



## **SCHOOL TRIP POLICY**

### **RATIONALE:**

In line with the Gándara International School ethos of hands-on learning, it is the aim of the school to offer all students the chance to experience education outside the classroom in the form of trips, both residential and nonresidential, locally and abroad. Our school philosophy places personal fulfillment and caring at the center of school life. School trips give pupils the opportunity to undergo experiences not available in the classroom; visits help to develop a student's investigative skills and also encourage greater independence. They provide students with knowledge and awareness of the world around them and encourage personal and social development. Providing realistic situations where students can use and apply knowledge, skills and understanding enhances the learning experience and may have a long-lasting impact on the students' development.

### **1. CHOICE OF LOCATIONS:**

The aims/objectives of all school trips must be clear and conform to the school's curriculum. The school aims to balance the learning of academic content with the social and personal development of students. School trips and outings can make an important contribution to the achievement of this aim.

Suggestions for locations can be made by the students, the teaching staff and the families of the students, and they will always take into account the students' interests.

All school trips must be authorized by the Headteacher, with the exception of more complex trips (longer distance, more than one day long, dealing with complex topics), which should be authorized by at least 3 members of the Governing Board.

The following consideration will be observed when choosing the location of a trip:

- There should be at least one trip to the countryside (mountain, beach, forest, etc.) every term.
- Locations must not involve high risks. Therefore, the preliminary risk assessment should contemplate the following points:
  - Active risks: Avoid areas close to highways, deep waters, considerable heights or ravines. However, if the trip involved any such locations, the risk assessment would need to take into account the students' ages, and a plan would be drawn up for the teachers to provide a safe environment for students.
  - Large areas where children can move around freely (mountains, beaches, etc.): locations must offer great visibility
- If the trip was suggested by the students, it will be carried out whenever possible, and the students will participate in some of the arrangements - especially in Elementary School – with guidance from their teachers. Students may also want to finance the trip, but that would need to be organized with plenty of time in order to collect the necessary funds through guided and carefully planned activities. The money collected for the trip must not be taken home nor used for other purposes.
- The budget for school trips must be limited to the amount assigned for each term. Any surplus funds from the previous term can be used later on in the academic year. The yearly total allocated to school trips must never exceed the yearly budget for that item.
- The themes for the trips should be varied: 50% for entertainment purposes, and 50% for academic ones, depending on the season and the proximity to the school vacation.
- The theme of the school trip should be in line with the ethos of the school. Consequently, the school will try to avoid themes that are not aligned with its principles, such as videogames, pollution, cruelty to animals or people, or overstimulating theme parks.

The School Trip Coordinator must complete the risk assessment form (annex 1) before the trip and submit a copy to the Headteacher and to each of the accompanying teachers. The School Trip Coordinator must do all he/she can to guarantee a safe trip for the students.

## **2. NOTIFICATION:**

The date of the trip must be notified at least a week in advance for simple trips and 15 days for more complex ones.

Families must be notified by email and by WhatsApp. The School Trip Coordinator must make sure that all students have their parents' authorization to go on the trip.

## **3. PARTICIPATION:**

All students interested in the trip will have the possibility of joining, while those who are not interested may stay at the school. If it were impossible to organize for a teacher to stay with those who do not wish to join the trip, then all students would have to go on the trip. If the number of students who do not wish to attend is lower than 8, the school might allow the students to stay at home.

We do not recommend that families join the trips, except in the event of special circumstances; any such circumstances should be notified by email beforehand. Families are requested not to go to the trip location on their own that same day, unless authorized in writing by the school. School trips are part of the school experience and are, therefore, part of the school academic timetable.

Children who are not registered students at the school will not be allowed on the school trip.

## **4. PARENTAL CONSENT AND OTHER DOCUMENTATION:**

At the beginning of the school year, each family must sign the consent form for outings and excursions.

If a family does not authorize the participation of their sons or daughters in any of the excursions, they must inform the school expressly, via email or telephone, prior to the excursion.

