

EDUCATIONAL TRIPS & VISITS POLICY

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Authors: JS and SS Senior Leaders

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1. INTRODUCTION:

It is very important when an educational visit or trip is planned that Health and Safety takes priority at the planning stage and all risk assessments and documentation are completed and approved before leaving the School. Visit organisers should also be mindful of the latest Safeguarding legislation and provide for the welfare of children during the visit.

At each stage of the planning process the person responsible/trip leader must take into consideration the risks involved. These must be identified and the appropriate safety measures put in place.

The planning process must start with the Principal or Headteachers and the group leader who will have overall responsibility for the students during the off-site visit. The Principal /Head teachers/Assistant Head in charge of trips must ensure that the visits comply with the guidelines approved by the Board of Governors. The Principal/Headteacher/Assistant Head in charge of trips must ensure that the Group/Trip leader is competent to assess and monitor the risks throughout the visit.

There are many types of visits, some local, some national and others may be international; they all will be covered by the same comprehensive planning and assessments.

Documentation will be in place that covers all aspects of the visit. This must be completed before the visit takes place and signed by both the group leader and Principal/Headteacher/Assistant Head (if possible, at least 4 weeks in advance for residential and overseas trips).

Some visits to local venues such as swimming pools and for sports fixtures etc. may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals and monitoring should take place.

Pupils should not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration.

All off-site visits (non-routine) must be endorsed by the Principal or Head teachers. All overseas visits must also be endorsed by the Principal or Head teacher.

If the risks cannot be contained, the visit must not take place

2. AIM

The Governors and Staff of The Junior & Senior School (hereinafter 'the School') firmly believe that educational visits and residential trips, within Cyprus and to other parts of the world, are an important aspect of the curriculum.

For any trip involving pupils, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing School trips to ensure that pupils and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare.

3. ORGANISATION AND ARRANGEMENTS

3.1. RESPONSIBILITIES AND DUTIES.

School Board of Governors

To fulfil its responsibilities for the health and safety of pupils on educational visits the School's Board shall:

- formally adopt the School policy and guidance on Educational Visits
- determine and keep under review the School's policy on educational visits which will detail the scope and range of visits normally conducted by the School and the internal procedures by which visits are proposed and approved
- ensure that the School's policy enables, where reasonable and appropriate, the inclusion of pupils with disabilities, special educational or medical needs
- ensure that the School's policy establishes clearly the level of risk assessment information required to be seen for different types of visits in order for approval to be given
- ensure that monitoring procedures are in place to evaluate the effectiveness of policies and procedures including feedback following visits and to ensure that the School receives value for money.
- ensure that it is clear about its role in the event of an emergency.

Principal / Head teachers for all visits (overseas, residential in Cyprus and day trips)

Responsibility within the School for the approval of visits remains with the Principal and Head teachers but the Principal/Headteacher may delegate certain of these tasks to the relevant teaching staff. The Principal or Head teacher must:

- be aware of relevant regulations and guidelines including Health and Safety responsibilities, including Health and Safety laws which relate to Cyprus and to this Educational Visits Policy. These must be available and accessible to anyone involved in educational visits
- take account of the above in drawing up and keeping under review the School's policy and procedures for educational visits
- ensure that the educational objectives for visits are clearly defined and commensurate with the age, maturity and capability of the pupils.
- be satisfied that all aspects of any visits, including the granting of approval, will be dealt with in accordance with the School's own policy and procedures
- ensure that an assessment of the safety management systems of external providers has been undertaken prior to booking
- ensure risk assessments are reviewed periodically and changes are made in the operating procedures and/or control measures where identified
- ensure that visits are evaluated to inform the planning and operation of future visits
- be satisfied of the competence of group leaders to lead, manage and control pupils in the proposed setting. *[Consideration will be given to the following: experience, qualification, organisational skills, personal qualities, fitness, medical condition, knowledge of the group and environment, prior experience of leading or assisting in leading the activity]*
- be satisfied that staff roles and responsibilities (including those of accompanying adults) are commensurate with their experience and competence to undertake them
- ensure all staff are aware of their continuous pastoral care responsibilities (even when using a technical leader with their group) and are familiar with the School's Child Protection/Safeguarding Policy
- be satisfied that the arrangements for supervision are appropriate, agreed and known by all concerned. *[Staff involved will be required to have a clear understanding of the different strategies*

required for direct supervision and when the circumstances are right, for indirect or more remote supervision]

