

**Vision**

Dream, Inspire, Act.

Mission

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

Policy Monitoring

Date of review: September 2023

Reviewed by: Principals and Administrative head.

Date of next review: June 2024

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

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 local and international 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 many more

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 with written or oral reflections of the students.

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, the number of students as well as their participation candidature is discussed and approved following the “activity participation policy” – (we have an “activity programme 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)

Overnight trips out of the country must have School Director approval. Proper orientations to be organised by vendors for students and parents prior to the visit to clarify all doubts.

2) **Supervision:**

1. high risk trips 1:10 (escort/student)
2. Lower risk trip 1:15 (defined as no physical threat of injury, trip to library, science center, zoo)
3. Where the trip is co-ed there must be a female and male escort
4. All escorts must be employees of the school or have a current vulnerable sector certificate (police check)
5. Parents should not attend school trips unless extra supervision is required and invitation is made by the school.
6. For special needs students, to be reviewed case wise how well they can be adapted without much of supervision. In case of shadow teacher, parent generally bears the cost.

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. 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.
6. Where seatbelts are available, they are mandatory to be worn.
7. When in the mountains care should be taken that all vehicular movement is restricted to daylight hours.
8. 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.
9. 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 is 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.

10. 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.
11. 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.
12. 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.
13. A first-aid kit must accompany every vehicle being used in the journey. Vendor to ensure proper medical/first aid arrangements for emergency at place of visit.
14. Vehicles used must be checked for Permits, original Driving License.
15. 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.
16. 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.
17. Every vendor would need to provide the School with their standard operating procedures (SOP's) for the tour/trip/excursion ex the GGS campus.
18. The school should keep in mind the selection of escort teachers keeping in mind 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.
19. There will be 2 persons in School – one from administration and Manager (Security & Transport) – who will coordinate all matters with the travelling group.
20. 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.
21. 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.
22. Care should also be taken to have full knowledge of nearby hospitals and availability of medical assistance including their hours of operation, this information should be a part of the proposal plan.
23. Care should also be taken, and data collected of known people in the area who could be of assistance in an emergency.
24. 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.
25. Meeting Sustainability norms – Effort should be made for outdoor sites to meet sustainability norms.

International Travel

International travel can provide students with lifelong memories and unparalleled learning experiences. Genesis encourages such experiential learning; however extra precautions must be taken. As our general field trip policy is comprehensive in the areas of due diligence with vendors, transport providers and housing, these standards must be adhered to for international excursions. Any exceptions are to be thoroughly documented and shared with parents. Certainly, at times, the experiences vary and may not reflect the standards and expectations of domestic travel. Examples may include outdoor adventure trips, sports excursions or service trips.

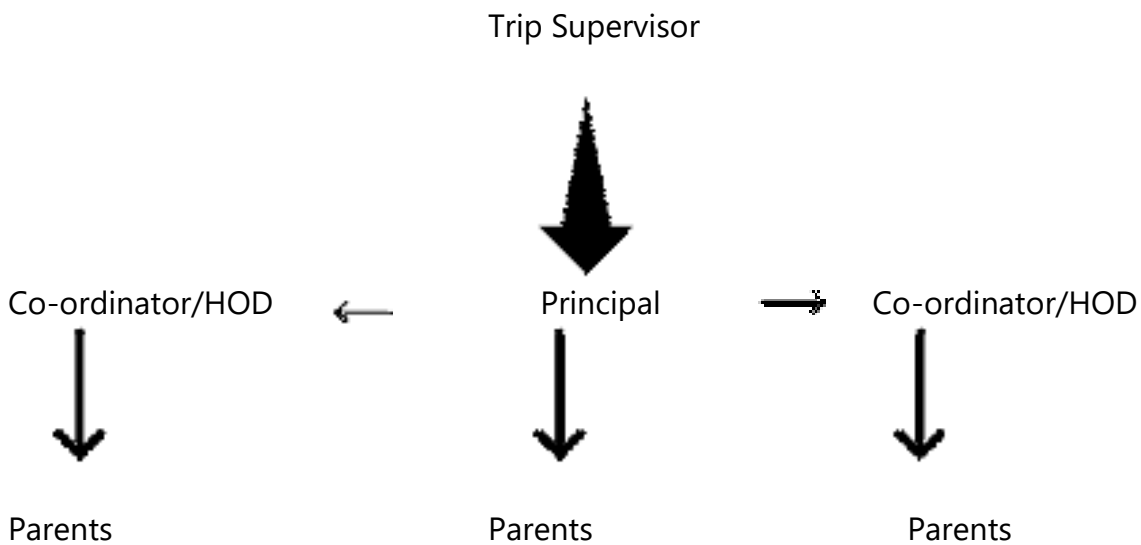
1. International trips should be planned a year in advance with a minimum planning time of 6 months.
2. Permission for International travel must be provided by the Division Principal and Director.
3. International travel should be sponsored by a reputable organization such as Round Square, Campus International or hosted by another school. Other travel is permitted however the supervisor is responsible for due diligence meeting standards of domestic travel (above) and those outlined in this addendum.
4. Documentation from hosting organizations is essential including travel once arriving, housing, itinerary upon arrival and supervision. This is to be clearly shared with parents.
5. Organizers must have, in writing, all due diligence regarding safety and security has been taken by host organization.
6. If there is no host, supervisors must perform the due diligence required, verifying safety procedures for transport, validity of third-party vendors, political safety at time of travel, security measures regarding housing. Home stays are NOT recommended unless host families have been vetted via host school or police clearance checks.
7. At least one face to face parent meeting is to take place clearly outlining the purpose and itinerary, expectations regarding behaviour and risks that are associated with the trip. Meeting requirements may vary based on organizational requirements.
8. Supervisors are to carry copies of all passports, visas, tickets, student medical and contact information. If vaccinations are required documentation must be carried.
9. Medications will be carried by the supervisor and distributed to students (if student is above 18 they may carry medication depending on the nature of the medication).
10. Students are to carry contact information of all chaperones that is always to be kept on their person.
11. Students are NEVER permitted to travel alone and must always be in groups of three or more.
12. All documentation is to be presented to the Division Principal for verification.
13. Matters involving medical, accident or travel insurance need to be verified in writing and shared with parents.
14. Emergency contact tree must be completed and filed with Principal with a complete list of participants and parent contact information (see flow chart below)

