



# **GIS Trips Policy**

Updated: Jan 2019

## **Table of contents**

1. Purpose
2. Scope
3. Responsible persons
4. Description
  - a. Preparation
  - b. Approval
  - c. Parental consent
  - d. Staffing
  - e. Risk assessment
  - f. Staffing
5. Appendices

## 1. **Purpose**

The purpose of the document is to outline procedures and identify personnel responsible for students' safety on trips and visits.

## 2. **Scope**

Any destination that GIS students travel to.

## 3. **Responsible persons**

Section Principals – to approve visits

Business Manager/School Secretary – to make bookings, checking times, costs, maintain records

Visit/trip leader – together with the Business Manager to plan and organize visits aligned with the curriculum and school policies, assess risks, communicate with parents and complete documentation

Supervising adults – to supervise students, assess and manage risks aligned with risk assessment

Students – to follow instructions and procedures as explained by trip leader and teachers

## 4. **Description**

### **Preparation**

The trip leader is responsible for all planning and organization. He/she completes risk assessment, makes transport arrangements with the help of the Business Manager/School Secretary (if applicable) and informs parents of all details. A letter outlining the details (Appendix A) needs to be approved by the Section Principal before it is sent home. The letter must request disclosure of any information regarding students' health as well as measures that need to be taken in case of emergency.

### **Approval**

All trips and visits need to be approved by the Section Principal at least two weeks before the event if practicable.

### **Parental consent**

The trip leader needs to obtain written consent from the parents/guardians. Parents need to be fully aware of the purpose, destination and duration of the trip as well as

other relevant details. Parents wishing to deliver or collect their children in places other than the designated ones need to inform the trip leader in writing.

Parents must inform the trip leader of any medical conditions their child has as well as what measures need to be taken in case of emergency. Should a child require to take medicine or use any medical equipment, clear instructions should be submitted by parents to the trip leader in writing. Arrangements should be made between the trip leader and the parents as to who carries and doses the medicine.

Parents should return the consent forms 48 hours before the planned event.

## **Staffing**

Each trip/visit has to be staffed by school employees (teachers, assistants or administrators), who are familiar with the relevant school policies.

a. Ratio

The standard ratio for visits within a walking distance is 1 adult to 15 students. A professional judgment must be made for each visit, depending on specific circumstances. They are:

- Type, duration and level of activity
- The age of the students (two adults are required for all PYP trips)
- Needs of individuals within the group – medical, SEN, behavior
- Experience and competence of supervisors
- Nature of venue
- Current weather conditions
- Nature of transport

b. Competence

At least one adult supervisor has to have a working knowledge of first aid. A first aid kit has to be collected from the office for each group of students prior to departure.

c. Parent volunteers

Parent supervisors are welcome. They need to be briefed on the school policy and relevant procedures that are included in the risk assessment.

## **Risk assessment**

Risk assessment has to be carried out by the trip leader and the appropriate form has to be submitted to the principal for approval with the application if practicable.

Students should be involved in identifying potential risks and appropriate measures. This will help minimize risk and develop risk awareness in students.

Prior to departure, the trip leader needs to ensure that students with medical conditions have the required medicine in sufficient quantity and/or equipment.

## **Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets, etc.

If private transport is used parent consent must be included in the consent form. It is recommended that parents acting as drivers are fully insured.

## **5. Appendices**

- A. Information/consent letter to parents
- B. Risk assessment form