



BISC TRIPS POLICY

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Section 1

Summary of Plans and Procedures

1.1 Summary of Procedures for residential trips

This page charts the likely stages of planning a visit in an ideal situation:

Dates are subject to review and are governed by nature/type/timing of visit. Trip leaders should consult HOS/DH when applying and agree deadlines accordingly

Step 1: APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS (APPENDIX A)

MARCH-MAY

- Complete the above form to outline the proposed visit to Head of School, and seek approval from SMT in principle.
- Inform DHoS/DHoJ
- Inform BO
- Budget for trip

JUNE:

- Initial letter to parents and inform of visit dates. Get initial parental permission

Step 2: PLANNING STAGE

SEPT

- Contact venue
- What are the transport options?
- Meet with BO to organise and clarify handling money and bookings
- Who is to lead the group and who will help supervise?
- Who will pay for the trip?
- Check passports and apply for visas if necessary
- Complete a RAF
- Meet with HoS/HoJ to review RAF
- Inform DHoS/DHoJ

Step 3: SUBSTANTIVE PROPOSAL TO HOS/HOJ/ PRINCIPAL

Confirm details of:

- dates
- risk assessment,
- names of students
- staffing
- emergency procedures,
- transport, insurance, costs...
- Complete a thorough plan of visit

Shorter Visits
Step 4: ONE month
prior to visit
Longer visits and
residential
Step 4: THREE
months prior to visit

Step 4: PARENTS AND STUDENTS

- Write to parents to confirm ALL details
- Gather consent forms (**Appendix C**)
- Gather medical history/information for all students (**Appendix D**)
- Gather emergency contact names and numbers (**App.E**)

- ✿ Gather all other official documentations (passports/visas..)
- ✿ Brief pupils
- ✿ Meet with HoS/HoJ to confirm ALL details and plans
- ✿ Health and Safety meeting for all parties involved (students, SMT, staff, and parents if overseas trip)

Step 5: EVALUATION

1.2 Summary of Required Documentations

- From parents:
 - Permission slips
 - Dietary requirements
 - Essential medical history and consent for emergency treatment
 - Allergies
 - A contact address and emergency telephone number
 - Doctor's name and address
 - Identification papers if necessary

Documents to be produced to parents and SMT:

- RAF
- Application form
- Initial letter to parents
- Further information letter
- Emergency Contact Sheet, including:
 - Parents' emergency numbers
 - Accommodation address
 - Travel Company
 - Coach company
 - Contact person at base and telephone number
 - Daily plan of activities

Documents to take on visit:

- copies of permission slips
- copies of all letters confirming arrangements and receipts
- Full insurance details, with claim forms
- A detailed copy of planned activities
- Copies of ALL medical forms
- Copies of ALL contact details
- Contact numbers at base
- Identity cards
- Tickets
- Passports/visa
- School insurance cover
- Mobile numbers and contact details of HOS/HOJ

Section 2

INTRODUCTION AND TYPES OF VISITS

This policy applies to ALL school visits including all after school activities taking place outside school premises. However, the points below are to be seen as guidelines. The Principal will approve all staffing, RAFs and ratios for all visits.

2.1 Type of School Visit

Visits are classified under two main headings:

1. The length of the visit
2. The destination of the visit

All school visits fit into one of the following categories:

Class-time visit	Walk in the local environment
Short visit	Local shopping area / 26 th July Street Theatre visit (matinee/evening) Factory visit Visits to other local schools (CIBSA)
Day visit	Place of interest / exhibitions
Short residential	Overnight camping Long weekend visit home/abroad
Full residential	Field trip or activity visit Ski trip EMAC Hosting ECIS Maths Quest St Petersburg - MUN

2.2 The curriculum and Trips

Trips should be classified as **either ‘Curriculum’ OR ‘Curriculum Enhancement’**

Curriculum Trips: Trips recommended or enforced by the syllabus. Normally only applicable to KS4 and KS5

E.g. ES Yr 12/Yr 10 Geography trip

Curriculum Enhancement: Trips to enhance the students’ curriculum experience (this to include pastoral trips which target leadership skills)

E.g. MUN/EMAC/KS3 trips

THE FOLLOWING SHOULD BE NOTED WHEN APPLYING FOR TRIPS/PLANNING TRIPS:

