



School Trips, Residential Visits, and Overseas Trips Policy

BHS recognizes the importance of school trips and residential visits (hereafter referred to as 'trips and visits'). BHS values off-site trips and visits as an integral and enriching part of the learning experience for BHS students. BHS seeks to ensure that the opportunity to attend trips and visits exists for students, as appropriate to their age.

BHS Trips are at their most effective when they are well organized, arranged within an appropriate time frame, and place health and safety in an appropriate context. An effective trip expects that staff must always be aware of their responsibilities before agreeing to organize, lead, or accompany any trip. The relevant member of the Management Team or the Overseas Trips Officer (OTO), who has provided confirmation for the trip, bears the overarching responsibility to ensure that the Trip Leader is able to fulfil the responsibilities that the trip expects of them.

BHS has clear procedures and guidelines for trips and visits. All trips and visits are conducted in accordance with these procedures and guidelines.

The focus of the trips Teacher in Charge is on:

- The learning experience of the students.
- Effective and clear communication.
- The safety of all those attending.

BHS is clear in its expectation that the school's duty of care is in place during the time frame of the trip and that all persons engaged in the trip are fully aware of this. This is also the case for school policies and procedures.

BHS recognizes the distinction between everyday routine trips and more major trips which would require extra planning- such as international trips. It is expected that trips are planned effectively and that they are reviewed when completed so as to ensure the quality and experience of those attending the trip is developed over time. Trips are supported by a Management Team member who best knows the needs of that Sections. In regards International Trips the Vice Principal Pastoral will take responsibility as Overseas Trips Officer and will act in conjunction with the Teacher in Charge, the Head of Section, the Vice Principal Academic, and the Bursar to ensure the success of the trip.

Who is responsible?

The SLT is responsible for the confirmation of residential trips and International residential trips in the third term of the academic year before the trip is to be 'run'.

The Vice Principal Pastoral is responsible for working closely with the Teacher in Charge and overseeing International trips and residential trips.

The Head of Section is responsible for school trips in their section.

Aim

The aim of the Trips and Visits Policy is to support, and promote, the development of the members of the community. This includes, but is not limited to, the following areas:

- The curriculum based learning experiences available.
- Aspects of Personal, Social, and Health Education.
- Learning experiences beyond the taught curriculum.

Staff who have a delegated pastoral responsibility due to their role are:

Vice Principal Pastoral

Vice Principal Academic

Bursar

Relevant members of finance associated with the trip

Heads of Section

Teacher in Charge of the trip.

Deputy Teacher in Charge of the trip.

Teachers supporting the trip.

Other staff associated with the trip.

