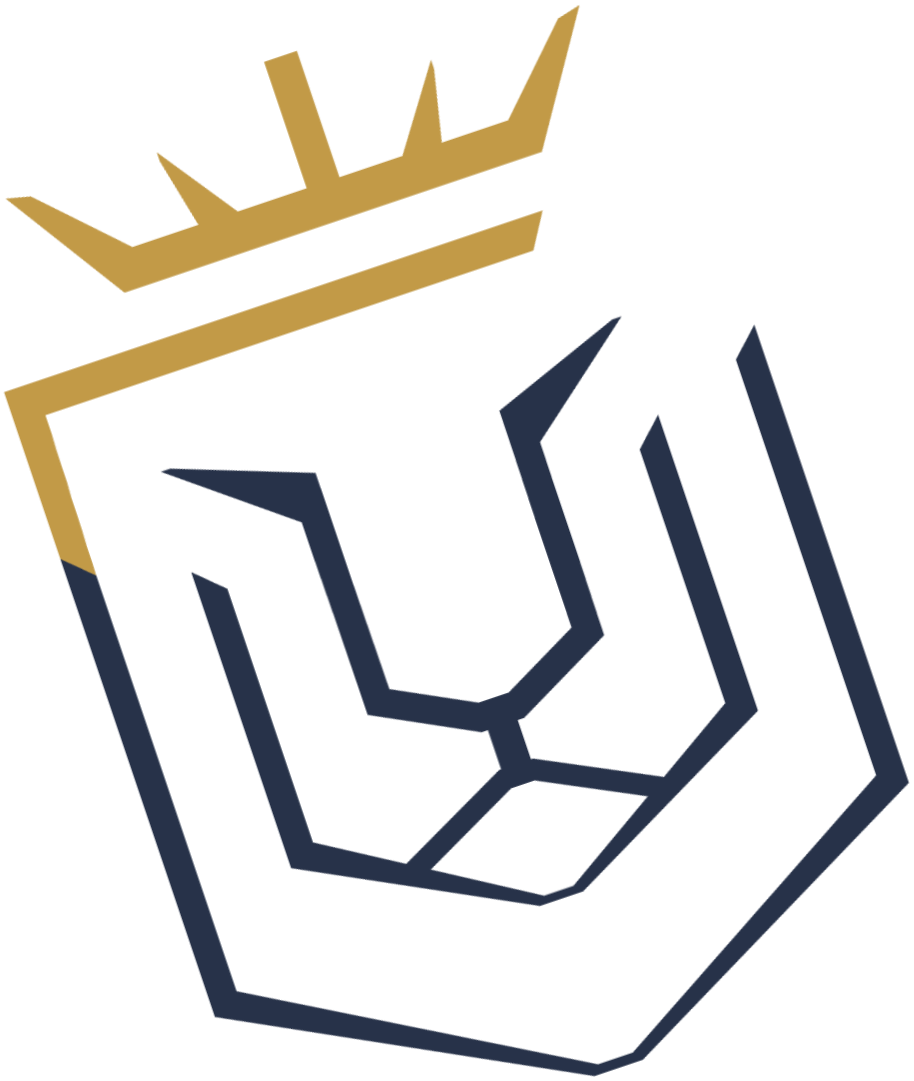
Nobel Algarve
BRITISH INTERNATIONAL SCHOOL
LAGOA

School Trips Policy

Date: 2025



1. INTRODUCTION

Nobel Algarve British International School recognizes the value of educational trips in enhancing students' learning experiences. This policy outlines the procedures and requirements for organizing and conducting school trips, both domestic and international, ensuring student safety, educational value, and compliance with legal and institutional guidelines.

School trips at Nobel Algarve British International School are designed to reflect and promote the school's core values of **Excellence, Integrity, Respect, and Global Citizenship**. These values guide our approach to planning, student conduct, and the overall purpose of our educational excursions.