- a) Generally, **Yr 11 and 13 should not be allowed out during curriculum time**. However, exceptional circumstances/cases should be considered (e.g. Yr 13 attending Bahrain Music Competition in Feb.) Each case should be presented to HoS, HoY and Trip Leader. Evidence should be collated from ALL subject teachers, parental views and student's own assessment, regarding the impact of the trip on the particular student(s). These views should be collected **at least three months prior** to the trip-taking place, to allow (for airlines, booking procedures.) However, decisions can be and should be reviewed if possible and for trips where selection of students is dependant on performance in a particular aspect of the curriculum (e.g. EMAC)

This group (HOS, HOY and trip leader), when making their final decision, should consider a number of factors:

- Punctuality and attendance record
- Academic Progress
- Behaviour
- Students' trip history
- Impact on CWK and deadlines.
- The educational merit of the trip/the relevance of the trip to the student's subject/pastoral and social development

It is recognised that this is not a perfect system and eventually some will be disappointed. We must be careful not to allow a culture of hierarchy to develop amongst staff and students.

b) **Trips should be run during holidays unless dates are decided by outside agencies** (MUN, EMAC, B.Gulf Music). This will avoid unnecessary disruptions.

c) Staff should complete appropriate forms when applying for trips. **SMT will consider all possible trips and notify staff of decision.**

d) **Trips for the year ahead should be mapped by DHoS/DHoJ and HoS/HoJ by May and published in the summer term, if possible.** However, special cases will be considered and at the discretion of HoS/HOJ/Principal. This may include unforeseen events or opportunities that may present themselves during the academic year. It should not include events, which could have been foreseen by trip leaders/HoDs.

e) **DHoS/DHOJ should track and monitor staff out on trips and consider implications on teaching groups.** Specialist staff should be provided, if possible, to cover absent staff in all cases, particularly for long residential trips (see Cover Policy). Trips should be divided equally among staff so that a particular teacher is not always targeted. Parental support and input should be investigated and parents should be encouraged to attend trips whenever possible. It is essential that a male and female member of staff supervise all trips, however, it is recognised that this may not be possible in junior school.

f) DHoS/DHOJ to monitor and track students who attend trips. Phoenix could be used to record trip history for each student. Trip leaders will be invited in the review process to comment on individual students' behaviour/contribution and achievements during the trip as this could help in further decision making regarding future trips (comment box in phoenix?). Accurate list of names should be submitted by trip leader to academic secretaries.

Many other factors have to be considered and can further classify as school visits. For example: curriculum area, transport type, travel company, etc.

2.3 Who organises and leads a trip?

Any member of the **permanent** teaching staff may wish and is eligible to organise a school visit. Accompanied by other members of staff (full or part time), parents and other adults where necessary (see staffing and ratio). However, *currently*, a senior member of staff must accompany students on all senior and junior trips (HoDs, HoYs, SMT, PRS). It may be appropriate that the longest serving member of staff should take charge of a particular trip (rather than responsibility holder.) Such decisions should be clarified during the planning stage with appropriate Head of school

Parents on trips: The Principal will make all decisions about parents accompanying trips, guided directly by DCSF regulations on volunteers accompanying school trips.

If the visit is of a specific nature, for example, a Geography field trip or ski-trip, the senior member of staff will have overall responsibility but will delegate to other staff the leadership of particular activities. HoJ/HoS will approve these allocated responsibilities when they discuss RAF with trip leaders during the planning stage.

A visit will often relate to a specific subject area or activity. However, parties may jointly undertake the organisation. For example, two departments may wish to run a visit to a specific place. They can use the time available for visits pertaining to their own subject but may link together to derive the best mutual benefit.

2.4 CRB Clearance for Staff, Volunteers taking part in trips

All adults who are taking part in a residential school trip must have been checked by the Criminal Record Bureau. Evidence of CRB checks must be on file with the school at the planning stage of staffing. The equivalent UK legal requirement covers staff, volunteers, parents and students over the age of eighteen years. BISC's commitment to ISI regulatory standards means that we must meet this requirement.

Section 3

Planning Trips

3.1 Planning trips

Section 3.8 charts the likely stages of planning a visit from proposal (start) to evaluation (finish), but in general, the initial idea should follow these stages:
(*This is also summarised in section ONE*)

1. Select the age group
2. Decide on the length of the trip and the number of pupils. How many members of staff are needed?

Guidelines: A ratio of one responsible adult (one at least must be a member of staff) to ten pupils for local trips for juniors(KS2) and seniors; 1:6 in KS1 and 1:3 FS1 and FS2 (*this needs to be confirmed by HoJ*)

1:6 Junior residential; 1:8 Senior residential.
HoS/HoJ will confirm and decide on ratios for each trip.