- record accidents and incidents on trips where appropriate, and report them to the Board, or Department of Labour wherever required. A clear reporting system for accidents and incidents is in place and staff involved in trips must be made aware of the procedures
- ensure all involved in visits are made aware of and understand the School's emergency procedures
- ensure that the School adopts a clear and effective system for recording risk assessments which is understood by those involved in visits.
- be aware of the contractual arrangements to be put in place with third party providers and the central role of the School in making external contracts. *[Appropriate consideration must be given to best value, financial management, choice of contractors, and contractual relationships]*

In addition, for overseas trips and in some cases residential trips in Cyprus

- It is recommended that a local travel agent is used and that three comparable quotes are obtained by the trip leader. In case this is not possible or travel agents are not interested, the trip leader must keep evidence that they have tried to contact other travel agents. This should be verified by the Assistant Head responsible for trips or the Headteacher and the Bursar.
- For specialised trips where an overseas travel agent is chosen, every effort should be made to obtain the trip quote in euros to minimise exchange rate risk to the School and the parents. The need to use an overseas travel agent should be communicated to the parents together with the impact that this may have on the final price of the trip.
- ensure that written contracts are made with the School and any School travel agent/tour operator on behalf of the pupils involved in the visit
- ensure that all finances for the visit are controlled through the School's financial systems (Finance department) so that should any contract fail the School is able to withhold further payments.

Responsibilities of the Visit/Trip Leader for all trips

The Visit/Trip leader will recognise that whilst leading the visit he or she is in effect representing the School and therefore the Principal.

The Visit/Trip leader will:

- ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- ensure the overall maintenance of good order and discipline during the visit.
- ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and pupils, whilst on the visit.
- ensure that all members of staff are fully briefed as to their roles and responsibilities.
- brief pupils and other participants prior to the trip and ensure that they conduct themselves with due respect for the environment and the local community.
- Visit leaders must inform the Principal if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

Responsibilities of Group Leaders for all trips

Greater levels of responsibility will normally be assigned to teachers than to adult helpers, and a higher standard of care is expected of them.

It is understood and accepted that Group leaders, whether teachers or adult helpers, have a common law duty of care towards the pupils in their charge.

Group leaders recognise their responsibilities for:

- maintaining good order and discipline.
- ensuring the safety and well-being of the pupils in their care.
- informing the visit leader of any incident involving the pupils in their care which has implications for pupils' health and safety, general welfare or the good order of the visit as a whole.

Responsibilities of all Staff Members/other Adult Helpers involved in day trips/visits

All staff members and other adult helpers will be made aware of the expectations placed upon them and appreciate the nature of their relationship to the pupils and other staff.

All staff and other helpers will fully understand and be comfortable with their role before accepting their place on the visit. All staff and other helpers will:

- Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within these at all times
- Report to the visit leader any concerns they may have concerning pupil behaviour or wellbeing during the visit.
- Wear either a reflective jacket or distinctive hat or t shirt so they are easily identified as a leader by members of the public and the children.

Voluntary helpers shall sign an agreement concerning the scope of their responsibilities. No volunteer will be left alone to supervise students,

In addition

- No member of staff should consume alcohol or drugs whilst supervising children on a school visit.
- During an overnight visit no member of staff should enter the room of pupils of the opposite gender, unless a member of staff of the same gender has already entered the room and checked that children are decently attired.
- A member of staff may not sleep in the same room as children without direct permission of the parent (e.g. in case of illness). This will always be a member of staff of the same gender.
- Children should only be given 'free time' in a controlled manner – in groups of no less than 3 and within a designated area. Pupils should know where to find staff at all times and there should be a limited time frame. Children of Year 6 and below, may not be given unsupervised time.

Responsibilities of all Students involved in trips/visits

- Students are aware of 'behaviour 'rules
- Students on overnight/overseas visits will be asked to sign an agreement for 'Code Conduct and Behaviour.'

Police Checks

The criminal records of all staff employed to work in schools are required to be checked. The checks are necessary to prevent unsuitable people from any involvement with pupils.

All Staff employed by the Junior and Senior School will have been Police checked by the Local police in Cyprus. Certificates are held by Human Resources

The following is an extract from the UK's DFE supplementary guidance:

"...not every volunteer who helps to supervise an educational visit will have to obtain a disclosure. Parents and others who from time to time help teachers to supervise local visits need not be Police-checked (though they should be trained and competent in their allotted tasks). Volunteers helping teachers to supervise a residential visit will probably need to be checked. Anyone will need to be checked if they are likely to be in sole charge of a pupil under 18 on a one-to-one basis."

