

Reference number	C9	Policy name	Educational Visits and Residentials
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<b>Vision, mission and values</b>	<p>Uptown International School aims to provide an outstanding co-curricular programme that enables all students to discover their passions and excel beyond the written curriculum, through extensive and well-balanced enrichment offerings.</p> <p>Taking advantage of opportunities within the United Arab Emirates and overseas, UIS students are exposed to countless opportunities that develop their knowledge, skills, leadership, compassion and understanding of world cultures.</p>
<b>Rationale</b>	<p>This policy details the key elements of our co-curricular programme and provides clear guidance and processes to follow in ensuring international best practice is adhered to.</p> <p>The policy is centered around the following key elements:</p> <ol style="list-style-type: none"> <li>1. Local Field Trips</li> <li>2. Local Residentials</li> <li>3. International Residentials</li> </ol>

WSLT sign off		Date	November 2023
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## EDUCATIONAL VISITS AND RESIDENTIALS

Well-planned and well-executed educational visits provide our students with valuable experiences that enhance their learning at school. Providing a variety of “real-life” opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good school practice.

Educational visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximized. Such trips should be made available to all students regardless of their individual needs.

### 1. PURPOSE

Taaleem has the overall responsibility for the health, safety and welfare of the staff and students from its schools whilst participating in off-site educational visits. This document aims to set out Taaleem’s expectations of how off-site visits should be managed and conducted. The guidance contained within this document is based on the Camps International School Educational Visits Guidance.

### 2. SCOPE

Off-site educational visits and other outdoor learning activities are widely accepted as valuable experiences which should form part of the school’s educational offer. Taaleem encourages off-site educational visits and school excursions, well planned visits provide opportunities for students to learn in a new environment expanding students’ experience of the school curriculum. The following guidance pertains to school Principals, Educational Visit Coordinators (EVC), Visit Leaders and all involved in the planning and delivery of visits. This policy should be read in conjunction with other relevant school policies on behaviour and child protection, in Dubai KHDA guidance on trips is also to be considered [KHDA Guidelines for Trips and Events](#)

### 3. ROLES AND RESPONSIBILITIES

#### **Executive Principal or Principal**

- Responsible to ensure there are effective procedures in place for the management of off-site educational visits.
- To approve all off-site educational visits.

#### **Head of Business Operations / Operations Manager**

- To ensure that all procedures relating to visits are followed during the booking and planning phase allowing the safe execution of educational visits.

- To approve all off-site educational visits.

#### **Educational Visits Coordinator (EVC)**

- Responsible to ensure all planned off-site educational visits conform to the school's policies, procedures, and requirements.
- To attend training delivered by Camps International and to act as the focal point for queries related to off-site educational visits.

#### **Visit Leaders**

- Responsible for the overall supervision and conduct of the visit and must ensure the correct implementation of school's policies and procedures. There should always be a single designated Visit Leader to avoid confusion.

#### **Visit Assistants**

- Responsible for working with the Visit Leader to deliver the visit in accordance with the school's policies and procedures.

### **4. PROCEDURAL REQUIREMENTS**

All off-site educational visits must be approved in advance by the Head of Business Operations / Operations Manager and the Principal. No agreement with parents or providers should be entered into without the necessary approvals.

The process is summarised in the table below showing the stages required to successfully organise an off-site visit.

<b>Task</b>	<b>Responsible Individual</b>
Visit Selection	Visit Leader
Application	Visit Leader
Approval	Principal and Head of Business Operations / Operations Manager
Promotion	Visit Leader
Delivery	Visit Leader
Evaluation	Visit Leader

#### **Stage 1: Visit Selection**

Firstly, the appropriate off-site visit should be identified, Taaleem is in partnership with Camps International who act as the Taaleem Group, Visits Portfolio Manager. All residentials and overseas visits will be booked through the Taaleem School Travel Portfolio website [Taaleem](#)

[Travel Portfolio](#). To book a trip the Visit Leader should select the desired visit from the website and then fill in the Camps International enquiry form to kick start the booking process.

This website provides a clear and visual platform to review and book visits that are available through approved providers. All of the approved providers have been through a rigorous due diligence process to ensure the safety, security and compliance of the visit offered.

Inevitably there will be visits that are not included on the Taaleem dedicated website, if this is the case Camps International will carry out the vetting process on the provider so that they can be added to the Taaleem travel portfolio. Please note if the approved provider does not pass the required due diligence checks it is unlikely that the visit will be sanctioned to go ahead. To commence the vetting process on a provider not currently included in the Taaleem travel portfolio contact Emma Keegan, the lead for the Taaleem travel portfolio [expeditions@campsiinternational.co.uk](mailto:expeditions@campsiinternational.co.uk).

Single day local visits are not currently covered under the scope of the Camps International contract and will not appear on the dedicated website. Despite this the same measures to ensure safety, security and compliance that are detailed in this document shall still be followed.

### **Stage 2: Application**

The application should contain as much detail about the planned visit as possible and the following forms should be submitted as part of the proposal:

- UIS PEAT Request Form (Appendix 1)
- Form 1: Detailed Educational Visit Proposal (Appendix 2)
- Form 2: Cash Collection Authorisation Form (when required for local visits) (Appendix 3)
- Form 3: Transport / Lunch Booking Form (Appendix 4)
- Form 4: Risk Assessment (risk assessment be provided by the approved provider) (Appendix 5)
- Form 5: VAT Certificate (when required for local visits) (Appendix 6)

When all documentation is completed, it should be submitted to the Principal's PA / Educational Visits Coordinator (EVC). The application should be completed as far in advance as possible to allow suitable time for the appropriate planning and administration to take place.

### **Stage 3: Approval**

The Principals PA / EVC will review the application and seek further information if it is required. The application will then be handed to the Principal and Head of Business Operations / Operations Manager for approval.

The approval shall be subject to the application meeting the required standards dependant on the proposed nature of the visit including but not limited to:

- Educational value
- Use of approved providers

- Selection of appropriate staff, staff to student ratio
- Completion of pre-visit
- Risk assessment
- Value for money
- Type and level of insurance in place

Once approved, the Principals PA / EVC is required to take the following further actions for international visits:

- In Dubai the Principals PA is to send an official letter to Ministry of Foreign Affairs [DO@mofa.gov.ae](mailto:DO@mofa.gov.ae) informing them of the schools intended visit to the country concerned.
- In Dubai at least 3 days prior to the trip the following should be submitted to KHDA (for information and record only) via KHDA Submitted Information Form (Appendix 10) on [rpc@khda.gov.ae](mailto:rpc@khda.gov.ae).
  - The contact person (name and number) for the visit, as provided to 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.
- In Abu Dhabi, ADEK approval should be sought through the ADEK portal, when the trip has been approved further instructions will be sent via ADEK to the school via email.

The Principals PA / EVC is responsible for archiving the Forms 1-5 provided by the Visit Leader. In addition, the following should be added to the archive when made available by the Visit Leader:

- Completed signed copies of Form 6: Parental Consent and Information Letter for School Visits (Appendix 7)
- List of all students and supervisors attending.
- Copies of student's passports (overseas visit only).
- Copies of the Visits Leaders and Visit Assistants passports (overseas visit only).
- In Dubai a copy of the letter sent to the Ministry of Foreign Affairs (overseas visit only).

When all documentation has been collected it should be archived in the Taaleem Group shared area [Taaleem Group Field Trips](#). Each visit should have its own folder in the relevant school's section.

The Visit Leader will be informed of the approval and the following will need to take place:

- For local visits, Form 2: Cash Collection Authorisation will be provided to accounts.

- Where relevant, Form 3: Transport / Lunch Booking Form will be provided to the appropriate contact within the school.
- In addition, the canteen supplier may need to be informed regarding cancelling lunches.

#### **Stage 4: Promotion**

Once approved the proposed visit can be promoted to the students and parents, and agreements entered with providers. The person with parental responsibility will need to give informed consent for their child to participate, to achieve this they must receive information on the visit including:

- Dates and timings
- Method of travel
- Destination
- Proposed activities (timetable of activities is recommended)
- Visit Leader name and experience
- Cost and method of payment
- Cancellation terms
- Advice on personal equipment
- Advice on insurance

Parents must also understand their responsibilities including:

- Provide full information regarding medical or other needs, including any allergies/ dietary requirements
- Need to check and obtain relevant visas

The Visit Leader will achieve this by sending out Form 6: Parental Consent and Information Letter for School Visits. Please note this form shall be translated into Arabic when necessary.

When a list of participating students has been collated this should be shared with the Principals PA / EVC. It is the responsibility of the Visit Leader to chase parents for payment and consent forms when required.