3. Is it a mixed sex group?

Guidelines: Male and female staff should accompany a mixed sex group, and SMT should endeavour to ensure this occurs for all trips in the junior and senior section.

NOTE: a) However, considering the ratio of female/male staff in the junior school, this policy will now state that it is **ADVISABLE** (and at the discretion of Principal) in the junior. It is **MANDATORY** in the senior school.

One female member of staff must accompany all trips which include female students. It is recommended that a female member of staff should accompany hosted trips/non-residential Senior and Junior trips (though this would be at the discretion of the Principal)

4. Research documents and publicity (from a variety of sources) about the sort of trip under consideration.
5. Complete application for approval of educational visit. Submit to SMT in May prior to academic year, if possible. HoDs/Trip Leaders should consider this when applying for budget in March.
6. Check dates in school diary and discuss with DHoS/DHOJ, who is responsible for mapping trips on school calendar. Staff should also consider other cultural and religious festivals when planning trips (e.g. Ramadan)
7. Obtain permission to go ahead with trip from the Head of School and the Principal.
8. Make a provisional booking by telephone and confirm in writing.
9. Keep a record of all telephone conversations and photocopies of all letters written.
10. Obtain parental consent.
11. Complete a risk assessment of the visit.

3.2 Obtaining Permission

Once the initial idea and research into availability has been completed for the visit, permission must be sought from the Head/Principal. The following details should be present when seeking approval and permission:

Who is the organiser and who will be available to accompany the visit? Will any outside adults have contact with the pupils?

What activities will the party be undertaking and what are the main aims of the visit?

Where will the pupils be going and where will they be accommodated?

When will the visit take place (dates) and when will the party leave and return (time)?

How will the party travel and how much will the visit cost? (how are the payments made)?

Complete a Risk Assessment Form. Meet and discuss the form with HoS/HoJ

The above is all mandatory.

Once permission has been granted, begin planning the trip by making provisional bookings. The next stage is to obtain parental consent in writing (issue first letter). Their permission is mandatory. It is, therefore, necessary to draw up a written outline of the visit as soon as possible.

3.3 Giving notice of a school visit

The proposed visit should be announced as soon as possible to all concerned. (Ideally, parents should be notified of residential, overseas trips at the end of the preceding school year, allowing them time to budget accordingly, arrange family holidays and discuss any problems in plenty of time).

In future and ideally, all trips will be planned and approved before start of academic year. However, this may not always be possible.

Staffing should be agreed at the planning stage, to avoid having to coerce unwilling colleagues into participating. Although not always possible, it is useful to have a member of staff, not going on the visit, who is willing to participate in the event of the illness of a colleague. This is especially important for small parties that could be cancelled if a staff member fell ill before the visit.

The pupils should be given notice of their trips in good time, to allow for preparation and planning before the trip leaves. All trips should be valid and relevant; therefore, some preparatory classroom based work will probably be in order. The trip becomes more pertinent to pupils when they have been given the opportunity to discuss and think about exactly what they are expected to gain from the experience.

Ideally, the plan should be sequenced as follows:

- ✚ March/April: Budget for trip
- ✚ May: **Application and approval**
- ✚ June: Initial parental consent/information letter for overseas/residential trips

All Trip Request Forms completed by trip leaders and senior member of staff involved in the trip. Forms to P/HoS/HoJ/DHoS/DHoJ

June- ongoing:

Planning stage

- Complete Risk assessment forms
- Meet with SMT for approval
- Assign staff
- Trips on school calendar
- Begin planning stage
- Bookings
- Parental permission
- Parental permission must be gained a month prior to local trips and three months prior to overseas trips. In cases of EMAC (where students are selected at a later date), parental permission must be sought at least ONE month prior to trip.
- List of students announced to staff one month prior to trips

3.4 Staffing and Ratios

Permanent members of BISC teaching staff, plus a senior member of staff must lead school visit, **where possible**. However, HoS/HoJ will approve staffing for all trips. The party leader (with the approval of the Head/Principal) will recommend on who accompanies a visit. On special occasions, non-teachers may be given permission to accompany a group. For example, on junior school day visits parents may be invited to accompany a class visit.

Non-teaching adults on the visit must be clear about their roles and responsibilities.

