

Field Trip Policy

2019 - 2020

Purpose of field trips:

Field trips are important in order to expose children to different cultural aspects of the world around them. Taking school-aged children on field trips provides them with a better understanding of different ideas, people and places.

Objectives of field trips:

- Increasing awareness and deepen knowledge.
- Developing positive attitudes and leaders.
- Developing students who are balanced, reflective thinkers, willing to accept new challenges and new roles and active participants in sustained, collaborative projects.

Types of field trips:

1. Trips where students are taken during school hours for few hours within the neighboring area of the school for environmental, cultural, religious and observational studies. (Fire station, Mosque, Aswaq, Elderly Home...)
2. Trips where students are taken during the school hours for educational/ fun trips. (The green planet, Sharjah museum, Kidzania, Aquarum...)

Planning trips:

Formal planning is essential prior to the trip. A preliminary visit by the group leader is necessary to give him/her the necessary information.

The factors to be considered are:

- The type of visit.
- The location of the visit.
- Facilities at the venue.
- Transport arrangements.
- Financial planning.
- The competence of staff accompanying.
- The ratio of teachers to pupils.

- Seasonal conditions.
- Emergency procedures.
- First aid boxes and knowledge of first aid.
- Information to parents and their consent.
- Communication to the administration personnel confirming arrangements.

Field trips should be planned by grade level teachers or subject coordinators or head of subjects at the start of the term.

Responsibilities:

Management:

The head teacher should review the trip arrangements with the activity coordinator and be satisfied that the visit has been planned effectively & the risk minimized.

Activity Coordinator should ensure:

- Have enough time to plan and organize trips scheduled for the term.
- Staff accompanying is appropriately selected.
- Child protection procedures are in place.
- The trip supports the goals of the curriculum.
- Details and arrangements of the trip conform to the IPS policy.

Must discuss the trip with the teachers of the classes going and identify the link to the curriculum and the local environment.

Activity Coordinator should:

- Define supervisors' roles and assign tasks accordingly. Check the supervision ratio.
- Complete planning and preparation with the accompanying members.
- Ensure all arrangements are in place.
- Meet with the transport supervisor and notify him of the venue and timings.
- Collect Risk Assessment forms.
- Ensure there is provision to **first aid**.
- Coordinate with the admin. Office for financial planning and ensure costs are taken care of.

Accompanying Staff

The HOS and accompanying staff need to meet with the Activity Coordinator.

They should:

- Ensure they have the required information and are aware of the objectives of the trip.'
- Fill the Risk Assessment Form.
- Take the class list(s) and ensure pupils' needs (dietary, medical/special) are noted.
- Ensure consent forms are returned for all students. If a form has not been returned the child is not allowed to join the trip. If parent is unavailable the student should be left in school with another grade level teacher.
- Prepare the children and brief them about the aims and objectives of the trip and ensure that the pupils are capable of understanding the proposed activity.
- Keep the bus driver's number with them, call him 30 mins before the leaving time.

Discuss and emphasize the codes of conduct and proper uniform to be worn.

Ratio for supervision

Pre-K, KG1 & KG2 1 adult : 10 pupils + 1 nanny for each class

Grades 1 – 5 1 adult : 10 pupils

Grades 6 – 12 1 adult : 10 - 15 pupils

Pupils

When appropriate, pupils should be involved in a trip's planning and be well prepared and well informed. All pupils should participate on the trip as it is part of the curriculum.

They should:

- Follow the uniform code as stipulated.
- Understand the standard of behavior expected.
- Know the staff responsible for their group.
- Know how to avoid specific dangers and follow rules.
- Not move away from the group unaccompanied.
- Be sensitive to local customs and be courteous and well-mannered at all times.
- Be aware of the curricular link of the visit and the expectations of the trip.

Parents

Parents need to ensure their child participates in the trip and follows the dress code as stated.

They should:

- Read and review details of the trip and sign the consent form sent by the school.
- Inform the school about any medical or dietary needs.
- Agree to their child receiving emergency if required.

Transport

The activity coordinator must give a careful thought to planning transport with the school transport officer.

The main factors are noted:

- ✓ Number of buses.
- ✓ Passengers' safety.
- ✓ Seat belt for each child
- ✓ Number of driving hours required for the journey to and back.
- ✓ Type of journey.
- ✓ Traffic conditions.
- ✓ Weather.

Behavior on the bus:

- Teachers should be seated throughout the vehicle so that students can be supervised.
- Students must not distract the driver in any way.
- All passengers must wear seat belts and remain belted during the journey (teachers are responsible for checking this)
- Buses can't stop on petrol stations or any restaurant on the way.
- Buses should park in the area specified for them.

Emergency procedures

Teachers on the trip have a responsibility to ensure that students are safe and healthy.

If an accident happens the priorities are to:

- Assess the situation.
- Attend to the child and administer First Aid.
- Inform the group leader.
- Contact the activity coordinator – Activity coordinator will inform the HOS and contact between the group and the parents.
- Safeguard the uninjured members of the group.
- Ensure a child is accompanied to the hospital if required and that the other children are adequately supervised.
- Write down accurately and as soon as possible all relevant facts and preserve vital evidence.
- Complete an accident form.

Check list of procedures

1. Activities coordinator makes preliminary trip to gain information.
2. Complete all permissions needed.
3. Send letter to parents including the following:
 - a. Nature and purpose of the trip.
 - b. Dates and times of departure and return.
 - c. Parental permission slip.
 - d. Destination address.
 - e. Cost of trip and what is covered.
4. Informs school secretary with lists of students on the trip.
5. Completes lists of students on trip and brief all accompanying teachers.
6. Ensures there are First Aid kits on the trip.

After trip teacher should:

1. Ensures that what has been learned on the trip is developed through the curriculum.
2. Completes an attached reflecting on the trip and providing further guidance for future trips.

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