**The Visit Leader must complete the UIS Trip Planning Checklist (Appendix 10) and signed off by the EVC a minimum of three days prior to trip commencing.**

#### **Stage 5: Delivery**

During the visit, the Visit Leader is responsible for implementing the agreed policies including but not limited to:

- Adherence to supervision ratios



- Behaviour management
- Recording and reporting of incidents, accidents and near misses
- Dynamic risk assessment

### **Stage 6: Evaluation**

Immediately following the trip, Visit Leaders should reflect on the outcome and experience, sharing relevant information and feedback with the Principals PA / EVC and the operations team regarding any health and safety concerns. The following points should be considered:

- What went well, what is difficult, what lessons were learnt?
- Review incident report records and store securely

## **5. APPROVAL OF STAFF TO LEAD VISITS**

Taaleem recognises that the confidence and competence of Visit Leaders is of the utmost importance to ensure the safe management of off-site educational visits. Schools must have in place clear process for approving Visit Leaders and Visits Assistants.

The Visit Leader must have the ability to take charge of a situation while being aware of and understanding their abilities and limitations.

The Visit Leader must have sufficient knowledge and experience of specific activities, environment and the group involved to be able to make reasonable judgements. In some circumstances the Visit Leader may require specific qualifications and past experience.

Approval of Visit Leaders and Visit Assistants involves the professional judgement of the Principal to determine the suitability of the person to lead a particular group in a particular activity or environment.

Factors to consider:

- Observation of group management and decision-making skills
- Evidence of relevant experience e.g. assisting on previous visits
- Evidence of appropriate training and qualifications
- Knowledge of the students, venues, and activities

If appropriate school wide policies may be enforced to stipulate the seniority of the staff required within the visit team, e.g., a member of SLT should be in attendance on all international visits or visits involving pre-K to KG2 children.

## **6. RISK MANAGEMENT**

All off-site educational visits involve some level of inherent risk and without accepting some level of risk it is impossible to access many of the benefits of conducting the visit. Schools EVC's and Visit Leaders must therefore balance the risk against the benefits of conducting the visit and decide whether the health and safety risks outweigh the benefits of participation.

Risk management on educational visits shall be done in various forms:

- Policies and procedures should be enforced, this includes the guidance in this document but also any relevant school policy on behaviour and discipline.
- Policies and procedures that are unique to the particular educational visit.
- Dynamic risk assessments should be continuously ongoing throughout the visit with proactive responses to control hazards when necessary.
- A formal risk assessment must be in place for each visit, for visits booked through the Taaleem travel portfolio, the approved provider is responsible for supplying the Visit Leader with an adequate risk assessment. This should be reviewed and added to in necessary.

It is important that the Principal and Head of Business Operations / Operations Manager are satisfied that the visit is planned effectively and that risks are minimised. A risk assessment achieves this and is simply a record of what actions are planned to mitigate identified hazards.

When not provided by the approved provider the Visit leader is responsible for carrying out the risk assessment and this should be completed prior to approval being given for the visit, further guidance is contained at Form 4 Risk Assessment. Specialist information may be required for some risk assessments which is why it is important that the Visit Leader as the person assessing the risk is competent to do so.

The risk assessment should be based on the following considerations:

- Identify the hazards, what might cause harm, who might they effect, and what are the likely consequences?
- What control measures need to be in place to reduce the risk to an acceptable level?
- Following the introduction of control measures an assessment should be made whether the remaining risk is acceptable or not. Students and staff must not be placed in situations that exposing them to unacceptable levels of risk, if the risk cannot be controlled the visit shall not take place.
- Can the Visit Leader put the control measures in place and monitor and manage risk through the visit?

All risk assessments and any other information related to risk management should be shared with all staff involved in the visit and with all participants when relevant.

Day trips and other visits not booked through an approved provider still require a risk assessment to be completed. In order to correctly identify hazards and to better understand the risks that need to be mitigated in the risk assessment the Visit Leader shall undertake a site visit to ensure suitability during the visit section stage.

## **7. GROUP MANAGEMENT**

The Visit Leader retains a duty of care for the whole group at all times, when there are Visit Assistants the larger group should be broken down into sub-groups with each staff member aware of who they are responsible for. The students should also know which staff member is responsible for them.

The Visit Leader will ensure that all staff and students are aware of the overall expectation and strategies for group management, e.g., head counting, communication, emergency procedures.

Regardless of the length of the visit, regular head counting should take place, especially before leaving a venue and after toilet visits to ensure students have returned to the muster point. All staff should carry the contact details of staff and parents of the students involved with the visit. Students, and particularly younger students should be easily identifiable especially in a densely populated area and wearing school uniform should be considered when appropriate.

## **8. SUPERVISION AND RATIOS**

Different types of visits will require different levels of supervision depending on the nature of the visit, what activities will be undertaken, the location and duration of the visit, the age and ability of the students and the experience of the staff shall all be taken into account. The level of supervision may be direct, indirect, and even remote in some circumstances.

- Direct Supervision – The group remains within sight and contact of the Visit Leaders and Visit Assistants at all times.
- Indirect Supervision – The group has the freedom to operate away from direct supervision but within clearly identified and agreed boundaries e.g., visit to a museum or market place.
- Remote Supervision – The group is significantly removed from the Visit Leader and are monitored less frequently from a distance e.g., during an international award adventurous journey.

The ratio of supervisory adults to children should be determined based on the associated risks with consideration for the specific type of visit and the needs of the group and individuals within it. The ratio must be approved by the Principal who will make the final decision on the suitability of the ratio.

The number of teachers in the recommended ratios below may need to be increased depending on the nature of the visit.

For FS, pre-K and KG1 a staff to student ratio of 1:6 must be met.

For primary students in years 1-2 or elementary students in KG2 or grades 1 a staff to student ratio of 1:8 must be met.

For primary or elementary students in years 3-6 or grades 2-5 this can be increased to a staff to student ratio of 1:10.

For all older students a staff to student ratio of 1:15 must be met, in the case of adventurous visits / residential / international visits a staff to student ratio of 1:10 must be met.

Please note the KHDA stipulates there must be a minimum of 1:10 supervisory adults to students on an international visit.

For all residential and overseas visits there are to be a minimum of two supervisory adults. Where possible the leadership gender balance should reflect that of the group.

Where a high adult/student ratio is required, it is not always feasible to use school staff alone. Parents, volunteers and trained staff may be used to supplement the supervision ratio acting as Visit Assistants. They should be carefully selected and ideally, they should be well known to the school and the student group.

## **9. SAFEGUARDING INCLUSION AND BEHAVIOUR**

### **Safeguarding**

All off-site educational visits must take account of the responsibility to promote the welfare of children. Relevant information about specific safeguarding needs should be considered carefully in the context of the proposed trip and shared with Visit Leaders to enable them to plan adequate support if required.

Overnight stays – Careful consideration should be given to sleeping arrangements in regard to privacy and child protection including staff to participant ratios and the gender mix of the accompanying staff. It is the responsibility of the of the Visit Leader to have a documented plan with student names for any sleeping arrangements including tents and hotel rooms.

Access by the public – Exploring new places usually involves meeting new people and appropriate measures should be in place to prepare and manage interactions with members of the general public.

Professional Conduct – Naturally during some off-site educational visits the relationship between staff and student may be less formal than in the classroom. Adults are in a position of trust and their behaviour must remain professional and within clearly defined boundaries leaving no scope for anyone to question their motivation or intentions.

### **Inclusion**

Schools and Visit Leaders have a duty to avoid discrimination on the basis of characteristics such as disability, gender, race or religion. When planning visits and activities, reasonable care should be given to ensuring activities are available and accessible to all, irrespective of special educational or medical needs. Where reasonable adjustments are not possible or practical it is important to liaise with parents to communicate the limitations.

Special attention should be given to the supervision ratio when students are attending that require additional support. It is important to note that if a student has an individual learning support assistant (ILSA), this Visit Assistant must not be included in the overall student to staff ratio.

Additional measures may need to be put in place to support students with specific medical requirements and the Visit Leader should liaise with the school nurse to ensure suitable arrangements regarding medication and information on pre-existing medical conditions are available.

### **Behaviour**

Schools should ensure that the expected standards of behaviour before and during travel are clearly communicated to parents and students in advance. The expected standards should reflect the school's core values and key behaviour policies and procedures with adaptations considered for the specific environment and activities involved.

It may be reasonable to exclude a student from participation where their behaviour presents significant unmanageable and unacceptable risk to the health, safety and welfare of themselves or others. Disciplinary procedures should be clearly communicated in advance especially for international visits where repatriation is likely to be expensive and time consuming.