3.5 Risk Assessment Forms for ALL school trips and activities

Teachers must establish and maintain safe procedures that prevent any foreseeable risk of injury and harm. It is a practical impossibility to eliminate all risks but unnecessary danger must be highlighted and managed. It should be noted that we are responsible for the safeguard of students during school trips, and parents place trust in our professional judgement and ability. The school must meet these high standards and expectations.

To achieve the above, a Risk Assessment Form (RAF) must be completed for all trips and activities (see attachment). This form must be completed by trip leader and presented to HoS/HoJ during the planning stage of every trip.

RAF are provided in Section 8 (Forms) of this policy

For overseas trips, RAF must be re-visited by HoS/HoJ and trip leader three months prior to visits.

For other trips, forms must be re-visited one month prior to visit.

These are some factors to note when completing this form:

- What are the hazards?
 - Whom might they affect?
 - What safety measures need to be in place?
 - Can the party leader put the safety measures in place?
 - What steps need to be taken in an emergency?
-
- ALL RAF must be completed by trip leaders and reviewed by SMT
 - Models are available for staff in Section 10 of this booklet (Further Guidance: MODELS)
 - Please also see Section 10 (Further Guidance) for Frequently Asked Questions on RAF.

Please also refer to Procedures for School Trips – RSW document

3.6 General paperwork and telephone calls

The trip leader must keep a record of all correspondence (incl. copies of payments?) All paperwork must be dated and kept in a marked file. Copy of this file **must** be kept with HoS/HoJ. Copies of all receipts and payments must e kept with the BO.

All bookings must be made via the Business Office
(See Sections 6+7 Handling Money and the Business Office)

3.7 Documents to be Produced by Trip Leaders

1. APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS
2. LETTER TO PARENTS WITH CONSENT FORMS
3. RAF (RISK ASSESSMENT FORM)
4. LIST OF STUDENTS AND MEDICAL INFORMATION
5. CONTACT ADDRESSES AND TELEPHONE NUMBERS OF STUDENTS

BZ

3.8 Summary of Procedures

This page charts the likely stages of planning a visit

Dates are subject to review and are governed by nature/type/timing of visit. Trip leaders should consult HOS/DH when applying and agree deadlines accordingly

Step 1: APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS (APPENDIX A)

MARCH-MAY

- Complete the above form to outline the proposed visit to Head of School, and to seek approval from SMT in principle.
- Inform DHoS/DHoJ
- Inform BO
- Budget for trip

JUNE:

- Initial letter to parents and inform of visit dates. Get initial parental permission

Step 2: PLANNING STAGE

SEPT

- Contact venue
- What are the transport options?
- Meet with BO to organise and clarify handling money and bookings
- Who is to lead the group and who will help supervise?
- Who will pay for the trip?
- Check passports and apply for visas if necessary
- Complete a RAF
- Meet with HoS/HoJ to review RAF
- Inform DHoS/DHoJ

Step 3: SUBSTANTIVE PROPOSAL TO HOS/HOJ/ PRINCIPAL

Confirm details of:

- dates
- risk assessment,
- names of students
- staffing
- emergency procedures,
- transport, insurance, costs...
- Complete a thorough plan of visit

Shorter Visits
Step 4: ONE month
prior to visit
Longer visits and
residential
Step 4: THREE
months prior to visit

Step 4: PARENTS AND STUDENTS

- Write to parents to confirm ALL details
- Gather consent forms (**Appendix C**)
- Gather medical history/information for all students (**Appendix D**)
- Gather emergency contact names and numbers (**App.E**)
- Gather all other official documentations (passports/visas..)
- Brief pupils
- Meet with HoS/HoJ to confirm ALL details and plans
- Health and Safety meeting for all parties involved (students, SMT, staff, and parents if overseas trip)

Step 5: EVALUATION

Section 4

STAFF SUPERVISION

4.1 Staff Responsibilities

On all visits, the trip leader must outline clearly the areas of responsibility each staff member is to control. It is good practice to allocate the following responsibilities:

- First aid and medical attention in general
- Pocket money
- Passport/visa and pupil details
- Work activities

Each member of staff should be given:

- Responsibilities for a set group of pupils
- Duties to carry out on a rota basis
- Specific work to supervise

ALL staff have an ongoing and continual duty for the safety of all pupils at all times. It is the responsibility of the trip leader to ensure that staff carry out their requested tasks. Staff should consider themselves as on normal school duty and act according to all guidelines and procedures set out in staff handbook and according to their contracts. Staff should not consume alcohol or smoke in the company of students. *(This does not apply to the Year 13 Leavers Boat Party.)*

Further guidance for Trip Leaders can be found in Section 10 (Further Guidance) of this policy – *Handbook for Leaders* and Dfee documentations. All staff must familiarise themselves with all aspects of this policy before applying for a trip. Staff must also *read Handbook for Trip Leaders* and other documentations available on R-Drive → *Trips*

All forms are available from HoS/HoJ

Emergency Procedures:

Should the unforeseen happen, the trip leader and other staff should be prepared to deal calmly and effectively with the situation.