The Principal/Headteacher will need to consider responsibilities a volunteer may be asked to assume. The school will ensure that all volunteers are police-checked who participate in residential trips.

All contractor staff likely to have access to young people as part of their normal duties will need to be police-checked. The Trip/Visit coordinator will obtain assurances that this has happened.

4. GENERAL PLANNING

All staff will refer to and follow the 'School Visits and Trips Checklist' when planning trips (see Appendix 1).

For staff planning a trip for the first time, there are many colleagues and the Principal, Headteacher, Assistant Head in charge of trips and the School Nurse who can provide help and advice based on experience. Prior to organizing or being a trip Leader, it will be considered essential for that member of staff to have already taken part in a residential trip as a member of the team.

The Visit/Trip Leader will talk to the Principal/Headteacher/Assistant Head to obtain authorization for the proposed trip before any definite plans are made and before any information goes to parents (see Appendix 2).

A visit cannot take place if there is insufficient cover available for that day so a prior check must also be made with the member of staff responsible for covering absent colleagues.

5. HEALTH AND SAFETY

Safety is ensured by adequate supervision, meticulous planning and a clear understanding of what degree of freedom is to be given to pupils and again there are many experienced colleagues and the Principal or School Nurse who can give new staff guidance in these matters. Teaching Assistants and other support staff can accompany trips as staff with members of the academic staff.

6. STAFF LEVELS

Recommended staffing requirements are as follows:

One to 6 (age 4 and under) Nursery / Reception) One to 6 -10 (age 5-6 years)

One to 10 - 15 (age 7-10 years)

One to 15 - 20 (age 11-18 years)

In every case, one staff member included in the above ratios must be a teacher. A first aider **must** be included as a staff member for all trips.

7. TRIPS IN THE EARLY YEARS

In Early Years 2, there are no trips organized outside of school. However, visitors are brought into school related to the curriculum.

In Early Years 3 and Reception students do go on day trips. Before any trip the Trip Leader along with the Health & Safety officer is in consultation with the school's bus provider to make sure their buses meet the local Health & Safety regulations for the height and/or weight of the child. If the school's bus provider cannot meet this standard, another bus company will be found that does.

8. TRIPS IN KEY STAGE 1 & 2

In Key Stage 1 & 2, trips are day trips and are organized to compliment the school curriculum although the final trip in the school year is often more fun based.

From Year 1 to 6 there are usually approximately three trips a year, although there are sporting fixtures and events in addition to the educational school trips. The Greek department will often arrange a trip or a visitor to come to school based on the needs of the Greek curriculum. These trips are paid for within the school fees, although if lunch or food is provided, parents will be asked to pay for this.

In addition, Year 6 offer a residential trip at the end of the school year, to celebrate the completion of primary schooling. It is expected (although not mandatory) that all students will attend this trip. Sometimes a trip overseas is also organized for the Year 6 students, but this is totally voluntary. Although the other trips in Year 6 are covered by the fees, the residential trips, either in Cyprus or overseas are paid for by the parents.

8.1. VISITS INCLUDING AN OVERNIGHT STAY

For visits involving an overnight stay it is recommended that no student below the age of 11 years attend. Staff/pupil ratio is 1 to 10 - 15, subject to there being at least 2 staff. For single sex parties one staff member must be of the same sex as the pupils. For mixed parties a staff member of each sex must be included. At least one staff member must be a teacher. In the exceptional case of an overnight stay involving pupils aged under 7 years, the stricter ratio detailed above applies.

8.2. VISITS ABROAD

For visits abroad the recommended staff/pupil ratio is 1 to 10 - 15, subject to there being at least 2 staff. For single sex parties one staff member must be of the same sex as the pupils. For mixed parties a staff

member of each sex must be included. Where all the students on the trip are over 18, the same rules apply on gender of staff. However, a decision on the gender of accompanying staff may be taken by the Headteacher which will take into account the context and purpose of the trip and which will include explicit consent from parents if, on very rare occasions, the rule on gender of staff may be waived.

8.3. VISITS INCLUDING ADVENTUROUS ACTIVITIES

For any visit in which activities classified as adventurous form part of the programme, the recommended staff/pupil ratio is 1 to 10 - 15, subject to there being at least two staff. In addition, specific regulations may apply to the staffing of the activities themselves. The school insurance company to be advised of what activities prior to trip in case an added cost to the student will be necessary. The trip leader might need to arrange additional insurance cover for high-risk adventure activities.

