


# Educational Visits Guidance



<b>Taaleem Group</b>	 inspiring young minds
<b>Occupational Safety and Health Management System</b>	
<b>Educational Visits Guidance</b>	

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<b>Developed by Health and Safety Manager</b>	<b>Reviewed by Health and Safety Manager</b>
Name: Ryan Ormrod	Name: Naglaa Radwan
Signature:	Signature:
<b>Reviewed by Legal Counsel</b>	<b>Approved by Head of Operations Taaleem Group</b>
Name: Marine Aoudi	Name: Gavin Hyatt
Signature:	Signature:

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## 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

### 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 international 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 trip in accordance with the school's policies and procedures.

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#### 4. Procedure for Residentials and Overseas Visits – Camps International

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.

Task	Responsible Individual
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@campinternational.co.uk](mailto:expeditions@campinternational.co.uk).

##### Stage 2: Application

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

- Form 1: Detailed Educational Visit Proposal
- Form 2: Risk Assessment (this should be added to as required, a risk assessment should also be provided by the approved visit provider)

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When the above documentation is ready, 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 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
- 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:

- Inform the Visit Leader that the visit has been approved.
- Inform the facilities manager so a bus check can be completed prior to departure.
- Ensure the catering supplier has been informed of any cancelled lunches or packed lunch requirements.
- Inform the clinic so a first aid kit can be made available.
- Notify the reception and PA that the visit is taking place.
- The Principals PA / EVC is also responsible for archiving the Forms 1 and 2 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 3: Information Letter for School Visits, with the appropriate Release of Liability Form.
  - 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.

For international visits only:

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- In Dubai the Principals PA is to send an official letter to Ministry of Foreign Affairs [DO@mofaic.gov.ae](mailto:DO@mofaic.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) 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 by ADEK to the school via email.

#### **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
- Requirement to check and obtain relevant visas


The Visit Leader will achieve this by sending out Form 3: 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.

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

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

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- 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. Procedure for Single Day Local Visits – Scrael

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.

Task	Responsible Individual
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

Local visits are booked through Scrael, a comprehensive list of visits can be found on the website [Scrael School Travel](#), visits not advertised can also be facilitated by Scrael even if there is not a visit to a venue and it is only a transport booking that is required. To book a trip the Visit Leder should email requests to [schools@scrael.com](mailto:schools@scrael.com) no less than 4 weeks prior to the proposed trip to kickstart the booking process. The email must include venue, year group, and number of expected students.

Please note, in the event that a local visit is planned, and it is not booked through Scrael, the 'Taaleem Parent/Guardian Permission and Release of Liability for Educational Visits (In the UAE)' form should be completed and sent out with Form 3.

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### Stage 2: Application

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

- Form 1: Detailed Educational Visit Proposal
- Form 2: Risk Assessment (this should be added to as required, a risk assessment shall also be provided by Scrael)

When the above documentation is ready, 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 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
- 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:

- Inform the Visit Leader that the visit has been approved.
- Inform the facilities manager so a bus check can be completed prior to departure.
- Ensure the catering supplier has been informed of any cancelled lunches or packed lunch requirements.
- Inform the clinic so a first aid kit can be made available.
- Notify the reception and PA that the visit is taking place.
- The Principals PA / EVC is also responsible for archiving the Forms 1 and 2 provided by the Visit Leader. In addition, the following should be added to the archive when made available by the Visit Leader:
  - List of all students and supervisors attending.
  - A copy of the parent information letter, please note consent forms will be signed by parents on the Scrael link.

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.

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#### **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
- Requirement to check and obtain relevant visas

The Visit Leader will achieve this by sending out Form 3: Information Letter for School Visits. Please note this form shall be translated into Arabic when necessary.