- Inform SMT (HoS/Principal/HoJ) as soon as possible
- Seek the help and advice of the people in the local area (especially abroad) e.g. hotel managers/police/British embassy..
- Once contact is made with SMT, then SMT will decide and agree procedures for contacting parents.**
- Seek medical attention as soon as possible and if required**

SECTION 5

T

Transport and School Buses

On all journeys *outside Beverly Hills* (including after school activities), a mobile phone must be carried by trip leader (see BO) and emergency number of SMT member must be available.

Head counts, by the group leader or another delegated member of staff, should always be carried out when the group is getting off or onto a vehicle.

The drivers should **NOT** be responsible for supervision. The group leader is responsible for the party and should maintain good discipline.

Coaches/buses/school minibus

1. These should be booked through the Business Office, and known companies used whenever possible. Buses provided by BO will have the right number of seat belts. Staff must therefore provide accurate information to BO regarding number of students/seat belts needed.
2. ALL vehicles used for school trips must have seat belts, which are in good condition.
3. Hired vehicles should be in good condition and inspected by authorised member of staff before departure (*for example, BO, SMT, trip leader*). School buses should be inspected and checked at least once a month

The BO will state our requirements and expectations to the tour companies when booking buses. The BO will also only use companies that we trust to provide vehicles in good conditions, with operating seat belts.

4. All pupils should stay seated and wear a seat belt whilst in vehicle
5. Staff, pupils, and workers should not sit in the front seats.
6. Pupils should be informed of the rules concerning eating food (sweets/gum) and drinks on the coach.
7. The party leader should ensure that the coach is left in the condition it was boarded.
8. It is a good idea to take the following on the journey: rubbish bags, tissues, toilet rolls, wet wipes, travel sickness bags, spare clothing (particularly for junior and foundation students) towels, blankets.
9. Trip leaders/delegated members of staff must carry First Aid Kit on all journeys. It is important that the trip leader allocates the responsibility of administering medicines and medical treatment to one staff (preferably someone who is trained and experienced in this field)
10. For Foundation and KS, the SMT should consider the purchasing of booster seats. HoJ to advice.

In addition to the above, and for the School Minibus:

11. The maintenance staff will maintain the mini-bus and it must be given a thorough check before any long journey (BO to organise/manage?)
12. Seat belts must be worn by every passenger.
13. No pupil may sit in front

14. Workers/drivers should not be left to supervise children during school visits.
15. Medical kit should be provided by school and kept on school bus. This should be kept with the driver. The School Nurse/Doctor must check medical kit once a week.

I think we need a new medical kit. HoS/HoJ should budget for this.

It is the responsibility of the BO to ensure that all vehicles have valid insurance to cover the trip. Parental permission must be sought before any pupil is allowed to travel in a hired vehicle, especially private cars. In cases where students are hosted by other families, parents should be informed that the school would not be able to take responsibility for seat belts if their child travels with host family/host school. This should be clearly set out in letter to parents

Section 6

Parents and Pupils

6.1 Parent Consent and Parent Information

It is mandatory that trip leaders obtain parental consent for every aspect of a visit. For this reason, the organisation of a trip must involve and take into account all the activities that the pupils will undertake. Consent should be obtained for the following:

- The pupils being allowed to participate in the visit
- Pupils not being immediately supervised or supervised by outside agencies (for example, field trips.) On these occasions, students must be placed into groups, of at least three, and must be aware of how to contact/locate a teacher.
- Pupils taking part in any physical activity (sailing, horse riding, swimming etc) with or without teacher supervision.
- Any pupil allowed to make their own way to or from a visit or being set down at alternative place to the terminating point.
- Medical treatment to be carried out, especially emergency measures, if there is no time to contact parents (or parents are unavailable).

6.2 Information to Parents

Parental consent is mandatory. Parents and guardians are entitled to be fully informed, not only of practical details but also on the aims and objectives of the proposed visit and its value to their child's education.

