



EDUCATIONAL TRIPS POLICY

W31

Policy owner: Director of CCAs

Policy agreed on: October 2013

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Policy to be reviewed on: January 2024

DOCUMENT CONTROL TABLE

Status		Live
Policy owner		Director of CCAs
Statutory/Recommended		Recommended
Date approved		October 2013
Review period		1Year
Latest review date		January 2022
Next review date		January 2024
Linked documents and policies		Safeguarding & Child Protection Policy Behaviour Policy
Versions	Date	Comments
1	March 2014	Clarity of communication methods between trip leader and parent Inclusion of Finance Department in payment dates
1.1	October 2015	Changed location of checklist to Firefly - Flowchart
1.2	October 2016	IA altered to DofE VP – Student Services included in school staff considering student attendance on trip
2	October 2018	Whole document revised
3	January 2021	Whole document revised
3.1	January 2022	Ratio's updated to reflect Ministry guidelines

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AIMS

Doha College is proud of its reputation as a centre for academic excellence and will strive to maintain its position in this respect. Doha College also sets out to create a holistic educational experience for our students and this includes an opportunity to attend trips away from school. It is important that students and teachers do not allow trips 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.

All trips will be overseen by the Director of Co-Curricular Activities, who ensures that all school employees and volunteers taking students on trips understand what is required of them.

PLANNING

Preliminary Site Visits

- Where possible the trip leader should make a preliminary visit to the location to become familiar with the facilities/area.

Pre-Approval of Trips

- There is a written Pre-Approval procedure for arranging trips. This includes procedures for the approval of specific types of trips.
- Timely approval (including Ministry of Education and Higher Education approval) must be obtained before any trip takes place. Minimum 2 months before a day trip and minimum 3 months before residential trips.

Budget

- The [Trip Budget Template](#) should be used to ensure there are sufficient funds, making allowances for unforeseen developments and exchange currency fluctuations.
- The budget should be discussed and agreed with the Director of Finance.

Bookings

- Once the pre-approval form has been returned and approved, the necessary bookings for venues, flights, insurance, and hotels can be made. Contact purchaseofficer@dohacollege.com to gain quotes for goods or services.

Staff Ratios

Adequate staffing should be planned for any day or residential trip using the following minimum guidance:

1:13 Trips inside Qatar for Secondary

- 1:10 Trips inside Qatar for Primary
- 1:6 Trips outside the State of Qatar
- 1:6 Camping Trips

- Any risks posed for staff and students should be reflected in the risk assessment and staffing should be adequate for the nature of the trip, the activities undertaken throughout the trip and the age/maturity of the students attending the trip.
- At least 1 member of the staff for every 24 students should be a Doha College teacher, but other members of staff in respect of ratios can include adults aged 18 or over and the trip leader is satisfied they are competent and responsible individuals.

Student Selection

- Before confirming trip attendance to students or parents, student selections should be confirmed by both Head of Year and Assistant Heads to authorise absence from school or appropriate selection for residential or international trips.
- Exam year students, (Years 11, 12 and 13), should not miss more than 9 full days taking part in trips 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 on trips in the second term will be closely scrutinised and there should be no attendance on trips in the third term. In addition, no student in Years 11, 12 and 13 should go on 2 trips in any one month, this is to limit any negative impact on academic performance and increased workload for students.

Preparing Students and Parents – Residential Trips

- School trips often fail due to an insufficient number of student signups. Students should be informed of planned events at the earliest possible stage to generate interest.
- One month before the trip date a meeting must be held with parents to discuss arrangements, the expected standards of behaviour and code of conduct.

Parents Information and Consent

- A full list of overseas trips will be sent to parents prior to the start of the academic year. This will give an overview of what is on offer and enable parents to make an informed decision on whether their child should go on the trip.
- Good attendance from students is important – parents are expected to support the guideline for attendance percentage and amount of days missed.
- Parents/students will need to provide the trip leader with:
 - a. Emergency contact numbers

- b. Signed consent form
 - c. Information about their child’s emotional, psychological, and physical health which might be relevant to the trip
- Parents will be required to obtain a visa for their child to travel for all overseas trips. It is the responsibility of the parent to investigate visa requirements and obtain the visa in a timely manner to ensure their child is able to travel.
 - 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).
 - The trip leader must liaise with the front office manager to prepare parental consent with parent

Risk Assessment

- A risk assessment must be completed by the group leader once a trip has been approved, following appropriate site visits, budgeting, and sign-up by students., and should be approved by the Director of Co-curricular Activities, the designated health & safety lead, and Leadership Group.

RESPONSIBILITIES

Group Leader

- Be aware of and follow all child protection policies & safeguarding practices, safer recruitment practices and volunteer vetting practices.
- The group leader should be a member of Doha College staff. They should have overall responsibility for the supervision and conduct of the trip and should have regard for the health and safety of the group.

The group leader should:

- Obtain prior agreement from the Director of Co-Curricular Activities before any off-site trip takes place.
- Follow all relevant school regulations, guidelines, and policies.
- Appoint a deputy group leader (if necessary).
- Clearly define each group supervisor’s role and ensure all tasks have been assigned.
- Ensure that all those attending or involved in the trip know their roles and the roles of other members of staff on the trip at all times and that all supervisors and external providers are clear about their responsibilities.

- Be able to manage and lead students of the relevant age range.
- Be suitably competent to instruct students in an activity (and provide proof where necessary) and be familiar with the location/centre where the activity will take place.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the trip including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment.
- Review regularly undertaken trips/activities and advise the Director of Co-Curricular Activities where adjustments may be necessary.
- Ensure that teachers and other supervisors are fully aware of what the proposed trip involves.
- Have enough information on the students proposed for the trip to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure the ratio of supervisors to students is appropriate for the needs of the group.
- Being able to stop the trip if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.
- Ensure that group members have details of the school contact.
- Ensure that group members and the school contact have a copy of the emergency procedures.
- Ensure that the group teachers and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Observe the guidance set out for teachers and other adults below.

Group Members

- Be aware of and follow all child protection policies & safeguarding practices.
- Be aware of their roles and responsibilities on the trip at all times
- Be aware of the completed risk assessments and follow all appropriate safety measures in place.
- Be aware of the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively

- Will be provided with necessary training as identified by the group leader to fulfil the role of group member effectively.

Volunteers

Non-teacher adults on the trip should be clear about their roles and responsibilities during the trip.

Non-teacher adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
- To follow the instructions of the group leader and teacher supervisors and help with control and discipline.
- To speak to the group leader or teacher supervisors if concerned about the health or safety of students at any time during the trip.
- All volunteers should have an enhanced DBS check/Qatar police check and have undertaken safeguarding training

Special Educational and Medical Needs

- Trip leaders to liaise with Learning Support for students with special educational needs and with school nurses for students with medical needs. All information should be included in the risk assessment and all staff aware of students with additional needs.

First Aid

- There should be at least one member of staff trained in first aid on all trips.

APPENDIX

1. Primary Day Trip Checklist
2. Secondary Educational visit Checklist

REFERENCES

- School Visits NEU guidance for members, reps, and local officers
<https://neu.org.uk/media/926/view>
- DfE - Health and safety: advice for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Outdoor Education Advisers' Panel
<https://oeapng.info/about-oeap/>

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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

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