Review Date

As per the upcoming information from GR

Linked Procedures

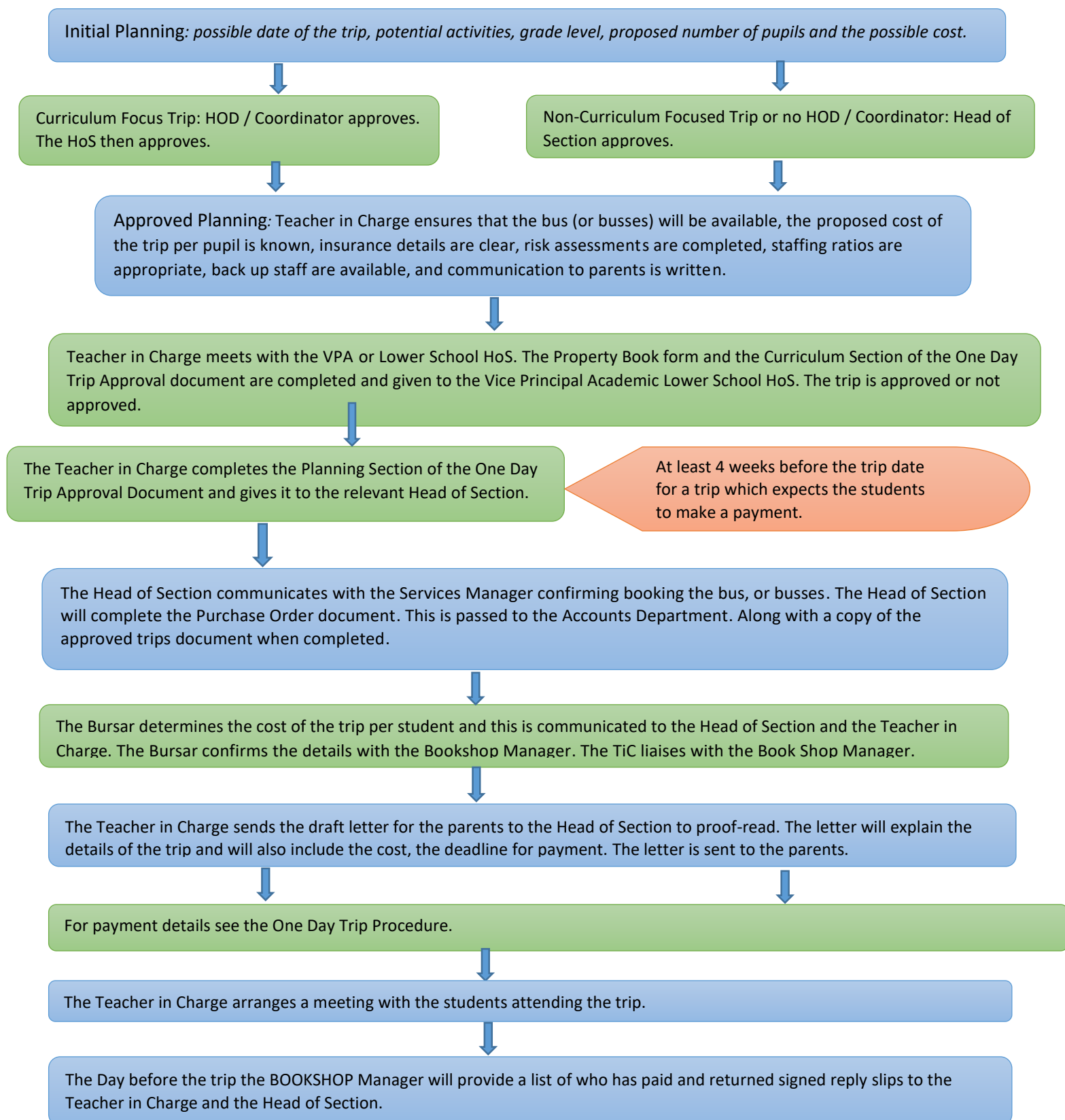
BHS Trips Procedures

School Trips and Residential Visits Procedures and Forms Packet

Date:30/10/2019: SB

One Day School Trips Flowchart

For Residential Trips and Overseas Trips see the Residential Trips and Overseas Trips Flowchart.



All students must have their Insurance Cards on the day of the trip. In the case of the Infants section blank certificates of coverage from the bursar must be part of the trips folder.

The Head of Section will confirm with the Teacher in Charge that:

- There is sufficient supervision, and appropriate supervision work set by the teachers attending the trip.
- All the necessary arrangements have been made.
- The correct number of buses have been booked and will be ready on time.

The Day of the trip:

The Head of Section will give the Teacher in Charge of the trip a Trip First Aid Box to take on the trip (see Trips Procedure for contents).

The Teacher in Charge and the deputy Teacher in Charge will have the relevant phone numbers (see Trips Procedure for relevant phone numbers).

Before the bus leaves, the Teacher in Charge will complete the Bus Trip Form for each bus. The attendance list of people on the trip (students and others, e.g. staff or parents) will be signed by the Teacher in Charge and will be left with the guard at the gate. The guard will take the bus forms list to the head of Section

A student who has not either not paid, provided the signed parental permission, or does not have their insurance card (for non-Infants section pupils) will not be allowed to go on the trip.
See late payment on the Trips Procedure.

