

Educational/Recreational Trip Policy

Policy Statement

أُولَئِكَ يُسَارِعُونَ فِي الْخَيْرَاتِ وَهُمْ لَهَا سَابِقُونَ

*“Those people are accelerating towards the (real) good things, and they are the foremost to attain them.”
(Quran, 23: 61)*

London Islamic School is committed to protecting the welfare of its students in all environments. As a result detailed guidelines are set to ensure the safety of the students.

Procedures

The following guidelines must be followed all times whenever planning for any educational/recreational trips. All trips must be planned 6 weeks prior to the visit.

1. If Student Council is making the request, he should do relevant research for a trip request and submit provisional trip request form (form ECT01) along with a risk assessment form (ECT03)
2. If Teacher is requesting, he should research for the relevant subject/educational trip or recreational trip and request a trip pack from the Extracurricular Activities Coordinator (EAC) and submits the pack with provisional trip request (form ECT02) completed, have a prior visit to assess the place to be visited and complete form ECT03 risk assessment and return pack to the Extracurricular Activities Coordinator.
3. Extracurricular Activities Coordinator will get approval from Headteacher.
4. Extracurricular Activities Coordinator will book the trip with the relevant organisation and transport if necessary.
5. Extracurricular Activities Coordinator will issue letters to students to obtain parental consent and additional information regarding the trip.
6. Prior to the visit the following guidelines must be followed:
 - EAC to complete the checklist form (ECT04) to ensure all prior visit actions are complete and hand to teacher to double check and complete the remainder on the day before departure.
 - EAC to fill in emergency contact information for pupils and adults participating in the trip (ECT05).
 - After the trip teacher to fill in evaluation form for future reference. (ECT06)
 - A checklist of all the above procedures are in the ‘Trip Procedures Overview Sheet’ which is an overview of this policy.

(Sample) Student Educational Activity/Trip Request Form (ECT01)

ONLY RELEVANT FOR STUDENTS/STUDENT COUNCILLORS:

Student Council Rep	
Year Group	
Place / Activity Name	
Area Located	

Write down some of the educational benefits/ purposes of attending the trip.

Write a breakdown of approximate possible costs that are included with in the trip

Travel Cost	
Entry Cost	
Lunch Cost	
Additional / Other Cost	

What have you attached/submitted with this form to indicate that you have conducted research.

For Office Use Only:

Approved <input style="width: 40px; height: 20px;" type="checkbox"/>	Rejected <input style="width: 40px; height: 20px;" type="checkbox"/>
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Reasons if rejected

Approved By		Designation	
Signature		Date	

(Sample) Teacher Educational Activity/Trip Request Form (ECT02)

Teacher Name	<input type="text"/>	Subject	<input type="text"/>
Place of Visit	<input type="text"/>		
Educational Objectives	<input type="text"/>		
Proposed Date of Visit	<input type="text"/>	Booking Time	<input type="text"/>
Risk Assessment Completed by	<input type="text"/>	Date	<input type="text"/>

Have you completed a school risk assessment? (please ✓ the appropriate box)

Yes

No

On-going risk assessment (Please read carefully): Remember to assess the risks on the day and during the activity. Many factors can change, have an alternative activity (plan B) available and risk assessed in case it is needed. Do not hesitate to alter or abandon an activity if the risks on the day become unacceptable

Number of students participating

Year Group

Number

Proposed Staff details

Teacher In-Charge	<input type="text"/>	Tick if First Aider	<input type="checkbox"/>
Teacher [1]	<input type="text"/>	Tick if First Aider	<input type="checkbox"/>
Teacher [2]	<input type="text"/>	Tick if First Aider	<input type="checkbox"/>

Transport

What method (s) of transport is most appropriate for the visit and please attach any research on prices? (please ✓ the appropriate box)

Hired Coach/Minibus

Public Transport

Other, give details: Use of private cars need appropriate insurance

Preliminary visit(s): please provide details of the visit with dates below in the empty box

Has a risk assessment been supplied by the organisation? (please ✓ the appropriate box)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is the organisation registered under the Adventurous Activities Act or LOTC? (please ✓ the appropriate box)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Licence No. <input style="width:95%;" type="text"/>	Public Liability Insurance No. <input style="width:95%;" type="text"/>
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EMERGENCY CONTACT (SCHOOL): A designated Teacher Leader who will have access at all times to full details of participants and keep the school mobile phone with them which will be manned continually during activity & will be available to next of kin.

