



# FIELD TRIP AND EXCURSION POLICY

Reviewed: April 2022

## Abstract

AIS believes that school excursions enhance students' learning by providing opportunities for students to participate in curriculum-related activities outside the normal school routine. School excursions are well-planned, curriculum-related activities that aim to maximize students' learning experiences.

## Reviewed by:

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Head of Early Childhood Department

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# Field Trip and Excursion Policy

Acorns International School (AIS) believes that field trips and outdoor excursions enhance students' learning by providing opportunities for students to participate in curriculum-related activities outside the normal school setting. School excursions are well-planned, curriculum-related activities that aim to maximise students' learning experiences outside of the classroom.

## **Overview:**

This procedure applies to AIS school field trips and outdoor excursions where some or all students are required to be absent from school on any school day, this may include day or overnight trips. All excursions are approved by the school management.

To ensure the health and safety of students and staff, schools are required to proactively manage all aspects of variations to daily school routines. The school's duty of care to students extends to school excursions. Activities conducted away from schools may increase risks and therefore the standard of care required must reflect the increase in identified risks.

The organising parties must be able to demonstrate that activities have been thoroughly planned to ensure that students, staff and others will be safe whilst undertaking the activity. Any potential risks must have been identified and managed and there must be a planned response in case of an emergency. A site/location visit should be carried out by the teacher responsible and approved by the Management.

## **1. Responsibilities**

### **1.1 Management:**

- Approve all school excursions ensuring appropriate organisation and curriculum relevance taking into consideration:
  - the needs of the students
  - the costs involved
  - the impact on the total learning programme
  - approval of the application form for day trips and multi-day educational visits
  - approval of the risk assessment report

### **1.2 Staff members organising school excursions:**

- Complete the attached detailed field trip application form
- Complete the attached risk assessment form
- Seek parental permission with signed consent forms

## 2.Process

### 2.1 Management:

- Ensure risk assessments are conducted and risk management plans developed and documented for high and extreme risk activities that will take place as part of the excursion
- Maintain a register of approved school excursions containing:
  - times, date(s), venue and itinerary
  - number and year levels of participating students
  - names of supervising teachers and other chaperones
  - transport, accommodation, meal and first aid/emergency arrangements if appropriate
  - arrangements for students not participating
  - cost per student
  - educational aims and planned follow-up activities
  - copies of parental consent forms
- Arrange a programme for students remaining at school for the duration of the school excursion, and ensure that adequate teacher supervision is provided
- Ensure that charter buses used for excursions have seat belts for all passengers
- Ensure that when students are being transported in private vehicles these safeguards are implemented:
  - Written consent of parent for their child to travel in a privately-owned vehicle is received and stored.
  - Contact details for all drivers are recorded for contact purposes.

### 2.2 Staff members organising school excursions:

- Ensure that:
  - drivers hold a current licence
  - the vehicles are in good mechanical condition
  - all planned excursion activities have obtained appropriate approvals.
- Give timely advice to parents and students of details of location, timetable, supervision provided, activities undertaken, potential hazards, precautions taken, costs and anticipated learning outcomes during the school excursion
- Obtain written consent and where relevant any updates to medical details. Written consent is to be filed as proof of parental permission.
- Access student's **Student Medical Information Form** to identify any relevant medical details and ensure all records are updated based on advice received from parents on permission forms
- Assess the suitability of destinations and venues for the school excursion
- If needed, choose parents to accompany students according to the expertise they have relevant to the activities undertaken and instruct them prior to departure regarding their roles, hazards that might be encountered and precautions to be taken.
- Determine appropriate supervision arrangements including adult/student ratios. Be aware that the actual risk level will vary according to the specific circumstances of the activity and these must be considered when assessing the inherent risk level and planning the activity. In determining appropriate supervision of students, factors to consider include:

- Which students will be involved? (age, maturity, experience, special needs, number etc.)
- What will students be doing? (running, jumping, swimming, cutting, cooking, throwing etc.)
- What will students be using? (hazardous materials, sporting equipment, tools, stove etc.)
- Where will students be? (outdoors, restricted space, pool, the lake, elevated, etc.)
- Who will lead the activity? (experience, qualifications etc.)
- age, capabilities and number of students
- Individual student's educational and behavioural needs
- Individual student's medical and physical requirements.
- Develop a contingency plan under the direction of the management before embarking on the school excursion, to ensure that contact can be made expeditiously with planned venue, parents, medical authorities or other personnel
- Supervise all groups during the school excursion
- Ensure that the line of communication is maintained at all times including emergencies- In case of emergencies, the respective Head of the Department (HOD) is the first person to be contacted and intimated of the incident
- Refrain from communicating directly with the parents during an emergency
- Complete all relevant accident report forms in relation to any accidents occurring during a school excursion in accordance with AIS procedures and policies
- Ensure that the excursion carries a fully-equipped first aid kit, any additional medication and other incidentals.

