



School Trips Policy

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1. Introduction

Off-site visits complement classroom learning and are an essential part of the school curriculum. As part of the school's commitment to an all-round education, a large number of visits are organised each year for all students. These range from short, one-day trips to local sites of interest, overseas visits and sports tours which take place during holiday time.

This policy contains detailed guidance on planning trips and gives due consideration to the safety and welfare of students, staff, and adult supervisors. Guidance for staff includes the responsibilities of the Heads of Primary and Secondary and the Group Leader.

2. Responsibilities

The Heads of the Preparatory and Senior School have overall responsibility for all education away from school premises and his/her permission is required for all trips and expeditions.

2.1. The **Head for Preparatory/Senior School** is responsible for ensuring that:

- trips are planned sufficiently in advance and entered into the school calendar, avoiding clashes where possible;
- correct planning procedures are followed;
- appropriate risk assessments are completed and control measures are put in place;
- The Group Leader is competent to lead the planned trip and has completed all necessary paperwork;
- supervision levels are appropriate to the planned activities;
- child protection measures are in place.

2.2. **Enrichment Coordinator** is required to ensure that:

- This role involves the planning and logistical aspects of the trip. The trip coordinator organises the itinerary, makes travel arrangements, handles permissions and paperwork, and communicates with parents and other stakeholders. They work behind the scenes to ensure that everything is in place for the trip to run smoothly.
- parental consent has been submitted to the office, including disclosure of medical requirements.
- parents receive all relevant information;
- appropriate risk assessments are completed and any control measures put in place, including additional risk assessment, where appropriate, to support those with specific needs;
- students' special needs and medical requirements are cascaded down to other teachers and adult supervisors;
- the trip leader carries a mobile telephone throughout their time on the school trip and the number is known to the school and other designated staff (including those on the trip);
- Trip leader has been briefed clearly that risks are reassessed during the trip in the light of events or situations on the ground, including stopping the visit or the activity if they think the risk to the health or safety of the students in their charge is unacceptable;
- for more hazardous activities, the trip leader (e.g. caving, climbing, skiing, water sports), the provider holds a license.
- students are supervised throughout the trip in accordance with an agreed itinerary;
- school rules (and/or an agreed code of conduct) are followed. Those students who fail to live up to the required standards of conduct can expect to be disciplined, which may involve exclusion from future trips. Such behavior should be reported to the appropriate Enrichment coordinator, Heads of Year and SLT.
- attention is drawn to the school rules on alcohol, tobacco and e-cigarettes.
- Responsible for ensuring the checklist prior to travel is complete and submitted for approval from the principal.

2.3. **Trip Leaders** are required in addition to responsibilities clearly highlighted by the enrichment coordinator, to ensure that:

- The students follow safety guidelines, engage in planned activities, and resolve any issues that arise during the trip.
- The trip leader is often a teacher or staff member who directly supervises the students throughout the duration of the trip.
- Take lead of the trip and support the accompany staff to ensure all guidelines are followed and activities on the trip are delivered effectively.

2.4. **Teachers and other adult supervisors** are required to:

- follow the instructions of the Group Leader and help with control and discipline;
- do their best to ensure the health and safety of everyone in the group;
- notify the Group Leader if concerned about the health or safety of students at any time during the visit;
- In the absence of the Group Leader, consider stopping the visit or the activity if they think the risk to the health or safety of the students in their charge is unacceptable.

2.5. Parents are expected to:

- Provide Trip Leaders with all relevant information (including medical information) which may be needed to protect the welfare of their child(ren);
- provide accurate contact details to Trip Leaders, in case of emergency;
- ensure that their child is provided with all necessary clothing, documentation (e.g. passports or visas), and medication that may be needed for the trip.

2.6. Students are expected to:

- follow the instructions of the Trip Leader and other teachers or adult supervisors;
- comply with school rules and/or a published Code of Conduct throughout the trip;
- do their best to ensure the health and safety of everyone in the group.

3. Residential Trips

Whenever students are required to stay overnight away from their homes, the organising teacher must be in possession of the following information for each child at all times throughout the duration of the trip.

- A copy of the relevant Iqama;
- A permission to travel letter in English and Arabic if the trip takes the group outside of the city of Riyadh but out of the KSA;
- A copy of the child's passport if the trip is out of the KSA;
- A list of medical concerns as submitted by the parents of the child;
- An emergency 24-hour parental contact number;
- An emergency 24-hour school contact number;
- The original, signed parental consent form;
- A copy of the accident insurance policy;
- A letter from the COO, which authorises hospital treatment and payment by the school.

It is the responsibility of the organising teacher to ensure that a first aid kit is on board any vehicle used for transporting students and/or supervising adults. The school nurses will provide first aid kits.

The Heads must report all out-of-Riyadh trips to the Board of Governors.

