

A group of children are hiking through a forest. In the foreground, a girl on the left wears a pink shirt and a tan hat, carrying a backpack. Next to her is a girl in a white shirt. To the right, a boy in a blue polo shirt and shorts is walking, also with a backpack. Behind him, another child is visible carrying a blue rolled-up mat. The forest has tall trees and lush green ferns on the ground.

PARK IS Policies

TRIPS & ACTIVITIES

PARK INTERNATIONAL
SCHOOL

PaRK IS | SCHOOL TRIPS AND ACTIVITIES POLICY

2023|24

TABLE OF CONTENTS

| | |
|--|----------|
| Introduction | 2 |
| Aims and Objectives | 2 |
| Descriptions of Off-Site Trips and Activities | 2 |
| Roles and Responsibilities | 3 |
| TRIP PARTICIPANTS | 4 |
| PARENTS | 5 |
| Health & Safety | 6 |
| RISK ASSESSMENTS | 6 |
| HEAD COUNTS AND BEDROOM SUPERVISION | 6 |
| MEDICATION | 6 |
| TRANSPORT | 6 |
| SPECIAL PHYSICAL, MEDICAL AND EDUCATIONAL NEEDS | 7 |
| STAFF BRIEFING AND EMERGENCY PROCEDURES | 7 |
| Communications | 8 |
| USE OF MOBILE PHONES | 8 |
| ROUTINE COMMUNICATIONS WITH PARENTS | 8 |

1. Introduction

PaRK International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at PaRK International School.

All offsite trips and activities that are organised and undertaken by the School are regarded as “educational visits”. Whenever students leave the school site under the direct or indirect supervision of School Staff, they are undertaking an educational visit.

2. Aims and Objectives

The School aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. As well as complementing the academic curriculum, trips also contribute to the development of the attributes of the Student Profile, helping to create well-rounded individuals. PaRK IS recognises the value and importance of learning outside the classroom, and encourages Staff to organise educational visits that enrich the curriculum and enhance the learning and development of our students on a monthly basis.

3. Descriptions of Off-Site Trips and Activities

Off-site classes: Where the School uses facilities outside of the school for regular classes (ie: physical education), this will normally be incorporated into the timetable and well publicised. The School may use a variety of sports facilities and these may change at relatively short notice subject to availability and the curriculum.

After-school activities and clubs: These activities and venues are organised at the beginning of the school year by Value-Added Services however can change along the school year and all parties are notified of the possible use of off-site locations. In the case of activities such as local sports fixtures and competitions, visits to exhibitions, theatres, lectures, concerts, etc., notice of the off-site venue will be given at least one week in advance. Written parent consent will be sought as part of the preparation for the trip.

Day trips (including community and service activities): Educational and curriculum based trips to places of local interest take place throughout the school from all ages are encouraged to take place on a monthly basis. Trips are organized by the teacher, with coordinator approval, and are communicated to parents in advance. Day trips have an additional cost to parents and must be approved by the Coordination and Department of Finance.

Overnight trips: trips that are 1 or more days out. i.e Finalist Trips, end of year excursion etc. Trips are organized by the Head of the Section, with the Senior Leadership’s approval, and are communicated to parents several months in advance. Overnight trips have an additional cost to parents who can opt to not participate in the trip.

4. Roles and Responsibilities

The Teacher (Group Leader) will provide a School Trips Request Form (Appendix 1) and Risk Assessment (Appendix 3) to the Head for consideration.

The Head of Section (HoS) has overall responsibility for all the section’s educational visits. If the HoS is absent or unavailable, the Executive Headmaster can fulfil the same responsibilities regarding the management and approval of educational visits.

The HoS will oversee the planning and organisation of the visits with assistance from Administration, and provides advice and guidance to staff.

The HoS ensure the following has been considered:

- The staff members accompanying the trip are competent to instruct the trip and monitor the risks throughout the visit
- The necessary risk assessments have been completed and approved by Senior Leadership (if necessary the teacher may need to do a pre-visit)
- Necessary certifications and risk assessments from Third Parties have been acquired and reviewed
- Sufficient time to organise visits properly
- That the ratio of staff to students is appropriate
- Parents have signed consent forms, when required
- Arrangements have been made for the medical needs and special educational needs of all students
- Adequate first-aid provision is available
- The mode of travel has been organized and is appropriate
- Travel times out and back are known including pick-up and drop-off points
- There is adequate and relevant insurance cover (Head Office insurance representative)
- Have the address and phone number of the trip venue and have a contact name
- That the Risk Assessment contains agreed emergency procedures and has the names of all the adults and students traveling in the group, and the contact details of parents, the teachers and other supervisors
- There is a contingency plan for any delays including a late return home
- Snacks and lunches have been requested when necessary and all dietary needs have been considered
- Advise parents of the following:
 - Additional insurance (not covered by school's multi-risk insurance policy)
 - Financial costs and method of payment
 - Health and Vaccination requirements
 - Passport and Visa requirements and any other official documentation required (e.g. authorization for minors leaving the country is required from both parents; other)
 - All other operational requirements for the trip (including clothing, pocket money, equipment, medicines, etc)
 - Appropriate dress must be defined (formal uniform /informal uniform / PE uniform /casual dress (only for overnight trips)

TRIP PARTICIPANTS

The Overall **Group Leader** must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Heads. All accompanying staff must follow instructions given by the Group Leader. If at any moment any staff member feels that there is a risk to the well-being, health, safety of the students, they must transmit this immediately to the Group leader, who will decide whether to stop the trip. At least one staff member with First Aid training should accompany the group and carry the First Aid kit for overnight trips.

