



# Trips and Visits Policy 1.3

## W31

Policy Title: <b>Trips and Visits Policy 1.3</b>											
Policy number: <b>W31</b>											
Policy owner: <b>DECA</b>											
Policy agreed on: October 2016											
Policy reviewed on: May 2018											
Policy to be reviewed on: May 2020											
Statutory Policy	Yes	<b>No</b>	On School Website	<b>Yes</b>	No	Parent Portal	<b>Yes</b>	No	Staff Portal	<b>Yes</b>	No

CONTENTS

Policy..... 3

1. Guidance for students ..... 4

2. Guidance for parents..... 5

3. Guidance for teachers/group leaders ..... 6

4. Record of revisions to policy ..... 8

### POLICY

Doha College is proud of its reputation as a centre for academic excellence and will strive to maintain its position in this respect. We also set out to create a more holistic educational experience for our students and this includes an opportunity to attend trips and visits away from the college site. If these two aims are properly managed, they will be complimentary. It is also important that students and teachers do not allow trips and visits to detract from their teaching and learning commitments. The guidelines below are intended to support the planning and implementation of full day trips and overnight/residential trips.

What follows are a few broad statements for students, teachers, and parents. Trip organisers and the students themselves have a responsibility to adhere to these guidelines and it is hoped that this will remove some of the ambiguity from the process of planning and running trips and visits. As a starting point for the content of this policy we expect students to maintain an attendance of 95% or better through the school year. This equates to 9 full days of absence out of 180 teaching days.

In planning a trip, the trip leader should make the names of the staff and student participants available to their line manager at the earliest possible opportunity. The final decision about attendance or otherwise rests with the Leadership Group who will liaise with Heads of Year and Subject Leaders over students' inclusion where there is a need to do so.

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and school community.

## 1. GUIDANCE FOR STUDENTS

- 1.1 Exam year students, (Years 11, 12 and 13), should not miss more than 9 full days taking part in trips and visits in any single academic year. This could be a single trip or the sum of several. They should not miss more than 5 days in any single term. Attendance of trips and visits in the second term will be closely scrutinised and there should be no attendance of trips and visits in the third term.
- 1.2 No student in Years 11, 12 and 13 should go on 2 trips in any one month due to workload.
- 1.3 Whilst upper school students should be encouraged to take part in larger musical and dramatic performances, sporting events and other activities such as MUN and the Duke of Edinburgh Award scheme, they will be expected to balance trips and visits against this commitment. For example, it is unlikely that a student will be allowed to take part in an extended residential visit in the same term as the Dubai Exchange or college musical production.
- 1.4 Some subjects offer field trips to support academic studies. Students should consider these opportunities when they arise.
- 1.5 Any student whose attendance falls below 90% may not be allowed to attend residential trips and visits until an improvement in attendance is demonstrated. This may also be applied to day trips and visits.
- 1.6 Lower school students, (Years 7, 8 and 9), and Year 10 students will be given a little more latitude, but the same broad expectations detailed above will be applied in the first instance.
- 1.7 If a student wanting to attend a trip falls outside these guidelines, they can be referred to their Head of Year / Head of Key Stage in discussion with the Vice Principal Student Services for consideration. It is not our intention to limit the wider experience of students or teachers, but a measure of restraint may be required in some cases. The guidelines should provide a clear starting point for trip organisers, teachers, students, and their parents but they will also shape and inform any discussions that are bound to arise.

## 2. GUIDANCE FOR PARENTS

- 2.1 A full list of overseas trips will be sent to you prior to the start of the academic year. This is intended to give you an overview of what is on offer and enable you to make an informed decision on whether your child should go on the visit.
- 2.2 Good attendance from your child is important – please support the guideline for attendance percentage and amount of days missed.
- 2.3 No student in Years 11, 12 and 13 should go on 2 trips in any one month due to workload.
- 2.4 You will need to provide the trip leader with:
  - a) Emergency contact numbers.
  - b) Signed consent form.
  - c) Information about your child's emotional, psychological, and physical health which might be relevant to the visit.
- 2.5 You will be required to obtain a visa for your child to travel for all overseas trips. This is the responsibility of the parent to investigate visa requirements and obtain the visa in plenty of time for your child to travel.
- 2.6 Trips that cost QR6000 and below will require 2 instalments (including the deposit) and trips that cost over QR6000 may require 3 instalments (including the deposit).
- 2.7 Parents should be aware of the following wording that is included in the Parental Consent form:

“I understand that if my son/daughter is 18 years of age or over at the time of the trip then they can be expected to be treated as an independent adult in some situations both here in the State of Qatar and in the destination country. If your son/daughter is treated as an independent adult, staff will not be in a position to act *in loco parentis*.”

