

Unlocking the Potential of Every Child

Non-Residential Trips Policy 2024-2025

Revised: July 2024

Review Date: September 2025

Purpose

School trips are used for the purpose of enhancing the curriculum. The school aims to plan at least one educational trip each academic year, providing experiences which will:

- Broaden learning experiences and enhance what is happening in the classroom
- Offer opportunities to link learning to real life
- Be purposeful and enjoyable

Appropriate trips will be decided in communication with year group teachers, HOY and AHT (Curriculum).

Preparing for Trips

One teacher in the year group or department will be overall responsible for organising the trip, however they may delegate responsibilities for planning and organising to others.

The teacher in charge (TIC) will oversee all aspects of organisation including transport, risk assessment (See Trips Folder: Sharepoint), coordinating with the venue and communicating with parents. Parents must also be made aware of any refund policies relevant to the trip.

At least 1 designated first aider (DFA) must be assigned and the nurse informed that a first aid kit will need to be available for collection on the morning of the trip.

Appendix 1 must be completed and approved by a member of the senior leadership team at least 3 weeks before the approved trip date (See Timeline in Trips Folder: Sharepoint). Until this is received, there should be no communication with parents.

The TIC, or a nominated member of the year group, must make a preliminary visit to the proposed venue at least a week 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 in advance.

Students cannot be denied the opportunity to participate as a consequence of inappropriate behaviour, however if there are concerns for their/others safety the TIC should seek guidance from the leadership team.

Child:Adult Ratios

The following ratios must be adhered to for the length of the trip.

FS 8 children : 1 adult

Y1, Y2, Y3 – 10 children : 1 adult

Y4,Y5,Y6 – 12 children : 1 adult

During and After the Trip

- Any accidents/incidents must be reported to the Head of Primary immediately
- Feedback given to the Head of Primary about any changes that could have made the trip run more smoothly
- Photos of the trip should be shared on a school platform (seesaw) for parents to see

KHDA Guidelines

- For compliance, a NOC must be obtained at the beginning of each term for all school trips.
- 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, consent form responses and risk assessments.

Reviewed: July 2024

Next Review Date: July 2025

Reviewed by:



Paula Welham

HSO

Approved by:



Zara Harrington

Principal

Non Residential Educational Visits Pack

Completed Forms to be submitted 15 days prior to visit date

Class/Classes/YR Group/Key Stage: _____**Place of Visit:** _____**Proposed Date of Trip:** _____**Staffing and Pupil Ratios**

Please give names and specific responsibilities (if necessary) of:

Group Leader: _____

Second in Charge: _____

Designated First Aider: _____

Lifeguard: _____

Other Members of Staff: _____

Parent Supervisors: _____

Adult / Pupil Ratio: _____

Guidelines for adult/pupil ratio: FS1 = 1:5 FS2 = 1:8 Y1-Y6 = 1:10

Size and Composition of the Group: _____

Number of Boys: _____ Number of Girls: _____

Names of Pupils with Special Educational or Medical Needs

Has an Exploratory Visit been made? Yes / No

Date of Visit: _____



If No, arrange to visit the venue then resubmit.

Information passed to Ghada obtaining NOC from KHDA? Yes /No

Signature of HOY/HOD member: _____

Signature of PLT member: _____

Please complete this form and forward to the PLT 3 weeks prior to departure

General Risk Assessment

N.B. A First Aid Kit Must **ALWAYS** be available during Any Educational visit

Please complete a Risk Assessment for the venue if they do not have their own.

Please attach and update the class and bus risk assessments.

Continually monitor hazards throughout the visit:

Have you been on this trip before? YES / NO

Cost involved

Child cost per entry: _____

Bus cost: _____

No. of free places available: _____

No. of adults attending total: _____

Any additional costs (please specify): _____

Total cost: _____

Letter to parents sent on (date): _____

Deadline for collection of money: _____

Person responsible for collecting monies:

Name:	Kavitha Jose
E- mail id:	kjose@safabritishschool.com

Please complete this form and email to pwelham@safabritishschool.com for processing. Forms must be submitted 3 working days prior to the trip date. Please also share all relevant paperwork pertaining to this trip. This can be done through a sharepoint folder link.

Name of Activity: _____ Person in Charge: _____

Cell Phone # of Person in Charge: _____



Departure Date: _____ Departure Time: _____

Departure Address: _____

Destination Address: _____

Return Date: _____ Return Time: _____

Number of Buses: School Bus Specs : 24 seater _____ 34/38 Seater _____

Total Number of Passengers: Boys _____ Girls _____ Staff _____

Special Requests (if any): _____

PLEASE COMPLETE THE SEPARATE BUS FORM AND SEND TO sde-sbs@sts-group.com