## **10. COMMUNICATION**

There are many benefits to mobile phones and social media for communicating and sharing photos however there are also several challenges and risks to be aware of.

- The staff and students should abide by all school social media rules and protocols, policies and behaviour agreements.
- Adults should refrain from engaging in private texting or messaging with group members.
- Be sensitive when displaying images of children and other adults in social media settings.

It is important that the Visit Leader and Visit Assistants have the contact numbers of all visit attendees so when required they can be contacted without delay.

## **11. APPROVED PROVIDERS**

Taaleem manage a portfolio of approved providers that schools can select from for the organisation of visits. Camps International acts as Taaleem's portfolio manager and oversees the list of providers and dedicated website. Approved providers are subject to a rigorous approved provider assessment and have provided evidence to demonstrate they meet a specific set of standards.

Schools and Visit Leaders must maintain an active role in their relationship with the approved provider and should consider:

- Do the values and ethos of the provider match the expectations of the school?
- Is there a clear understanding of the responsibility for supervision during the visit?
- What are the respective roles of the provider and the visit staff?
- Is provision available for special needs if required?

- Are there appropriate emergency procedures in place and has the location of the nearest hospital been considered?

## **12. INFORMED CONSENT**

Parental consent must be sought for all off-site educational visits in one form or another. For one-off visits, international visits and visits involving adventurous activities consent should be sought with regards to the specific event.

For consent to be given parents must be supplied with sufficient detail to make an informed decision about the participation of their child. More complex visits may require more information which may need to be delivered in multiple ways e.g. written and a presentation/briefing evening.

*Note: The KHDA requires the school to retain signed parental approval forms for all International Field Trips and Events along with detailed communications and itinerary provided to parents about the trip.*

## **13. INSURANCE AND VISAS**

All off-site educational visits must be covered by appropriate insurances for the location and activities. All providers vetted by Camps International and included in the Taaleem portfolio will have their insurance provision checked in accordance with the notes below. It is the responsibility of the Visit Leader to check the level of insurance and inform parents of any specific exclusions or limitations.

### **Public Liability Insurance**

Approved providers are required to submit evidence of their Public Liability/Tour Operators Insurance on an annual basis.

- Suppliers of local trips are required to hold public liability insurance equivalent to a minimum of US \$1,000,000.
- Suppliers of international trips are required to hold public liability insurance equivalent to a minimum of US \$3,000,000.

### **Travel Insurance**

All approved providers must include travel insurance and must provide a synopsis of the policy to the school upon request. Schools should review the terms e.g. cancellation, curtailment, personal items.

Pre-existing Medical Conditions – Schools and parents are responsible for checking that specific pre-existing medical conditions are covered by the terms of the relevant policy and seek additional cover if required. Many policies will exclude pre-existing conditions that may reasonably be expected to cause cancellation or curtailment.

## Visas

Visits taking place outside of the UAE may require the attendees to obtain travel visas and it is prudent that approved providers and schools signpost parents to where information regarding visas can be obtained e.g. Embassy or High Commission websites.

Despite this it is important to note that it is the responsibility of the attendees and their parents to identify their own visa requirements (including but not limited to transit visas for airport transfers), obtain the visas, ensure the continued validity of the visa throughout the travel period, and to ensure the required visa or residency permit is available for re-entry into the UAE is available.

## 14. PAYMENTS AND TAX

All approved providers that make up the Taaleem portfolio are required to take payments directly from parents. Payments for international visits and overnight stays should not be collected directly by the school accounts team.

The Camps International agreement does not cater for local day visits, when possible, these visits should still be paid for by parents directly to the vendor using a payment link. When this is not possible and cash collection must take place, Form 2: Cash Collection Authorisation Form should be signed and issued to accounts when the visit has received the Principal's approval.

## Tax

As per the VAT clarifications and bulletins issued by the tax authorities in the UAE, it is specifically mentioned that field trip collections by schools from students will be charged VAT at a standard rate of 5% in case it is not directly related to the curriculum.

In absence of any current clarity from the Federal Tax Authority (FTA) on what kind of trip can be considered as not in direct relation to the curriculum, schools will be required to charge a standard rate of 5% on all the collections from the students for educational visits.

If the school is in possession of a curriculum/educational document specifying the direct relation between the field trip which can be used as proof for the FTA that the field trip is curriculum related, then the school may treat the collection as a zero-rated transaction and not collect VAT.

**However, the schools will be required to share the curriculum-related document along with Forms 1 and Forms 5 of this document for Finance's review and approval before adopting a zero rate of VAT.** Approval can be achieved by emailing [ichawla@taaleem.ae](mailto:ichawla@taaleem.ae) or [atotla@taaleem.ae](mailto:atotla@taaleem.ae).

## 15. TRANSPORT

When organising a visit through an approved provider they will work with the school to provide the key elements of transport for the visit including flights and transfers. There will be occasions when transport and in particular buses or coaches are required to be arranged directly by the school and these requirements should be captured by completing Form 3: Transport / Lunch Booking Form.

Where possible the school's current transportation company should be used for the visit as they are already aware of school procedures and how to respond to a breakdown or emergency. To ensure the buses provided are appropriate a bus inspection should be carried out on the transportation by the Facilities Manager to ensure suitability. Seatbelts are to be worn by all attendees at all times.

Please note that in accordance with RTA guidelines in Dubai:

- Students are only to be transported by school buses.
- A bus supervisor should be in attendance.
- Other forms of transport should not be used, these include, private cars, and taxis.
- School cars are also not to be used to transport students, this is not permitted by the transport authorities and there is no insurance coverage for this purpose.

Students maximum journey duration (home to school and school to home) is recommended as follows:

- Students aged up to 12 years – not more than 60 minutes.
- Students aged above 12 years – not more than 75 minutes.

These recommend maximum times should be considered when planning visits. It is not advisable to exceed these recommended times especially when conducting a local day visit. When younger children are attending it may be deemed necessary to further restrict the maximum journey duration.

## **16. EMERGENCY PROCEDURES**

During an off-site educational visit an emergency can be any incident where a group member:

- Has suffered a serious injury or fatality.
- Is at serious risk.
- Has gone missing for a significant and unacceptable period.

Or any incident that is beyond the normal coping mechanisms of the Visit Leader and their team. By their nature, emergencies are usually unexpected and stressful. Careful planning can help maintain a calm approach to dealing with emergencies. The Visit Leader and accompanying staff should stabilise the situation to the best of their ability and alert the schools emergency contact for additional support. All approved providers in the Taaleem portfolio have emergency procedures and crisis management plans in place for their trips and will be well placed to support in the event of an emergency.

### **Basic Emergency Protocols**

**First Aid** – All off-site educational visits should be accompanied by a sufficient number of qualified first aiders, a well-stocked first aid kit should also be taken. The type of visit and activities will have a bearing on the requirements for the number of qualified staff, it is mandatory to have at



least one first aid qualified staff member in attendance. The ratio of first aiders to attendees shall be included on Form 1: Detailed Educational Visit Proposal which will be approved by the Principal.

Emergency Contacts – Prior to all off-site educational visits the Visit Leader should have the details of key emergency contacts from both the approved provider and from the school, the individuals identified should be aware they have been nominated in this role as they may be asked to assist ‘out of hours’ during an emergency.

Incident Reporting – All incidents that occur on off-site educational visits should be appropriately recorded on an incident report form using the guidance in TG-OSH-12 Incident Reporting and Near Misses.

Visit Emergency Plan – It is important that on each off-site educational visit the following points are addressed:

- Key staff are identified and allocated roles including supervision groups.
- Up to date contact details of staff attendees and parents are maintained.
- Contact details of relevant agencies are available, Police, Embassy, Insurance, Tour Operator.
- Details of the nearest hospital are available.
- Ensure incident recording and reporting protocols are followed.

## **17. ROLES AND RESPONSIBILITIES**

### **Head of School**

The Head of School/SSLT member should ensure:

- They have appointed a suitable group leader
- A dedicated trips folder is built for the trip leader to collate all relevant information
- The risk assessment is complete and that it is safe to make the visit
- All supervisors on the visit are appropriate people to supervise children
- Parents have signed acknowledgement of risk forms (Appendix 2)
- Arrangements have been made for all the medical needs and special educational needs of all the children
- The mode of travel is appropriate
- Travel times out and back are known
- There is adequate and relevant insurance cover
- They have the address and phone number of the visit’s venue and have a contact name
- The school has the names of all the adults and students in the travelling group, including contact details of parents, staff and volunteers.

