

## **VISION STATEMENT**

**GGS aims to nurture resilient, holistic, empathetic & lifelong learners in a multi-cultural environment, for a sustainable future.**

## **MISSION STATEMENT**

**GGS graduates will be responsible global citizens empowered to contribute to society in various capacities by providing them the freedom to be, to act, to impress and to dream. GGS incorporates an inquiry-based curriculum and extensive co-curricular experiences, acknowledging the role of community voice and student agency.**

## **FIELD TRIPS POLICY**

**Objective:** to provide students with experiences to enhance learning and citizenship

**Policy statement:** Genesis Global School believes that field trips and experiences enhance learning and personal development. GGS will make an effort to provide a variety of safe and engaging experiences.

### **Policy/procedures:**

Teachers may plan field trips for four purposes:

- A) To support curricular learning
- B) To support citizenship and personal growth – service trips
- C) To provide adventure, cultural and recreational experiences
- D) To participate in organization events i.e.: round square, robotics, MUN etc.

**Curricular trips** may be planned during instructional hours however there must be evidence of some curricular connections. There should be some follow-up assignments or activity.

**Citizenship trips** may be planned during instructional time but this is not encouraged. Service trips would best be planned for weekends or holidays.

**Adventure/cultural/recreational trips** should where possible take place outside of instructional time, otherwise trips may span instructional time and weekends.

**Organizational events:** may be planned during instructional time as required by the organization, however planning must comply with the 'field trip' policy.

## Planning requirements

1) Teachers/supervisors must get approval from their principals prior to announcing any trip. This should ideally happen at the beginning of the year/term. Trips will not be considered on short notice (months in the case of major trips, weeks in the case of minor trips) included must be:

- ✓ Rational and curricular connections
- ✓ Supervision and risk analysis
- ✓ Follow-up assignments if any
- ✓ Vendors being considered
- ✓ Costing per pupil
- ✓ Proposed dates
- ✓ Clear outline of student conduct must be signed by students and parents (general contract can be provided)

Over night trips out of the country must have school director approval

2) **Supervision:** high risk trips 1:10 (escort/student)

Lower risk trip 1:15 (defined as no physical threat of injury, trip to library, science center, zoo)

Where the trip is co-ed there must be a female and male escort

All escorts must be employees of the school or have a current vulnerable sector certificate (police check)

Parents may be used as escorts providing the teachers and principals approve and parents can provide the police check

Generally parents should not attend school trips unless extra supervision is required and invitation is made by the school.

### 3) TRANSPORTATION AND VENDORS:

1. The vendor must have done similar trips before and should have testimonials regarding the quality of their work.
2. The vendor must show consistency in quality of delivery and provide reference numbers of other schools who they have worked with. Organizers are required to check these references.
3. There should be a comprehensive personal accident and liability insurance policy which each vendor will provide specific to each trip.
4. The school should also provide personal accident coverage to each student as a matter of course, covering accidents both in school and during midterm trips.
5. The supervisors will carry up-to-date medical forms which include parents contact information, doctors name and contact, insurance numbers and medications and medical conditions.
6. Vehicles to be used for transporting the school students, especially into the mountains e.g. of Uttarakhand/Himachal Pradesh, should be selected and inspected and have current safety certification. Pickup and drop point for such trips should be the campus. The use of local transport in the hills is NOT PERMITTED.

7. Where seatbelts are available they are to be worn.
8. When in the mountains care should be taken that all vehicular movement should be restricted to daylight hours.
9. The school should keep in mind the selection of escort teachers keeping the type of trip, the terrain, the age group of the school students etc. Within the escort teachers', responsibility for the conduct of the trip must rest with one single teacher/individual who would be the designated leader of the group.
10. For higher risk trips the student: supervisor ratio is to be 10:1.
11. All communication inward/outward of the group will be through one of the designated School escorts both concerning the School administration and the Parent community. This information may be shared with the Parent group concerned. The broadcast to School and the Parent community could be at the beginning or end of the day, that all the students are well and safe. This should be established as a standard practice so that the incoming calls either become nil or negligible. Parents must not be encouraged to call the teacher escorts unless it is an absolute emergency.
12. There will be 2 persons in School - one from administration and Manager (Security & Transport) - who will coordinate all matters with the travelling group.
13. The leader of the group will check all safety norms from the time the trip starts at school campus till it ends at the school campus, covering - travel, boarding and lodging.
14. Payment for the mid-term trip to the vendor should normally be based on 50:50 with 50% of the value of the order to be placed prior to the trip and 50% of the value of the order to be paid within 15 days of the end of the trip.
15. Any discrepancy in the deliverables as per the contract must be reported in writing directly by the leader at the offshore venue or through the School, whichever is the case may be, as and when it is known, so that immediate remedial action may be taken. Also, it is expected that the School leader of the tour/trip will submit a report confirming fulfilment of the contract and all its conditions, within three working days of the completion of the trip. The balance 50% payment will be paid only after receiving the report.
16. It is always advisable the vehicles used for such trips should be parked in the school premises a minimum of eight hours prior to the commencement of the trip. In this manner it will be assured that the driver is rested prior to the start of journey.
17. In case multiple vehicles are used for journeys or part thereof, every vehicle used to transport school students during a tour/trip must have a valid safety certificate and have an escort teacher from the school on board.
18. Escorting of the GGS School group must be done by a representative of the vendor who is an experienced individual and has done the task of escorting School groups.
19. When planning and designing the tour/trip care should be taken to give adequate time between points on the route so that the vehicles travel at a safe speed.
20. Care should also be taken to have full knowledge of nearby hospitals and availability of medical assistance including their hours of operation.
21. Care should also be taken, and data collected of known people in the area who could be of assistance in an emergency.
22. The school administration and security department should have all relevant documents pertaining to the trip including the route map, the itinerary, phone numbers of all the people accompanying, list of students taking the trip, the name and number of the parents of the students taking the trip etc.

- 23. A first-aid kit must accompany every vehicle being used in the journey.
- 24. Vehicles used must be checked for Permits, original Driving Licence.
- 25. Meeting Sustainability norms - Effort should be made for outdoor sites to meet sustainability norms.
- 26. Every vendor would need to provide the School with their standard operating procedures (SOP's) for the tour/trip/excursion ex the GGS campus.

*Note: Updated on 11/05/2019*

### Field Trip Permission Form

Destination: \_\_\_\_\_ Proposed Date(s) \_\_\_\_\_

Rational/Curricular links: \_\_\_\_\_

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Supervisor(s): Lead \_\_\_\_\_

Support: \_\_\_\_\_

Class: \_\_\_\_\_ Number of Students: \_\_\_\_\_ males \_\_\_\_\_ Females \_\_\_\_\_

Suggested itinerary: (brief) \_\_\_\_\_

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Safety Considerations: \_\_\_\_\_

Transportation Requirements: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Not Approved

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Principal signature Date