Students or staff needing emergency hospital treatment should be taken to the Emergency Room of a hospital covered by school's insurance. A list will be in the Trip & First Aid Box taken on the trip. If an accident occurs during a field trip the hospital will not provide treatment without payment, unless an insurance card or a signed and stamped Insurance Declaration Form is produced.

If there are any problems related to insurance the insurance company representative should be telephoned immediately.

The Head of Section should be informed of any incidents and the Principal and Head of Section in cases of hospitalisation.

Staff will be aware of all completed risk assessments and these documents will be taken as part of the Trips Folder of documents.

There should be a supervising member of staff present on each bus.

No students may accompany the trip by car.

At the end of the trip the Teacher in Charge will only leave once all students have departed the school safely with their parents/guardians.

Students leave from the school and are returned to the school at the end of the trip with no exceptions.



Brummana High School One Day School Trips Guidelines for Organisers

One-day school trips are an enriching part of the learning experience for Brummana High School students. Trips are at their most effective when they are well organized, arranged within an appropriate time frame, and place health and safety in an appropriate context.

Prior to beginning the initial planning stage of the trip the Teacher in Charge (TIC) of the trip will check the school calendar to ensure that the proposed date does not clash with other school events, trips already in place or impact on the learning experience of students in preparing for examinations.

The relevance of trips for students in examination years should be carefully considered in regards the impact of lost learning in subjects that would not be studied during the time of the trip.

1. Initial Planning

Initial planning covers the possible date of the trip, the proposed trip and potential activities, the grade level, the proposed number of students attending and the possible cost. A Deputy Teacher in Charge is discussed by the TIC.

Trips with a direct curriculum focus

Proposed trips should first be discussed with Head of Department/ Subject Coordinator to ensure that the trip has a relevant curriculum focus. The Head of Department or Subject Coordinator will sign to agree the curriculum relevance of this trip on the initial planning stage of the One Day School Trips Approval document. The HoS then signs to agree the trip.

In areas where there is not a Head of Department or Subject Coordinator the Teacher in Charge should speak with the Head of Section to sign the initial planning section of the trip.

Trips that do not have a direct curriculum focus

For trips that do not have a direct curriculum relevance, e.g. a ski trip or a pastoral development trip, the staff member will speak with the relevant Head of Section who will sign to agree the relevance of the trip on the initial planning stage of the trips approval document.

Residential and overseas trips

- For residential trips (trips in the Lebanon that last more than one day and include an overnight stay) the Teacher in Charge will discuss the residential trip with the Vice Principal Pastoral. The Vice Principal Pastoral will liaise with the Head of Section.
- For Overseas trips the Teacher in Charge will meet with the Vice Principal Pastoral.

2 One Day Trips Approval

The second stage of the trip procedure is the approval stage. The Teacher in Charge ensures that the trip dates are approved, bus (or busses) will be available, the proposed cost of the trip per pupil is known, insurance details are clear, risk assessments are completed, staffing ratios are appropriate, back up staff are available, and communication to parents is written.

School trips:

The Teacher in Charge will confirm that the date of the trip is available before proceeding. The Teacher in Charge will give both the **Property Booking Request Form** (Public Folder/Forms) and the curriculum Approval section of the **One Day School Trips Approval document** to the Vice Principal Academic or Head of Section in the Lower School. The Vice Principal Academic, or Head of Section in the Lower School, will then approve or not approve the trip. A copy of the **Property Booking Request Form** is given to the Administrative Officer.

The Property Booking Request Form is an interactive document. This insures that appropriate staff can also be informed e.g. the Services Manager so as to reduce the cafeteria food for the day.

The Teacher in Charge will complete the planning section of the One Day Trip Approval document and present this to the Head of Section for approval at least:

- 4 weeks before the trip date for a trip.