**Group Leader**

The Group Leader is responsible overall for the supervision and conduct of the visit. The Group Leader should:

- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity
- Submit a Provisional Event/Activity/Trip (PEAT) request form (appendix 8) in advance
- Undertake and complete the planning and preparation of the visit and store all documentation in the dedicated trip folder
- Ensure the relevant KHDA paperwork has been submitted and approvals have been confirmed
- Have regard to the health and safety of the group at all times
- Know all the students proposed for the visit to assess their suitability
- Observe the guidance set out for teachers and other adults below
- Ensure that students understand their responsibilities (see responsibilities of students below)
- Ensure that staff remaining at the school are aware of the scheduled visit
- Complete a risk assessment. The Group Leader must have Risk Assessments for the whole trip and for all activities undertaken.
- Staffing/pupil ratios should be adhered to, which should include appropriate male/female ratios.
- Ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.
- Ensure all parents sign and return an Acknowledgement of Risk Form (Appendix 2)
- Tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

**Accompanying staff**

Accompanying staff should:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual student as any reasonable parent would
- Follow the instructions of the leader and help with control and discipline.
- 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
- Teachers, parents or other volunteers must take instruction from the group leader

*Non-teachers should generally not have sole charge of students except where risks to health and safety are minimal*

### Students

The group leader should make it clear to students that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other adults
- Wear the school uniform or the appropriate clothing and behave sensibly and responsibly
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it
- Should not undertake any task that they fear or that they think will be dangerous.

Any students whose behavior at school may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these students should be fulfilled in other ways. Students whose behavior is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such students would return home early.

### Parents

Parents must ensure they:

- Provide the group leader with emergency contact number(s)
- Sign the consent form
- Give the group leader relevant information about their child's health

## 18. RATIOS

Ratio's are set depending on the risk assessment for the trip and must be approved by the Principal who will have the final say. The number of teachers in the recommended ratios below may need to be increased depending on the nature of the field trip.

**For FS, year 1, pre K and KG** a staff to student ratio of 1:5 must be met, this should be decreased to 1:3 for high risk activities e.g. water activities or crowds.

**For primary or elementary students in years 2-3 or grades 1-2** a staff to student ratio of 1:8 must be met.

**For primary or elementary students in years 4-6 or grades 3-5** this can be increased to a staff to student ratio of 1:10.

**For all older students a staff to student ratio of 1:15 must be met**, in the case of adventurous trips / residential trips / international trips a staff to student ratio of 1:10 must be met.

Where a high adult/pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers and trained staff may be used to supplement the supervision ratio acting as trained adult supervisors. They should be carefully selected and ideally, they should be well

known to the school and the pupil group. The parents/volunteers and trained staff must have received the risk assessment, list of children in their care and their full roles and responsibilities before the trip. They should have an up to date police clearance certificate to fulfill the role.

There must be a minimum of at least two adults on EVERY excursion. With sports teams, as they are typically travelling to another school where there will be other teaching staff present, they may travel with the teams coach only, however if student numbers exceed 20 a second member of staff will be needed. If it is a coach who is not directly employed by the school, a member of school staff must accompany them.

## **19. RISK ASSESSMENTS**

The Principal should be satisfied that the visit has been planned effectively and that any risks are minimised. In practice, risk assessments are usually carried out by the Group Leader. An assessment should be completed before the visit, and should be approved by the Principal. (see Form 4) A risk assessment for a visit need not be complex but it should be comprehensive, particularly if the trip is near water or at a high-risk location such as a farm. Specialised information for some visits may be necessary and the Principal should ensure that the person assessing the risks is competent to do so. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained, then the visit must not take place. Sample completed risk assessment can be found at TG-OSH-10 Taaleem Group Risk Assessments.

The risk assessment should 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 Group Leader put the safety measures in place?
- what steps will be taken in an emergency?

The Group Leader carrying out the risk assessment should give copies to all teachers and supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Principal should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place. Each field trip requires a full risk assessment every time. The assessment of the risks of the visit should be made considering the specific needs of particular students.

The Group Leader and other adult supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

The Group Leader should take the following factors into consideration when assessing the risk:

- the type of visit/activity and the level at which it is being undertaken
- the location, routes, and modes of transport
- the competence, experience, and qualifications of supervisory staff
- the ratios of teachers and supervisory staff to students
- the ratios of first aid qualified staff to students; each field trip should aim to have at least two first aid trained members of staff as a minimum
- the group members' age, competence, fitness and temperament and the suitability of the activity
- the special educational (students of determination), behavior or medical needs of students
- the quality and suitability of available equipment
- seasonal conditions, weather and timing
- emergency procedures
- how to cope when a student becomes unable or unwilling to continue
- the need to monitor any ongoing risks throughout the visit

## **20. EXPLORATORY VISITS**

The Group Leader should undertake an exploratory visit to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
- obtain names and addresses of other schools who have used the venue.
- obtain advice from the manager of the activity centre.
- assess potential visit areas and levels of risk.
- ensure that the venue can cater for the needs of the staff and students in the group e.g. toilet facilities, eating arrangements.
- identify the nearest medical facilities and the nearest hospital.
- assess the transport drop off and parking location.
- become familiar with the area before taking a group of young people there.

If in the last resort an exploratory visit is not feasible if for example the venue is overseas, then the Group Leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, or from other schools who have recently visited it.

## **21. SUMMARY OF PRE-PLANNING CONSIDERATIONS**

Trips with a cost over the value of 500 AED should have a contract in place with the company. Trips that have a cost below 500 AED should have as a minimum a letter of undertaking, with basic terms. The documents should be signed off by the Head of Business Operation and should include:

- insurance arrangements
- the facilities/equipment to be provided at the venue
- the facilities/equipment the group will need to take on the visit
- staff and adult supervisor training needs
- transport arrangements Other factors which should form part of the planning stage include:
  - gain approval from KHDA/ADEK as well as Principal
  - consider if the trip is age appropriate, can the supervision in place maintain effective control over the children
  - information to the provider
  - supervision ratios
  - contingency measures for enforced change of plan or late return
  - information to parents
  - preparing students
  - emergency arrangements
  - communication arrangements
  - internal school communication to specialist teachers
  - cancelation of school lunches / school dinner packed lunches
  - arrangements for those students not taking part in the visit and communication of this to their parents

## 22. FIRST AID

First Aid provision should be considered when assessing the risks of the visit. For adventure activities, overnight stays or visits abroad a fully trained first aider must accompany the trip. All adults in the group must carry a mobile phone and know how to contact emergency services.

*The minimum first-aid arrangements are:*

- A suitably stocked first-aid box available from the school nurse
- Location of the nearest doctor or hospital
- Availability to access transport in an emergency
- Teachers and volunteers will be given details of students with special or medical needs.

Should any child require first aid, this must be recorded in the trip logbook and then an incident report completed on return to school. Parents informed immediately on return to UTS.

Should any child have an injury that requires any first aid beyond basic plasters/band aids, a courtesy call must be made to the relevant parent and this has to then be followed up by touching base with parents immediately on return to UTS, along with recommendations for further care.

Parent must be contacted immediately if any student requires hospital treatment or needs to return home early due to illness. If in any doubt always err on the side of caution.

## 23. FINANCE

All cash payments for the trips need to be collected by school Operations Assistant (accounts). This is not the responsibility of any other staff member although teachers may assist accounts with cash collection, the Operations Assistant should visit the relevant classrooms for collection if necessary. Please note that for overseas trips, more costly trips and any overnight stays, the collection should always go through the company instead of the school.

### **Collections and deposits**

Once the trip has been authorised by the Principal to proceed, the cash collection authorisation form will be handed over by the PA to accounts office (Form 2). The money and the consent form are collected by accounts and kept in the safe. Receipts are issued for all trips. Accounts will not accept money if the consent form is not attached. Collections sheets from Accounts are sent to teachers so they can chase pending students who have not paid.

### **Making payments**

All payments are made electronically, before the visit, by the accountant wherever possible. If this is not possible then the Group Leader collects the money from Accounts on the day of the trip. After the trip it is the responsibility of the Group Leader to return any remaining money and a full receipt to the accounts office on the day of return.

### **Ending the account**

When the event is over or major payments have been made, the remaining money is deposited into the school bank account. The group leader must ensure that the activity has been costed to allow for contingencies as well as change in numbers, and that parents are aware of changes to the costs if needed. This needs to be discussed and approved in advance with the relevant member of SSLT and the Bursary.