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. Although the school recommends a minimum staffing ratio, the choice of staff and the decision regarding ratios is still a matter of judgement for the Heads and Overall Group Leader, as part of the risk assessment and management process.

Guide to adult: child ratios

- a. **1:10 (Early Learning and Junior School) and 1:15 (Senior School)** for trips where the element of risk is similar to the risks encountered in daily life
- b. **1:10** aged up to 12 years old | **1:15** 12+ years old for overnight trips
- c. **1:8** Children under eight and/or where the children have special needs
- d. **1:6 or less** for children under 6 or high risk activities

Responsibilities of Students

The Group Leader should make it clear to students that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit • behave sensibly and responsibly
- If abroad be sensitive to local codes and customs
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or a member of staff
- Catch up with any work missed¹

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.

PARENTS

Parents have the right to make an informed decision as to whether their child should go on the visit.

The Teacher must ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

Information regarding the school's insurance should be communicated to parents. The Teacher should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the school's expectations with regards to behaviour. On overnight trips the School does not encourage visits from family members during the trip. In such circumstances, previous authorization by the HoS must be given. A copy of a photo-identification document must be provided for relatives. Such a meeting must take place during a supervised and scheduled activity (for example, a meal in a restaurant). If a parent or family member intends to meet a student during a school trip, prior agreements and arrangements must be recorded in writing.

Parents will need to:

- Provide the group leader with emergency contact number(s)
- Sign the relevant consent form
- Submit notarised travel permissions
- Give the School Trip Leader information about their child's physical health which might be relevant to the visit (by means of the consent form)
- If a child takes daily medication, all medication must be labelled with child's name and accompanied by Doctor prescriptions and PaRK IS Medication Form completed for each medication. (Appendix 4)

¹ For non-curriculum overnight or day trips, if the subject teacher(s) believe(s) that the student's academic progress will be affected due to their absence, the student and parents should consider whether it is appropriate to go on the visit.

5. Health & Safety

RISK ASSESSMENTS

The School has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Group Leader should undertake an appropriate risk assessment for each visit, and this should be agreed by Heads before the visit takes place.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management. A Risk Assessment Form is available in Appendix 3.

All relevant generic risk assessment forms are reviewed, amended, and agreed at the start of each academic year by all staff. These generic forms are to be stored in a clearly marked file (Trip Risk Assessments) in the school and on the staff drive. Staff are encouraged to reference these if unsure about agreed practice or before undertaking visits that they are less familiar with.

HEAD COUNTS AND BEDROOM SUPERVISION

Whatever the length and nature of the visit, regular head counting of students should take place, particularly before leaving any venue. All supervisors should carry a list of all students involved in the visit at all times.

The Group Leader should establish rendezvous points and tell students what to do if they become separated from the group.

On overnight trips, staff should be proactive in terms of bedroom supervision. Students should be placed in bedrooms of the same gender per room. No student should be in a room on their own. Where possible, boys and girls should be placed on separate floors or in different “blocks” and teachers rooms should be strategically positioned to ensure close and careful monitoring. Teachers must do a room check before “lights out” and students should lock their rooms after the check and are not allowed to leave their rooms during the night, unless there is an emergency. Students should be advised to only open their bedroom door to known and agreed members of staff.

MEDICATION

All medication must remain with staff. Staff must record administration of the medication on the PaRK IS Medication Form. One staff member should administer and one member of staff should record. (Appendix 4)

TRANSPORT

As part of the overall risk assessment process, the Group Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific legal requirements are met.

The school may hire coaches/buses from local companies which have already been checked and approved by HoS.

For the safe supervision of pupils on coaches/buses, Group Leader and Staff are required to sit in various locations, spread throughout the coach and carry a first aid kit and an appropriate mobile phone.

Transportation of children in private cars is not allowed.

SPECIAL PHYSICAL, MEDICAL AND EDUCATIONAL NEEDS

Teachers should make every effort to include students with special physical, educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Students with physical needs: Where a trip includes a student with physical needs, provision should be considered well in advance of the trip, during the pre-visit and risk assessment. The Group Leader should ensure, where feasible, that there is suitable access to the locations visited and that activities should include opportunities for engagement and participation.

Students with medical needs: Additional safety measures to those already in place in the school may be necessary to support students with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits will be required.

All teachers supervising visits should be aware of a student's medical needs and any medical emergency procedures.

The Group Leader should discuss the student's individual needs with the parents where clarification is needed.

If teachers are concerned about whether they can provide for a student's safety or the safety of other students on a trip because of a medical condition, they should seek general medical advice from the school nurse (if available), the student's doctor or parents.