3 Purchase Order

The Head of Section will complete and sign an external **Purchase Order**. The **PO** and a copy of the **One Day School Trips Approval document** will be submitted to the Accounts Department:

- 4 weeks before the planned trip date.

The Head of Section will by signing these documents be confirming the trip. The Head of Section will communicate with the Services Manager in regards confirming booking the bus, or busses, required for the trip.

As a note the Purchase Order will clearly indicate whether the trip is paid for by the students or the school. If the trip is to be paid for by the school, the Head of Section will state the budget to be charged.

4 Costing and Budget Authorisation

The Bursar determines the cost of the trip and the price per student. The Bursar authorises the Purchase Order. The Bursar may at the same time negotiate a better price. The cost per student, once determined, will be communicated to the Teacher in Charge and the Relevant Head of Section. The Bursar confirms that the trip will be occurring on a given date and the cost per student will be sent to the Bookshop Manager. The teacher in Charge will liaise with the Bookshop Manager.

5 Parental Permission

The Teacher in Charge of planning the trip will give a draft letter to the Head of Section, that is to inform the parents about the trip, to be proof-read. This letter will explain the details of the trip and will also include the cost, the deadline for payment. Once the draft is confirmed the Teacher in Charge will send the letter to the parents. The parents must sign the reply slip to indicate permission. The reply slip is returned to the Book Shop Manager.

Elementary, Intermediate and Secondary Sections

The letter will also be clear in informing students that they must bring their original insurance cards on the day of the trip.

Infants Section

The Infants Section students do not need to bring their insurance cards. The Head of the Infants Section will make sure that the Teacher in Charge has sufficient 'signed' blank certificates of coverage from the bursar for use in an

emergency and that they have these certificates with them as part of their trips pack.

Please refer to the Sun Smart Policy.

6 Organisation

Once the Trips Approval document is signed by the Head of Section, and the Bursar has confirmed the price per student, the Teacher in Charge will now confirm the arrangements for the trip. The Head of Section is responsible for ensuring that safety issues are covered and that supervision is arranged.

The Teacher in Charge will arrange a meeting to talk to the students attending the trip to explain the key details. Activities and expectations of the trip.

The school trips insurance will only cover BHS students and teachers who leave from the campus. Please note that those who join a trip and students/staff who are picked up on the way to the trip, or on the way back from the trip, are not covered by the school insurance. They may invalidate the insurance cover for those who are covered by the school insurance.

If there is a need for parent chaperones (Infants section) to supplement staff supervision, then the organising teacher will inform the Bursar. The parent will complete the Parent Chaperon document so that the appropriate arrangements can be made with the insurance company.

7 Payment (if applicable)

Upper School

Students will make their payment for the trip and return their reply slip to the Bookshop Manager. The bookshop manager will keep a record of the payments made and a list of who has made the payments. The list of names and the payment details can be issued to the Head of Section and the Teacher in Charge as required.

Elementary Section and Infants Section

Students make payment, in a sealed envelope marked with their name, to their Homeroom teacher or Class Adviser who will pass the envelopes to the section secretary. The secretary does the following:

- checks that the permission slips have been signed
- checks that payments are correct
- makes a list of students who have paid
- takes the payments with the list to the Accounts Department where a receipt is given.

8 The Day Before the Trip

The Head of Section's secretary will provide the Teacher in Charge and the Head of Section with a list of the students who have paid and whose parents have signed permission forms to go on the trip.

The Head of Section will confirm with the Teacher in Charge that:

- There is sufficient supervision, and appropriate supervision work set by the teachers attending the trip.
- All the necessary arrangements have been made.
- The correct number of buses have been booked and will be ready on time.