### **Information to Students**

It is for the group leader to decide how to provide information, but they should be satisfied that the students understand key safety information. Students should understand:

- The aims and objectives of the visit/activity
- Background information about the place to be visited
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- Why special safety precautions are in place for anyone with disabilities
- What standard of behavior is expected from students
- Who is responsible for the group
- What to do if approached by a stranger
- What to do if separated from the group
- Emergency procedures

- Rendezvous procedures

## 24. TRANSPORTATION

Transport is booked by the person responsible within the school on receiving the transport form (Form 3). Schools are encouraged to use an online form for this. Where possible the schools current transportation company should be used as they are already aware of school procedures and would know what to do in response to an emergency or breakdown in accordance with TG-OSH-03 School Bus Safe Practices and Procedures Manual.

The level of supervision that will be necessary on buses should be given careful consideration. At least two adults (one, a teacher) should travel on each bus. One supervisor should sit at the front, and one should sit at the back; students using transport on a visit should be made aware of basic safety rules including:

- arrive on time and wait for the transport in a safe place
- do not rush towards the transport when it arrives
- wear your seatbelt and stay seated whilst travelling on transport
- never tamper with any of the vehicle's equipment or driving controls
- bags must not block aisles or cause obstructions
- never attempt to get on or off the moving transport
- never lean out of, or throw things from the window of the transport
- never get off a vehicle held up by traffic lights or in traffic
- never kneel or stand on seats
- never throw objects on the transport
- never distract or disturb the driver or impede the driver's vision
- stay clear of doors after boarding or leaving the transport
- after leaving the vehicle, always wait for it to move off before crossing the road
- crossing the road one adult is to stand in the road to ensure all traffic is stopped, one is to go ahead and one is to bring up the tail; individuals are to be reminded to always look both ways before crossing the road
- if you feel unwell tell a teacher or supervisor
- no eating on the bus
- head count children on and off the bus

### **Cancellation of Buses**

Please ensure buses are cancelled at least two days before the trip is cancelled. This is to prevent charges by the transport company.

## 25. STUDENT IDENTIFICATION

Whatever the length and nature of the visit, regular head counting of students should take



place, particularly before leaving a venue and after toilet visits to ensure all students have all returned to the muster point. All supervisors should at all times carry a list of all students and adults (and their contact details) who are involved in the visit. Students, particularly those below grade 5/year 6, should be easily identifiable, especially if the visit is to a densely populated area, therefore school uniform should be worn to help identify group members more easily unless the nature of the trip requires otherwise. If this is the case, students should not wear name badges, instead provide students with badges or bands displaying the name of the school and its emergency contact number. The group leader should establish rendezvous points and tell students what to do if they become separated from the group, supervisors should wear high visibility vests so that they are easily identifiable.

## **26. STUDENTS WITH SPECIAL EDUCATIONAL OR MEDICAL NEEDS**

The Principal and Group Leaders should make every effort to include students with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. If the student has a 1:1 teacher / assistant, this person **MUST NOT** be included in the ratio numbers. Additional safety measures to those already in place in school may be necessary to support students with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies may be required. The Group Leader should liaise with the school nurse and medical records should be carried for a student with an existing medical condition. All teachers supervising visits should be aware of a student's medical needs and any medical emergency procedures. If appropriate, a volunteer teacher should be trained in administering specialist medication, if they have not already been trained to do so and should take responsibility in a medical emergency. If the student's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular student.

## **27. COMMUNICATING WITH PARENTS/GUARDIANS**

Parents should be informed in writing of any off-site activity or visit. This information must be provided to parents via the standard Taaleem cover letter and Parent Consent Form (Form 5) which includes the Taaleem Legal Waiver. If a parent does not fill in the complete form, then their child must not attend. Accounts should not accept any money if the consent form is not fully completed.

For residential visits parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

The Group Leader should maintain a list of the contact details of all staff and pupils attending the trip, which includes the contact details of each pupils' parents. This list should be

distributed to all staff prior to departing school grounds.

## **28. PARENTAL CONSENT**

If parents withhold consent absolutely the student should not be taken on the visit, but the curricular aims of the visit should be delivered to the student in some other way, wherever possible. If the parents give a conditional consent SLT will need to consider whether the child may be taken on the visit or not. The school's parental consent form should be completed for each student in the group.

## **29. HOTELS AND HOSTELS**

Even though they have no control over some risks, the group leader and accompanying adults must assess any hazards. Therefore, the school will consider:

- The group leader should ideally have adjoining rooms with staff quarters next to students' rooms
- If possible the immediate accommodation area should be exclusively for the use of the group
- Access by staff to student rooms must be available at all times
- Separate male and female sleeping areas for students and adults
- Ensure that the whole party is aware of the lay-out of the accommodation, its fire precautions/ exits, its regulations and routing, and that everyone can identify key personnel
- Security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorized visitors
- Ensure that locks/ shutters, etc. work on all the rooms used by the group
- Storage of clothes, luggage, equipment, etc., particularly safekeeping of valuables
- Adequate lighting – it is advisable to bring a flashlight
- Provision for sick students or those with individual needs
- Safety in rooms (electrical connections, secure balconies)

## **30. WATER ACTIVITIES**

Group leaders and other supervisors should be aware that many of the incidents affecting school children have occurred by or in water. There are significant dangers.

The group leader should bear the following points in mind in the risk assessment of activities near water:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked
- Ensure group members are aware of warning signs and flags
- Establish a base on the beach or lake shore which members of the group may return if separated
- Look out for hazards such as glass, barbed wire and sewage outflows, etc.
- Cliff tops can be highly dangerous for school groups even during daylight, the group

- should keep to the path at all times
- If the water becomes dangerous water sports should be avoided.

### 31. OVERSEAS RESIDENTIAL'S

Much of the general advice in this policy applies to all visits, but there are some additional factors that need to be considered when travelling overseas.

#### **Preparing Students For Visits Abroad**

- Language – where possible teach the students common phrases prior to departure
- Inform students of culture sensitivities e.g.: body language, rules and regulations of behavior, dress codes, local customs, attitudes to gender, etc.
- Highlight differences in food and drink – in some countries it is safer to drink bottled water and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish
- Give advice on how to handle currency – how to carry money and valuables discreetly (if larger amounts of money will be needed it is advisable to take travelers checks)
- Give advice on what to do in an emergency in accordance with the trips risk assessment and local protocols.

#### **Vaccinations**

The group leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. They should also check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements in their publication: *Health Advice to Travelers Anywhere in the World*.

#### **Visas/Passports**

The group leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning a trip. All students must have valid UAE residency visas and a passport with a minimum of 6 months duration left on it. Where possible, all visas should be obtained in advance from the appropriate embassy – typically in Abu Dhabi. The group leader should personally check the passports of all supervisors and students to minimize the risks of anyone being turned back from the borders of the venue country or any countries being traversed en route. The group leader should contact the relevant Embassy or Consulate for details.

Photocopies of the group's passports should be taken for emergency use. Otherwise there can be problems if, for example, someone other than the designated leader has to accompany an injured student back to Dubai.

**Organizing Travel**

Before using a tour operator, group leaders should ensure it is reputable. Recently established companies might not have had the time to acquire a good reputation but the process of risk assessment will help such companies to present their credentials.

The group leader should check that the company shows due diligence in checking, for example, the safety and suitability of the accommodation and transport (pupils should not be expected to share beds, the road transport must have seat belts). Some companies act as agents and use service providers overseas. If this is so then the agent should be asked to explain how the health and safety of the group would be ensured. Details of insurance should be obtained and checked.

Taking a school group on an aircraft requires careful planning and preparation. The airline/travel agent will be able to advise on particular requirements. If the group contains any members with disabilities, it is advisable to check with the airline in advance about wheelchair service and lifting facilities, etc. The group leader should resist any attempt by the airline to split the group between different aircraft.

The group leader should know where the nearest Embassy or Consulate is located and the telephone number. Older students could also be given this information.

The group leader needs to check relevant foreign legislation particularly on health and safety e.g.: fire regulations.

One of the adults with the group should be able to speak and read the language of the visited country. It is also advisable that students have a basic knowledge of the local language before the visit.

**Medical**

Group leaders should be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become ill. In warm climates, it is important to keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibers. Group members should be advised of the dangers of over-exertion in heat and of dehydration, which causes headache, dizziness and nausea.

It is advisable to have a teacher/contact at home with a valid passport, who could go to the area being visited to provide support to the group in the event of an emergency.

It is advisable to take a contingency fund as sometimes treatment must be paid for in advance and money has to be claimed back later.

**Illness or minor accidents**

If a student has a minor accident or becomes ill during the trip, the Group Leader should immediately inform the school and parents.

