

**GEMS****مدارس أجيال العالمية**
Ajyal International Schools

AJYAL

SUPPORTED BY SAUDI ARAMCO

**School Trip
Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

1. Policy Objectives

This policy outlines the aims and expectations for trips and off-site visits and is designed to help staff to ensure that students stay safe and healthy during these trips. This policy has been produced to offer school staff advice and support in the planning and organizing of these activities.

2. Policy Scope

This policy applies to children, families, staff, and administration of AIS.

3. Policy Actors

- AIS School Leaders
- AIS Teachers
- Administrative Staff

4. Related Policies and Procedures

- Attendance and Truancy Policy.
- Anti-Bullying Policy.

5. Related Forms

- Parents' handbook
- Teachers' handbook

6. Terminologies

School leader: Any person who is in the position of Subject Team Leader and above according to AIS governance.

School Superintendent: A General Director of a whole school who reports directly to the CEO.

School Trip: an event in which students journey to a separate location to their normal learning environment under the authority of the staff of their school and with the purpose of learning by experience.

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7. School Trip Policy

Under the MoE regulations, and in accordance with our vision, mission and values, AIA must take reasonable steps to ensure that school trips achieve the four major principles of MoE which are:

- School trips must be purposeful, with specific, measurable, and achievable goals.
- These trips must fulfill students' needs and interests.
- Trips are an educational means from which students learn experiences that are not available in the school area or premises.
- Trips enhance students' ability to discover, research, observe, criticize, correlate, cooperate and learn patience.

School Trips objectives:

AIS is committed to providing school visits as a positive tool to enhance and develop learning, build a sense of community, develop individuals, stimulate students' imaginations, bring learning to life, and provide an experience of the local and wider world to our pupils as they begin their learning journey.

AIS trips aim to:

1. Enhance students' moral, religious and cultural values and support their Islamic identity.
2. Trips goals or content should not contradict the states' policies or MoE policies.
3. Improve students' ability to cope with change.
4. Enhance critical curiosity and resilience.
5. Create opportunities for making meaning, creativity, developing learning relationships and practicing strategic awareness.
6. Support achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
7. Enhance opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of student development.
8. Increase risk management skills through opportunities for involvement in practical risk-benefit decisions in an array of contexts, i.e.; encouraging pupils to become more risk aware as opposed to risk adverse.
9. Develop greater sense of personal responsibility.

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10. School trips offer possibilities for genuine team working including enhanced communication skills.
11. Improve environmental appreciation, knowledge, awareness and understanding of a variety of environments.
12. Improve awareness and knowledge of the importance and practices of sustainability.
13. Acquire physical skills and develop a healthy lifestyle.

School Trip Regulations:

1. Trips must be approved by school principal and/or superintendent. MoE approval is required for trips outside KSA.
2. Trips must be suitable for the students involved having regard to their ages, abilities, needs and aptitudes, ALL students must be given an equal chance to participate in the school trips.
3. Risk assessments:

Risk Assessments are a vital part of planning an educational visit and must be completed and approved prior to the trip taking place. It is advisable for all risk assessments to be completed at least 2 weeks prior to the trip as this gives time to make amendments if the risk assessment is not passed in addition to preparing for the frequently encountered hazards and their control measures. The risk assessment must be based on the following considerations:

- What are the hazards?
 - Who might be affected by them?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - Can the trip leader put the safety measures in place?
 - What steps will be taken in an emergency?
4. Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
 5. All staff to be aware of the medical needs of any of the pupils including emergency procedures.
 6. At all times the children must be accompanied by the following ratios of adults to children:

Visits involving children in KGs 1 : 6 minimum.

Visits involving children in Grades 1-3 1 : 8 minimum.

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Visits involving children in Grades 4-6 1 : 10 minimum.

Visits involving children in above Grade 7 1 : 12 minimum.

7. First aid training must be completed by sufficient members of staff for the number of pupils involved. First aid kits should be available at all times.
8. Emergency contact details must be provided for all parents and staff for the duration of the visit.
9. A list of all participants with details of pupil's dietary needs and significant other needs must be prepared (and that these needs are made known to all staff and are capable of being met).
10. An evaluation of the trip afterwards must be written to aid others who might be considering a similar project in the future.