9 The Day of the Trip

The Head of Section will give the Teacher in Charge of the trip a Trip First Aid Box to take on the trip. The trip and bus rules will be made clear to the students as appropriate per section. It will be made clear to the students, at a grade level of appropriacy, that they are representing Brummana High School whilst they are on the trip.

The Trip First Aid Box will contain:

- First aid items including sun screen (as provided by the School Nurse).
- A list of hospitals covered by the school's insurance with the phone numbers (in English).
- The Insurance Declaration Form, signed by the Bursar or School Nurse and stamped with the school stamp, with a list of hospitals covered by the school's insurance on the reverse (in Arabic).

The following telephone numbers must be kept by the **trip leader** and the **deputy trip leader**:

- The School phone number.
- The Head of Section and the Head of Section's Secretary.
- The School Doctor.
- The Section Nurse
- The insurance company representative (the number is printed at the bottom edge of each student ID/Insurance Card).

Student Trip Attendance

Before the bus leaves, the Teacher in Charge will complete the Bus Trip Form (Public Folder/Forms) for each bus. The attendance list of people on the trip (students and others, e.g. staff or parents) will be signed by the Teacher in Charge and will be left with the guard at the gate. This is for both safety and financial reasons. The guard will take the bus forms list to the head of Section

A student who has not either not paid, provided the signed parental permission, or does not have their insurance card (for non-Infants section pupils) will not be allowed to go on the trip.

The Teacher in Charge will inform the Head of Section of pupils who have attempted to attend the trip when they should not have.

The Teacher in Charge will inform the Head of Section of pupils who are absent on the day and are not attending the trip.

If a student has not paid, but has the payment and the signed parental permission slip, this should be given to the Book Shop if Monday to Friday. If during a weekend or holiday the slip and payment will given to the Bookshop on the next working day by the student. The Teacher in Charge must ensure that all signed parental permissions are passed to the Head of Section or their secretary.

10 Payment Control

The Accounts Department will compare the list of people who went on the trip (from the guards) to the cash collected (list from Bookshop and payments following the trip) to ensure that all students have paid.

The Chief Accountant will pass a list of any students who has not paid, but has somehow managed to join the trip, to the Head of Section who will arrange for the students to make payment directly to the Accounts Department.

11 Accidents/Insurance

Students or staff needing emergency hospital treatment should be taken to the Emergency Room of a hospital covered by school's insurance. A list will be in the Trip & First Aid Box taken on the trip.

Be aware that If an accident occurs during a field trip the hospital will not provide treatment without payment, unless an insurance card or a signed and stamped Insurance Declaration Form is produced.

If there are any problems related to insurance the insurance company representative should be telephoned immediately.

12 Incident Reports

In the event of an incident occurring, the Teacher in Charge supervising the trip will complete an Incident Report Form, available from the Public Folder or from the Head of Section's secretary. The Teacher in Charge will inform the Head of Section. If the incident involves the hospitalization of student or staff member the Teacher in Charge will inform the Head of Section and the Principal.

13 Safety and Conduct

Staff will be aware of all completed risk assessments and these documents will be taken as part of the Trips Folder of documents.

There should be a supervising member of staff present on each bus.

No students may accompany the trip by car.

At the end of the trip the Teacher in Charge will only leave once all students have departed the school safely with their parents/guardians.

Students leave from the school and are returned to the school at the end of the trip with no exceptions.

Busses do not stop on route unless the stop is part of the itinerary.

On excursions where students may be exposed to the sun, e.g. hot days or snow trips, the organiser should ensure that students are reminded to apply sunscreen (available in the Trip & First Aid Box) and wear caps and sunglasses.

A medical form may need to be completed, dependent on the activity.