In the event of an emergency:

- ✓ Chaperones will gather group in a safe and secure location
- ✓ Lead chaperone will contact appropriate Principal with details, students will be asked not to contact parents for 30 minutes after contact with Principal has been made
- ✓ Principal will direct course of action or will provide a response time

when they will re-contact supervisor

- ✓ Principal will script a message to go to parents and share with HOD or Co-ordinators
- ✓ Parents contacted using only the scripted information and a promise to respond with a plan of action within a specific period of time



NOTE: Genesis Global School will not be responsible for trips or activities that were not organized, approved or sponsored by the school.

Enclosed:

- Field Trip Permission Form- to be filled by organizing teacher
- Field Trip Planning Checklist
- Field Trip Student Permission Form



FIELD TRIP PERMISSION FORM

Destination: _____ Proposed Date(s) _____

Rational/Curricular links:

Supervisor(s): Lead _____
Support: _____

Class: _____ Number of Students: _____ (participant list to accompany) Males _____ Females _____

Suggested itinerary:
(brief) _____

Safety Considerations:

Transportation Requirements:

Submitted by: _____ Date: _____

Approved Not Approved

Principal signature Date

FIELD TRIP PLANNING CHECKLIST

1. Field trip approval by Principal/Director – 1 month in advance for local. 2 terms for international trips
2. Verification of Vendor, housing, transportation and visiting sites meeting safety standards
3. Verification of insurance certificate for vendors, transport etc...
4. Parent permission form and fees collected
5. Class list submitted to Principal
6. First Aid kit
7. Health records and contact information for all participants (issues related to medications confirmed with parents)
8. Students have informed other teachers and coaches
9. Packing list and expectations of behaviour in writing to students and parents
10. Final attendance list prior to departure left with Principal
11. All students have supervisor contact information
12. Confirm quality of security while traveling and while on site

**FIELD TRIP STUDENT PERMISSION FORM**

I, _____ am voluntarily allowing my child _____ of Class
_____ Section _____ Date of Birth _____ Blood Group _____ to participate in
_____.

I understand that this trip will be supervised by staff members from the school and that all reasonable safety precautions will be followed. I am aware that the school is committed to the trip bookings and that, should my child withdraw for any reason after this consent has been signed, no refund shall be claimed.

I expect Genesis Global School to take measures reasonably available in its control to ensure the safety and care of my child through adult supervision and guidance. I shall not hold 'Genesis Global School' responsible for any untoward accident or injury to my child during transit or at the venue during the stay and while engaging in activities that may occur due to unforeseen circumstances. Further, I understand and agree that the school will in no way be held responsible for any untoward incident taking place during the trip owing to any disclosed/undisclosed medical condition. In case of any untoward incident, I/we release Genesis Global School, their employees, and teachers from any liability from claims arising from my child's participation in the program.

It is also certified that my son/daughter/child has not been suffering from any infectious disease for the past month and that my child is not a patient of Epilepsy or Asthma, nor is my child allergic to any food item/medicine (unless specified below). I acknowledge that school medical records are up-to-date and contact numbers current.

In the event of a medical emergency should I or the emergency contact not be able to be reached I grant permission for the supervisor to permit emergency medical procedures to occur as recommended by medical attendance. I understand that any medical expenses incurred during the trip will have to be reimbursed by the undersigned.

Parent Name and Signature: _____ Date: _____

Parent Contact Numbers: _____

Emergency Contact: (name and number) _____

Parent signature: _____