The trip must be of educational relevance to the group of students for whom the trip is being organised and must aim to enhance and extend the relevant curricular experience of the students or have specific extensive curricular objectives. They must be designed to have key pastoral educational opportunities promoting well-being.

Participation in a trip must, where possible, be open to all students in the selected year group(s). Teachers may select students to participate in a trip when representative school sports teams or other representative groups are involved. The origin of selection, however, must include the full-year group(s). Teachers may exclude students from participating because of poor discipline/behavioural reasons only after discussion with the Heads.

Whenever possible, educational trips should be taken during non-scheduled school days. When this is inappropriate, students and teachers may participate in an educational trip providing it does not require them to be absent from regular classes for more than three consecutive days. Longer periods of time may be granted but only in exceptional circumstances and at the discretion of the Head of Preparatory or Senior School.

3.1. Other Points for Parents

- The school will provide all relevant information to parents in a letter and, for overseas or other major trips, by holding a meeting for parents.
- Parents will be required to cover the cost of both day trips and residential trips.

3.2. Associated Policies

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid and Medical Provision Policy
- Staff and Students Codes of Conduct

4. Planning Trips: Procedure

4.1. Approval

All group outings and expeditions require the approval of the Head of School prior to any decision or commitment that they will take place.

Members of staff organising an outing or expedition should:

- i. **Propose the trips to the enrichment coordinator and check the availability of dates** in advance. Once the date is confirmed, complete the outline trip information and submit this to the enrichment coordinator to obtain approval from the Head and the school board.
- ii. Once Outline Approval has been granted, fill in the remaining trip details and complete the **Risk Assessment**. In many cases, this will be covered by the Generic Risk Assessment for School Trips, which all staff taking trips are required to complete. For more hazardous activities involving caving, climbing, skiing, or water sports, check that the provider holds an appropriate. Specific risk assessments must be approved by Heads of Preparatory/Senior School. The information must include a complete list of participants (pupils and staff), the venue of the visit, a contact telephone number, and details of travel arrangements and submit this to the enrichment coordinator and DSL team.
- iii. Once all information is available, the **Risk Assessment** will be checked and approved by the Head of Prep/Senior who will check the final details and will then grant **Final Approval**.
- iv. Send a covering letter to the school office, which will be checked by the Head of School.
- v. Send a **complete list of participants** to the relevant Heads of Year/ Heads of Section and to the DSL team who will consider any pastoral, welfare, or safeguarding concerns and determine whether any student requires a specific individual risk assessment.
- vi. Inform the Accounts department and the enrichment coordinator about the cost of the trip and the appropriate amount for students to be billed.
- vii. For trips abroad, a **meeting should be held for parents and students** to explain procedures and rules and to answer questions.

No contracts may be signed with tour organisers, letters written to (or money taken from) parents, before the Principal has authorised the trip.

4.2. Letter to Parents / Confirmation via clipboard – Designated software for our enrichment program

A letter to parents is required for all trips, outings, and expeditions and all information to be updated on clipboard.

Letters requesting permission for trips should indicate:

- Date and timing of departure and return.
- Destination, purpose of trip.
- Method of travel.
- Cost and method of payment.

Always ensure that the letter concludes with a tear-off slip with a space for a parental signature indicating approval of the trip. The preferred method should be obtaining consent via clipboard and where this is not possible, a digital MS / Google form to be sent to parents. This also provides evidence that parents have received your letter / email. Keep the slips/forms including digital returned forms, safe until after your return. If the trip is organized and registration is via clipboard, ensure all above information is collated as a digital copy.

Specific permission must be sought if you intend to allow a pupil to travel to the destination unaccompanied or to leave the party before returning to RGSR.

Well before departure, parents should also be sent detailed notes of guidance which should include the following:

- full itinerary.
- checklist of items the pupils should take with them.
- dates and times of departure and return.
- destinations, with full address and telephone numbers.
- the fact that school rules will apply.
- means of contacting the party in an emergency, and other emergency arrangements.
- method of travel, name of travel company.
- cost and what it covers; method of payment.
- date after which deposit cannot be returned if canceling.
- pocket money.
- inoculations needed.

5. Staffing

Advice on supervision ratios should be sought from the appropriate Enrichment Coordinator and Heads of Section with responsibility for trips. In general, guidance would be:

- Day trips to establishments such as lectures, theatres, and art galleries and travelling by coach/minibus: at least one adult per 10 pupils. An extra adult on every trip is preferred.
- Day trips involving EYFS, the ratio should be one adult to 4 pupils.
- Day trips involving Key Stage 1 and 2, the ratio should be one adult to 8 pupils.
- Day trips which involve travelling on public transport with pupils aged 14 to 18: **at least one adult per 10 pupils.**
- Visits involving an overnight stay for Secondary School: **at least one adult per 8 pupils, with a minimum of two adults.**
- For trips involving girls, at least one member of staff must be female.
- For visits comprising exclusively pupils aged over 17, the above numbers of adults may be reduced in appropriate circumstances, with the principal's permission.
- For hazardous expeditions, higher levels of staffing, appropriate to the activity, may be required e.g. expeditions into mountain environments must be accompanied by an adult with a Mountain Leadership Certificate. This is an insurance requirement.
- The trip leader preferably must not be a group leader.