8.4. INCLUSION OF NON-TEACHERS IN THE STAFF/PUPIL RATIO

Adult helpers, other than teachers, may be included in the staff/pupil ratio provided they are acceptable to the Principal or Headteacher in the role which they will be required to fill.

9. RISK ASSESSMENTS

The Trip Leader will carry out a risk assessment and complete a risk assessment form(s) EDV7 and submit these to the health and safety officer for checking and approval before the trip is approved to go ahead. Approval for any trip is conditional upon completion of satisfactory risk assessments.

10. EMERGENCY PROCEDURES

This section describes the actions to be taken in the event of an emergency i.e. any incident that involves serious injury or fatality or which is likely to attract media attention.

Lower-level emergencies such as less serious injury, serious misbehaviour or transport problems will normally be dealt with by the Group Leader in consultation with the Principal/Headteacher/Assistant Head in charge of trips.

For situations when a student needs a hospital or doctors' visits, this must be discussed with the Principal/Headteacher/Assistant Head who will then immediately inform the parent.

10.1. SCHOOL CONTACTS

Prior to all visits, all involved must be fully aware of the arrangements to be put in place should an emergency arise. As part of the planning and preparation for all visits an emergency school contact should be identified. The emergency contact for The Junior and Senior School is:

The Principal or a member of the Whole School or Senior Leadership Team

For residential and overseas visits and those involving adventurous activities, the school will identify two School Contacts whose details should be provided to the trip/visit organizer: The Principal or a member of the Whole School or Senior Leadership Team, and Member of the Whole School Leadership team (nominated by Principal/Headteacher)

The School Contact's responsibilities include the following:

- To be available to be contacted by the Group Leader following the initiation of the Emergency Procedure.
- To act as a link between the Visit/trip leader and the school immediately following an emergency incident and until such time as alternative arrangements are agreed and established e.g. Incident Control Centre.
- To hold details of all members of any group (names, next of kin, contact numbers, etc).
- In an emergency where the visit/trip leader has contacted the School Contact direct, to initiate the Emergency Procedure as set out under "Actions to be Taken by Group Leader"
- Depending on the circumstances and following discussions with the Ministry of Education and, where possible, the Principal or other senior school staff, to communicate with parents/guardians when a party member is involved in an accident or taken ill or hospitalized. (this is a less traumatic and more reassuring way of notifying the parents rather than the Group Leader trying to contact the parents/guardians from a remote situation).
- Arrangements in the event of staff/adult injury or illness and possible need for a replacement.

10.2. ACTION BY THE GROUP LEADER

Immediately following the incident, the Group Leader should ensure that they have accounted for all party members and delegate a responsible adult to take care of the uninjured members of the party and to protect them from the media. It is important not to allow any member of the party to use make a phone call/text or access social media until advised that it is in order for them to do so.

The Group Leader should assume immediate authority for activating the emergency procedures by calling

During School hours: The main Reception:
The Senior School 22660156. The Junior School 22664855.

Remember if calling from outside of Cyprus: (00357)

When connected, give the following information: -

- Your telephone number
- Your name

Please ensure you leave this information before any further discussion takes place, in case you are cut off. These details will then be passed to the Principal/Headteacher within a few minutes, who will then call you back. Depending on the severity of the incident the Principal/Headteacher may call you to reassure you that your initial call is being acted upon.

If you have no response from anyone to your initial call after 30 minutes, please call again. If this form of communication appears to have failed then, as a last resort, please contact the Principal/Headteacher/Assistant Head directly or failing that the Police.

When the Principal/headteacher/Assistant Head calls you back, please be prepared to provide the following information:

- Re-confirm your name
- Your location
- Some indication of the nature of the incident

- Details of any casualties
- Contact information.

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader. Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Maintain a detailed written log of all action taken and conversations held.

- You should not make any public statements about the incident without prior approval of the School.
- Depending on the circumstances some or all of the following actions may be required:

Retain all equipment involved in an accident or incident in an unaltered condition unless it is required by the police.

Begin to make appropriate arrangements for those not injured to return home immediately.

Arrange to visit the injured in hospital and to obtain the necessary documentation from the medical authorities, e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays.

- Obtain receipts for all expenditure connected with the incident.

