

Gulf English School

مدرسة الخليج الإنجليزية



Educational Visits and Trips Policy

Created by: Israr Shah
Reviewed by: Paul Luijting
Updated: January 2026

Policy Statement

Gulf English School (GES) recognises the value of educational visits and school trips in enhancing learning beyond the classroom. These activities provide meaningful opportunities for students to develop academically, socially, and personally.

GES is committed to ensuring that all educational visits and activities are safe, well-planned, inclusive, and compliant with Ministry regulations and school safeguarding procedures.

Scope of the Policy

- All on-site and off-site educational activities and visits
- Curriculum-based trips, enrichment activities, competitions, and excursions
- Activities during or outside normal school hours
- Trips requiring or not requiring transportation
- All students from Early Years to Secondary

Roles and Responsibilities

- Trip Organiser

The Trip Organiser is responsible for:

Completing the GES Activity and Educational Visit Approval Form
Ensuring the form is submitted at least two weeks prior to the activity
Conducting and completing a Risk Assessment
Ensuring written / signed parental consent is obtained
Communicating all trip details to students, staff, and parents
Informing all signatories of any changes to trip arrangements
Carrying student lists, emergency contacts, and medical details on the day
Ensuring a First Aid trained staff member accompanies off-site visits

Activity Leader

- The Activity Leader (who may or may not be the Trip Organiser) is responsible for:

Leading the activity on the day of the trip
Ensuring student safety and appropriate behaviour
Implementing control measures identified in the risk assessment
Reporting any incidents or concerns immediately to SLT

School Events Coordinator

- The School Events Coordinator is responsible for:

Confirming logistical arrangements
Coordinating transportation where applicable
Supporting communication and publicity
Ensuring social media permissions are respected

Supervising Staff

- Supervising staff must:

Actively supervise students at all times
Follow safeguarding and behaviour policies
Carry emergency contact details
Be aware of students with medical or special requirements
Be First Aid trained (on off-site visits)

Senior Leadership Team (SLT)

- SLT is responsible for:

Ensuring the appropriateness of trips
Reviewing and approving all trips
Ensuring compliance with school and Ministry regulations
Acting as the emergency contact point during trips
Granting final authorisation where required

Planning and Approval Procedures

- All trips must be planned using the GES Activity and Educational Visit Approval Form
Forms must be fully completed and signed before submission
Trips must receive:
SLT approval
Head of School approval
Ministry approval (where required)
No trip may proceed without written approval

Risk Assessment

- A written risk assessment must be completed for all trips
Hazards must be identified, risk levels assessed, and control measures documented
Risk assessments must be reviewed and updated if circumstances change
Staff must be briefed on risk control measures prior to the trip

Student Supervision and Ratios

- Appropriate staff-to-student ratios must be maintained at all times
Ratios will depend on:
Age of students
Nature of the activity
Location and level of risk
At least one staff member on the trip should be First Aid trained/ School Nurse being present

Transportation

- Transportation arrangements must be clearly stated

When school transport is used:

Approved bus companies and licensed drivers must be used

Driver contact details must be available

When parents provide transport:

Written confirmation must be obtained

Clear drop-off and pick-up arrangements must be communicated

Staff private transportation cannot be used except if transporting their own children

Parental Communication and Consent

- Parents must receive written information detailing:

Purpose of the trip

Date, time, and location

Cost (if applicable)

Transport arrangements

Written / signed parental consent is mandatory

Parent information sessions should be held when appropriate

Student Medical and Special Requirements

- Medical conditions and special requirements must be identified in advance

Relevant staff must be informed and prepared

The School Nurse should attend trips where medical needs require it

Medication must be managed in line with school medical policies

A First Aid trainer member of staff should attend off-site trips

Behaviour and Conduct

- Students are expected to follow the GES Behaviour Policy at all times

Poor behaviour may result in exclusion from the trip

Staff must address any misconduct promptly and report serious incidents to SLT

Safeguarding and Social Media

- Safeguarding procedures apply at all times

Staff must ensure students are supervised appropriately

Students without permission must not appear in photos or videos

Social media content must be approved in advance

Emergency Procedures

- Emergency contact details must be carried by trip leaders

Any incident, injury, or concern must be reported immediately to SLT

An incident report must be completed upon return to school

Review and Monitoring

This policy will be reviewed annually or following any serious incident

Feedback from staff and SLT will inform improvements

Policy Approval

This policy has been approved by the Senior Leadership Team and is effective from September 2025 and will be reviewed by Mr Israr Shah in July 2026