Information to be issued depending on nature of the trip:

1. For a one day visit, one letter giving full details, permission slip and medical history, emergency contact details
2. For residential trips, an initial letter outlining the visit with main details and permission slips should be sent. At a later date more detailed information must be given including: list of activities, staff contact numbers, school emergency number, students' medical history, parents' emergency contact details, doctors' names and addresses.
3. For all residential trips, the trip leader must organise and run a briefing meeting for ALL parents.

The following information, therefore, must be given:

- 7 Visit's aims and objectives
- 8 Visit's duration (with dates)
- 9 Base from where the group will operate
- 10 All travel arrangements including pick up/termination points and times
- 11 Activities planned with an outlined, daily programme. This must include any free time and how it will be used.
- 12 Clothing requirements, equipments/food/recommended spending money
- 13 Insurance details
- 14 Costs and method of payment
- 15 Involvement of outside agencies (tour guides, host families)
- 16 Parental contact details and school contact details

6.3 Information and Documents from Parents:

The nature and destination of visit will determine the amount of information required by the parent:

Day Trip:

- Permission slip
- Full payment
- Emergency contact details
- Medical History
- Consent for ALL activities undertaken

Residential trips (Egypt)

- Permission slip with payment
- Completed Health form
- Completed emergency contact form
- Consent for ALL activities undertaken
- Copies of passports/identification cards

Residential trips (Abroad)

- Permission slip with payment
- Completed Health form
- Completed emergency contact form
- Consent for ALL activities undertaken
- Passports/identification cards.

Ask PE to write guidelines/procedures for host families

Section 7

Handling Money, Insurance and Services provided by the Business Office

As a general principle, staff should not receive money for trips. All monies should be handled by the Business Office on the trip leader's behalf

Income from School Trips

Trip leaders should ensure in advance that the

- Business Office is informed of a trip of intended correspondence to parents
- Business Office has set up a budget account for the trip
- Business Office has all correspondence to parents which involves money
- All monies are paid to the school via the Business Office

Expenditures for School Trips

Trip leaders should ensure that

- all payments are handled by the Business Office on behalf of the trip leader; for example, for flights, coach hire etc
- they have a record of all payments made of their behalf, to be provided by the Business Office
- ample time is given for the payment of cheques involving significant expenditures i.e. give more than 7 days for amounts greater than £100
- ample time is given for requests for cash for sundry items. All cash requests must be supported by paper records from the Business Office

Insurance for Students and Staff

Personal Accident and Injury

The School insures all pupils and teachers against personal accident and injury whatever the educational context. Additional insurance for such matters is, therefore, not required for school trips and expeditions.

The policy is administered by HSBC Insurance Brokers Ltd (Education Division); a copy of the policy is attached to this guidance. Your letter to parents should advise them of insurance for personal accident & injury as follows:

'The School has insured your son/daughter against personal accident and injury. The policy is administered by HSBC Insurance Brokers Ltd and a copy is available upon request.'

In the case of personal accident or injury which requires medical attention or hospitalisation, trip leaders should contact the Principal (or nominated SMT member) who will be responsible for any medical costs to be paid directly by the School, to be reclaimed later by the School against the insurance policy.

Payment for emergency medical treatment is not something that trip leaders should have to deal with directly. However, trip leaders should reclaim all relevant documentation (invoices, schedule of treatment received) to be given to the Business Office upon return to Cairo.

Travel Insurance

Travel insurance for pupils and teachers (covering such things as the loss of personal possessions etc.) should be part of the package price offered to parents for trips & expeditions where appropriate. An estimate of cost should be arranged for trip leaders by the Business Office; this is not the responsibility of the trip leader. The cost of travel insurance for teachers must be subsidised by the party of pupils.

Your letter to parents should make the travel insurance aspect clear, as follows:

'The School has taken out travel insurance for your son/daughter. This will cover such things as the loss of personal possessions. A copy of the policy is available upon request.'

Insurance for Teachers

Risk assessments are part of the normal arrangements for organising all trips and expeditions at School. These are vital in reducing the risk of accidents etc. However, accidents may happen, often outside the control of teachers and due to unforeseen circumstances. In the event of such occurrences and any legal consequences that ensue, the School will support the teachers involved by funding all legal costs in defence of the members of staff concerned.

Section 8

FORMS

Appendix A

The British International School Cairo

APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISIT

School/Group: _____

Trip Leader: _____

Ideally, the trip leader must complete this form one year prior to the trip (Deadline for applications is May prior academic year).