**Reviewed by:**

Yirka Vinck - Head of Early Childhood Department

Shallon Baguma- Head of Primary Department

Shirin Bagchi- Head of Secondary Department

Henry Kalanzi- Head of Specialities Department

**Date of Review:** April 2022

**Next Review Due:** August 2024



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**Application for the approval of day trips and  
multi-day educational visits/expeditions**

Destination: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Activities / Itinerary: (Attach letter with full itinerary)

\_\_\_\_\_  
\_\_\_\_\_

Dates and Times:

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Organising Company (if any): (include all contact details)

\_\_\_\_\_  
\_\_\_\_\_

Cost: UGX: \_\_\_\_\_

Insurance Cover: (Name / Address / Phone + Policy No):

\_\_\_\_\_  
\_\_\_\_\_

Accommodation to be Used: (Type/Name/Address/Phone)

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Names, Experience, Qualifications and Responsibilities of Staff:

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Contact person(s) at school who holds all trip information to be contacted in the event of an emergency: (Attach emergency contact list)

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Existing knowledge of trip destination:

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Participants' names:

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Age range: \_\_\_\_\_

Number of boys: \_\_\_\_\_

Number of girls: \_\_\_\_\_

Adult to students ratio: \_\_\_\_\_

Have you contacted the homeroom teachers / HOD regarding students' behaviour?

Yes / No? \_\_\_\_\_

Have you spoken to the HOD of Learner Support Services (LSS) about the students on the trip, to see if any student may need additional support?

Yes / No? \_\_\_\_\_

Names of Students with Special Educational Needs:

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Have you asked the parents/guardians for up to date medical information?

Yes / No? \_\_\_\_\_

Have you contacted the school psychologist regarding students on self-harming or emotional behaviour?

Yes / No? \_\_\_\_\_

Names of students with medical needs:

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Overseas trips, Passports & Visas: All passports in, checked and photo copied?

Yes / No? \_\_\_\_\_

All necessary visa's applied for?

Yes / No? \_\_\_\_\_

**Parental Consent / Medical Forms:** Does the group leader have copies of all parental consent forms?

Yes / No? \_\_\_\_\_

**Risk Assessments:** Does the group leader have risk assessments for all aspects of the trip?

Yes / No? \_\_\_\_\_

**Emergency Contact Details:** Does the group leader have emergency contact details for this trip?

Yes / No? \_\_\_\_\_

**Group Leader** please sign below and ensure that this form is completed and submitted to the HOD / CEO at least seven days prior to departure.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## **Risk Assessment Template**

**Activity:**

<b>Hazard</b>	<b>Consequence</b>	<b>Preventative Measures</b>





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**Parental Consent – Field Trip**

I agree for \_\_\_\_\_ (name) to take part in the planned fieldtrip.

Details of all visits have been sent to parents/ guardians. If you have not received this information, please make contact .....

**Medical Information About Your Child:**

Any conditions, INCLUDING TRAVEL SICKNESS, requiring medical treatment, including medication:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:
Any special dietary requirements of your child	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:
The type of pain/flu relief medication your child may be given if necessary:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:
<b>Can we administer MEDICINE, if your child should need it?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:
Is your child allergic to any medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:

**For Residential Visits and Exchanges:**

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:
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When did your son/daughter last have a tetanus injection?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:
Does your child have yellow fever vaccination card as prescribed by Government of Uganda?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give brief details:

### Declaration:

Name of the Student:

Name of the Parent/Guardian:

Relationship to the Child:

Mobile Number:

WhatsApp Number:

Name of the Family Doctor:

Doctor's Mobile Number:

In the event of your child being unwell during the trip, we would make every effort to contact you directly. However, if you are unavailable, please provide the name and contact details of two additional contact persons:

Name of contact person:	Telephone number:	Relationship to the child:
Name of contact person:	Telephone number:	Relationship to the child:

I agree that all the information provided above is true to best of my knowledge. Also agree to my child's participation in the activities as described and acknowledge the need for my child to behave responsibly.

*I confirm that I am the parent/legal guardian of the above named child.*

<b>Full name: (capitals)</b>	<b>Signed:</b>	<b>Date:</b>
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