The Visit Leader should also complete the following tasks:

- The Visit Leader will give the go ahead to Scrael who will publish the trip details on Skiplly.
- When the visit details are published, a step-by-step payment guide will be shared with the Visit Leader who in turn will share this correspondence with parents.
- Information on the visit will be passed to parents by completing Form 3 and consent will be given by completing and agreeing to the generic Taaleem consent form that will be included on the Skiplly link.
- When giving consent parent will also give their name and emergency contact details, Scrael will compile a list of emergency contact details and provide it to the teacher before the visit.
- When a list of participating students has been collated this should be shared with the Principals PA / EVC.
- Ensure the catering supplier has been informed of any cancelled lunches or packed lunch requirements.

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- A report will be generated and sent to the Visit Leader upon completion of 7 working days post the activation of the payment link on Skiplly. Please note, it is the responsibility of the Visit Leader to chase parents for payment when required.
- The payment link will be closed 4 working days prior to the trip to ensure all arrangements are made in time for the visit.
- It is worth noting that all visit payments are non-refundable. Most venues have a minimum requirement of 20 to 25 paying students to be eligible for the school pricing. This may vary depending on the venue and will be advised by the Edutainment Executive.

### **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
- On the day of the trip, the Visit Leader must carry a copy of the reservation details which will be shared by Scrael and collect the entrance tickets from the venue wherever applicable.
- A list of parent's emergency contact details must be available, these details will be captured when parents give consent and a list will be provided to the Visit Leader by Scrael.
- The transportation company will be informed on the itinerary and pick up and drop off timings and location by Scrael.
- Scrael representative will not be present at the venue on the day of the trip. All payments to respective venues will be made in advance by Scrael.
- Please note, any charges above the fixed cost of the visit must be borne by the individual on the day of the visit. Teachers / Taaleem cannot be responsible for payment towards any additional requests made by a student during the visit.

### **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

## **6. 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.

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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.


## 7. 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 international and residential 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 supplemented with the risk assessment at Form 2 which will cover travel and group management, this should be reviewed and added to if necessary.
- For local visits, Sc gravel are responsible for delivering the Visit Leader with adequate risk assessment for the Venue. This should be supplemented with the risk assessment at Form 2 which will cover travel and group management, this should be reviewed and added to if necessary.
- When possible, the Visit Leader is encouraged to carry out an exploratory visit to the venue to allow for a more thorough assessment of the risk, this is especially applicable when a venue is being visited for the first time.

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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.

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.

## 8. 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.

## 9. 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.

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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.

## **10. 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

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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.

## **11. 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.


## **12. Approved Providers**

For International visits and residentials 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?

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- 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.*

For all visits, information will be passed to parents by the Visit Leader using Form 3. For visits booked through Scrael parents will consent to the visit via the link shared by Scrael. For visits booked through Camps International and for single day visits not booked through Scrael the appropriate Taaleem Parent/Guardian Permission and Release of Liability for Educational Visits form should be sent along with Form 3 so informed consent can be obtained.

## 14. 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. Scrael also ensure that all of their advertised local visits have appropriate insurances in place. 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.

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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.

## 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. For all local visits transport will be booked with the schools transport provider directly by Scravel.

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 recommended 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

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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.

# APPENDIX


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## FORM 1: Excursion Form

	<h1 style="margin: 0;">EXCURSION FORM</h1> <h2 style="margin: 0;">Gardens Campus</h2>				
Today's Date		Lead Teacher: Contact number:			
Grade/s		Number of Students			
Number of staff attending <small>Approved ratios based on age: 12+ = 1:15 / 6-12 = 1:10 / 4-6 = 1:6 / SEN = 1:3</small>					
Name of venue/location					
Rationale for trip					
List of activities in the trip					
Day/Date/Time of the excursion					
Name of the staff member who will collect the first aid kit and list of student medical conditions from the nurse		Date		Time	
Name/s of the first aid trained staff attending					
Designated First Aider(s): Contact number:					
Number of First Aider to student ratio:					
Nearest Hospital to the place of excursion					
Names of students with special educational or medical needs and adults to support if required. (These students must be noted on Risk Assessments)					
<b>ACCOUNTS</b>					