Contact will then be made with the student's parents/guardians to discuss whether the student needs to be collected (if appropriate) or needs medical assistance. If contact cannot be made, or collection is impractical, the Group Leader, or another member of staff, will take the student to the local hospital/medical center.

A member of staff will remain with the student at the hospital/medical center until a parent or guardian arrives. In any case, the Group Leader must keep in constant contact with the school.

**Serious incident/fatality**

The responsibilities to be taken in the event of a major incident on a trip are set out in the Critical Incidents Policy, and action will be coordinated by the Principal and associated Critical Incidents Team.

**Upon Return**

All field trips and off-site visits must be reviewed and evaluated in relation to the visit's aims and purpose, in order to inform future planning.

Any incidents or accidents must be reported in accordance with the school's reporting requirements.

### 32. SUMMARY OF PLANNING STEPS TO ORGANISE A FIELD TRIP:

1. Fill in all the forms included in this policy and give them to the Principal's PA for approval at least 2 weeks before cash collection needs to commence.
2. The PA to the Principal will then hand the forms over for approval by the Principal, Head of School and Head of Business Operations. Once approved by the Principal, the PA to the Principal will email KHDA/ADEK. In Dubai this will be KHDA RPC on [rpc@khda.gov.ae](mailto:rpc@khda.gov.ae) or [Mohamed.Abdulhalim@khda.gov.ae](mailto:Mohamed.Abdulhalim@khda.gov.ae) for approval on international field trips. The following information needs to be included, the contact person for the trip as provided to the parents, list of students and supervisors on the trip, during the duration of the trip the schools local contact in Dubai/Abu Dhabi.
3. In addition, the PA to the Principal is to send an official letter to Ministry of Foreign affairs informing them about the details of the trip.
4. Following approval from the Principal, the PA to the Principal will inform the Group Leader that the field trip has been approved and share the trip folder with them.
5. Upon this approval the PA to the Principal will provide Cash Collection Form 2 to the accounts office and bus booking Form 3 to the person responsible for booking bus and lunches within the school. (Note some schools may use an online portal to do this.)
6. In addition the PA to the Principal will coordinate with the canteen supplier on provided lunches or cancelling lunches.
7. The Group Leader is to send out the parent information letter and consent letter (See Form 5. Arrange for this to be translated in Arabic if necessary and sent home.
8. Accounts office will collect the cash and consent forms and provide the Group Leader with a list of participating students.
9. The Group Leader is to notify all specialist teachers of the participating students.
10. The Group Leader is to collect all the consent forms from the accounts office on the day of the deadline for payment. If needed the Group Leader is to chase parents for payment and consent forms.
11. The PA to the Principal is responsible for archiving copies of the following for compliance for international trips. Forms 1, 4 and 5, copies of parental consent forms, student and accompanying teacher's passport. These documents can be requested through the Group Leader.
12. When all documentation has been collected it should be stored in the Central Office shared area Taaleem Group Field Trips at this link the 'Master Register' should be annotated with the basic details of the field trip (date, location, point of contact) and the documentation should be placed into the relevant school folder. Information to be loaded into the shared area is:
  - A list of all students and adults attending the field trip and their contact details
  - Form 1 the Detailed Proposal for the Field Trip
  - Form 4 Risk Assessment

**Two days before the trip, the Group Leader must inform the reception about the following:**

1. If a parent does not give permission to attend, the student is expected to remain at school and an alternate program will be provided.
2. Ensure that all travel arrangements and a list of students attending is sent to the School Reception.
3. Inform Reception of updates on how the field trip is progressing. Please also ensure all parents are aware of this (for international trips only).
4. Drop off the copies of the passports (if appropriate).

**On the day of the trip the Group Leader must:**

1. Take attendance, leave a copy with the school Reception and retain a copy to take on trip.
2. Leave your mobile number with reception.
3. Take a copy of the Parent Consent Form and Release of Liability Form for each student which outlines emergency numbers and medical information.
4. Ensure that all teachers and supervisors have a list of all participants and their contact numbers.
5. Take a copy of the Emergency Procedures with you.
6. The Facilities Manager is to check the bus for safety.
7. Ensure the bus drivers have correct directions and phone numbers for destinations.
8. Carry a mobile phone switched on at all times.
9. Collect first aid kits from the School Nurse (minimum one per bus).
10. Check that all students are wearing appropriate uniform (if appropriate for the trip e.g residential trips). Ensure appropriateness of jewellery, make-up, and footwear.
11. Remind students of field trip rules and regulations once on the bus.
12. Keep the school informed if there is likely to be a delay to the scheduled return time or adjustments made. Phone the school in good time so that parents can be notified
13. On return ensure all students have been collected.

**Field Trip Rules and Regulations:**

1. Trip must be approved by Principal and KHDA/ADEK (for international trips)
2. Students must wear proper school uniform (if appropriate for the activities on the trip)
3. Unscheduled stops, unless in emergency, are forbidden
4. Meal stops must be pre-approved before departure
5. Each student must occupy his/her own seat and wear seatbelt at all times
6. Students must remain in their seats, facing forward at all times while the bus is in motion
7. Bus must be kept clean and tidy. No eating on the bus
8. Should the Group Leader at any time, feel that there is a health or safety risk to any of the participants, the trip will be stopped or cancelled.

# APPENDIX



## Appendix 1: Provisional Event/Activity/Trip (PEAT) Request Form

### Provisional Event/Activity/Trip Request

Name		Date		LM approval (signature)	
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On-site		Off-site		Residential (UAE)		Residential (other)	
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Event/activity/trip title	
Date(s)/time(s)	
Purpose	

Staffing <i>Who? How many staff in total?</i>	Students <i>How many? Which Grades? Min/max numbers?</i>

Visitors <i>Who? Students/adults? Other schools?</i>	Facilities, equipment, support <i>Spaces/rooms, staging, AV/technical, chairs/tables, refreshments?</i>

Costs <i>Transport, event/activity fees, insurance, food, accommodation?</i>	Additional information

Approval status		Head of School signature		Date	
Next steps					

**Appendix 2: FORM 1: Detailed Proposal for Educational Visit**
**Visit Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete this form and return to the **Principals PA / Educational Visits Coordinator** two weeks prior to starting cash collection.

Date of the Visit:	
Timings of the Visit:	
Students / Classes / Year Group attending:	
Place/s to be visited:	
Purpose of visit + specific educational objectives relating to the Curriculum:	
Transport arrangements:	

**Staffing and Pupil Details**

Visit Leader name and phone number:	
Designated First Aider(s) and phone number:	
First aider to student ratio:	
Visit Assistants name and phone number:	
Other supervisors / parents (if applicable):	
School based designated emergency contact:	
Number of students attending:	
Number of adults attending:	
Adult to student ratio:	
Names of students with special educational or medical needs and adults to support if required: (These students MUST be noted on Risk Assessments)	

**Costings:**

<b>Cost per child of entry (if applicable):</b>		<b>Cost in total: (no of children x price)</b>	
<b>Cost per adult of entry (if applicable):</b>		<b>Cost in total: (no of adults x price)</b>	
<b>Cost of transport in total:</b>		<b>Cost per child for transport:</b>	
<b>Total cost of trip:</b>		<b>Proposed cost per child:</b>	

Has an Exploratory Visit been made?

Yes / No

If no, state how you will familiarise yourself with the facilities and proposed activities beforehand.

Have you taken a group of children to this place before? Yes / No

Have you arranged the first aid kits? Yes / No

Visit Leader Signature: Date:

Head of Business Operations Signature: Date:

Principal Approval Signature: Date:

**Confirmation from the Principal for the Visit to Proceed**

To the Visit Leader:

*We have studied this application and are satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.*

- a. Please ensure that you leave a list of names of all students and adults with the school Reception.*
- b. Please ensure you leave the mobile number of all staff attending.*
- c. Please ensure you take the Parent Consent forms with you.*
- d. Please ensure provisions are made for any child not attending the visit.*
- e. On the day of the visit please leave an attendance sheet with Reception.*
- f. Take a copy of the emergency procedures with you.*

**Signed:**

**Date:**

### Appendix 3: FORM 2: Cash Collection Authorisation Form

To be completed by the Visit Leader and passed to the accountant before letters are sent to parents.