Name	<input style="width:95%;" type="text"/>		
Designation	<input style="width:95%;" type="text"/>	Your telephone (Mobile)	<input style="width:95%;" type="text"/>
School telephone (Mobile)	<input style="width:95%;" type="text"/>	Other staff telephone (Mobile)	<input style="width:95%;" type="text"/>

Reminders to Teachers

- ***Teachers to follow procedures in Educational/Recreational trips policy and complete the necessary forms for the trip and file. The timeline checklist can be used as guidance.***
- ***Teachers to take the school digital camera and take pictures as evidence.***
- ***Teachers to take the trip bag which contains first aid equipment, emergency contacts, other documentation related to the trip and school mobile.***
- ***Please ensure you complete an evaluation of the visit including details of any incidents which should be with me as soon as possible but no later than 10 working days after the party returns.***

Signature (Teacher in Charge) <input style="width:95%;" type="text"/>	Date <input style="width:95%;" type="text"/>
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NOTIFICATION OF APPROVAL The issues below should be resolved before seeking final approval

Approved By	<input style="width:95%;" type="text"/>	Designation	<input style="width:95%;" type="text"/>
Signature	<input style="width:95%;" type="text"/>	Date	<input style="width:95%;" type="text"/>

Template - A completed version is available from the EAC

(Sample) External Trips Risk Assessment (ECTO3)

Year Group (s)		Number of persons involved	
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Trip to		Date of Trip	
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Assessed By		Date	
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Approved By		Date	
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Hazard Ref No	Hazard (s) Identified	Existing Controls in Place	Who is at Risk	Level of Risk L/M/H	Further Controls Required	Tick if in Place	Actioned By

Hazard Ref No	Hazard (s) Identified	Existing Controls in Place	Who is at Risk	Level of Risk L/M/H	Further Controls Required	Tick if in Place	Actioned By

Staff Agreement

“I have completed, read and understood this risk assessment, and upon approval, I agree to adopt as standard the control measures and precautions stated above”

Staff Name		Staff Signature		Date	
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(Sample) External Trip Checklist (ECT04)

Trip to	
Coordinator/Teacher Leader	
Date of Visit	
Residential or Day trip	

Have staff completed the following and been briefed on the following:

Checklist item for Staff	Y/N	Comments
A trip request form has been completed and information obtained and recorded on the form about the service provider	<input type="checkbox"/>	
An LIS risk assessment has been completed and approved	<input type="checkbox"/>	
Authorisation of the trip has been granted by the SMT	<input type="checkbox"/>	
Parental consent has been obtained and letters received	<input type="checkbox"/>	
Emergency contact sheet with details of staff and students have been completed by the ECA Coordinator and provided to Teacher	<input type="checkbox"/>	
Do all Teachers going know what time the transport is leaving and students arriving?	<input type="checkbox"/>	
Has the Teacher taken additional cash if required, know of clothing and food arrangements?	<input type="checkbox"/>	
First aid kit has been checked and arranged according to the nature of the activity	<input type="checkbox"/>	
Evaluation form completed	<input type="checkbox"/>	

Have students been briefed on the following:

Checklist item for Student	Y/N	Comments
Who is the Teacher?	<input type="checkbox"/>	
Where am I going to visit?	<input type="checkbox"/>	
How can I contact my Teacher?	<input type="checkbox"/>	
How do I use the phone if help is required?	<input type="checkbox"/>	
What will be done to keep me safe and secure on the visit?	<input type="checkbox"/>	
What should I do if I get lost or into difficulties when not with the Teacher?	<input type="checkbox"/>	
What is written in the code of conduct for my visit?	<input type="checkbox"/>	
What do I do to keep my money and valuables safe?	<input type="checkbox"/>	

(Sample) Emergency Contact Sheet (ECT05)

To be completed before the visit. Copies to be held by the School Teacher and School home contact (Extracurricular Activities Coordinator).