The school will reimburse all reasonable expenses incurred e.g. lunches where not provided as part of the trip (although this will not include alcoholic drinks). No overtime or other additional pay will normally be made.

Staff who bring their own children on school trips have a potential conflict of interest. In an emergency, they might naturally seek to look after their own children, and might not be able to fulfil their supervision of other children as well. This is likely to be particularly true with younger children.

The general rule is therefore that **staff are not permitted to travel on the same school trips unless necessary, and this will require approval from the Head of School, in this case they will not normally be counted as adult supervisors, nor can they receive free places offered by tour companies** except in certain circumstances indicated in the additional rules below:

- Free places may only be awarded to staff/adults who are supervising RGSR pupils. All others (adults or children) must pay the full cost as charged to other members of the tour party.
- Where a member of staff is bringing their own children on a trip, he or she will not normally also count as a supervising adult. A risk assessment must be carried out, taking into account the nature of the activities and the amount of other supervision available, and the principal must be consulted.
- For any trip, specific permission must be sought from the principal in advance to take family members (partners, spouses, children) who are not members of staff or pupils at RGSR.
- Staff bringing their own children might be asked to supervise other groups which do not include their own children.

6. Risk Assessment

All staff taking any trip must have signed the Generic Risk Assessment Form. Trips not covered by the Generic Risk Assessment will require a specific risk assessment. This involves a list of all potential hazards, along with the action supervisors will take to reduce the level of risk to an acceptable minimum.

The school's insurers may require additional information in order to provide adequate insurance cover.

The following eight questions should be asked when undertaking risk assessments:

1. What are the risks?
2. Are there members of the party more at risk than others?
3. Who is affected by the risks?
4. What is already in place to mitigate the risks?
5. What extra measures need to be put in place that will further reduce the possible risks?
6. Can the party leader ensure that these safety measures can be provided?
7. Who will be monitoring the risks during the visit and how?
8. What emergency arrangements will be in place?

As many potential risks as possible should be identified at the planning stage, but risk assessments should continue throughout the visit, to meet changing circumstances. The nature and availability of first aid should be identified at this point.

Please note that some pupils may require specific individual risk assessments linked to their physical, mental or emotional health, or to take account of their SEND needs.

7. Transport

If a coach is used, the reputability of the coach company should be ascertained. Think about the rules to be enforced during travel and be clear about any movement allowed inside the coach. Make sure that there are procedures in place for dealing with minor ailments during the journey. Where the party is split up when alighting from the coach during a stop for refreshments etc., each group must be briefed in the procedures for checking the party back onto the coach.

If minibuses are to be used, check that correct procedures are being followed with regard to road-worthiness of vehicles and correct licensing for drivers.

8. Accommodation

If the visit has been arranged through a reputable travel company, the company itself should have done a comprehensive safety audit. If the school is undertaking the arrangements, it will need to check fire safety arrangements, fire doors and exits. The school will also have to assess other safety factors such as the proximity of entrances to traffic and whether there are balconies to rooms.

9. Activities

Whether the activities include visiting museums, walking in the hills, or canoeing down rivers, each phase should be carefully scrutinised for potential risks.

10. Involvement of Students

Students who are well prepared and involved will make decisions that are more informed and be at less risk. Developing risk management in students requires them to communicate well and get on with others to improve their own learning. PSHEE can be enhanced by teaching hazard assessment and hazard control.

11. Communication

A mobile telephone should be taken on all school trips. School mobile phones are available for trips, Use of personal mobiles on school business can be charged to the school.

All trip organisers must ensure that lines of communication are clear. It is essential that parents can always contact someone in Riyadh who is fully informed of the group's movements; it is also essential that the trip leader can contact individual parents if necessary. Trip leaders must ensure that all group members have numbers to contact the trip and group leader. Trip leaders are advised to carry with them all travel documents (and photocopies of all passports when abroad).

One member of the SLT is always on call. In an emergency, you should call the school number during school hours and the emergency mobile number of an SLT member at other times.

12. Medical Arrangements

On any outing, trip or expedition, one member of staff should be responsible for welfare matters, including First Aid, administration of pills or medication, etc. He/she may administer First Aid and prescribed drugs when appropriate. Such prescribed drugs should be in their original container or packaging, along with written instructions for administration from a parent/guardian, doctor or pharmacist. Aspirin, or preparations containing aspirin, may not be given (except that a qualified first aider may give aspirin to chew in the event of a heart attack). Paracetamol may only be given with written consent. Teachers who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.