<b>Authorisation to collect Cash Form</b>			
<b>Date of trip:</b>			
<b>Trip Title:</b>			
<b>Location of visit:</b>			
<b>Year Group:</b>			
<b>Visit Leader:</b>		<b>Email of Visit Leader:</b>	
<b>List of classes / year groups / children attending:</b>			
<b>Deadline for collection:</b>			
<b>Cost per student:</b>		<b>No. of students:</b>	
<b>Estimated Total collection:</b>			
<b>Breakdown of costs:</b>			
Cost per child of entry (if applicable):		Cost in total: (no of children x price)	
Cost per adult of entry (if applicable):		Cost in total: (no of adults x price)	
Cost of transport in total:		Cost per child of transport:	
Total cost of trip:		Proposed cost per child:	
<b>Any other notes for accounts:</b>			

**Appendix 4: FORM 3: Visit Transport/Lunch Booking Form**

(Schools are suggested to have an online form)

**Visit Leaders/Organisers Name:** \_\_\_\_\_

1. Date of visit \_\_\_\_\_
2. Destination/Stops (be specific) \_\_\_\_\_
3. Number of students attending and year groups: \_\_\_\_\_
4. Number of buses needed (50 seater/ 22 seater): \_\_\_\_\_
5. Time you are leaving the school: \_\_\_\_\_
6. Arrival time at your destination: \_\_\_\_\_
7. Departure time for return to the school: \_\_\_\_\_
8. Expected bus arrival time at the school: \_\_\_\_\_
9. Specify the number of school meals for cancellation for day of trip: \_\_\_\_\_
10. Specify the number of school packed lunches to be rearranged for the trip: \_\_\_\_\_

## Appendix 5: FORM 4: Risk Assessment

**N.B. A School First Aid Kit Must ALWAYS be available on all trips.**

A risk assessment is nothing more than a careful examination of a workplace, location or event and the activities and tasks which take place there. It is to identify what could cause harm to the people who work there or visit i.e., pupils, parents, contractors, and other visitors, estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent that harm from being realised. When a hazard has been highlighted and the risk of it occurring has been determined, appropriate control measures should be identified and implemented to mitigate the risk. The first objective will always be to completely remove the possibility of harm occurring but, in many cases, this is not possible, so control measures aim to prevent harm by reducing the likelihood and consequences of an event. The residual risk remaining after control measures have been implemented will then determine if the activity can be carried out safely.

The terminology used in risk assessment is simple. It is, however, important that assessors understand it:

- Hazard - Something with the potential cause harm to persons or property. For example, slippery floors, working with ladders, wood dust, individuals e.g., pupils with behavioural problems.
- Risk - The chances or likelihood of the harm occurring. For example, someone slipping on the floor, falling from the ladder, breathing in fine wood dust, being injured by the individual pupil or the pupil injuring themselves. Take specific care to identify those who may be particularly at risk from a hazard, i.e., asthmatics, those with existing back injuries, employees of childbearing age etc. Risk also considers the potential severity of the injury i.e., there may be a low probability of someone falling from a ladder but if they do the injuries could be extremely severe.
- Control Measure - What is done to prevent the harm occurring, e.g., replacing a slippery floor with slip-resistant flooring, training the user in ladder safety, introducing dust extraction, or supplying dust masks, training staff in diffusion techniques and other calming/reasoning strategies.

### **The risk assessment process**

- Look for the hazards
- Decide who might be at risk
- Assess the level of risk
- Evaluate the risk arising from the hazards
- Record your findings

When the likelihood (probability) of the risk occurring has been identified it should be entered into the 'L' column and should then be multiplied by the severity ranking in the 'S' column. This will then result in an overall risk level in the 'R' column.

Severity Ranking		
Rating	Category	Consequence
5	Catastrophic	Single or multiple fatalities, or significant irreversible effects to more than one persons.
4	Major	Severe irreversible disability (>30%) to one or more persons
3	Moderate	Serious injuries requiring off-site treatment by medical practitioner or immediate hospitalization. Potential long-term or permanently disabling effects.
2	Minor	Injuries requiring on site treatment by medical practitioner. Personnel unable to continue to perform duties.
1	Insignificant	Minor injuries, which may require first aid. Injured personnel can continue to perform normal duties.

Probability Ranking		
Rating	Category	Indicative Frequency (expected to occur)
5	Frequent	Occurs frequently
4	Often	Occurs several times per year
3	Likely	Has occurred more than once and probably will occur again sometime
2	Possible	Unlikely, has occurred
1	Rare	Very unlikely, has never occurred

### Level of Risk

To establish a Risk Rating multiply the "Probability" rating value by the "Severity" rating value using the table below to identify if any further action is required:

Risk Assessment Matrix					
Consequence Probability	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

Score	Risk Category	Action to be Taken
15 to 25	Extreme Risk	Activity or industry should not proceed in current form
8 to 12	High Risk	Activity or industry should be modified to include remedial planning and action can be subject to detailed OSH assessment
4 to 6	Moderate Risk	Activity or industry can operate subject to management and or modification
1 to 3	Low Risk	No immediate action required, unless escalation of risk is possible





## Appendix 6: FORM 5: VAT Certificate

### ***Educational Certification***

*This here by certifies that the off-site educational visit \_\_\_\_\_xx\_\_\_\_\_ is for the educational benefit for the students.*

\_\_\_\_\_  
*Signed By Visit Leader*

\_\_\_\_\_  
*Signed School Head*

\_\_\_\_\_  
*Signed By Principal*

## Appendix 7: FORM 6: Parental Consent and Information Letter for School Visits

LOCAL UAE TRIP - [DIGITAL CONSENT FORM TEMPLATE LINK](#)

OVERSEA'S TRIP – [DIGITAL CONSENT FORM TEMPLATE LINK](#)

**Please use the below letter below as a template, then attach the appropriate release of liability form (either outside or inside UAE trip) both must be completed by the parent for the child to attend the trip. Please note there should be suitable detail in the letter so the parent can give informed consent.**

Dear Parents,

We are very excited to announce that we are planning a visit to (XXXXXX) on (XXXXXX). The trip will leave school at XXXX and return at approximately XXXX. This visit is designed to support the children in their learning as part of .....

During the visit your child will be required to wear school uniform and bring with them their named water bottle and a packed lunch. Include advice on any other personal equipment required.

The Visit Leader for the excursion will be ....., comment on experience and the nature of supervision and emergency contact arrangements.

The cost of the visit is XX AED per child to cover the cost of the bus and admission into XXX. This can be paid at the following link ..... or Please take this letter and pay the fee (non-refundable) directly to the accounts office in our reception area by XXXXX. Please note, if payment, the permission form and release of liability form are not deposited at the accounts office by this date, then your child will not be able to attend the visit.

Consider adding the following information into the consent form where appropriate:

- Method of travel
- Proposed activities
- Advice on insurance
- Code of conduct
- Need to check visa requirements
- Any other relevant information

.....  
Visit Name: \_\_\_\_\_

Date of the visit: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ AED

Name of child: \_\_\_\_\_

Class / Year Group: \_\_\_\_\_

Parent's name and Signature: \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

Accounts Office use only:

I confirm \_\_\_\_\_ AED was received on \_\_\_\_\_

Signed and stamped by Accounts:

Please note that this fee is non-refundable

insert Logo of School

**A Taaleem School**

**TAALEEM PARENT/GUARDIAN PERMISSION  
AND RELEASE OF LIABILITY FOR EDUCATIONAL VISITS (IN THE UAE)**

I, \_\_\_\_\_, am the parent/guardian of

\_\_\_\_\_ [student's name] a student in \_\_\_\_\_ Class, Year [name of school].

I give permission for my child to participate in the following educational visit:

**Date of Educational Visit:** insert

**Departure Time:** insert

**Return Time:** insert

**Site to be Visited:** insert

**Type of Activity Involved:** insert

**Staff in Charge of the Educational Visit:** insert

**Mode of Transportation:** insert

**Cost:** insert

**Other Important Details:** insert

*Standard of Conduct*

Whilst Taaleem is responsible for the safe keeping of your child during the educational visit, I recognise that my child assumes an important personal obligation to conduct himself/herself in an appropriate manner that, to the best of their knowledge will comply with local laws and regulations and the School's Code of Conduct.

*Health*

☐ I confirm that my child is in good health and able to participate in the planned activities during the educational visit, or

☐ My child has the following medical conditions relevant to this educational visit

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*Health Insurance*

I accept that it is my responsibility to ensure that my child is covered by a suitable health insurance policy to account for any medical care or associated costs that may arise for reasons of health, accident, or failure to conform to rules established by the teacher in charge.

*Out of School Activities*

I understand that the School does not represent or act as an agent for, and cannot control the acts or omissions of, any transportation carrier, tour organiser, government agency or other provider of goods or services involved in the educational visit. I understand that the School is not responsible for matters that are beyond its control however, I understand Taaleem will take all action necessary to reduce risk and maximise safe practices.

I have read and understand and accept all of the statements recited above and accept full responsibility as described.