Specific documentation required by the organization of the places we are going to visit.

## **5. EQUIPMENT:**

Each student must bring a backpack. It is important that the backpack is comfortable, so students should avoid cloth or plastic bags, lunch boxes,

etc. They must also bring their snack, a cup (no glass), and a change of clothes, if required.

If the day is sunny, students must also bring a cap and sun block. If it is a trip to the countryside, they will be required to wear comfortable and adequate footwear.

The school team will always carry water and fruit for everyone.

## **6. TEACHER-STUDENT RATIO:**

The school will always try to keep a low ratio, with one teacher for every 10 students at the most. However, the number of teachers may be higher in some cases, especially in the case of pre-school trips. If more adults were needed, the school would ask families for help.

For school trips involving walking from the school to some other location, the teachers will wear approved safety vests.

For trekking trips or trips where ages may affect the walking pace of students, the number of adults will have to be reconsidered, taking into account that there are usually three groups: slow, medium and fast pace. Each group must have at least one teacher at the front and one at the rear. If a group becomes too distant because they are moving faster and the teacher at the rear is left behind and loses control of the group ahead, the teacher at the front will have to wait for the rest of the group until everyone is joined up again. If the teacher at the rear cannot see his/her group, they must phone the teacher at the front. The aim of this system is to keep all students under supervision at all times.

## **7. SUPERVISION OF SCHOOL TRIPS. INSTRUCTIONS FOR ACCOMPANYING TEACHERS:**

- One of the teachers will have the role of Base Teacher, and will be in charge of staying with the students in case the other teacher needs to assist a student or there is an emergency. The position of Base Teacher will rotate each term.
- The School Trip Coordinator will act as Group Leader during the trip.
- Before the commencement of each activity, a pre-arranged meeting point must be designated by the teaching staff should any student become separated. Upon arrival at the trip location, the students must be shown where the meeting point is, and be briefed about what to do should they get lost. Each group of students must be assigned to a teacher; students must report to their teacher during the trip to avoid getting lost.

- For walking trips, a teacher must always lead the groups, with another teacher at the rear. These teachers must never lose their positions during the whole trip. The teacher at the front must not let any student go ahead of him/her, except when there is good visibility, with specific students, etc.
- At the start of the walk, the Group Leader will assign a teacher to each group of students. This teacher will be in charge of counting the group members every 15 to 30 minutes.

## **8. RULES AND BOUNDARIES**

- Departure time: families must arrive 15 minutes before departure time. The trip will start on time, and the school will not wait for anyone arriving late.
- School bus trips require that all students comply with safety regulations: students must remain seated with the safety belt fastened, and must not make excessive noise to avoid distracting the bus driver.
- Students must behave in accordance with the established rules; failure to do so will involve their being denied permission to join any future school trips they may have signed up for.
- Students must always stay close to the group and remain within their teachers' visual field at all times.

## **9. EMERGENCY PROCEDURES**

- The school team should always carry a suitably stocked first-aid kit with band-aid, antiseptic skin cleanser, gauze and first aid tape.
- Each accompanying adult must have their cell phone switched on and audible for contacting the others in case of emergency.
- In case of emergency, the teacher in charge of the emergency must phone the Base Teacher so the latter can replace him/her and take charge of his/her group of students. The teacher in charge of the emergency will take the injured child to the closest health centre as soon as possible or, otherwise, call for an ambulance to transport the child. After that, the teacher will phone the child's parents.
- If a student goes missing, the teacher who notices it will contact the Base Teacher so that the latter can replace him/her and take charge of his/her group of students. The teacher will then look for the missing child. If the student is still missing after 5 minutes, the teacher will phone the civil emergency services and, after that, the school and the child's parents.
- Teachers should keep a pre-arranged school-home contact with them.

The provisions laid out in Annex 1 of this document shall apply for all matters not covered by this section.

## 10. SCHOOL TRIP PLANNING

There will be at least one school trip every two months for each school stage (Preschool, Lower Elementary and Upper Elementary), and a general one for all the school stages together, at least once a year. Additionally, the school may organize other trips that may be in line with the students' interests.