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Cost per student to be covered by the parents (Excursion Fee + Bus Fee)		Total cost to be covered by the school	
---	--	--	--

**TRANSPORTATION**

Number of buses required: (Standard fee is 10 aed per student, if within Abu Dhabi)		Exact address of destination			
Departure time (From RIS)		Pick up time from destination		Expected return time from RIS	-

**CANTEEN (FOOD NATION)**

Does this excursion take place during.....	Break Time:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Lunch Time:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lunches to be cancelled with School caterer	Yes <input type="checkbox"/> No <input type="checkbox"/>			
List of packed lunches required from school caterer	•			

**Name and signature of ADEK approved staff attending**

Name	Signature	Name	Signature


**Approved by:**

**Head of School:** \_\_\_\_\_

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

**Principal:** \_\_\_\_\_

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

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## FORM 2: Risk Assessment

A school First Aid Kit Must **ALWAYS** be available on all trips.

A formal risk assessment must be in place for each visit:

- For international and residential 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 supplemented with the risk assessment below, this should be reviewed and added to if necessary.
- For local visits, Scravel are responsible for delivering the Visit Leader with adequate risk assessment for the Venue. This should be supplemented with the risk assessment below, this should be reviewed and added to if necessary.



### Risk Assessment and Management Plan – Excursions

Activity:	Date of Excursion:	Time of departure from school:  Time of arrival back at school:
Grade:	Venue name, address and phone number:	Teacher in Charge:
Number of children:	No of ADEK approved staff: <span style="color: red;">Ratio is based on age of the students. 12+ = 1:15 / 6-12 = 1:10 / 4-6 = 1:6 / SEN = 1:3</span>	Transport provider:  Supervisor:  Contact number:

HEADINGS/SPECIFIC RISKS	Who might be harmed (students, staff, members of the public)	Risk Level (Very Likely, Unlikely, Likely, Very Likely, Certain)	Control Measures to manage risks
<b>Organisation and Pre-planning</b>	Staff	Low	<p><b>BELOW ARE AN EXAMPLES OF CONTROL MEASURES – USE AS NECESSARY AND ADD WHERE NECESSARY</b></p> <p>All aspects of the pre-planning of the UAE Day Trips Excursion Manual have been adhered to including the below:</p> <ul style="list-style-type: none"> <li>• Each excursion will have a teacher-in-charge</li> <li>• All Staff will have read and signed the Risk Assessment and Management Plan and are aware of the risks related to the trip and how these are to be planned for and managed.</li> <li>• Staff are aware of the Risk Assessment and Management Plan of the external provider</li> <li>• Staff accompanying are ADEK approved, and meet required pupil to adult ratio</li> <li>• The <b>teacher-in-charge must brief staff</b> on supervision</li> </ul>

			<p>arrangements.</p> <ul style="list-style-type: none"> <li>• Where there is a minimum of two staff members required, one staff member must be female.</li> <li>• Children will be grouped with a group leader who will carry a printed copy of the excursion itinerary, expectations of trip, timings and all staff contact numbers</li> <li>• The Lead Teacher must have read and be familiar with the RIS Excursions Policy which includes the Raha Emergency Response Plan</li> <li>• Student Support Registered Students assessed, and accommodations made</li> </ul>
<b>Accidents and Emergencies</b>	Students, Staff, Members of the public	Low	<ul style="list-style-type: none"> <li>• Be aware of the venues risk assessment and management plan in case of emergency</li> <li>• Staff will familiarise themselves with emergency procedures and the nearest emergency exits and should make sure all children are aware of the nearest fire exit and the assembly point</li> <li>• In case of evacuation staff will do a roll-call and ensure children are accounted for. A staff member must remain</li> </ul>