Approval Form for One Day School Trips

- This document is used in conjunction with the *One Day School Trips Guidelines*

Teacher in Charge			
Deputy TiC			
Trip Destination			
Departure Date			
Departure Time		Return Time	

Trip Learning Objectives

Estimated Number of Students.		Number of Staff	
Will chaperones be attending?		Number of Proposed Chaperones	
Chaperones approved by HoS?	Yes / no		

Trips with a Curriculum Focus	
Trip Confirmed by HoD/ Subject Coordinator	Yes / no
Trip Confirmed by HoS	Yes / no
Trips that do not have a Direct Curriculum Focus or no HOD/ Subject Coordinator	
Trip Confirmed by HoD	Yes / no
Trip Confirmed by HoS	Yes / no

Trip dates are confirmed as available.			
Busses confirmed as available			
Insurance details are clear			

Property Booking Request Form is (Public Folder) is submitted to the VPP.	
Please note the Property Booking Request Form is an interactive document, a copy must go to the administrative officer.	

Proposed cost per student (USD)	
Breakdown of Trip Cost	



Key Information			
Key Phone Number TiC		Key Phone Number DTiC	
TiC has relevant school phone numbers			
Names of Supporting Staff			
Members on the trip			
Names of Chaperones			

- The Approval Form for the one-day trip must be completed to this point and a copy submitted to the HoS at least 4 weeks before the date of the trip.
- The HoS must submit a copy of this Planning Form to the Accounts Department at least 4 weeks before the date of the trip. The bursar will confirm the final cost of the trip.

HoS Signature to Approve Trip	
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- Following submission of this form the accounts Department will cost the trip.
- The HoS will complete and sign the external Purchase Order Form.
- The cost per student is communicated to the Teacher in Charge by the Bursar.

Letter to the parents proof read by HoS		Yes / no	
Letter has a reply slip	Yes / no	Insurance Card mentioned:	Yes / no
Deadline for return	Yes / no	Food requirements detailed:	Yes / no
Number of students confirmed by reply			

Is the cost of the meal included in the trip:	Yes / no
Medical Information checked with nurse	Yes / no
List of medical concerns with DTiC?	Yes / no
All staff have key trip information	Yes / no
Activities shared with staff and HoS	Yes / no

Cover Class work has been set		HoS confirms trip by signature.	
All arrangements completed			
Busses Booked			



Parent Chaperone Responsibility form

Date:

Dear Parent,

We appreciate your willingness to help chaperone this trip. Your support on this trip is important and will support the success of the trip. Please be aware that the Head of Section has the final decision on chaperones.

If you are to act as a chaperone, please inform the Head of Section of any factors that might impact on the trip. E.g. if you have allergies. Reasonable accommodations will be considered to ensure that you can participate in the trip.

Parents who are acting as chaperones agree to follow the instruction of the teaching staff. Chaperones will never be left with students by themselves or be expected to run an activity with the students. The expectations of the chaperones will be made clear by the Head of Section in writing prior to the trip.

In the event of the following a Chaperone will immediately alert the Teacher-In-Charge, or other staff member:

- If a student becomes ill, injured or reports feeling ill or injured.
- If a student's behavior makes the chaperone feel uncertain or uncomfortable.
- If a student will not stay with the group or the chaperons notices a student is missing.

Please note that chaperones, like staff, may not smoke on a school trip.

Thank you for your assistance in making a safe and positive experience for all students.

Please read, sign, and return.

I am requesting to be a chaperone for the school trip. I am looking forward to receiving all the relevant information once the Head of Section has confirmed my attendance on the trip.

- ☐ I have read, understand and can perform responsibilities/duties of a chaperone for Brummana High School's field trip to:
- ☐ I give permission for my cell phone number to be shared with the other chaperones and BHS *staff* to ensure safety and communication on this trip.

(Printed full name of Parent Chaperon) (Signature) (Date)

I understand that Brummana High School shall not be held responsible for any injury and/or loss of my personal property due to my voluntary involvement in an activity that is not required as part of my responsibilities as a chaperone.



Post-Visit Review Evaluation Form

Please complete the following sections as applicable to highlight details of any particular aspects of the trip that may be useful for future planning and visits.