## 11. FINANCIAL CONSIDERATIONS:

Whenever possible, only one trip per term shall be financed by the families. The cost of the trip must be within the set monthly budget, as well as the budgeted contribution by the families.

Each student will pay for the trip prior to the day of the excursion. Payments will be made in cash to the school administrator.

As a general rule, whenever it is necessary to hire transport, the school will pay 50% of the fare and the families the other 50%.

## 12. MEDIA CONTACT.

In the event of an emergency all media enquiries should be referred to the Headteacher. The name of any casualty should not be given to the media.

## ANNEX 1: SCHOOL TRIP RISK ASSESSMENT FORM

The School Trip Coordinator must complete a form for each school trip, including day outings which may involve risks.

The number of supervising adults is sufficient (specified required ratio per school stage)	YES	NO	
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<p><b>TRIP LOCATION:</b></p> <p>Whenever it is feasible, the School Trip Coordinator should visit the selected location beforehand in order to:</p> <ul style="list-style-type: none"> <li>• make sure that the location is adequate and meets the expectations and aims of the trip</li> <li>• assess areas that may entail risks and assess the level of risk</li> <li>• check that the location meets the needs of students, teachers and trip participants in general</li> <li>• become familiar with the area before undertaking the group visit</li> </ul> <p>If it is impossible to visit the location beforehand, the School Trip Coordinator will have to find a way to assess the potential risks of the area. A minimum requirement is to obtain as much background information as possible about the place in writing, as well as opinions from other visitors that have recently been to the location or by local administrations, such as visitor information centers.</p>			
<p>School Trip Coordinator: Have you visited the selected location yourself? If not, please state which means you have used to make the risk assessment</p>	YES	NO	
<p>Have you analyzed the safety features of the location, identifying potential risks?  And, if necessary, have you provided training for the supervising teachers?</p>	YES	NO	

<p><b>EMERGENCY PROCEDURES</b> (please refer to our School Trip Policy)</p> <p>PRE-RISK ASSESSMENT CHECKLIST</p> <p>Trip assessment: by the Management Team and Faculty, and with the students at the school assembly.</p> <p>Get to know the location and its potential risks. Contact someone who has been at the trip location or, at least, gather background information about the area in order to assess its potential risks.</p> <p>Is the trip being organized by an external company?                      Yes    No</p> <p>Does the trip organizer require families to sign a disclaimer?                      Yes    No</p> <p>If affirmative, the school may not undertake the trip until the document has been signed and the corresponding contract has been finalized with the organizer. Please make sure that the travel agency has made a risk assessment of the trip. If it is necessary to hire transport services, make sure that all the statutory health and safety procedures are observed. Elaborate a plan to foresee special needs. Create a suggested itinerary for the trip.</p>		
<p><b>ONCE THE TRIP PROPOSAL HAS BEEN APPROVED</b></p>		
	<p>Make sure the families have received all the relevant information related to the trip and they have completed and submitted a signed parental authorization. No student will be permitted on the trip unless they submit the corresponding signed authorization from his/her family.</p>	
	<p>Prior to the commencement of the activity, students, teachers and supervisors should discuss the trip safety procedures, including potential or known risks, accident prevention, and how physically demanding the visit may be, among other points. School Trip Coordinators must be familiar with the supervising needs for the trip, and be alert during the course of the visit to any known dangers. Take into account the weather conditions and have an alternative plan in case of adverse weather. Design an alternative plan for children who do not wish to take part in the activity.  Design an alternative plan for children who wish to stop taking part in the activity.</p>	
	<p>Clearly define the school expectations as regards student behavior, and rules and boundaries for participants during the visit.</p>	