			<p>with the group at all times</p> <ul style="list-style-type: none"> <li>• Staff Leaders have access to all emergency contact numbers</li> <li>• All staff carry their mobile phones</li> <li>• Minor injuries will be treated at the scene</li> <li>• An adult is to remain with a student who incurs an injury or becomes ill. It may be necessary for an additional staff member from school to be on stand-by should additional supervision be required.</li> <li>• Head of School will be called immediately if any major accidents or emergencies occur and will initiate the Raha Emergency Response Plan</li> </ul>
<b>Medical Issues/Illness</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• The group must have at least one member of staff with an appropriate level of first aid training</li> <li>• The teacher-in-charge will carry a first aid kit at all times</li> <li>• Staff will have all relevant information regarding students' medical conditions, and these will be planned for on the Risk Assessment and Management Plan, as below</li> </ul>



			<ul style="list-style-type: none"> <li>• Precaution will be taken to respond to travel sickness</li> <li>• The school nurse will be contacted if necessary</li> <li>• The Head of School will be notified of any serious medical issues that occur during the activity and will initiate the Raha Emergency Response Plan if required.</li> </ul>
<b>Misbehaviour (general)</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• Staffing supervision is within ADEK recommended ratios is sufficient to maintain good behaviour and will take account of individual student cases who may be a cause for concern.</li> <li>• Pupils will be briefed regarding expectations and specific requirements as necessary e.g. meeting points (assembly point), rules around using the toilets</li> </ul>
<b>Lost Group Members/ Missing Student/ Abduction/ Attack by stranger</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• Roll-call will be done prior to departure from school, during the excursion and again before leaving at the commencement of the excursion</li> <li>• Pupils will be briefed to stay together as a group and to look after each</li> <li>• Students will be advised of what to do if they become</li> </ul>

			<p>separated from group and know where and how to contact a staff member in an emergency, e.g. agree meeting points (assembly point)</p> <ul style="list-style-type: none"> <li>• Search immediate area for the child</li> <li>• Gather all students together for roll call</li> <li>• Head of School will be notified immediately if there are concerns around the whereabouts of a child and the 'Lost child' procedure from the Raha UAE Excursions Manual will be adhered to (included below)</li> </ul>
<b>Weather/adverse effects/natural disasters</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• Staff will consider possible weather conditions, and seek advice when necessary</li> <li>• Students will be reminded to drink water and use sunscreen if necessary</li> <li>• Shaded areas will be provided where possible if outdoors</li> <li>• Students will not be required to stand outdoors for long periods in extreme heat and will wear a hat if outside</li> <li>• In the event of a natural disaster staff are to follow the procedures of the external provider or transport</li> </ul>

			company. The Head of school will be contacted immediately and will initiate the Raha Emergency Response Plan if required.
<b>Transport</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• Roll call will be taken on the bus before departure by their homeroom teacher</li> <li>• Students will be briefed regarding behaviour on the bus prior to boarding ensuring students are seated, belted and not distracting the driver</li> <li>• Teachers and LAs will be distributed throughout the bus to ensure that children are well supervised</li> <li>• In the event students are required to walk to the excursion venue, a predetermined route and map will be provided by the Lead Teacher.</li> </ul>
<b>Accidents (transport related)</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• If an accident occurs, students will be instructed by the teacher on the bus regarding matters of welfare and safe-keeping and managed according to circumstances in relation to use of entrances and exits, manner of alighting, head counts, potential hazards etc</li> <li>• The Head of School will be</li> </ul>

