

Policy Name:	SCHOOL TRIP POLICY				
Approval Authority:	Director / Principal	Adopted:	April 2012	Reviewed:	April 2016
Responsible Executive:	HM	Revised:	April 2017		
Responsible Office:	Admin / Academic	Available:	In the Library, Website		

Other Distribution List

Principal
 Headmaster
 Headmistress
 Supervisors
 Academic Staff
 Parents

Aims

- To enrich the curriculum through a range of extra-curricular trips and visits
- To define the roles and responsibilities of staff, parents and pupils in each visit
- To provide detailed procedures for planning and leading an educational visit
- To ensure the health and safety of both staff and pupils on visits.

General principles

- The school recognises the importance of school trips for the educational, social and moral development of pupils.
- Trips should be inclusive and organised in a way which allows as many students as possible to participate.

The health and safety of all members on educational trips must always have absolute priority. DPS SHARJAH code of practice must be complied with in all instances.

- The careful preparation and supervision of school trips is essential in order to ensure the safety and enjoyment of pupils as far as is reasonably possible
- All school trips and visits should have the approval of the Senior Leadership team
- All paperwork must be completed before the trip takes place.
- PERMISSION FROM THE SHARJAH EDUCATION ZONE MUST BE TAKEN BEFORE A TRIP

Each visit should have a designated leader who is sufficiently experienced and competent to fulfil this role.

- The recommended guidelines for staff/pupil ratios must be followed depending on the nature of the trip and number of students
- Written parental consent must be obtained prior to any students taking part in a school trip
- An evaluation of the trip must be completed on return to support the planning of future trips and events.

Assurance of Safety during a school trip

- Obtain permission for the trip to go ahead by filling in an Events form giving dates, staff details of the trip and any other relevant information.
- At the very least the Events form must be submitted at least 2 weeks prior to the trip for non-residential and foreign trips and at least 1 month for residential or foreign trips.
- Ensure no student who has been banned from taking part has been asked to take part/ paid deposit.
- Send an initial information letter to parents. Template letter available in shared area. Must include reference to consent forms and deadlines. Attach to the initial letter the medical information and emergency contact numbers.

STRICT RULES FOR COMPLIANCE:

- Under no circumstances should **smoking, drinking alcohol or banned substance** be used during a school trip.
- **ALL** students should behave in the most impeccable manner as they are ambassadors of the school and their behaviour reflects on the reputation of the school.
- **ALL students should report continuously and inform of their movement to their teacher mentor / supervisor, as and when demanded.**
- Students must provide an emergency contact details and medical information.
- ***Students who return important forms on the morning of the trip will NOT be allowed to take part.***
- Arrangement for parents' information will be arranged, where necessary.
- Students will be allocated responsibilities which they will follow very seriously.
- All students will be a part of any mock emergency procedures.
- Students and teachers will be encouraged to maintain contact with school during trip whenever appropriate.
- On residential trips possible gifts relating to the school should be given or made by the students.

- **Any student who deliberately violates the rules set by the teacher mentor and may cause potential danger to others and self will be suspended or expelled from school**