Students with special educational needs: The school will already be familiar with the nature of a student's special educational needs. Any limitations or challenges the student may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a student with SEN and the behaviour of some students may prove challenging. There should be consideration of whether the student is able to take part in and benefit from the activity.

STAFF BRIEFING AND EMERGENCY PROCEDURES

It is important that all staff involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group Leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. (Appendix 2: Contact Registers)

The Group Leader must ensure that Staff have immediate access to the emergency contact details of the school Heads and the parents of those on the visit by having a copy of the participants' details and the emergency contact card.

Emergency procedures are an essential part of planning a school visit. Teachers in charge of students during a visit have a duty of care to make sure that the students are safe and healthy. Teachers should not hesitate to act whenever they sense that there is excessive risk of harm to any student or adult in an emergency and to take life-saving action in an extreme situation. A teacher does not have the authorization to modify the authorized trip without approval from the Head of Cycle.

Prior to the trip

- Brief the group (student and staff) on emergency procedures before they set off, including details of communications, so they are familiar with the procedures in the event of a serious accident or incident

- All contact details, insurance documents, medical information should be given to the trip leader before the trip departs

In the event of a serious accident, the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services and everyone who needs to know of the incident

The Group Leader will take charge in an emergency and would need to ensure that emergency procedures are in place and that alternative arrangements are made. The Group Leader should liaise with the representative of the tour operator (if one is being used) but remain the person who is in overall charge.

The Group Leader is the school contact and it is their responsibility to contact the school, the Executive Headmaster, HoS and the parents in case of an emergency.

In the case of an emergency the Group Leader and any school staff on the trip should not respond to any media attention or focus. The school has its own procedures for communicating with the media during any emergency or crisis.

A fully equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits.

As representatives of the school, staff should be aware of their conduct and behaviour and are reminded that smoking and drinking alcohol whilst on a visit are not permitted.

If a trip is likely to be returning late, the Group Leader must inform the School, who will in turn, inform parents.

6. Communications

USE OF MOBILE PHONES

Mobile phones are both a communication device and a learning tool. As in any school based learning activity their use is at the discretion of the Teacher. The Group Leader will determine when students can use their mobile phones to contact home. On overnight trips a scheduled time will generally be allocated daily (signal permitting) for students to use their phones to contact their parents.

ROUTINE COMMUNICATIONS WITH PARENTS

The Group Leader or another designated member of staff will provide regular communication about the progress of the overnight trip, where this is practicable and actually possible. Every effort should be made to provide at least a daily update, even if this is done through a site secretary. Time will be designated for students to contact their parents by telephone, where a signal is available. Parents should not contact students on a trip directly nor contact the Group Leader or other members of staff, except in cases of emergency. The expectations for regular communication with parents should be outlined in the trip letter.

Last reviewed: July 2023

Next review date: July 2024

Reviewers: Heads of School

APPENDIX 1 | School Trip Request Form

| | |
|--|--|
| Purpose: | |
| Description for Newsletter (Máx. 75 words) | |
| Where: | |
| Date and Hour of Departure: | |
| Date and Hour of return: | |
| Cost: | |
| Method of Payment | |
| Transport: | |
| Class: | |
| Number of Students | |
| Teacher in charge: | |
| Teachers / Staff: | |
| Food Requirement: | |
| Dress Code: | |
| Other Information: (i.e. accommodation if required) | |

APPENDIX 2 | Contact Registers

Student Contact List

[illegible]

Emergency Contact Numbers

| | Name | Contact |
|---------------|------|---------|
| Group Leader | | |
| Staff 1 | | |
| Staff 2 | | |
| School | | |
| Head of Cycle | | |
| Police | | |
| Ambulance | | |
| Other | | |

Appendix 3 Risk Assessment Form

Environment* and Transport*

| | Risks | Control Measures | Emergency Action Plan | L | O |
|----------|-------|------------------|-----------------------|---|---|
| Generic | | | | | |
| Specific | | | | | |

*Attach Stamps of Proof of Certification | Risk Assessment from Third parties

People (Staff, Students, General Public)

| | Risks | Control Measures | Emergency Action Plan | L | O |
|----------|-------|------------------|-----------------------|---|---|
| Generic | | | | | |
| Specific | | | | | |

Equipment

| | Risks | Control Measures | Emergency Action Plan | L | O |
|----------|-------|------------------|-----------------------|---|---|
| Generic | | | | | |
| Specific | | | | | |

L represents Likelihood: to fill in with *highly likely* | *unlikely* | *likely*

O represents Occurrence: to fill in *slightly harmful*, *harmful*, *extremely harmful*

Signature

Date

Head of Section Approval

APPENDIX 4 | Medication Registration Form

(ONLY 1 MEDICINE PER FORM)

| | |
|-----------------------|--|
| STUDENT NAME | |
| MEDICINE | |
| DESCRIPTION | |
| QUANTITY | |
| SCHEDULE | |
| PARENTAL CONFIRMATION | |

| DATE | TIME | DETAILS | OTHERS | CONTROLLER |
|------|------|---------|--------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



An **inspired** school

Embracing **Individuality**. Preparing **Leaders**.