



مدرسة نور الديار الخاصة  
**NOOR AL DIYAR**  
PRIVATE SCHOOL

# **EDUCATIONAL VISIT & SUPERVISION AWAY FROM SCHOOL POLICY**



## 1.0 POLICY PURPOSE

The purpose of This policy is aimed at ensuring that the school is satisfying its duty of care in supervising students. We at Noor Al Diyar Private School believe that off-site activities are part of the curriculum requirements, in which it provides experiences that would be difficult to offer within the school boundaries. Therefore, maintaining students' safety during off-site activities is part of our role and responsibilities.

## 2.0 GENERAL STATEMENT OF THE POLICY

This guidance states the following:

- Practical procedures to be taken in organising an off-site school visits;
- Guidance on students' supervisory level for an off-site visit.

## 3.0 POLICY PROCEDURES

All off-site activities must take place under the terms and procedures of this policy.

### 3.1 Permission

School staff member who is responsible for off-site activity visit arrangement, should obtain Principal's approval before any commitment is made on behalf of the school to parents/students. He/she should complete the Educational Trip Approval Form and submit it to the coordinator in order to obtain Principal's approval.

The educational visit form consists of the following information:

- Trip general information (location, time, target group, journey);
- Purpose of the trip;
- Trip hazards;
- Groups arrangements;
- Adults involved and student/adult ratio;
- Lunch arrangements.

### 3.2 Communication with parents

Parents will be informed in writing of any offsite activities or visit trips. Parents will receive notification via a letter and permission will be sought. All off-site activities require written consent from the parents.

The following information on matters that might affect students' safety should be given to parents:

- Date of the visit;

- Visit's objectives;
- Departure and return time and location;
- Mode of transport including the name of any transportation company (for private bus arrangements);
- The size of the group and the level of supervision;
- The emergency contact number;
- The authority which the supervising staff will have to deal with sudden problems and emergencies.

Parents should be able to contact their children via the school contact and group leader in the event of any emergencies.

### 3.3 Visit arrangement and organization procedures

#### 3.3.1 Planning:

The staff organizing for the activity should make a pre-visit arrangement whenever possible, to assess the place suitability for the age of children, the size of the group, the weather and the suitability of the available facilities. It is his responsibility to arrange for all the trip requirements.

#### 3.3.2 Transport arrangement:

The coordinator should arrange for off-site activities transportation by contacting the school administration office. Transportation and seating arrangement should be subject to Ministry of Education rules and regulation. All students and adults should be seated; no one should be standing in the bus. Private car transportation is not allowed as per this policy guideline for safety purposes.

Journey routes should be prepared and provided to the school administration in advance.

#### 3.3.3 Activity cost:

The principal should approve the financial requirements of any off-site activity in advance. The costing of off-site activities should include any cost associated with the visit, in which the school is not responsible for, e.g. transport, entrance fees, lunch, etc. If the activity cost approved by the principal, then the parents should be informed and the cost should be collected from them together with the consent letter.

#### 3.3.4 Lunch arrangement:

The staff responsible for organizing the activity should arrange for the students and adults lunch if required. Students health condition (i.e. allergies) should be considered. Parents should be informed in advance regarding the lunch arrangements, and should have the choice to send packed lunch with their children.

### 3.4 Medical needs of the students

It is particularly important that the staff supervising the trip know whether any student will need medication or other special attention whilst on the trip. This information may raise questions about whether the student can participate in the activity or not. The nurse should provide health information regarding students with health problems to the staff organizing the trip and should judge whether students with medical chronic disease can or cannot safely deal with the needs of the trip. First Aid kit should be provided to the trip organizer as well by the nurse.

The off-site visit consent forms should cover such matters as medical conditions, emergency medical treatment, dietary requirements, contact telephone numbers and other details. The school will make every effort to include all students in the school visit, whilst maintaining the safety of everyone in the group. Arrangements for taking medications and ensuring sufficient supplies for specific students with medical concerns may be required.

### 3.5 Safety

The school administration office should be provided with all the information regarding the off-site activity. This includes activity programme, students list, teachers and other staff involved, bus drivers contact numbers, journey routes, and the home telephone number of the place where the activity is hold.

Staff member who is responsible for organizing the activity must make sure that an emergency phone number is available to all students for emergency purposes.

#### 3.5.1 Risk Assessment

Safety must always be the main school's consideration, even on low risk trips. Therefore, a comprehensive risk assessment should be prepared for all off-site visits. The following documents should be filled, approved and submitted to the administration office before undertaking of an off-site visit:

- Educational Visit Approval Form;
- Parents' consent letters;

- Risk Assessment Form.

The activity organizer should complete part (1) of the written risk assessment which will take into account students' needs, in addition to hazards measurement and safety procedures that should be considered to reduce any potential risk. The form should be approved by the principal before conducting the activity. If the risks cannot be controlled, then the visit must not take place.

Part (2) of the written risk assessment form should be completed at the trip day and submitted to the coordinator.

### 3.6 Purpose of the off-site activity

The activity organizer should make sure that:

- All the students are aware of the activity relation with their recent, current or implementing learning.
- All the students know what is expected from them in terms of their work and behaviour;
- Any accompanying teachers and non-teacher supervisors are carefully advised about their roles and responsibilities. Trip pack, including details of journey, maps, phone numbers, group arrangements and support materials are provided for all adults.
- Everyone is aware of any contingency plans for inclement weather or unforeseen circumstances;
- Everyone is aware of first aid kit place and the group leader emergency contact number.