Details of medical conditions, allergies and other matters for each pupil should be taken on all trips abroad or involving an overnight stay, and staff must check these before administering any medication or agreeing to any treatment.

13. Safeguarding

Before any residential or overseas trip, there should be a meeting with all those going to go through the itinerary, roles, expectations, and guidance for safeguarding on the trip. If a member of staff has any concerns about safeguarding during a trip, they should make contact with one of the DSLs as a matter of urgency, or if they cannot be contacted, staff should get in touch with the principal. The effectiveness of this policy will be monitored by SLT.

APPENDIX A

Appendix A: Forms

RGSR Trip Form 1

RGSR PRE-APPROVAL FORM FOR DAY TRIPS

This form must be completed by the organiser / trip leader of each proposed RGSR Student Study Travel Trip and submitted to the enrichment coordinator and principal for approval at least 60 calendar days prior to the proposed departure date of the trip. Where this is not possible, a minimum of 1 week notice is required in addition to a risk assessment ready to review to gain approval.

Name of Organising Teacher:	
Trip Destination:	
Date of Trip:	
Curriculum Area Covered by This Trip:	
Year Level/Age of Participating Students:	
Transport Arrangements:	
I Have Read and Understand the Trip Policy:	Yes: No:

I understand the school policy with regard to supervision ratios and that a travel group is of mixed gender, male and female sponsors are required.

The following RGSR employees have agreed to serve as accompanying staff for the proposed Student Travel:

	Name	Designated Position at RGSR
1.		
2.		
3.		
4.		
5.		
6.		

In addition to the above, the following non-staff have agreed to serve as chaperones for the trip:

	Name	Designated Position (I.E. Parents, Spouse of Teacher, Etc.)

How will the expenses of the organisers and chaperones be covered?	
What are the educational objectives of the trip?	
Signature of Trip Leader:	
Signature of Enrichment Coordinator:	
Signature of Head of School:	

Principal's recommendation for applicant to proceed with further planning:

Principal's signature:

Date:

APPENDIX B

Adult Code of Conduct Form for Coaches, Parent Volunteers, and Other Adult Helpers

Each member of the RGSR community is asked:

- To treat everyone with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation and economic circumstances;
- To report all concerns regarding the safety or welfare of a student to the head of school, head of primary, or head of senior;
- To ensure all allegations or suspicions of abuse are reported and acted upon;
- To create an environment in which all students can reach their full potential and involve students in leadership and decision making;
- To maintain professional dress standards, and as staff and volunteers to conduct ourselves in a manner consistent with our position as a positive role model to children and young people and as a representative of the school community;
- Not be present at School when adversely affected by any substances such as alcohol or drugs;
- Not to smoke when on the school premises or at any school event;
- Not send any pornographic, sexually suggestive, abusive, or offensive messages to any member of the school community by way of emails, SMS or mobile phone messaging, telephone calls or written notes, or any other forms of communication;
- Not to develop inappropriate relationships with students, or take a student to their home, or encourage private meetings with students outside school hours, or make contact (such as telephone, email, or SMS messaging) with students out of school hours without the prior approval of the School or the student's parents. In such instances, the message will be copied to a teacher;
- Not to hold or touch any member of the school community in an inappropriate and/or culturally insensitive way;
- Not to spend time alone with a student unless an open and supervised environment can be maintained;
- To ensure the risk of abuse occurring is minimised by adhering to the following steps when on trip or excursions outside school;
- Maintain adequate ratios of students to staff and volunteers;
- Staff and volunteers not doing things for a student of a personal nature that a student can do for himself;
- Encourage students to speak up when they feel unsafe about an activity or programme;
- Follow all School policies regarding adult-child relationships;
- Ensure staff and students use the separate shower, toilet and changing room facilities provided, and provide safe sleeping arrangements which respect privacy.

I agree that I will abide by the Appropriate Behaviour Policy in all interactions with RGSR students.

Name: _____

Signed: _____

Date: _____

APPENDIX C

FINAL CHECK:

It is the responsibility of the enrichment coordinator to ensure the final checklist has been followed with all required up-to-date information ready to be submitted to gain approval from the principal.

Before the trip starts do you have:

	A copy of the relevant Iqama for all students.		
	A permission to travel letter in English and Arabic if the trip takes the group; outside of the city of Riyadh but not abroad.		
	A copy of all pupils and staff passports if the trip is out of the Kingdom.		
	A list of medical concerns as submitted by the parents of the child.		
	An emergency 24-hour parental contact number for all pupils.		
	An emergency 24-hour school contact number.		
	The Head's contact number.		
	The original, signed parental consent form.		
	A copy of the accident insurance policy.		
	A letter from the COO, which authorises hospital treatment and payment by the school.		