2. SCOPE AND OBJECTIVES

This policy applies to all school trips, including day trips, overnight stays, and international travel. The objectives are:

- To ensure student safety and well-being.
- To provide clear guidelines for trip planning and execution.
- To align trips with the school's curriculum and educational goals.
- To define roles and responsibilities of staff, students, and guardians.
- To uphold the school's values by fostering **Excellence** in learning experiences, **Integrity** in conduct, **Respect** for different cultures and environments, and **Global Citizenship** through international exposure.

3. PLANNING AND APPROVAL

3.1 Approval Process

All trips must be approved by the Head of School and the Senior Leadership Team (SLT). Trip organizers must submit a detailed proposal including:

- Educational objectives.
- Itinerary and duration.
- Risk assessment and emergency procedures.
- Cost breakdown and funding sources.
- Staffing and supervision ratios.
- Consent forms and insurance details.

3.2 Risk Assessment

A comprehensive risk assessment must be conducted for all trips. Factors to consider include:

- Transportation safety.
- Accommodation conditions.
- Medical provisions and accessibility.
- Emergency response plans.
- Supervision ratios.

4. SUPERVISION AND STAFFING

4.1 Staff Responsibilities

- The Trip Leader must be a qualified member of staff responsible for overall coordination.
- Additional staff must be assigned supervision duties based on student numbers and needs.
- All staff must be familiar with emergency procedures and child safeguarding policies.
- Staff should model the school's values of **Integrity and Respect** in their interactions with students and external partners.

4.2 Supervision Ratios

Minimum supervision ratios:

- **Day Trips:** 1 staff per 10 students (varies by age group and activity risk level).
- **Overnight/Domestic Trips:** 1 staff per 8 students.
- **International Trips:** 1 staff per 6 students.

5. STUDENT CONDUCT AND EXPECTATIONS

Students must:

- Adhere to the school's Code of Conduct during trips.
- Follow instructions given by staff and guides.
- Respect cultural differences and local laws.
- Report any concerns or incidents immediately to supervising staff.
- Embody the school's values by demonstrating **Respect** for different cultures, **Integrity** in their behavior, and **Global Citizenship** through engagement with diverse communities.

Failure to comply with these expectations may result in disciplinary action, including repatriation at the guardian's expense.

6. PARENTAL INVOLVEMENT AND CONSENT

- Written consent is mandatory for all trips.
- Parents must receive detailed itineraries and emergency contact details.
- For international trips, parents must ensure students have valid passports, visas, and medical insurance.
- Payment schedules and refund policies must be communicated in advance.

7. TRANSPORT AND ACCOMMODATION

7.1 Transportation

- Transport providers must comply with safety regulations.
- School buses, chartered transport, and air travel should meet required standards.
- Seat belts must be used where available.

7.2 Accommodation

- Must be pre-checked for safety and suitability.
- Students should be roomed by gender and age-appropriate groupings.
- Clear rules regarding curfews and conduct must be established.

8. HEALTH AND SAFETY

- A designated first-aider must be present on all trips.
- Medical conditions and dietary needs of students must be documented.
- Emergency contact procedures must be in place and shared with all relevant parties.
- International trips require valid health insurance coverage.

9. FINANCIAL CONSIDERATIONS

- Trips should offer value for money and be inclusive where possible.
- A clear breakdown of costs must be provided to parents.
- Refund policies should be outlined before payment collection.
- Fundraising and sponsorship opportunities may be explored to support accessibility.

10. EMERGENCY PROCEDURES

- Trip Leaders must have a crisis management plan.
- Emergency contacts for all students must be accessible at all times.
- Local authorities and embassies should be contacted in case of serious incidents.
- Incident reports must be completed for all emergencies.

11. REVIEW AND COMPLIANCE

- This policy will be reviewed annually by the Senior Leadership Team.
- Compliance with national and international regulations is mandatory.
- Staff training on trip management and risk assessment will be conducted periodically.
- All trips should reflect and reinforce the school's commitment to **Excellence, Integrity, Respect, and Global Citizenship**.