The trip leader should have already discussed this trip with HoS/HoJ.

1. Purpose of visit and specific educational objectives:

2. Places to be visited

3. Dates and Times

Date of Departure _____
Time _____

Date of return _____
Time _____

4. Plan of visit:

Please set this out by hour and use additional paper if necessary

Example:

Day 1

0800: Depart from school..

5. Transport Arrangements: *Include name of transport company if applicable..*

6. Names of other staff/adults and their specific responsibilities:

Name	Responsibility

7. Name of contact person at home (*this should be either HoS/HoJ*)

8. Existing knowledge of places to be visited

9. Size and composition of group

- Age range:
- No. of boys:
- No. of girls
- Adult to pupil ratio:
- Leader/participant ratio:

10. Information on parental consent:

- *Please attach letter to parents you intend to give out*

Please note that ALL consent reply slips must be copied and stored with HoS/HoJ. This includes dietary requirements of students and ALL medical information.

(See Medical Information Sheet and Parental Consent forms)

11. Risk Assessment Form:

*Please complete a draft RAF and present with this form. HoS/HoJ will interview and discuss this form with you. This should be completed in the previous academic year (May/June). Please note that RAF must **be revisited and re-drafted** if necessary three months prior to visits (for overseas trips) and at least one month prior to visits for local trips.*

12. Cover Required

Name

Signed

Date

See Appendix B 'RISK ASSESSMENT FORM' (RAF) (Add tick list from our previous form)

Appendix C Parental Consent
PARENTAL CONSENT FOR A SCHOOL VISIT

(To be distributed with an information sheet giving full details of the visit)

School/Group: _____

1. Details of visit to:

From: _____ Date/Time: _____ To: _____ Date/Time: _____

I agree to _____ (name)

taking part in this visit and have read the information sheet. I agree to

_____’s participation in the activities described. I acknowledge the need for _____ to behave responsibly.

2. Medical information about your child

- a. Does your child have any conditions requiring medical treatment, including medication?

If YES, please give brief details:

- b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

3. CONTACT DETAILS

NAME

ADDRESS

EMERGENCY TELEPHONE NUMBERS *(include work/mobile/home)*

1)

2)

3)

Signature

Date:

PLEASE GIVE YOUR FAMILY DOCTOR'S NAME, ADDRESS AND TELEPHONE NUMBER

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

Is your child currently receiving medical or surgical treatment from family doctor or hospital and/or has given specific advice to follow in emergencies?

YES NO

If YES, please give full details below (or send a copy of any written instructions) and supply a doctor's letter confirming the treatment and that your child is fit for travel.

If your child has recently been exposed to any infectious disease and showing any symptoms of illness or infection, he/she should be examined by your family doctor and a letter of fitness to participate should be obtained and forwarded to the school.

I hereby give permission for my child to receive treatment, including anaesthetics in the case of emergency and I declare that I have answered all the proceeding questions to the best of my ability and have not knowingly withheld any information regarding my child's physical fitness to participate in the activities during this trip.

SIGNATURE:

DATE:

PLEASE WRITE HERE ANY FURTHER INFORMATION, WHICH YOU FEEL, MAY BE OF ASSISTANCE TO THE STAFF IN CHARGE OF THE PARTY.

If your child is under any form of medication, this should be handed over to a member of staff on the day of departure, with written instructions as to its use, dosage, and times to be given.

Alternative emergency numbers:

Work: _____ Home: _____

Address: _____

Name of family doctor: _____ Tel. No.: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT.

SCHOOL VISIT DISCLAIMER

*BISC has a well-deserved reputation for being a highly academic, caring, and responsible community - we take every possible care of our pupils during school trips. However, parents/Guardians must understand that accidents do happen. BISC cannot be held responsible for accidents **where BISC staff have not been negligent in the care of their students**, or which are caused by a third party who is outside the reasonable control of the school. Additionally, while staff and trip leaders will encourage students to take care of their personal belongings, BISC cannot be held responsible for the loss or theft of personal item. We would advise that children do not take valuable items and things of sentimental value. Please also provide accurate medical history and information. This will be used if and when staff are forced to administer medical treatment or give medications.*

Signed (Parent/Guardian)

Date:

Appendix E

EMERGENCY CONTACT INFORMATION

To be completed before visit. Copies to be held by the group leader and school home contact

