



PEGASUS SCHOOLS, EKET, AKWA IBOM STATE, NIGERIA

SCHOOL TRIPS POLICY

Approved/reviewed by

The Head of Schools	
Date of review	January 2024
Date of next review	January 2025

STATEMENT

Educational excursions serve as integral components of the educational journey for students at Pegasus Schools. These trips not only supplement classroom learning but also offer social and educational enrichment in various ways such as:

- Introducing fresh physical and mental challenges, fostering independence, leadership, and confidence among students.
- Reinforcing curriculum comprehension by placing studied material within new contexts.
- Cultivating stronger interpersonal bonds between students and staff through enjoyable experiences.

AIMS

Pegasus Schools endeavours to promote active participation in educational visits, as outlined above. Students, parents, and staff are familiarized with the procedures surrounding school excursions, ensuring safe execution with due attention to student welfare.

RESPONSIBILITIES

The School maintains guardianship of students throughout school trips, acting in loco parentis to ensure their safety. Trip organizers are expected to exercise prudent parental judgment in planning and executing trips, adhering to health, safety, and safeguarding standards.

BEHAVIOUR

In addition to the school's Code of Conduct for students, students are expected to adhere to guidelines of proper behaviour on educational visits contained in our School Trip Behaviour contract and School Trips Phone Policy which will be given out at the commencement of excursion plans.

RISK ASSESSMENTS

A risk assessment form must be completed when seeking approval for any off-site visit. It is good practice to continually assess risk throughout a visit and to respond to any change in circumstances which affect the level of risk. This may involve a change in activity or cancellation. All parental approval forms returned should indicate any medical condition which must be considered.

FIRST AID

During all off-site activities, it is mandatory to have a certified first aider present. The Trips Coordinator must familiarize themselves with the procedures to contact the school's affiliated hospitals (The Samaritan Hospitals and The Mobil Clinic) for local trips. For out-of-state excursions, contingency plans must include readily accessible hospitals for emergency situations.

Additionally, trip organizers should:

- Be vigilant regarding any student's medical conditions, necessary routine treatments, and recommendations from the student's general practitioner in case of emergencies.
- Ensure that students are in suitable health and possess adequate medication for the trip's duration.
- Carry a mobile phone and a first-aid kit, customized by the School Nurse to meet the trip's specific requirements.
- Confirm that all participants have received required vaccinations and hold necessary documentation, including visa paperwork and healthcare records.
- Prepare additional equipment for emergency situations as deemed necessary.
- Any medical issues encountered during the trip should be documented and reported to the Nursing Team upon return.

SUPERVISION

Supervision requirements may vary for specific trips, such as outdoor activities, necessitating increased oversight. The group leader and supervisors must be school staff members; however, additional supervisors approved by management in advance may also be present. For overseas trips, a senior staff member will always accompany the group.

Trip Coordinators must undergo vetting according to the following criteria:

- They must be clearly designated and responsible for ensuring all staff understand their duties.
- They must ensure the safety and security of travel arrangements and accommodations.
- They are responsible for supervisory arrangements throughout the trip, ensuring adequacy and suitability.
- They must ensure activity safety and conduct ongoing risk assessments.
- For potentially risky activities, Trip Coordinators must possess appropriate qualifications or experience. Checks on activity centre licensing and safety provisions should be conducted, and all financial matters settled.

RATIOS OF STAFF TO STUDENTS

- A minimum of two adults must accompany every visit.
- There must be a minimum of one adult for every 10-15 pupils in Years 4-6;
- There must be a minimum of one adult for every 6 pupils from Reception – Year 3 and on any trip involving hazardous activities.
- Parents of children on the trip will not be used in the ratio calculations.
- These are minimum ratios and a risk assessment is needed according to circumstances.

POLICE CHECKS

All adults on school visits must obtain a police background clearance. Staff will already have had it done during pre-employment but volunteers will be required to obtain the equivalent before going on the trip. In addition, suitable references must be sought, an informal interview held and a check made that there are no contrary indications from anyone in the school. HR must be informed in advance to ensure these checks are carried out as required by the Recruitment Policy. All volunteers will appear on the Central Register.

PREPARATION OF STUDENTS

Before the commencement of the trip, it is essential for staff to furnish students with pertinent information, including:

- The purpose and goals of the visit.
- The detailed itinerary, encompassing the timings and locations of activities.
- Accommodation and catering arrangements.
- The staffing and supervision arrangements.
- Expectations regarding behaviour.
- Requirements for equipment and clothing.
- Awareness of potential hazards and the precautionary measures in place.
- Protocols for rendezvous and emergency situations.
- Background information about the destination, encompassing its history, culture, customs, and language. Additionally, any considerations regarding learning difficulties, disabilities, or medical needs must be taken into account.

The school acknowledges its commitment to ensuring equal opportunities for all students and endeavours to make trips accessible to everyone where feasible. Special attention should be given to students with unique behavioural, medical, or dietary requirements, as well as ensuring disability access.

Trip coordinators can facilitate the accommodation of students with special or medical needs by:

- Assessing the suitability of accommodation and activities.
- Adjusting staffing arrangements as necessary.
- Making special arrangements with parents.
- Ensuring that all relevant medical documentation, including medication, dietary requirements, and allergy information, is provided by parents, and that all needs can be met.
- Maintaining open communication with parents.
- Parents should be kept fully informed throughout the planning and execution of the trip. Communication can be facilitated through letters, emails, or organized meetings.

WHAT PARENTS SHOULD BE AWARE OF

Parents should be informed of the following:

- The nature of the activities, including a detailed schedule of events with timings and locations.
- The specific location of the visit, providing as much detail as deemed appropriate.

- Details of the staff involved, with emphasis on the Trips Coordinator.
- Assurance that risks have been assessed and minimized. For hazardous activities, parents should be provided with a copy of the risk assessment.
- Parental approval is mandatory for certain types of visits and activities, including those involving overnight stays, hazardous activities such as climbing or water sports, and off-site activities, except for official sporting events. However, participation in school teams and cultural or charity events on school premises is assumed to have parental consent.

PLANNING TRANSPORT

When planning transport, a Travel Document Form should be used as appropriate. Transport should be arranged through the designated staff and School Buses must be booked and coordinated with the Manager FL&S – these buses all have seat belts

EMERGENCY PROCEDURES

Plans should be put in place to ensure that both parents and the school are promptly notified in the event of an emergency, with parents having the means to reach the group in such situations. Group leaders should be ready to adjust planned activities if circumstances dictate.

Comprehensive emergency procedures for each trip must be outlined before said trip, and it is essential for Trip Coordinators to be well-acquainted with these protocols prior to the trip. Trip Coordinators must:

- Ensure the safety of all students and prevent further risks.
- Coordinate search, rescue, medical aid, or hospitalization as needed.
- Make sure a certified first aider is on the trip.
- Accompany any injured students to the hospital when feasible.
- Ensure continuous supervision of remaining students and arrange for their return to the designated base.
- Maintain all equipment in its original condition.
- Special attention should be given to explaining emergency procedures, including fire drills, to both students and staff involved, particularly for hazardous or overnight stays.
- Prior to the trip, group leaders should compile a list of all participants and their parent contact information. In the event of an emergency, the Head Teacher/Principal should be reached directly.