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			<p>contacted immediately and will initiate the Raha Crisis Management Plan if required.</p> <ul style="list-style-type: none"> <li>• If hospitalisation is necessary, an ambulance is to be called and the advice of the emergency services personal adhered to</li> </ul>
<b>Water hazards/ Animal hazards/ Location hazards</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• The lead teacher should identify water, animal and location hazards at the excursion prior to arrival and on arrival, and appropriate boundaries and expectations should be shared with staff and students</li> <li>• For advice and guidance contact the Head of School if necessary</li> </ul>
<b>Breakdown/Bus running late</b>	Staff and Students	Low	<ul style="list-style-type: none"> <li>• Teachers will ensure control of the children and manage evacuation of vehicle when instructed by the appropriate authority</li> <li>• Teacher in charge will phone the Head of School if a breakdown has occurred or the bus is running late</li> </ul>
<b>Terrorism</b>	Students, Staff, Members of the public	Low	<ul style="list-style-type: none"> <li>• In case of an emergency the Head of School will be contacted immediately and will initiate the Raha Crisis Management Plan if required.</li> <li>• Teachers will follow the advice</li> </ul>

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			and guidance of the venue provider
<b>Allergies, Animals, insects, poisonous plants etc</b>	Students, Staff	Low	<ul style="list-style-type: none"> <li>• All staff will be aware of those with known allergies (as below)</li> <li>• If external provider is catering, allergies/special dietary requests should have been passed on to provider prior to the trip</li> <li>• First aid kit, EpiPen and medication to be carried by the first aid trained staff member</li> <li>• The school nurse is to be called with any concerns for advice and guidance</li> <li>• Head of School informed if any major concerns arise and will initiate the Raha Emergency Response Plan if required.</li> </ul>
<b>Abduction/ Attack by stranger</b>	Staff and Students	Unlikely	<ul style="list-style-type: none"> <li>• Safe shelter has to be identified to staff to evacuate the location in case of any attack</li> <li>• Proper communication has to be provided to call for help (mobile Phone)</li> <li>• Keep the students calm until arrival of police</li> <li>• Never leave the students alone</li> <li>• Students will be paired up in</li> </ul>

			<p>teams and will be assigned to a group leader, the group leader will do regular "Roll call" checks to ensure all students are accounted for.</p> <ul style="list-style-type: none"> <li>• Students will be briefed on how to contact staff .</li> <li>• All students will be briefed on what to do in case of separation and a meeting point to be allocated in case of separation and as an arrival/departure point for the trip.</li> <li>• Students to be allocated to a specific member of staff and to remain with staff at all times.</li> </ul>
<b>Periods of indirect supervision</b>	Students, Staff	Low	<ul style="list-style-type: none"> <li>• High staff-to-pupil ratio.</li> <li>• Group leaders, Classroom assistants, Shadow teachers, and SLTs will work as a team to ensure that no student is left without supervision.</li> <li>• Teams will receive a class list of all students going on the trip, this class list will be used for regular row calls.</li> <li>• Staff will assess the suitability of the location for the activity and put into practice appropriate safety measures including the size of groups in which to operate, rendezvous</li> </ul>

			<p>times and places, and how to contact staff in case of emergency to include other practical advice.</p> <ul style="list-style-type: none"> <li>• Each member of staff has a specific number of students, Group leaders know their names and supervise them.</li> <li>• Trip coordinator will Check if the location is suitable for this mode of supervision.</li> <li>• Ensure students are sufficiently briefed and competent (any individual students for whom indirect supervision is not suitable must be directly supervised).</li> <li>• Clear guidelines and emergency procedures are set and understood.</li> <li>• Students remain in pairs or groups (buddy system – each responsible for named other).</li> <li>• Rendezvous points and times set.</li> <li>• Students know how to contact staff.</li> <li>• All staff understands they are still responsible.</li> </ul>
<b>Incidents in playing area</b>	Students	Low	<ul style="list-style-type: none"> <li>• Proper supervision from teachers and area staff</li> <li>• Avoid harsh playing</li> <li>• Only one individual is allowed on each trampoline to avoid</li> </ul>