---

Parent's/Guardian's Signature

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Parent's/Guardian's Name

Date: \_\_\_\_\_

insert Logo of School

**A Taaleem School**

**TAALEEM PARENT/GUARDIAN PERMISSION  
AND RELEASE OF LIABILITY FOR EDUCATIONAL VISITS (OUTSIDE THE UAE)**

I, \_\_\_\_\_, am the parent/guardian of

\_\_\_\_\_ [student's name] a student in \_\_\_\_\_ Class, Year [name of school].

I give permission for my child to participate in the following educational visit:

**Date of Educational Visit:** insert

**Departure Time:** insert

**Return Time:** insert

**Site to be Visited:** insert

**Country:** insert

**Type of Activity Involved:** insert

**Staff in Charge of the Educational Visit:** insert

**Mode of Transportation:** insert

**Cost:** insert

**Visa Required:** insert

**Other Important Details:** insert

*Standard of Conduct*

Whist Taaleem is responsible for the safe keeping of your child during the visit, I recognise that my child assumes an important personal obligation to conduct himself/herself in an appropriate manner that, to the best of their knowledge will comply with local laws and regulations of the country he /she is visiting and the School's Code of Conduct.

*Health*

*☐ I confirm that my child is in good health and able to participate in the planned activities during the educational visit, or*

*☐ My child has the following medical conditions relevant to this educational visit*

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### *Health Insurance*

Approved providers that work with Taaleem are required to provide comprehensive travel insurance as part of their visit package. I understand that insurance policies have limitations, and I will be solely responsible for the payment of any medical costs that may fall outside of the included travel insurance.

I accept that it is my responsibility to ensure that my child is covered by a suitable health insurance policy to account for any medical care or associated costs that may arise for reasons of health, accident, or failure to conform to rules established by the teacher in charge.

### *Out of School Activities*

I understand that the School does not represent or act as an agent for, and cannot control the acts or omissions of, any transportation carrier, hotel, tour organiser, government agency or other provider of goods or services involved in the educational visit. I understand that the School is not responsible for matters that are beyond its control however, I understand Taaleem will take all action necessary to reduce risk and maximise safe practices.

I accept that it is my responsibility to review and understand security warnings, alert sources and other pertinent information for the educational visit. I shall also ensure that I educate my child and explain safety measures, security warnings and alert sources communicated by the school, even if the school has explained it to my child already.

If for whatever reason my child is denied a visa or entry to a country, the School will attempt to refund any amounts I have paid. I acknowledge that refunds will solely depend on whether the airline, tour organiser and hotel approve a refund pursuant to their policies and that any grievance in this regard would be with the relevant provider not Taaleem. I understand that I may not be refunded the total fees for the educational visit.

I have read and understand and accept all of the statements recited above and accept full responsibility as described.

---

Parent's/Guardian's Signature

---

Parent's/Guardian's Name

Date: \_\_\_\_\_



## **Appendix 8: FORM 7: Visit Leaders Checklist**

### **General**

- Preliminary visits have taken place if required.
- Any third-party providers have been appropriately selected.
- Parental consent, where required, is in place.
- Parents have been provided with appropriate information.
- There are clear learning/development aims.
- The leadership team are sufficiently confident and competent for this activity with this group.
- The Visit Leader is responsible for, and has ownership of, the visit plan.
- Where appropriate, the Visits Leader and Visit Assistants have been involved in the planning process and they are clear about what they are expected to do to in order to manage the risks.
- All staff aware of their roles and responsibilities.
- Medical, first aid, inclusion and safeguarding issues have all been addressed.
- Travel, transport, and residential arrangements are appropriate.
- The Visit Leader has an effective means of communication in case of an emergency.
- Suitable insurance is in place.

### **Staffing**

- I am clearly identified as the Visit Leader and approved by the Principal.
- All members of the visit team are sufficiently confident and competent to fulfil their designated role.
- All members of the visit team have received all relevant information on both the visit and the group.
- The Principal's PA / EVC has been kept informed during the planning process.

### **Activities**

- Activities are appropriate to the objectives of the visit and the nature of the participants.
- Appropriately competent activity leaders are in the visit team, or a suitable provider has been contracted to lead activities.
- There is a sufficient amount of suitable equipment for activities.

**Group**

- Parental consent is in place and up to date contact details, medical information, dietary requirements and special needs are available and shared appropriately with the visit team and any relevant provider staff.
- Information has been provided to parents and young people to enable informed consent (where consent is required).
- Child protection issues are addressed.
- Inclusion issues are addressed.

**Environment**

- Environmental factors (weather, daylight hours, temperature, water levels etc.) have been considered.
- Accessibility issues are addressed.
- Safety and security have been checked and considered.
- I have undertaken a preliminary visit if appropriate. In the absence of a preliminary visit I have sufficient information from other sources.
- There is access to first aid provision.
- Accommodation, where used, is safe, suitable and appropriate.
- Travel or transport arrangements are appropriate.
- Suitable insurance is in place.

**Two days before the visit, the Visit Leader must inform the reception about the following:**

1. If a parent does not give permission to attend, the student is expected to remain at school and an alternate program will be provided.
2. Ensure that all travel arrangements and a list of students attending is sent to the School Reception.
3. Inform Reception of updates on how the visit is progressing. Please also ensure all parents are aware of this (for international trips only).

**On the day of the visit the Visit Leader must:**

1. Take attendance, leave a copy with the school Reception and retain a copy to take on trip.
2. Ensure the Visit Leaders and all Visit Assistants mobile numbers are available at reception.
3. Take copies of the Parent Consent Form which outlines emergency numbers.
4. Ensure that all Visit Assistants have a list of all participants and their contact numbers.
5. Ensure the Facilities Manager has carried out a safety check on the bus.

6. Ensure the bus drivers has the correct directions and phone numbers for destinations.
7. Carry a mobile phone switched on at all times.
8. Collect first aid kits from the school nurse.
9. Check that all students are wearing appropriate uniform (if appropriate for the trip e.g., residential trips). Ensure appropriateness of jewellery, make-up, and footwear.
10. Remind students of visit rules and regulations once on the bus.
11. Keep the school informed if there is likely to be a delay to the scheduled return time or adjustments made. Phone the school in good time so that parents can be notified.
12. On return ensure all students have been collected.

### Appendix 9: UIS Trip Planning Checklist

<b>Trip Name:</b>		<b>Lead Teacher:</b>		<b>SLT Lead:</b>	
<b>Trips Date(s):</b>		<b>Trip Venue:</b>			
<b>Action Points</b>	<b>Documentation Required</b>	<b>Submitted by Lead Teacher</b>	<b>Notes</b>	<b>Confirmed by Relevant SLT</b>	
<b>1</b>	<b>PEAT Request Form Submitted:</b>				
<b>2</b>	<b>Trip Itinerary:</b> 1. To include details of all activities to be undertaken				
<b>3</b>	<b>Costings Approved:</b> 1. Full break down of all costs involved. 2. Payment details 3. Any subsidiary funds 4. Finance approved account for collection if required				
<b>4</b>	<b>Transportation:</b> 1. Appropriate transport organise for all elements of the trip 2. Local transport booked in line with school procedures				
<b>5</b>	<b>Insurance Documentation:</b> 1. To include travel and medical coverage 2. To include coverage for all activities to be undertaken				
<b>6</b>	<b>Risk Assessments:</b> 1. For travel 2. For all activities to be undertaken 3. Amendments made for individual students if required				
<b>7</b>	<b>Parent Consent Forms:</b> 1. Including liability waiver 2. Include medical and emergency information 3. Include passport and visa information as required				

<b>8</b>	<b>Copies of ID:</b> 1. Passport 2. EID 3. Visa				
<b>9</b>	<b>KHDA Information Submitted:</b> 1. Form complete and sent to Gloria for submission				
<b>10</b>	<b>Parent Communication:</b> 1. UIS Emergency Contact shared 2. OneDrive Photo Albumn created and link shared				
<b>11</b>	<b>Staff Packs - to include:</b> 1. Emergency contacts 2. Medical information 3. Risk Assessments				
<b>12</b>	<b>Cover Arrangements:</b> 1. All lessons and duties have been covered 2. Cover work is set by all staff				
<b>13</b>	<b>First Aid:</b> 1. At least one member of staff first aid trained 2. First aid kit collected from nurse				
<b>14</b>	<b>Notifying staff:</b> 1. List of students absent shared with staff and reception 2. If large numbers, inform canteen staff of student numbers absent				
<b>15</b>	<b>Upon Return:</b> 1. Debrief with SLT 2. Incidents and accidents reported and documented 3. Marketing/PR write up for newsletters and social media				

