

FIELD TRIPS AND EXCURSIONS POLICY

RATIONALE

Deira Private Schools believes that field trips and excursions must improve the quality of learning for all students in the school, by providing each student with outside learning experiences that will: assist, support, broaden their own learning. It is an application of knowledge which they learn within the school and applying these into real life practices through a safe yet enjoyable and memorable opportunity for local and international experiences .

Preparation Guidelines

Local Trips:

- All students should have the opportunity to participate in at least one field trip per Term. Goals of learning must be in line with their planning and topics which are discussed in class.
- One teacher in every year level or department will be in charge of the activity and will work along with the Head of Wellbeing and Enrichment in organising the trip, however if the teacher in charge is not able to accompany the student he/she must nominate a substitute teacher.
- The teacher in charge will be responsible for coordinating with the venue/ event place, Health and Safety Officer, Bus Supervisor, Accounts and School Secretary to establish the transport cost and arrangement.
- The teacher in charge should collect the consent forms and submit it to the school secretary one week before the trip date.
- MOE requirements regarding ratios of children to supervising adults must be met (currently 1:8/1:12)
- The teacher in charge (and preferably all teachers involved in the trip) must make a preliminary visit to the proposed venue at least a month in advance of the trip to confirm arrangements, establish facilities for snack times, bathrooms, emergency procedures, opening times and restrictions etc.
- Students must be informed of dress requirements (school uniform) in advance.
- Students may not be denied the opportunity to participate as a punishment for inappropriate behaviour however where concern for student safety exists, the teacher organising the trip should refer to the Head of Wellbeing in advance for guidance.

During the Trip:

- At least one member of staff must have a working mobile phone.
- At least one member of staff must be a qualified first aider.
- The supervising teacher must have the school First Aid kit available.
- Assembly points must be identified upon arrival .
- Students must be clearly informed/reminded of behaviour expectations.
- Students must be given learning activities to complete (worksheet, individual tasks, project research etc.)
- Students must be accompanied by a supervising adult at all times.
- Sufficient provision for bathroom stops, drinking time and snacks must be made.
- Photos for display purposes and documentation are highly recommended.

After the trip:

- Any accidents/incidents must be reported to the Head of Wellbeing immediately.
- Follow-up classroom activities should be completed as soon as possible.
- Documentation of the trip should be shared to parents along with the newsletter.

Overseas Excursions:

There are currently no mandatory overseas trips for students.

KHDA Guidelines for compliance:

- According to the guidelines, all documentation must be kept as part of school records for each trip and should be available for inspection by KHDA.
- These documents include a detailed communication and itinerary sent to parents, signed copies of parental approval forms, for overseas trips additionally copies of the students' and accompanying teachers' passports and an official letter from the principal to the Ministry of Foreign Affairs on the school's intended trip to the concerned country.
- Schools must also submit to KHDA details of a contact person (name and number) as provided to parents, a list of students and supervisors on the trip and the school's local contact in Dubai whom KHDA can reach in case of need.
- This has to be submitted **three days prior to the trip**. The guidelines state that unless a field trip is a part of the curriculum, student attendance must be optional.

Steps to encourage field trips or events involving outside interaction (to be done by Team Leader)

1. Agreement in SLT/MLT and Ms. Bhavna ONE MONTH IN ADVANCE on date, venue, time, learning objective.
2. Cost analysis and agreed cost for the event/trip.
3. Permission from venue and other requirements clarified (Team Leader)
4. Documentation to be shared to Ellouisa/ Maisaa for KHDA Requirements.
5. After all approvals, team leader ensures that at least 7 - 10 days prior the trip/event email to parents with all requirements
6. Risk Assessment (visit to a new area/venue) by Team Leader and Ms. Bhavna.
7. Transport Arrangement by the Team Leader and coordinated to Mr. Victor.
8. Team to go on visit agreed between Team Leader and SLT.
9. Cover Arrangements by Ms. Ashmee
10. First Aid Arrangements done with the Medical Team
11. Consent forms and money collected from the Class Teacher 2 days before the trip by the Team Leader.

On the day of the trip, proactive management and smooth dispersal and arrival by the Team Leader.

12. Notification by Team Leader / teacher of any incident
13. Learning objectives discussed with the students.
14. Event logger to be completed with photos and details by the Team Leader.

Appendix 1

TEAM LEADER CHECKLIST

Name of Event/Trip: _____ Planning Date: _____

Proposed Date: _____

Team Leader Name: _____

- Agreement in SLT/MLT and Ms. Shabana ONE MONTH IN ADVANCE on date, venue, time, learning objective.
- Cost analysis and agreed cost for the event/trip.
 - PROPOSED COST: _____
- Permission from venue and other requirements clarified (Team Leader)
 - Venue Name: _____
 - Required Documents: _____
- Documentation shared to Ellouisa/ Maisaa for KHDA Requirements.
- After all approvals, mail is sent to parents at least 7 - 10 days prior to the trip/event.
- Risk Assessment submitted to Ms. Rica
- Transport Arranged with Mr. Arshid
- Team to go on visit agreed between Team Leader and SLT.
 - Date of Visit: _____
- Cover Arranged by Ms. Ashmee
- First Aid Arranged with Medical Team
- Consent forms and money collected from the Class Teacher 2 days before the trip

On the day of the trip, proactive management and smooth dispersal and arrival by the Team Leader.

- Notification by Team Leader / teacher of any incident
- Learning objectives discussed with the students.
- Event logger to be completed with photos and details by the Team Leader.

GUIDELINES FOR SCHOOLS

International Field Trips and Events

GUIDELINES FOR INTERNATIONAL FIELD TRIPS

Schools that are intending to take students on international trips as part of the curriculum delivery or otherwise are required to comply with the following.

- Unless part of the curriculum delivery, attendance for these field trips should be optional for all students;
- The number of supervisory staff on the trip is to be determined as follows - every 10 students on the trip should be assigned one supervisor;
- The supervisors should be teachers or administrators actually working in the concerned school;
- A contact person (name and number) should be provided to parents to contact during the trip;
- The school must ensure that all students travelling have the necessary travel insurance for the trip;
- The school needs to be sensitive to students' cultural and religious requirements (e.g. diet, time provided for prayer and other religious requirements, places of visits etc.).

All documentation mentioned below must be kept as part of school records for each trip conducted and should be available for inspection in the case of a compliance visit by KHDA.

- A detailed communication and itinerary sent to the parents informing them of the details of the trip;
- Signed copies of all the parental approval forms for the trip;
- Copies of the students' passports;
- An official letter from the Principal of the school to the Ministry of Foreign Affairs informing them of the school's intended trip to the country concerned;
- Copies of the passports (with visa page) of the accompanying teachers and administrators.

In addition, the following must be submitted to KHDA (for information and record only) at least three days prior to the trip

- The contact person (name and number) for the trip, as provided to the parents;
- A list of all the students and supervisors on the trip;
- For the duration of the trip, the school's local contact in Dubai that KHDA can reach in case of need.

GUIDELINES FOR ARRANGING EVENTS AND ACTIVITIES IN THE SCHOOLS

- The school holds full responsibility for all school events and activities;
- The school needs to get necessary permission from all the concerned government authorities (as applicable) when arranging any event or activity;
- Participation in any event should be optional for parents and students and written parental approval must be obtained;
- The event should not be contrary to the values and traditions of UAE culture and/or Islam;
- The school must keep a record of all events, to be available in case of a compliance visit. The records should contain the following:
 - Event plan
 - Parental consent for the event
 - Official letters to and from the concerned authorities

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