			pumping <ul style="list-style-type: none"> <li>• All students have to use bounce socks that are designed for the playing area</li> <li>• Don't try things out of your skills</li> <li>• Don't land on the padding</li> <li>• Playing area rules will be explained to all students prior entry</li> <li>• Continuous supervision to be in place and safety instructions to be given for any violator</li> <li>• Any continuous violation from the same student, student to be removed from playing area to safe waiting area</li> <li>• All playing area safety rules must be followed</li> </ul>
<b>Moving cars in car park</b>	Staff and Students	Unlikely	<ul style="list-style-type: none"> <li>• Students are supervised at all times.</li> <li>• Students are to be told in pre-trip briefings that under no circumstances are they to go anywhere without school staff.</li> <li>• Pedestrian circulation areas within the location will have designated drop-off/parking points for buses.</li> <li>• There is no requirement for students to cross any busy public roads.</li> <li>• The bus will be parked near</li> </ul>



			<p>the entrance of the school, and the students will get off the bus at the destination directly at the gate.</p> <ul style="list-style-type: none"> <li>• Ensure bus driver opens the STOP hand sign working and it has to be used before dropping the students to warn the any vehicle in location</li> </ul>
<b>Activities in, on or near water</b>	Staff and Students	Unlikely	<ul style="list-style-type: none"> <li>• N/A Pupils are to be told in pre-trip briefings that under no circumstances are they to go near the water areas without staff.</li> <li>• The Trip coordinator will ensure to not arrange any trips involving bodies of water.</li> <li>• Trip coordinators are instructed to not arrange a trip including any bodies of water.</li> </ul>

<b>Person carrying First Aid Kit:</b>	
<b>Emergency Contact Numbers</b>	
<b>ADEK Approved Staff Attending &amp; Mobile Number</b>	
<b>Staff Member</b>	<b>Mobile Phone Number</b>


**Key Staff & mobile number:**

Head of School:

Deputy Head:

Assistant Head:

Assistant to the Head of School:

Nurse: 02 556 1567 ext 106/172

**In situations when the Head of School cannot be reached Deputy Head and/or Assistant Head and/or Assistant will be called.**


**Other considerations to be aware of with pupils: e.g., behaviour, inclusion**

On completion of the Safety Action Plan, does the activity still provide the opportunity to meet your intended outcomes? **Yes No Completed by Lead Teacher (name and signature): \_\_\_\_\_ Date: \_\_\_\_\_**

-----

**Approved by Principal (name and signature): \_\_\_\_\_ Date: \_\_\_\_\_**

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### ***Lost Child as per UAE Day Trip Excursion Policy***

As soon as student is identified as being missing	Conduct role call to ensure all other group members are present and ensure all stay together in one location. Check with other group members as to last sighting
Missing for 10 minutes	If location and circumstance permit, one group leader to conduct a limited search of the local vicinity while second group leader remains with group.
Missing for 20 minutes	Group leader to advise Lead Teacher who will inform the Head of School who will initiate the Raha Crisis Management Plan if required.
Missing for 30 minutes	Lead teacher to update Head of School, and liaise with local authorities. One of the group leaders to stay with group. Head of School and will initiate the Raha Crisis Management Plan if required.
Missing for 1 hour	Lead Teacher to contact the Head of School with an update on the situation and take action as directed by Head of School. Further updates to Head of School every 30 minutes.

## **Value of Risk Tables**

### **Risk Probability Ratings**

Probability	
<b>1</b>	Very unlikely
<b>2</b>	Unlikely
<b>3</b>	Likely
<b>4</b>	Very Likely
<b>5</b>	Certain

### **Risk Severity Ratings**


Severity	
<b>1</b>	No injury
<b>2</b>	Minor injury
<b>3</b>	Reportable injury
<b>4</b>	Major injury
<b>5</b>	Single/multiple death

### Risk Severity/Probability Matrix

		Severity				
		5	4	3	2	1
Probability	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1
<p style="color: red; font-weight: bold;">High – 15 to 25</p> <p style="color: orange; font-weight: bold;">Medium – 10 to 14</p> <p style="color: green; font-weight: bold;">Low – 1 to 9</p>						

### Actions and Timescales

Risk Level	Actions and Timescales
<b>Trivial</b>	No action required
<b>Tolerable</b>	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained. Limited action required.
<b>Moderate</b>	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.
<b>Substantial</b>	Considerable resources may have to be allocated to reduce the risk. Urgent action should be taken.
<b>Intolerable</b>	Immediate Action to be taken. Level or risk unacceptable. If it is not possible to reduce the risk even with unlimited resources, Activity must cease.

