. Check that evacuation plans are in place and emergency health care is available for each program site.
- Confirm that the vendor requires or provides health insurance and repatriation evacuation insurance for all participants.

#### **Look for proactive training of students and program staff:**

- It's critical to ensure orientation programs for participating students (and parents, when minors are involved) before departure and upon arrival at the destination country. During orientation, vendors should inform students about local laws, cultural expectations, region-specific health information, and details about safe and unsafe behavior. Vendors also should provide details about academic policies, conduct rules, and other expectations of the program and your institution.
- Ensure that students receive information about reporting misconduct and raising other concerns while abroad.
- Confirm program staff are adequately trained to respond to problems and that they will fulfill all necessary reporting and compliance obligations. Ask for details about the vendor's requirements for staff, including mandatory certifications, training programs, educational background, and job experience.

#### **Ensure the company's educational offerings are consistent with OOS expectations.**

- Assess whether the rigor of the academic program meets your institution's requirements. Review syllabi and interview past student participants to gauge the educational benefit.
- Ensure that the vendor properly accommodates students with disabilities.
- Closely inspect the student conduct rules and disciplinary proceedings to determine whether they align with those at your institution.

**Evaluate the safety and security of the vendor's facilities, housing, and transportation:**

- Conduct site visits, if possible. Check that facilities are in a safe, accessible area.
- Require that all companies (charter buses, tour operators, etc.) the vendor hired adhere to strict safety standards and demonstrate appropriate insurance coverage.

**Confirm the vendor has sufficient insurance:**

- Require the vendor to provide proof of insurance for property damage and injuries involving program participants. Confirm that the vendor will name our institution as an additional insured on its liability insurance policies.
- Carefully inspect all contracts or participant waivers the vendor requires and ensure student participants and your institution are fully protected.

**Document relationship in a written contract:**

- Rather than accept a form contract from the vendor, customize the agreement so that the terms accurately reflect the expectations and insurance requirements listed above.