1. School/group: _____
2. Name of group leader: _____ Home Phone No.: _____
3. Visit departure date: _____
4. Return information: Date: _____ Time: _____ Location: _____
5. Group: Total number: _____ Adults: _____ Group members: _____
6. Do you have an emergency contact list for everyone in the group? YES / NO
(if no, obtain one. If yes, attach it to this sheet)

7. Emergency contact information:
 - a. During school hours:
Head Teacher: _____ Tel: _____
Deputy/other: _____ Tel: _____
 - b. Out of school hours:
Head Teacher: _____ Tel: _____
Deputy/other: _____ Tel: _____
 - c. Travel Company
Name/Address: _____ Tel: _____ Fax: _____
Company Travel rep.: _____ Tel: _____ Fax: _____
Insurance/emergency/assistance: _____ Tel: _____ Fax: _____

Hotel: _____
Address: _____

Section 9

Guidelines for EMAC Hosting and Foreign Exchanges

Introduction

A highly-valued aspect to BISC students is participation in EMAC competitions which involve them being accommodated in a private family home. This advice is to help BISC organisers, parents and young people to have reasonable confidence in arrangements which are made, but without jeopardising the huge educational and personal benefits which come from such educational experiences.

Principles

We have an ongoing duty of care to our pupils in all educational contexts. This means taking all reasonable steps to ensure the health and safety of participating young people. As a school we have a duty of care to both our own students and to students from other schools visiting BISC. In exercising a “duty of care” in relation to child protection a sensitive balance always needs to be struck between intrusively creating anxiety, mistrust and suspicion where none need exist, and taking no measures at all to ensure that risks of physical abuse, sexual abuse, emotional abuse and neglect have been identified and avoided as far as is practicable.

We need to exercise our duty of care in a non-intrusive and sensitive way.

Recommendations to BISC Organisers

The school should have confidence that its own students staying with another family household, e.g. as part of an EMAC visit is not likely to be at unacceptable risk, by:

- considering the suitability of all those adults accompanying the visit or as teachers are subject to recognised safeguards as a condition of their employment)
- seeking an assurance, in the case of exchange arrangements, from the partner school about the suitability of the host households into which our students are being entrusted
- offering an assurance, in the case of exchange arrangements, to the partner school about the suitability of the host households into which the visiting young people are being entrusted

- retaining the right to veto participation in any exchange visit by one of our students or any individual household where there is strong doubt about the potential risk of abuse

- having procedures laid down which are to be followed in the event of abuse/neglect being claimed or discovered (as outlined in the BISC Child Protection Policy)

It is recommended that the following *practical and reasonable steps* be taken by Group Leaders (e.g. EMAC organisers) to build the appropriate confidence and safeguards:

- a. Require, as an adjunct to any other forms of application for the particular scheme, a declaration form from the potential “hosting” parent/guardian
- b. Require a declaration from the partner school’s Head that s/he knows of no reason why a child or family should not participate in a hosting arrangement.
- c. Seek written assurance from the partner organiser(s) abroad that the households into which the UK young people are being placed have been judged appropriate and that reasonable steps have been taken to establish this.
- d. Require attendance of parent/guardian at a “briefing meeting” in advance of the arrangements being confirmed, in order to: explain and discuss fully the implications of home-stay; give full details about the support and supervision arrangements you will have in place; ensure parents and participants know what to do, whom to contact and how, in the event of a cause for concern.

Staff Checks During a Hosted Trip

Staff will take effective steps to ensure that children are safe and secure, as follows:

1. To place children in pairs wherever possible.
2. To have contact numbers of all students being hosted and to make a regular phone call to each student to check on their safety and security
3. To ensure that students are fully briefed on expectations and how to report any problems with accommodation etc.
4. To liaise with the host school if problems of any kind occur and where necessary to have procedures in place to move a student where necessary.

BISC Exchange or Hosting

For BISC Parents hosting students from EMAC schools

EMAC Volleyball, October 2008

Explanatory Note

We are obliged as a school give assurances to our partner schools about the appropriateness of domestic arrangements and the character and background of people coming into contact with young people. It is for this reason that we ask you to complete the declaration below, and to support the application with a counter-signature from a responsible adult who is not a member of your household.

If you feel unable to complete any of the following, please discuss the matter with us.

- I/We undertake to provide a safe and secure home environment for our host student; to take good care of her/him in a friendly and respectful environment; and to protect her/him from risk as I/we would my/our own child.
- No-one in my/our household has ever been convicted by a court in any country of any offence involving children or young people, nor is there any such offence pending.

Signed _____ Date _____