### 3. GUIDANCE FOR TEACHERS/GROUP LEADERS

#### Proposal

All trips need prior approval from the Line Manager, Trips and Visits Co-ordinator and Principal. Paperwork can be found in Firefly. Give details of how the proposed trip links to the school curriculum or enrichment activity and what is the intended target group. Undertake and complete a comprehensive risk assessment which should be approved by the HSSE Manager.

**THIS MUST BE THE FIRST STEP TAKEN**

Ensure that any SME (Subject Matter Experts) have the correct approvals regarding safeguarding procedures.

No trips should be booked until they have been approved and put into the academic calendar.

#### Planning

Ensure that the checklist for trips and visits has been completed.

Staff, student ratio for overseas trips should be 1:10 and there should be gender balance to support the target group. If this ratio falls below 1:9 the trip may no longer be viable and this should be communicated with the Trips and Visits co-ordinator. Where additional external adults are used, the staff to student ratio can be reduced – this should be discussed with the Trips and Visits Coordinator.

**Planning**

All names of students attending the trip should be given to Student Services so that attendance can be monitored. This must be prior to any payments being sent to providers.

One member of staff should be first aid trained.

Book the school phone to take on the trip. This can be used to update school and parents.

For certain trips, the staff, student ratio will be 1:8 or less if necessary. This is where the activities pose greater risk or the age of the student is such that they require more adult supervision. Guidance will be given to staff that are organising trips.

If a trip falls within a school holiday, spouses can attend an educational visit but they should not be included in the supervision ratio. All costs will be borne by the spouse. Children of staff should not accompany the trip unless they are students at Doha College and are part of the registered group.

Additional staff or children of staff attending trips should be discussed with the Trips and Visits Co-ordinator and Principal to determine if it is appropriate for them to attend. Make sure that names of staff participants are discussed with their line managers prior to booking.

Ensure that parents have early written information about the cost of the visit. Trips that cost QR6000 and below will require 2 instalments (including the deposit) trips that cost over QR6000 may require 3 instalments (including the deposit). Payment dates should avoid key times such as payment dates for school fees. The Finance Department must be included in setting these dates.

Hold a meeting for parents up to a month before the trip departs (this applies to trips longer than a weekend). All emergency contact procedures should be discussed at this meeting. The trip leader should indicate to parents before the trip commences how updates will be communicated. Set up text messaging list, give to Student Services.

**During the trip**

Ensure that adequate first aid provision will be available – nominate a member of staff. The trip leader should inform parents that the group have arrived safely and send a reminder of return flight the day before travel.

In case of an incident or accident, the trip leader should contact the parents and LG at the earliest possible time. In the case of any major incident or accident, an incident report should be filled in on return to Doha and kept in the Trips and Visits Policy file.

Where possible, the group leader should take the phone provided by college for use on trip and as the first emergency contact number. An emergency contact number should be given to a named person who will be in Qatar for the duration of the trip. No personal numbers should be issued without prior consent.

**No alcohol should be consumed in front of students.**

**Post trip**

All trips will be reviewed by the organiser and accompanying staff. Feedback from students and parents will also be sought after.

#### 4. RECORD OF REVISIONS TO POLICY

<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>
March 2014	Clarity of communication methods between trip leader and parent.	Section 4
March 2014	Inclusion of Finance Department in payment dates.	Section 4
October 2015	Changed location of checklist to Firefly	Section 3, flowchart
October 2016	IA altered to DofE	1.3
October 2016	VP – Student Services included in school staff considering student attendance on trip	1.7
May 2018	Addition of comment about students 18 years or older	2.7

# DOHA COLLEGE

Accredited by



## About Doha College

### Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

### Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

### Core Values

Excellence and diligence  
Respect and Integrity  
Commitment and Accountability  
Perseverance and Honesty  
Fun and Enjoyment  
Challenge and reward

### Doha College

PO Box 7506,  
Doha, State of Qatar

+974 4407 6777  
enquiries@dohacollege.com  
www.dohacollege.com

 A BRITISH  
INTERNATIONAL  
SCHOOL