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## FORM 3: Information Letter for School Visits (Inside the UAE)

Dear Parents,

(GRADE OR CLASS NAME) are planning an excursion to (EXCURSION TITLE). (Short Paragraph to link to current learning)

**Excursion name:**

**Venue:**

**Lead teacher:**

**Date of excursion:**

**Cost of excursion and Bus cost:**

**Departure time from school:**

**Expected arrival time back to campus:**

**Food requirements:**

**Type of Activity:**

### Registration & Consent

Schoolsbuddy will open on (date and time) for registration and consent for your child to attend this excursion.

If you are having issues with schoolsbuddy please contact [secondaryassistant@ris.ae](mailto:secondaryassistant@ris.ae)

If you are having any other issues please contact the lead teacher.


### Payment

- Please put the exact amount due in a sealed envelope with the students name and class written on the front. The envelope should be delivered to the (HOMEROOM OR ADVISORY) teacher no less than 7 days before the excursion date. \*\*\* All bus fees are non-refundable \*\*\*

\*\*\*\* This excursion is subject to ADEK approval \*\*\*\*

If you have any questions regarding this excursion, please reach out to the Lead Teacher, (NAME OF LEAD TEACHER) on (EMAIL OF LEAD TEACHER).

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**(Outside the UAE)**

Dear Parents,

(GRADE OR CLASS NAME) are planning an excursion to (EXCURSION TITLE). (Short Paragraph to link to current learning)

**Excursion name:**

**Site to be visited:**

**Country:**

**Lead teacher:**

**Date of excursion:**

**Cost of excursion and Bus cost:**

**Departure time from school:**

**Expected arrival time back to campus:**

**Food requirements:**

**Type of Activity:**

**Visa Required:**

**Registration & Consent**

Schoolsbuddy will open on (date and time) for registration and consent for your child to attend this excursion.

If you are having issues with schoolsbuddy please contact [secondaryassistant@ris.ae](mailto:secondaryassistant@ris.ae)

If you are having any other issues please contact the lead teacher.


**Payment**

- Please put the exact amount due in a sealed envelope with the students name and class written on the front. The envelope should be delivered to the (HOMEROOM OR ADVISORY) teacher no less than 7 days before the excursion date. \*\*\* All bus fees are non-refundable \*\*\*

**\*\*\*\* This excursion is subject to ADEK approval \*\*\*\***

If you have any questions regarding this excursion, please reach out to the Lead Teacher, (NAME OF LEAD TEACHER) on (EMAIL OF LEAD TEACHER).

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**Consent Email through schoolsbuddy  
Inside the UAE**

**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 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.

*Please confirm if you consent to the event and that you have read, understand and accept all of the statements recited above and accept full responsibility as described by pressing the relevant buttons.*

*Add any required message in the consent message box or you can also add any medical condition relevant to this trip before pressing the consent button.*

<b>Taaleem Group</b>	
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**Consent Email through schoolsbuddy  
Outside the UAE**

**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 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.


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*Please confirm if you consent to the event and that you have read, understand and accept all of the statements recited above and accept full responsibility as described by pressing the relevant buttons.*

*Add any required message in the consent message box or you can also add any medical condition relevant to this trip before pressing the consent button.*

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## FORM 4: Visit Leaders Checklist

### General

- 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.

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- 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.

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