	<p>Prepare a list with the names of the students, the contact details of their families and any special educational needs. Teachers will take a copy of the list on the trip. Prior to the trip, the faculty will discuss any limitations regarding students' behavior, or medical or physical condition that may determine student participation.</p>		
	Elaborate an emergency plan that includes the following:		
		Location and accessibility to the first aid kit	
		Location and accessibility to a telephone or secure means of communication (bear in mind that cell phones do not have coverage everywhere)	
		Contact number of the emergency services: ambulances and hospitals	
		Contingency plan for adequate emergency transportation	
		Supervision of contingency plan (Plan B) for different scenarios, including who is the second in charge, who takes the injured to hospital, who contacts the school in the event of unforeseen circumstances, etc.	
	Organize adequate transportation		
	Signature of School Trip Coordinator		Date
	Signature of Headteacher		Date

Activity/hazardous situation	Potential risk/s	Control measures
Transport:  The journey	Delays, accident causing injuries, missing children	<ul style="list-style-type: none"> <li>• Small groups that are easy to count</li> <li>• Make sure the teacher-student ratio is adequate</li> <li>• Check if any participant has special health or mobility needs</li> <li>• Check the trip schedule</li> <li>• Bring your cell phone with you</li> <li>• Have a list of emergency phone numbers at hand</li> <li>• Verify that the insurance policy is in order and covers the trip</li> </ul>

<p>Location issues:</p> <p>Inappropriate locations or accommodation</p> <p>Crime</p> <p>Weather conditions</p>	<p>Personal risk, discomfort or unforeseen circumstances</p> <p>Accidents or attacks that may cause injury</p> <p>Risk of dehydration/hypothermia or sunburn</p>	<ul style="list-style-type: none"> <li>• Look for information and make reservations beforehand</li> <li>• Pay attention to evacuation routes in case of emergency</li> <li>• Keep the group together for as long as possible; any unforeseen point in the plan should be reported.</li> <li>• Brief the group with information about what the trip will be like, and warn participants and families about clothing and equipment suitable for the visit</li> </ul>
<p>Other potential hazards (Please consider any potential hazard that may come up during the trip)</p>		

**ANNEX 2: EMERGENCY REPORT:** (to be given to each teacher and be carried on the day of the trip)

NAME OF GROUP LEADER		STATUS (e.g. teacher, parent, etc.)	EMAIL	CELL PHONE No.	ADDRESS
DATE	OVERNIGHT STAY Y/N	DESTINATION/AIM OF TRIP		CONTACT PHONE No. DURING TRIP	
REPLACEMENT TEACHER CONTACT DETAILS IN CASE OF EMERGENCY					
Name:		Address:		Cell phone No.:	Email:

**LIST OF TRIP PARTICIPANTS**

Name:	Address:	Cell phone number:	Email:

**GÁNDARA INTERNATIONAL SCHOOL CONTACT DETAILS**

Headteacher: Raquel Galavís 620522084	Heads of studies: Preschool: Iago Ferraz 653481753  Elementary: Marina Ribas 605659477	Head of Administration:  Verónica Álvarez 986369778 676367580	Guiding teachers :  Iria Sánchez Miguel Lois Dayna Cleland	School Insurance: Allianz  Mediador Norte Broker S.L: 986443003 Health assistance – list of medical services: 902102687 913255568
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Signature:

Full name:

Date:

This emergency report must be submitted in person or by email to the Head of Administration, Verónica Álvarez, for its safekeeping. ([espaciogandara@gmail.com](mailto:espaciogandara@gmail.com)). A copy of this report must be submitted to the Headteacher and handed out to each teaching staff member.

### **ANNEX 3 AUTHORIZATION TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

By the present document, I \_\_\_\_\_  
as parent or guardian of the  
student \_\_\_\_\_ belonging to  
the course \_\_\_\_\_ and student of Gándara International School,  
**AUTHORIZE** my child to participate in the excursions and  
complementary activities that take place outside the school during the  
academic year 2021-2022.

If I do not authorize my child's participation in any of these excursions, I  
will inform the school expressly, via email or telephone, in advance of  
the excursion.

I authorize  I do not authorize.

**Signature:**

Gondomar a \_\_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_