Teacher in Charge	
Name of Trip	
Year group(s)	

Aspects of trip	Rating /10. 10 = amazing.	Supporting Comment
Bus Journey		
Food		
Suitability of environment/ Activities		
Quality of external instruction/ equipment, etc.		
Safety and risk assessment. Any issues or new concerns?		
Safeguarding concerns?		
Content and value of educational aspect of trip		

General Review of Trip- Curriculum

(2) What went notably well	(1) What was not successful? What needs amending if this trip is repeated?



Brummana High School Trip Letter

Dear Parent/ Guardian,

I am pleased to inform you that BHS is running the one-day trip detailed below. If you would like your child to attend the trip please complete the cut off slip portion of this form below and return it with cash or a check to the Bookshop Manager (Upper School) or the Section Secretary (Lower School).

The trip will finish within the time of the regular school day ☐

The trip will finish after the regular school day has finished ☐

If the trip returns after the regular student day parent will pick up their child at the school, at the time of the students return. Please note that school trips start and return to school.

Class/Group			
Trip or Visit Destination			
Trip Learning Objectives			
Trip Date			
Departure Time		Return Time	
Return Time			
Cost per student			

Students are expected to wear:

Special rules:

The Teacher in Charge is:

The Deputy Teacher in Charge is:

Payment is made to the Book Shop Manager if an Upper School trip or to the Section Secretary if a Lower School trip.



Trip to: **(staff member writes the title of the trip here)**

Name of Student

Name of Adult:

Relationship to Student:

Parent/ Guardians' Signature:

Date:

Please complete as required:

Medical Information	
Food Information	



Medical Information Form – One Trip Form, as required

Trip or Visit:

Date of visit:

Participant Personal Details:

First name of participant:

Family Name:

Date of birth:

Age:

Class:

CELL PHONE: _____

Details of any known allergies:

.....

Name and address of participant's doctor and Contact Telephone No:

.....

Medical Insurance Cover:

Please give details below details of any private medical insurance:

Name of insurer:

.....

Policy Number*:..... Contact Number:.....

Insurance card number for domestic residential visits:



1. Health conditions/Operations:
2. Handicapping Conditions:
3. Allergies (Medication, food, insects, etc.):
4. Describe the usual symptoms/reactions:
5. Medications (Prescription and non-prescription):

If prescription or over-the-counter medication is to be taken, a separate written order from your physician is required. There will not be a school nurse in attendance on this trip.

Does your child have any activity restrictions?

☐ Yes ☐ No

If Yes, please explain:

Does your child have dietary restrictions?

☐ Yes ☐ No

If Yes, please explain:

I confirm that I will inform school if my child has an injury, fever, experienced nausea or vomiting in the 24 hours prior to the educational trip taking place.

In the event of any illness or medical treatment occurring, after the return of this form and prior to the activity, I undertake to inform the school to update the record.

Name..... Relation to Student

Signature:..... Date:.....

BHS RISK ASSESSMENT FORM

(To be submitted with Fieldtrip Request)

Main Risks	Who May be at Risk?	Risk Level
Can include: Injury e.g. slips, trips and falls. Traffic accidents Lost children Strangers Water risks Play areas (indoor and outdoor),	Children Staff Accompanying adults	U: Unlikely S: Slight (minor injury, cuts, etc) L: Likely VL: Very Likely

Risks	Control measures that should be considered	Risk Level	Solution
Vehicles	<ul style="list-style-type: none"> ➤ Entering bus location ➤ Exiting buses location ➤ At least one staff member on each bus ➤ The journey ➤ Others (specify): 		
General Risk of Accident through misadventure			
Nearest Hospital and Details			
Loosing Children			

Water Specific Risks			
Activity Based Risks/ Play areas			

Helmets must be worn for the following activities:

- alpine skiing and snowboarding
- tobogganing
- snowmobiling
- skateboarding
- climbing wall activity
- cycling
- hockey