Teacher Leader Name:				
Visit to:				
Mobile No Teacher 1		Mobile No Teacher 2		
Year Group:		No of Students:		
Date/s From:		To:		
Travel Company Name:				
Travel Company Phone:				

Students List *(This list can also be edited and attached from the student/staff details file so completion not required)*

No	Name	DOB	Address	Emergency Contact Name	Emergency Contact Tel
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

No	Name	DOB	Address	Emergency Contact Name	Emergency Contact Tel
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Staff

No	Name	DOB	Address	Emergency Contact Name	Emergency Contact Tel
1					
2					
4					
5					

(Sample) Evaluation Form (ECT06)

Thank you for taking part in this activity. Please provide us with an evaluation of the trip so we may take suggestions on how it could be improved in the future.

Teacher/Student Name	
Visit to	
Date of visit	

Aspect	Rating out of 10	Comments
The centres pre-visit arrangements/hospitality on site		
Travel Arrangements		
Content of education/recreational programme provided		
Suitability of environment		
Food availability/arrangements		
Did the visit meet its objectives?		

Tell us what you found most beneficial/enjoyable on the trip (please state below)

Tell us what you didn't find beneficial/enjoyable on the trip (please state below)

Suggestions - Tell us about any issues and how we could make the activity better (please state below)

(SAMPLE) Trip Procedure Overview Sheet

WHEN	WHO	WHAT	✓
At least 6 weeks before the trip	Student/Class Teacher	Submits request form (ECT01 - Students and/or ECT02 - Teacher) to Extracurricular Activities Coordinator (EAC) who seeks approval from Headteacher (HT).	
	Class Teacher/Student	Prior visit/obtain risk assessment for the trip, complete the LIS risk assessment form (ECT03).	
	HT/ EAC Coordinator	HT Approves and Administrator uses forms to provisionally book the venue and any transport, if required, and informs the teacher of the costs.	
	EAC	Discusses the cost implications and breakdown with HT.	
	HT	HT give a decision regarding how much to charge each child.	
	EAC / HT	EAC informs the HT of the cost per child and, if the trip is to be subsidised from any budget, the amount subsidised and the budget it is to come from. Final confirmation given.	
At least 2 weeks before the trip	EAC	Organises the staffing for the trip and ensures that there is a first aider available, through discussion a) within the Phase and b) in other Phases (whilst ensuring that first aid cover is still adequate within school).	
	EAC	Ensures that all the risk assessment paperwork is understood by the teacher leader.	
	EAC / Teacher	Prepares and issues a letter / consent to the parents of children in their class detailing the trip and costs, with a reply slip to be returned to the class tutor.	
	EAC	Prepares class lists for the collection of the trip money, parental consent and medical information.	
Two weeks before trip	EAC	Checks for missing payments and reply slips, and reminds the children to make payments and return their slips.	
Two weeks/10 days before trip	EAC	Organises a letter / translation / phone call for new to English families to persuade them to let their child go on the trip.	
Each day that money is collected	EAC / Tutor	Collects the trip monies and reply slips from the children and completes and returns the trip list and any monies collected to the EAC.	
	EAC	Checks that the money collected is correct against what is written on the trip list – if there are any discrepancies.	
	EAC	Banks the money and returns the trip list to the class teacher.	
Two weeks/10 days before the trip	EAC	To hand out a reminder letter of arrangements for the trip.	
	EAC	To complete the form (ECT04) and (ECT05) with the finalised arrangements and emergency contact list of students going to the trip and hands one to Teacher and one to HT/Principal.	
Day of trip	Teacher	Uses EC04 and EC05 to ensure all tasks and checklist for the trip are followed.	
	Teacher	Ensures cash is taken and/or sorts out any children who are missing items, e.g. pack lunch.	
	Teacher	Ensures that the reply slips and relevant medical items (including inhalers, epipens, first aid kit etc.) are taken with them on the trip.	
	Teacher	Collects school mobile from school office and keeps it on for the period of the trip.	
	Teacher	Takes class list on trip and checks regularly that the exact number of children are present via head counts and stopping points.	
	Teacher	Ensures all children going on the trip are given a small credit card-size card with our school name and the school mobile phone number clearly displayed. Collects cards from the children at the end of the trip.	
Up to one week after the trip	Teacher	Completes an evaluation form (ECT06) of the trip and hands to EAC.	
	EAC	To reimburse the relevant children and refund if possible.	