10.3. ACTION BY PRINCIPAL/SCHOOL

On being notified of an emergency a Support Team is brought into action to support the party and parents. The team will operate from the School and the Principal or a senior member of staff will coordinate the incident.

The Team will form a continuous link with the affected party, and depending on the level of emergency, send a senior leadership team member to the incident location. It will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies etc. As appropriate it will arrange for the return of the party or arrange transport for parents to the location where pupils are unable to travel home soon after the incident.

Depending on the circumstances, a Home Support Team might be established, involving the Principal and/or other senior staff, on the school premises, to provide a contact point for information exchange and support for all families.

The Team will give accurate and periodic information through press releases and arrange necessary interviews, and try to reduce the media pressure on the school and parents. Support and counselling will be arranged for families, young pupils and staff.

11. TRANSPORT

11.1. HIRED COACHES

If needed, local coaches (such as transport to and from the airport) should be hired from approved operators, a list of which is available from the Health and Safety officer.

11.2. PRIVATE CARS

No pupil may travel in a private car unless parental permission is given in advance and appropriate insurance cover is in place and documented. When considering travel within private cars, children's car seats must be considered.

12. FINANCE FOR RESIDENTIAL AND OVERSEAS TRIPS

12.1. FINANCIAL PLANNING

The Visit/Trip Leader should inform and/or consult with the Bursar in the early stage in the planning process to ensure that the proper financial procedures are followed and that any required safeguards are in place.

1. All costs should be accounted for and covered by the students, including but not limited to: flights, accommodation, travel insurance, airport transfer costs, meals (if not included in the price paid travel costs of any teachers in attendance).
2. If the price/ cost of the trip depends on a minimum number of students attending, this should be communicated to the parents so that any price increases may be covered.
3. Agree (prior to the issue of the first letter to students), the payment dates for travel company/flights/coaches
4. Include a detailed refund policy in the trip letter, noting that the School abides by the cancellation policy of the agent and ensuring that the refund policy dates are consistent with those of the travel agent's. As part of the consent form, the parents should confirm that they have read and understood the refund/ cancellation policy.
5. A non-refundable deposit should be included in the payment plan of the trip. This should be payable by all students attending the trip and it is understood that it is non-refundable for any reason.
6. Students wishing to join the waiting list for the trip should also pay a deposit for the trip equal to the first instalment. In cases where the students will not be joining the trip due to unavailability of places, they will be entitled to receive their deposit back.
7. Students with a confirmed place on the trip who choose not to attend the trip will be eligible for a refund in accordance with the refund policy of the trip, as communicated in the trip letter (and consistent with paragraph 4 above).
8. Where a student from the waiting list joins the trip, the School may refund an amount additional to that given in paragraph 4 above, to the student not attending, ensuring that there is no additional cost to the School as a result of this replacement. Any special requests can be considered on a case by case basis and the final decision will be communicated after the completion of the trip.
9. Ensure that all payment dates and instalments from students will be paid to the School with enough time before any payments to be made to companies by their due date.
10. Invoices to be paid for any parts of the trip should be forwarded, for processing to the Finance Department. The trip leader should ensure that the invoice is consistent with the price quote received and authorise the Finance Department to make the payment.
11. The Finance Department should make the payments by the relevant due dates.
12. Lists of students attending (generated by the online registration form) must be given to finance as soon as these are known by the trip leader to monitor the payments received by the students.
13. The Finance Department will liaise with the trip leader so that reminders are sent by the trip leader to parents of participating students ahead of payment deadlines. Any missed payments will then be chased by the Finance Department.
14. The Finance Department should keep a detailed spreadsheet noting the payments received from the students and the payments made to the providers. These should be updated as payments are

received and communicated to the trip leader frequently.

15. Only students who are up to date with their tuition fees payments should generally be allowed to attend trips. To ensure that the School is fair to all its students, special consideration will be given to students wishing to attend but have pending tuition fees. Approval must be sought from the Headteacher/Principal for these cases before the attendance of the student is confirmed.

The Visit/Trip Leader will ensure that parents have early warning of additional costs associated with the visit/trip, normally by way of a letter or email sent out the term before the trip is to take place.

13. CONTINGENCY FUND

An agreed amount (usually between €20-50 per student) will be given to the trip/visit leader who will have a contingency plan for financial emergencies. Any surplus funds following the trip will have an agreed destination. In the case of any financial emergencies, the trip/visit leader should keep receipts of all expenditure during the trip, complete a Trip receipt form, and these should then be provided to Finance on the group's return for audit purposes. It is expected that this fund will be covered within the students cost of the trip.