Staff Responsibilities:**Trip Leader:**

For all field trips, the Trip Leader:

1. Must be an employee of AIS, preferably a suitably qualified teacher;
2. Must submit a trip proposal to the relevant Principal, and this must be approved before any commitments are made with students, parents, teachers, or outside agencies;
3. Must share and discuss all details of the trip, from planning to implementation, with the school principal.
4. Must ensure all activities conform to legal regulations and are covered by the school's insurance;
5. Must draw up a budget with the aid of the relevant Principal. The budget will show projected expenses and revenues (where appropriate) and will be submitted to the relevant Principal. The trip leader will ensure that receipts are handed in to the administration;
6. Must have relevant first aid qualifications;
7. Shall draw up a risk assessment for the trip. Where limitations apply, or advance risk assessment is not possible, these issues must be discussed with the relevant Principal with the aim of developing an agreed strategy for adequate risk assessment;
8. Must accompany the trip. If the trip leader resigns from AIS before the trip or is unable to go on the trip for any reason, a new trip leader must be named in good time to manage the trip successfully;
9. Has overall responsibility during the trip and is therefore expected to assume leadership throughout the trip. The trip leader may delegate responsibilities to accompanying staff as necessary;

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10. Must nominate accompanying staff and secure their agreement for participation, with the agreement of the relevant senior manager. This process should also account for the needs of students left at the school;
11. Must organize at least one meeting with the trip team, before the trip takes place, to communicate and agree the proposed responsibilities, duties, contact and non-contact time, and other professional expectations of each member of the team;
12. Will ensure that the minimum student-teacher/adult ratio is met.
13. Will ensure, in consultation with a relevant senior manager, that an agreed number of accompanying staff should be fluent in Arabic for trips within Saudi Arabia;
14. Should instruct the administrative staff for all bookings, verification of papers, etc.
15. Is responsible for all communication with parents;
16. Must provide the accounting office with all the pertinent details (list of accompanying staff, date and time of departure, date and time of arrival) to prepare per diem payments;
17. Will contact the relevant Principal immediately in the event of any serious accident or breach of the rules;
18. Will have a school telephone and, for overnight trips, must contact AIS on an agreed and regular basis;
19. Is responsible for the cash float to be used for emergencies;
20. Shall ensure that in the case of accident, theft or other emergency, all accident reports or police statements are made by the appropriate staff member;
21. Must keep administrative assistants up-to-date with all planning for the trip, so that they may respond to parent/student enquiries;
22. Will endeavor to include in the trip team at least one staff able to speak the host language for trips outside Saudi Arabia. Should no staff member speak the language, it is necessary to take a letter, in the host country language, explaining the purpose and details of the trip;
23. Once the trip is finished, will provide the due information (date and time of departure and return and list of the participant staff members) to the HR Department so that salary can be processed.
24. Is responsible for overseeing the organization of the overnight trips, which includes the choice of accommodation, transport, activities, excursions, etc. she is also responsible for putting together a trip handbook for students and accompanying staff, writing information letters and permission slips, organizing pre-trip meetings for parents and accompanying staff, the day-to-day management of the trip, and debriefing with the field trip team and relevant Principal as necessary;

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25. Should plan appropriate back-up activities in the case of that activity being cancelled (booking problem, poor weather, etc.);
26. Should ensure the availability of a healthy, balanced, diet for students;
27. Will be paid for the organization, preparation and report of the trip and will also receive a responsibility allowance during the trip equal to double the per diem for a teacher on a field trip;
28. Will ensure, in consultation with a relevant senior manager, that:
 - i. an agreed majority of accompanying adults will be qualified AIS teachers, of whom the majority must be trained in basic first aid;
 - ii. due consideration is given to the need for a homeroom teacher/Head of Grade/class teacher accompanying the trip;
 - iii. each team member is provided with an equitable provision of non-contact time. Non-contact time means that, with the exception of an emergency situation, there would be no reasonable expectation of a team member being required to be responsible for students or carry out any other professional duties associated with the trip.;
 - iv. a list of accompanying adults with their status (teacher, administrative assistant, parent, etc.) must be available to parents before the trip takes place.

Responsibilities of accompanying staff:

For all field trips, the accompanying staff:

1. must model and maintain appropriate professional conduct, consistent with expectations in the workplace;
2. must be fully conversant with the AIS School Trip Policy and any specific trip policies and procedures;
2. must have access to information sessions or professional training outlining AIS safety standards, expectations and procedures for trips;
3. should have the opportunity to receive first aid training;
4. must be given a field trip handbook (hard copy or e-document) before the trip, which contains a student list, parent contact numbers, trip schedule, accommodation and visit details, staff phone numbers, insurance documentation;
5. are responsible for the conduct and safe return of all students to the school, and must remain with the students until they have been picked up by the authorized person unless a permission slip has been signed by parents for the student to leave unaccompanied.

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8. Resources

- International best school practice benchmark documents
- AIS Strategy, Vision and Mission

9. Reference

For more information, please contact the AIS Superintendent.

10.Changes

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Gourra/ CEo	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0