



مدرسة دلهي الخاصة ذ.م.م.
DELHI PRIVATE SCHOOL L.L.C.
Affiliated to C.B.S.E., DELHI
(Approved & Recognized By Ministry of Education - United Arab Emirates)

Policy Name	SCHOOL TRIP POLICY				
Approval Authority	Principal & Director	Adopted	APRIL 2012	Reviewed	APRIL 2018
Responsible Executive	HM	Revised	APRIL 2017		
Responsible Office	ADMIN / Academic	Available	WEBSITE / Admin office		

Distribution list :

- Principal & Director
- Sr. H.M. & H.M.s
- Sr. Manager (Admin)
- Sr. Supervisor (Events)
- Supervisors
- Academic Staff
- Parents

AIM:

- To enrich the curriculum through a range of extra-curricular trips and visits.
- To define the roles and responsibilities of staff, parents and pupils in each visit.
- To provide detailed procedures for planning and leading an educational visit.
- To ensure the health and safety of both staff and pupils on visits.

GENERAL PRINCIPLES :

- The school recognises the importance of school trips for the educational, social, moral and holistic development of pupils.
- Trips be inclusive and organised in a way which allows as many students as possible to participate.
- ***The health and safety of all members on educational trips must always have absolute priority. DPS SHARJAH code of practice must be complied within all instances.***
- The careful preparation and supervision of school trips is essential in order to ensure the safety and enjoyment of pupils as far as is reasonably possible.

- All school trips and visits have the approval of the Senior Leadership team.
- All paperwork must be completed before the trip takes place.
- ***Each visit should have a designated leader who is sufficiently experienced and competent to fulfil this role.***
- The recommended guidelines for staff/pupil ratios must be followed depending on the nature of the trip and number of students
- Written parental consent must be obtained prior to any students taking part in a school trip
- An evaluation of the trip must be completed on return to support the planning of future trips and events.
- Permission from Sharjah Education zone must be taken before commencing with the trip.

ASSURANCE OF SAFETY DURING A SCHOOL TRIP :

- Select age appropriate trips for all grades.
- Obtain permission for the trip by giving dates, student group size, staff details of the trip and any other relevant information to Admin.
- Send an initial detailed information letter to parents. This must include reference to trip organized, consent forms and deadlines.
- Class teachers will ensure that all parental consent forms and other forms are well maintained. The total strength, along with the contact numbers of students going ahead with the trip is informed to all concerned.
- Determine staffing according to number of students per class.
- Grade Reps will prepare first aid pack which must be collected by the trip leader.
- Arrange parents' information about pick up or drop off on evenings wherever necessary.

STRICT RULES FOR COMPLIANCE :

- Under no circumstances should smoking, drinking alcohol or banned substance be allowed during the trip.
- At all times discipline and behaviour should be in the most impeccable manner.
- The student must provide emergency contact details and medical information to the teacher and return the duly filled consent form to the class teacher.
- Before leaving the school, the concerned Rep. should ensure that students are aware of the accompanying staff member.
- All students to adhere to the responsibilities and instructions given by the mentors/ teachers/Supervisor.
- Briefing the staff on emergency procedures. Ensure all are aware of arrangements and staff code of conduct.
- Reps to maintain contact with school, during trip and keep liaison with concerned authorities.

Any student who deliberately violates the rules set by the teacher/ Mentor and may cause potential *threat or danger to others/self will be suspended or expelled from school.*

REVIEW :

This Policy shall be reviewed on an annual basis.