In the unlikely event that unforeseen expenses during the trip have exceeded the contingency fund amount given to the trip leader, receipts should be kept for the **total** amount spent so that the teacher attendees can be reimbursed for these after the trip.

13.1. STAFF PERSONAL EXPENSES

As stated above, flights, accommodation, meals (to an agreed limit), transport costs for transfers, travel insurance and trips will be covered within the cost of the students; any additional costs incurred will and are to be covered by each member of staff and **NOT** covered by the Contingency Fund.

13.2. INSURANCE

Appropriate travel Insurance should be purchased for all trips, either through the travel agent or independently. Where travel insurance is not included in the trip price, the trip leader may liaise with the Bursar to identify insurance providers who are able to provide insurance for the trip. The trip insurance certificate should be obtained and filed together with the rest of the documents for the trip.

Travel insurance should be as comprehensive as possible. The terms of the travel insurance should be communicated to the parents together with the rest of the trip information ahead of the trip to ensure that parents have the option to purchase additional travel insurance if needed.

13.3. EXTRAORDINARY CIRCUMSTANCES

Please note that in case there is tension or an unusual circumstance which may impact the trip, (and there are no governmental or other restrictions on travel to the trip location), an emergency meeting with parents will be held to explain the whole situation offering a choice to the parent to decide on whether their child will still participate or not, knowing that they are unlikely to receive any refunds following bookings and payments to the travel agent. The trip will still proceed for those who choose to remain.

14. COMMUNICATIONS/DOCUMENTATION

14.1. LETTER/CONSENT FORM

Parents will have completed a consent form for their child/ren to attend school trips. If a parent has not completed the form or has refused permission for trips, the school will usually contact the parents before the trip, explaining that their child/ren will not be able to attend the trip unless a consent form is submitted before the scheduled trip.

14.2. FOR OVERNIGHT/OVERSEAS TRIPS

Residential trips should ideally be organized 6 months in advance. Overseas trips should ~~possibly~~ ideally be organized 6-10 months in advance. Parents can then make arrangements for the finances and be informed as to what the trip involves. Parents will be required to sign an additional consent form, for the cost or potentially hazardous activity. A code of conduct information sheet will also be included for both the student and parent to sign. A copy of the Rules and Regulations will be sent to parents. A trip Medical Form must be completed by parents. Consent for Medical Treatment form signed by a parent giving responsibility to the School in the event of an emergency requiring medical or surgical intervention.

14.3. MEETING

An explanatory meeting may be held for parents if the visit/Trip Leader feels that this is appropriate before residential trips. All overseas Trips must have a parents' meeting.

14.4. ITINERARY

An-itinerary will be sent home before all overseas or residential trips (apart from games fixtures and local class outings). The itinerary will be shared with the Headteacher and Assistant Headteacher.

14.5. DAILY COMMUNICATION WITH THE SCHOOL

The trip leader will be in communication (by text, email or phone) on a regular basis with the school or delegated senior management team person, if out of school hours; it is suggested as follows;

- On arrival
- Regular intervals
- End of journey or trip

14.6. REPORT

For Residential and overseas trips, a summary should be written up by the trip/visit leader, including any itinerary changes that were made, if the trip reached its expectations, notes regarding travel company, flights, transfers, trips, accommodation, any relevant and useful information for a return trip. The following will also be submitted: Incident report forms completed in the case of any behavioural problems of students, accident reports completed in the case of an accident regarding both staff & students, all medical receipts handed in for an insurance claim.

14.7. ALL TRIP DOCUMENTATION

All documentation and other useful notes will be placed on file for future reference, following completion of the visit/trip. This documentation will be updated as necessary by any staff obtaining further or new information.

15. RELATED DOCUMENTS

This policy accompanies other School policies and procedures, specifically:

- First Aid Policy
- Medicines Policy
- Child Protection and Safeguarding Policy

16. USEFUL CONTACTS

Ministry of Education Sports and Youth

Kimonos & Thoukydidou Corner, Acropoli, Nicosia 1432 Tel :22800600/700

Website: www.moec.gov.cy

Ministry of Health Cyprus Prodromou Street, Nicosia 1148 Tel :22605300

Website: www.moh.gov.cy

Ministry of Labour & Welfare

Lordou Vyronos 7, Nicosia 1463

Tel: 22401600

Website: www.mlsi.gov.cy